

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
January 5, 2009**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**SWEARING IN OF MAYOR JONATHAN NOWACZEK** (by City Administrator Mike McGuire)  
**SWEARING IN OF CITY COUNCIL MEMBER CONNIE CARLSON** (by Mayor Jon Nowaczek)  
**SWEARING IN OF CITY COUNCIL MEMBER JUDY SEEBERGER** (by Mayor Jon Nowaczek)

**ROLL CALL** (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Seeberger)

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

1. December recycling award to Tyler Bagley
2. Recognition of new peace officer

**OPEN FORUM**

The open forum is a portion of the meeting to address the City Council on subjects that are not a part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed *A total of 15 minutes is allotted for the public comment period (not 15 minutes per person).*

- 1.
- 2.

**CONSENT AGENDA**

**Consider a resolution adopting items 1 through 13**

	<u><b>TAB #</b></u>
1. December 1, 2008 City Council regular meeting minutes	1
2. December payables and receipts	2
3. December building, plumbing and mechanical permits	3
4. Safe and Sober "Operation NightCAP" resolution and grant agreement	4
5. Fire protection and rescue service contracts	5
6. Annual step increase for Assistant City Administrator	6
7. Lawful gambling application for pull-tabs by VFW Post 323 at Captain's Corner	7
8. Acceptance of a laptop computer from the Minnesota Chiefs of Police Association	8
9. Acceptance of grant from the Fred C. and Katherine B. Andersen Foundation and authorization to purchase related equipment	9
10. Quarterly K-9 donations report	10
11. Request by John David Koller to transfer gravesites in Hazelwood Cemetery	11
12. Pay Equity Report for 2009	12
13. Authorization to purchase a document scanner	13

**PUBLIC HEARINGS**

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

**TAB #**

1. Consider actions to proceed with the Perro Creek Outlet – Bayport Storm Sewer project

14

**NEW BUSINESS**

1. Set City Council meeting dates for 2009

15

2. Consider appointments, designations, and assignments for 2009

16

3. Consider appointments to Library Board and Planning Commission

17

4. Consider a donation request from the Washington County Historical Society

18

5. Discuss reduction in local government aid (LGA) for 2008-2009

19

**COUNCIL ITEMS AND ANNOUNCEMENTS**

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

1. Closed session to discuss pending litigation

**ADJOURNMENT**

**RESOLUTION NO. 09-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JANUARY 5, 2009**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 5<sup>th</sup> day of January 2009, at 6:00 p.m

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE JANUARY 5, 2009 CITY COUNCIL AGENDA**

1. December 1, 2008 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permits
4. Safe and Sober "Operation NightCAP" resolution and grant agreement
5. Fire protection and rescue service contracts
6. Annual step increase for Assistant City Administrator
7. Lawful gambling application for pull-tabs by VFW Post 323 at Captain's Corner
8. Acceptance of a laptop computer from the Minnesota Chiefs of Police Association
9. Acceptance of grant from the Fred C. and Katherine B. Andersen Foundation and authorization to purchase related equipment
10. Quarterly K-9 donations report
11. Request by John David Koller to transfer gravesites in Hazelwood Cemetery
12. Pay Equity Report for 2009
13. Authorization to purchase a document scanner

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following vote via voice:

Jonathan Nowaczek –  
Dan Johnson –  
Judy Seeberger –

Connie Carlson –  
Torry Kraftson –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 5<sup>th</sup> day of January 2009.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBER  
DECEMBER 1, 2008  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of December 1, 2008 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, Attorney Nick Vivian

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The recycling award for November went to Darryl Germain.
2. The Bayport Police Department is sponsoring a Toys for Tots collection again this year. Items can be dropped off at City Hall through December 18<sup>th</sup>.
3. Mayor Nowaczek noted that this was Councilmember Sharon Ridgway's final meeting as a councilmember, after almost 16 years on the Bayport City Council. Fellow councilmembers and audience members recognized her service to the city with a round of applause. Councilmember Ridgway stated she had enjoyed her time on the City Council and encouraged interested residents to become involved with the City Council.

**OPEN FORUM** – None

**CONSENT AGENDA**

Mayor Nowaczek read items 1-14 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption, with the amendment to revisit agenda item #13, renewal of employee health/dental insurance policy, within three months,:

**Resolution 08-29**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING  
CONSENT AGENDA ITEMS 1-14 FROM THE DECEMBER 1, 2008 CITY COUNCIL AGENDA**

1. November 10, 2008 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits
4. Tobacco license renewals for 2009
5. Certification of past due water bills to 2008 property taxes
6. Certification of past due waste collection bills to 2008 property taxes
7. Annual adjustment to the city employee salary step schedule
8. Refuse hauling license renewals for 2009
9. Non-unionized holidays for 2009

10. Final payment to Peterson Companies for improvements at Lakeside Park
11. Budgeted fund transfers
12. St. Croix Events, Inc. request to run the Stillwater Marathon through a portion of Bayport
13. Renewal of employee health/dental insurance policy
14. Designating January 5, 2009 as the next City Council meeting date

Councilmember Kraftson questioned whether there were any changes to the city employee step schedule, and Administrator McGuire stated it was an across-the-board increase of 3%, based on the union contracts. He also questioned whether the employee health insurance rate increase was factored into the 2009 budget. Administrator McGuire noted the 32% increase was higher than budgeted for, and the city is pursuing competitive proposals from other providers. This process could take three months, at which time the insurance coverage would be brought back for final City Council approval. Police Chief Eastman indicated she has staff in place for the proposed Stillwater Marathon and has no public safety concerns with approving the request to run the marathon through a portion of Bayport.

The motion for adoption of the foregoing resolution, with amendment, was duly seconded by Councilmember Johnson and upon roll call being taken thereon, the following vote via voice:

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

**PUBLIC HEARINGS** – None

**COUNCIL LIAISON REPORTS**

Councilmember Ridgway stated the next meeting of the Cable Commission is scheduled for December 17, 2008, 7:00 p.m., at the cable studio located in the Valley Ridge Mall in Stillwater.

Councilmember Kraftson reported on the November 13, 2008 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). There was discussion on revising the stormwater credits program to make it applicable only to municipalities and government agencies, not developers, and this may need to be re-approved by the City Council. The policy for allowing construction on slopes is being reviewed. The next meeting of the MSCWMO is scheduled for January 8, 2009, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Johnson reported on the November 20, 2008 Library Board meeting. Joe Reding’s request to serve as president for another three-year term was approved, First State Bank and Trust has donated a new supply of plastic book bags, and the final 2009 budget was approved. The next meeting is scheduled for December 18, 2008, 6:00 p.m., at the library.

Councilmember Carlson reported on the November 19, 2008 Lower St. Croix Partnership meeting. Tentative dates for workshops were set for March 31, 2009 (land use and water quality issues) and June 17, 2009 (boat trip tour). Councilmember Kraftson indicated the MSCWMO has discussed a similar boat tour, and Councilmember Carlson will check on attendees for the June 17<sup>th</sup> workshop. The next meeting is scheduled for January 19, 2009, 7:00 p.m., at the St. Croix County Government Center.

**UNFINISHED BUSINESS**

Consider an ordinance amending Chapter 62, Vegetation, of the Bayport City Code, creating an ordinance for the management of hazardous trees: Attorney Vivian stated that the definition of a public nuisance has been revised, as well as changes to the abatement section that would allow for examination and inspection by a licensed forester or arborist, instead of the Public Works department. Councilmember

Carlson requested input on why trees were removed around well house #2. Public Works Supervisor Horak indicated the trees were dead, due to oak wilt, and posed an extreme hazard to adjoining properties and power lines.

Councilmember Kraftson introduced the following ordinance and moved its adoption:

**Ordinance #803**

**AN ORDINANCE AMENDING CHAPTER 62, ARTICLE TWO, SECTIONS 26, 27, AND 28  
CREATING AN ORDINANCE FOR THE MANAGEMENT OF HAZARDOUS TREES**

The motion for adoption of the foregoing ordinance was duly seconded by Councilmember Ridgway and upon roll call being taken thereon, the following vote via voice:

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

Residents should contact City Hall if they are concerned about hazardous trees.

Update on pedestrian crossing grant: Engineer Peters reviewed the City Council’s direction to submit a Minnesota Department of Transportation (MnDOT) “Safe Routes to School” 2009 grant application for a full traffic signal on Highway 95. MnDOT subsequently indicated warrants for a full traffic signal were not met and denied a letter of concurrence required for the grant application. Therefore, the grant application was revised to include a pedestrian-activated signal at the intersection of 2<sup>nd</sup> Avenue North and Highway 95 and construction of a crossing median at 3<sup>rd</sup> Avenue North, for a total grant request of \$65,000.00. The grants will be awarded in May 2009. Mayor Nowaczek reported the city will pursue installation of a full traffic signal with our state legislators. Engineer Peters indicated that the median would not interfere with the school driveway located near the proposed crossing median. He stated the proposed signal would flash yellow when activated, but will investigate other options, such as turning red, when activated.

**NEW BUSINESS**

Consider amending the fee schedule ordinance to reflect 2009 fees: Assistant Administrator Taylor reviewed the proposed changes to the 2009 fee schedule. Discussion followed on reducing the beach house rental fees to promote increased use of the facility.

Councilmember Ridgway made a motion to reduce the resident beach house rental fees by 50%, with non-resident and deposit fees unchanged. Public Works Supervisor Horak supported retaining the current fees for another year since the park wasn’t finished until late summer and this year’s rentals were most likely curtailed due to ongoing construction projects. Discussion followed on fee structure options, city operating costs, and stimulating interest in the building. Councilmember Johnson seconded the motion. Motion carried.

Councilmember Ridgway introduced the following ordinance, with the amendment as moved above, and moved its adoption.

**Ordinance #804**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX D, FEE SCHEDULE, OF THE CITY CODE**

The motion for adoption of the foregoing ordinance was duly seconded by Councilmember Johnson and upon roll call being taken thereon, the following vote via voice:

Jon Nowaczek – aye  
Connie Carlson – aye  
Dan Johnson – aye

Torry Kraftson – aye  
Sharon Ridgway – aye

Liquor license renewals for 2009: City Council approval is required to renew liquor licenses for nine Bayport establishments, as listed in the staff memorandum. Administrator McGuire indicated that Woody's Bar and Grill has paid a required fine, meeting their condition of approval. Attorney Vivian distributed a memorandum regarding the renewal for Refuge on the River and reviewed the recommended conditions of approval, independent of the Conditional Use Permit (CUP) that regulates operation of the restaurant. It is recommended the sale of liquor be restricted to 8:00 a.m.–11:00 p.m. Sunday through Thursday, and 8:00 a.m.–12:00 a.m. Friday and Saturday. These hours are consistent with those established in the CUP.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve 2009 liquor license renewals for all establishments listed in the staff memorandum, excluding Refuge on the River, subject to receiving all required fees and paperwork necessary to process the renewal license applications. Motion carried.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve the 2009 liquor license renewal for Refuge on the River, with the following conditions: the sale of liquor be limited to 8:00 a.m.–11:00 p.m. Sunday through Thursday, and 8:00 a.m.–12:00 a.m. Friday and Saturday, coupled with the four findings of fact listed in Attorney Vivian's memorandum of December 1, 2008: (1) Refuge on the River is located immediately adjacent to a densely populated residential area. (2) The location of the Refuge operation necessarily implicates a public safety interest. (3) The Refuge on the River is immediately adjacent to and caters to late night users of the Bayport Marina. (4) The conditions are necessary to protect the public's interest in the immediately adjacent areas against noise, criminal activity and other nuisance. Further, that these hours of operation shall be as stated or consistent with state liquor license laws, whichever is more restrictive. Motion carried.

#### **COUNCIL ITEMS/ANNOUNCEMENTS**

1. Councilmember Ridgway expressed her thanks for staff assistance during her tenure in office. She acknowledged the excellent Eagle Scout project recently completed in the Village Green Park, as well as the attractive new rock signage for Lakeside Park. She thanked resident Mary Jo Weller for keeping Bayport beautiful by picking up trash during her daily walks.
2. The Lighting of the Green is scheduled to begin at 5:30 p.m. at the Village Green on Wednesday, December 3, 2008.

#### **ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS**

Closed session to discuss pending litigation: Administrator McGuire stated there were no new developments and a closed session is not necessary.

Road salt issue for winter season: Public Works Supervisor Horak stated that Washington County, the city's road salt supplier, is anticipating a salt shortage this year. The city has been allotted 50% of the requested amount, and the Public Works department will not be able to keep city streets as clear as in years past. He urged residents to slow down and plan ahead when traveling this winter.

#### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 6.57 p.m. Motion carried.

## REVENUE SUMMARY YTD THRU 12/31/2008

FUND	FUND Descr	2008 Budget	2008 YTD Amt	2008 % of Budget
101	GENERAL	\$2,108,130.00	\$1,773,282.14	84.12%
102	STREET RECONSTRUCTION	\$0.00	\$36,626.52	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$2,742.00	0.00%
105	GENERAL FIXED ASSETS	\$0.00	\$0.00	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$30,453.00	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$42,630.33	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$136,880.00	0.00%
201	D.A.R.E	\$0.00	\$0.00	0.00%
202	DRUG FORFEITURE	\$0.00	\$3,643.12	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$207,220.00	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$4,981.35	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$14,690.00	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$85,918.47	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$139,255.00	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$76,651.22	0.00%
210	K-9 UNIT	\$0.00	\$10,042.00	0.00%
211	LIBRARY	\$290,334.00	\$268,082.65	92.34%
212	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%
213	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%
214	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%
215	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$48,662.28	0.00%
307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$50,000.00	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$97,573.00	0.00%
414	OFFICE AUTOMATION	\$0.00	\$50,000.00	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$150,000.00	0.00%
601	WATER	\$332,920.00	\$324,340.46	97.42%
602	SEWER	\$634,587.96	\$474,867.17	74.83%
800	INVESTMENTS-POOLED	\$0.00	\$514.94	0.00%
803	P & Z ESCROWS	\$0.00	\$16,600.00	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%
		\$3,365,971.96	\$4,045,655.65	120.19%

## MONTHLY RECEIPTS

Period Name: DECEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	12/3/2008	\$45,802.14	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 101-00000-31000 GENERAL
101	12/3/2008	\$368,744.35	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 101-00000-31000 GENERAL
101	12/31/2008	\$19,297.72	15369 MARKET VALUE CREDIT REAL	R 101-00000-31000 GENERAL
101	12/31/2008	\$163,700.50	15369 LOCAL GOVERNMENT AID	R 101-00000-33402 PERA RA
101	12/31/2008	\$1,330.00	15369 PERA RATE INCREASE	R 101-00000-33402 PERA RA
101	12/3/2008	\$35.00	15300 ROBERT POUTRE - CHARGES FOR NSF	R 101-00000-34105 USER FE
101	12/3/2008	\$2,995.38	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 101-00000-36102 SPECIAL
101	12/3/2008	\$193.08	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 101-00000-36103 SPEC AS
101	12/18/2008	\$6,497.00	15335 2008 PROPERTY & CASUALTY DIVIDEN	R 101-00000-36250 REFUND -
101	12/2/2008	-\$5,500.00	14 GENERAL FUND CEMETERY TRANSF T	G 101-10100 CASH
101	12/2/2008	-\$65,000.00	15 ST DEPT TRANS TO PW EQUIP FUND	G 101-10100 CASH
101	12/2/2008	-\$15,000.00	16 POLICE DEPT TRANS TO POLICE EQUI	G 101-10100 CASH
101	12/2/2008	-\$90,000.00	17 FIRE DEPT TRANSF TO FIRE EQUIPME	G 101-10100 CASH
101	12/18/2008	\$1,825.00	15327 ROTHLUND COMPANY	G 101-20102 S A C CHARGE
101	12/18/2008	\$1,825.00	15332 CATES FINE HOMES - BP 2008-81	G 101-20102 S A C CHARGE
101	12/31/2008	\$1,825.00	15368 KARL TYRRELL - SEWER HOOKUP	G 101-20102 S A C CHARGE
101	12/3/2008	\$7.50	15302 MARTIN CONSTRUCTION - BP 2008 - 78	G 101-20104 STATE SURCHA
101	12/10/2008	\$0.50	15316 SURCHARGE	G 101-20104 STATE SURCHA
101	12/10/2008	\$0.50	15317 SURCHARGE	G 101-20104 STATE SURCHA
101	12/18/2008	\$82.15	15327 BUILDING PER 2008 80	G 101-20104 STATE SURCHA
101	12/18/2008	\$0.50	15331 SURCHARGE	G 101-20104 STATE SURCHA
101	12/18/2008	\$148.22	15332 CATES FINE HOMES - BP 2008-81	G 101-20104 STATE SURCHA
101	12/31/2008	\$0.50	15351 WENZEL - PLYMOUTH PLUMBLING	G 101-20104 STATE SURCHA
101	12/31/2008	\$0.50	15368 KARL TYRRELL - SEWER HOOKUP	G 101-20104 STATE SURCHA
101	12/31/2008	\$2,300.00	15356 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$2,200.00	15357 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$2,300.00	15358 MJS REFUGE LLC - 2009 LIQUOR LICEN	G 101-22102 DEFERRED REV
101	12/31/2008	\$2,200.00	15359 LA COCINETA RESTAURANTE - 2009 LI	G 101-22102 DEFERRED REV
101	12/31/2008	\$350.00	15360 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$2,300.00	15361 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$350.00	15363 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$400.00	15364 2009 LIQUOR LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$200.00	15365 2009 SUNDAY LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$2,000.00	15366 2009 LIQ LICENSE	G 101-22102 DEFERRED REV
101	12/31/2008	\$20.00	15367 EUGENE BEECRAFT - FIRE PERMIT	G 101-22102 DEFERRED REV
101	12/23/2008	\$35.00	15338 HEALTH & DENTAL INS 2009	G 101-27107 DELTA DENTAL
101	12/10/2008	\$60.67	15309 HEALTH INS	G 101-27109 MEDICA
101	12/23/2008	\$497.76	15338 HEALTH & DENTAL INS 2009	G 101-27109 MEDICA
101	12/10/2008	\$50.00	15311 GREINER CONSTRUCTION INC - 2009	R 101-41910-32100 BUSINES
101	12/18/2008	\$50.00	15322 2009 CONTRACTOR LICENSE	R 101-41910-32100 BUSINES
101	12/18/2008	\$30.00	15326 CONTRACTOR LIC	R 101-41910-32100 BUSINES
101	12/18/2008	\$30.00	15330 2009 CONTRACTOR LICENSE	R 101-41910-32100 BUSINES
101	12/18/2008	\$30.00	15333 HARRIS COMPANIES -	R 101-41910-32100 BUSINES
101	12/18/2008	\$30.00	15334 2009 CONTRACTOR LICENSE	R 101-41910-32100 BUSINES
101	12/23/2008	\$30.00	15339 VOGT HEATING A&C - 2009 CONTRACT	R 101-41910-32100 BUSINES
101	12/23/2008	\$50.00	15340 STOCK ROFFING COMPANY - 2009 CON	R 101-41910-32100 BUSINES
101	12/31/2008	\$30.00	15347 ASSOCIATED MECHANICAL - 2009 CON	R 101-41910-32100 BUSINES
101	12/31/2008	\$30.00	15348 COUNTYSIDE HEATING - 2009 CONTRA	R 101-41910-32100 BUSINES
101	12/31/2008	\$30.00	15349 FIRESIDE HEARTH & HOME	R 101-41910-32100 BUSINES
101	12/31/2008	\$30.00	15353 ASPHALT DRIVEWAY - 2009 CONTRACT	R 101-41910-32100 BUSINES
101	12/3/2008	\$30.00	15296 2009 CONTRACTOR LICENSE	R 101-41910-32200 NONBUSI
101	12/3/2008	\$30.00	15297 AREA MECHANICAL - 2009 CONTRACTO	R 101-41910-32200 NONBUSI
101	12/3/2008	\$30.00	15305 NEWMECH - 2009 CONTRACTOR LICEN	R 101-41910-32200 NONBUSI
101	12/3/2008	\$30.00	15306 HORWITZ - 2009 CONTRACTOR LICENS	R 101-41910-32200 NONBUSI
101	12/10/2008	\$30.00	15314 LEROUX EXCAVATING - 2009 CONTRAC	R 101-41910-32200 NONBUSI
101	12/10/2008	\$30.00	15315 RAY N WELTER HEATING CO - 2009 M	R 101-41910-32200 NONBUSI
101	12/10/2008	\$30.00	15318 2009 CONTRACTOR LICENSE	R 101-41910-32200 NONBUSI
101	12/18/2008	\$940.39	15327 ROTHLUND COMPANY	R 101-41910-32200 NONBUSI
101	12/3/2008	\$172.58	15302 MARTIN CONSTRUCTION - BP 2008 - 78	R 101-41910-32210 BUILDING
101	12/3/2008	\$265.50	15302 MARTIN CONSTRUCTION - BP 2008 - 78	R 101-41910-32210 BUILDING

MONTHLY RECEIPTS

Period Name. DECEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	12/18/2008	\$1,446 75	15327 BUILDING PER 2008 80	R 101-41910-32210 BUILDING
101	12/18/2008	\$1,455 19	15332 CATES FINE HOMES - BP 2008-81	R 101-41910-32210 BUILDING
101	12/18/2008	\$2,238 75	15332 CATES FINE HOMES - BP 2008-81	R 101-41910-32210 BUILDING
101	12/31/2008	\$75 00	15351 PERMIT	R 101-41910-32210 BUILDING
101	12/18/2008	\$75 00	15331 PLUBLING PERMIT	R 101-41910-32220 PLUMBIN
101	12/31/2008	\$75 50	15368 KARL TYRRELL - SEWER HOOKUP	R 101-41910-32220 PLUMBIN
101	12/10/2008	\$75 00	15316 MECH PERMIT	R 101-41910-32230 MECHANI
101	12/10/2008	\$75 00	15317 MECH PERMIT	R 101-41910-32230 MECHANI
101	12/18/2008	\$250 00	15328 HYNNEK CUP APPLICATION	R 101-41910-34100 P & Z PE
101	12/3/2008	\$10 00	15307 AMY & TONY LESICKA - 2009 PET LICE	R 101-42100-32240 ANIMAL F
101	12/3/2008	\$20 00	15308 GREG HAUSE - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	12/31/2008	\$25 00	15350 COREY MOHAN - SMALL BIRD/FOWL PE	R 101-42100-32240 ANIMAL F
101	12/31/2008	\$10 00	15352 ADAM DONBLIN - DOG LICENSE	R 101-42100-32240 ANIMAL F
101	12/31/2008	\$10 00	15362 KELLY HOVE - 2009 PET LICENSE	R 101-42100-32240 ANIMAL F
101	12/3/2008	\$1 50	15295 DAVE JOHNSON - PD COPIES	R 101-42100-34201 POLICE A
101	12/10/2008	\$1 00	15313 BRENT HOGBERG - POLICE REPORT	R 101-42100-34201 POLICE A
101	12/23/2008	\$4 00	15341 METROPLITAN REPORTING BUREAU -	R 101-42100-34201 POLICE A
101	12/18/2008	\$1,946 44	15338 WASH FINE/FEE DISB NOV 08	R 101-42100-35101 COURT FI
101	12/18/2008	\$1,573 15	15336 2009 SAFE & SOBER	R 101-42100-36233 GRANTS
101	12/10/2008	\$43 93	15310 REFUND PAYMET ON INVOICE 4113645	E 101-42100-412 REP & MAIN
101	12/2/2008	\$15,000 00	16 POLICE DEPT TRANS TO POLICE EQUI	E 101-42100-437 TRANSFER
101	12/3/2008	\$20 00	15294 BETH FAETH - BURN PERMIT	R 101-42200-32200 NONBUSI
101	12/10/2008	\$20 00	15312 LISA KIVALL - BURN PERMIT	R 101-42200-32200 NONBUSI
101	12/18/2008	\$17 85	15324 NOV FIRE PERMITS	R 101-42200-32200 NONBUSI
101	12/18/2008	\$20 00	15325 RUSS SMITH	R 101-42200-32200 NONBUSI
101	12/2/2008	\$90,000 00	17 FIRE DEPT TRANSF TO FIRE EQUIPME	E 101-42200-437 TRANSFER
101	12/10/2008	\$579 25	15320 OCT 2007 REFUND OF OVERPAYMENT	E 101-43100-212 MOTOR FU
101	12/18/2008	\$1,460 92	15337 OSHA SAFETY GRANT	E 101-43100-421 REPAIR & M
101	12/2/2008	\$65 000 00	15 ST DEPT TRANS TO PW EQUIP FUND	E 101-43100-437 TRANSFER
101	12/18/2008	\$50 00	15329 BEACH HOUSE DEPOSIT FOR 5/16/09	R 101-43200-34780 PARK FE
101	12/3/2008	\$1,000 00	15303 CAROL & GLEN ANDERSON/BLAKE AND	R 101-43200-36230 DONATIO
101	12/2/2008	\$5,500 00	14 GENERAL FUND CEMETERY TRANSF T	E 101-43300-437 TRANSFER
FUND 101 GENERA		\$644,111 67		
<b>FUND 102 STREET RECONSTRUCTION</b>				
102	12/3/2008	\$1,409 00	15301 JUDILTH LIND - 2008 ALLEY PROJECT A	R 102-41601-36102 SPECIAL
FUND 102 STREET		\$1,409 00		
<b>FUND 106 TIF ECON DEV DIST 2</b>				
106	12/3/2008	\$15,114 06	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 106-00000-31000 GENERAL
FUND 106 TIF ECO		\$15,114 06		
<b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>				
107	12/3/2008	\$42,630 33	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 107-00000-31000 GENERAL
FUND 107 TIF RED		\$42,630 33		
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>				
200	12/2/2008	-\$90,000 00	17 FIRE DEPT TRANSF TO FIRE EQUIPME	R 200-00000-37301 TRANSFE
200	12/2/2008	\$90,000 00	17 FIRE DEPT TRANSF TO FIRE EQUIPME	G 200-10100 CASH
FUND 200 FIRE EQ		\$0 00		
<b>FUND 202 DRUG FORFEITURE</b>				
202	12/18/2008	\$450 00	15337 OSHA SAFETY GRANT	E 202-42102-240 SMALL TOO
FUND 202 DRUG F		\$450 00		
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>				
203	12/2/2008	-\$5,000 00	12 WATER DEPT TO PW EQUIP FUND	R 203-00000-37301 TRANSFE
203	12/2/2008	-\$115,000 00	13 SEWER FUND TRANSF PW EQUIPMENT	R 203-00000-37301 TRANSFE

MONTHLY RECEIPTS

Period Name: DECEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
203	12/2/2008	-\$5,500 00	14 GENERAL FUND CEMETERY TRANSF T	R 203-00000-37301 TRANSFE
203	12/2/2008	-\$65,000 00	15 ST DEPT TRANS TO PW EQUIP FUND	R 203-00000-37301 TRANSFE
203	12/2/2008	\$5,000 00	12 WATER DEPT TO PW EQUIP FUND	G 203-10100 CASH
203	12/2/2008	\$115,000 00	13 SEWER FUND TRANSF PW EQUIPMENT	G 203-10100 CASH
203	12/2/2008	\$5,500 00	14 GENERAL FUND CEMETERY TRANSF T	G 203-10100 CASH
203	12/2/2008	\$65,000 00	15 ST DEPT TRANS TO PW EQUIP FUND	G 203-10100 CASH
FUND 203 PUBLIC		\$0 00		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	12/16/2008	\$98 59	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	12/23/2008	\$87 13	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/23/2008	\$24 13	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/23/2008	\$216 67	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	12/10/2008	\$202 68	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	12/10/2008	\$45 94	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/10/2008	\$30 57	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATER/		\$705 71		
<b>FUND 207 PARK IMPROVEMENT FUND</b>				
207	12/18/2008	\$1,000 00	15327 ROTHLUND COMPANY	R 207-00000-34780 PARK FE
207	12/18/2008	\$1,000 00	15332 CATES FINE HOMES - BP 2008-81	R 207-00000-34780 PARK FE
FUND 207 PARK IM		\$2,000 00		
<b>FUND 210 K-9 UNIT</b>				
210	12/3/2008	\$100 00	15298 SIR FINANCE CORP - K-9 DONATION	R 210-42103-36231 DONATIO
210	12/31/2008	\$100 00	15346 LAKE ELMO VFW 5725 AUXILARY	R 210-42103-36231 DONATIO
FUND 210 K-9 UNIT		\$200 00		
<b>FUND 211 LIBRARY</b>				
211	12/3/2008	\$59,403 99	15304 JUNE-OCT 2008 TAX LEVY SETTLEMEN	R 211-45500-31000 GENERAL
211	12/23/2008	\$93 00	15343 FISK HANSEN, BERUBE	R 211-45500-34760 LIBRARY
211	12/23/2008	\$370 00	15342 GERVAIS, STILLWATER SCHOOL & WA	R 211-45500-36220 RENTAL I
211	12/23/2008	\$25 00	15344 SHIRLEY NEESON - LIBRARY DONATIO	R 211-45500-36230 DONATIO
211	12/23/2008	\$45,000 00	15345 FOUNDATION FOR LIBRARY	R 211-45500-36233 GRANTS
FUND 211 LIBRARY		\$104 891 99		
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>				
303	12/31/2008	\$1,497 00	15369 MARKET VALUE CREDIT TIF	R 303-00000-31000 GENERAL
FUND 303 GO TIF		\$1,497 00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>				
413	12/2/2008	-\$15,000 00	16 POLICE DEPT TRANS TO POLICE EQUI	R 413-00000-37301 TRANSFE
413	12/2/2008	\$15,000 00	16 POLICE DEPT TRANS TO POLICE EQUI	G 413-10100 CASH
413	12/31/2008	\$32,573 00	15355 DONATION - GRANT POLICE DEPT	R 413-42100-36233 GRANTS
FUND 413 POLICE		\$32 573 00		
<b>FUND 601 WATER</b>				
601	12/2/2008	-\$5,000 00	12 WATER DEPT TO PW EQUIP FUND	G 601-10100 CASH
601	12/10/2008	\$9 85	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/10/2008	\$4 98	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	12/10/2008	\$1,689 06	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	12/10/2008	\$7 37	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/23/2008	\$726 07	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/23/2008	\$4 81	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/23/2008	\$9 13	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/10/2008	\$382 82	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/10/2008	\$3 18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	12/10/2008	\$123 49	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC

MONTHLY RECEIPTS

Period Name: DECEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
601	12/3/2008	\$88 30	15299 ROBERT POUTRE - CHARGE BACK NSF	E 601-46120-220 OPERATING
601	12/18/2008	\$1,000 00	15327 ROTHLUND COMPANY	R 601-46120-34601 WATER H
601	12/18/2008	\$1,000 00	15332 CATES FINE HOMES - BP 2008-81	R 601-46120-34601 WATER H
601	12/31/2008	\$1,000 00	15368 KARL TYRRELL - SEWER HOOKUP	R 601-46120-34601 WATER H
601	12/18/2008	\$200 00	15327 ROTHLUND COMPANY	R 601-46120-34602 WATER M
601	12/18/2008	\$200 00	15332 CATES FINE HOMES - BP 2008-81	R 601-46120-34602 WATER M
601	12/31/2008	\$200 00	15368 KARL TYRRELL - SEWER HOOKUP	R 601-46120-34602 WATER M
601	12/18/2008	\$50 00	15327 ROTHLUND COMPANY	R 601-46120-34603 WATER H
601	12/18/2008	\$50 00	15327 ROTHLUND COMPANY	R 601-46120-34603 WATER H
601	12/18/2008	\$50 00	15332 CATES FINE HOMES - BP 2008-81	R 601-46120-34603 WATER H
601	12/18/2008	\$50 00	15332 CATES FINE HOMES - BP 2008-81	R 601-46120-34603 WATER H
601	12/10/2008	\$36 70	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/23/2008	\$164 15	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/2/2008	\$5,000 00	12 WATER DEPT TO PW EQUIP FUND	E 601-46120-437 TRANSFER
FUND 601 WATER		\$7,049 91		
<b>FUND 602 SEWER</b>				
602	12/2/2008	-\$115,000 00	13 SEWER FUND TRANSF PW EQUIPMENT	G 602-10100 CASH
602	12/30/2008	\$14,921 30	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	12/23/2008	\$6 63	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	12/10/2008	\$254 73	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	12/23/2008	\$1,805 60	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	12/10/2008	\$9 85	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	12/23/2008	\$211 16	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	12/10/2008	\$698 21	15319 REFUND - OVERPAYMENT ON INVOICE	E 602-46200-301 PROF SER-
602	12/18/2008	\$750 00	15327 ROTHLUND COMPANY	R 602-46200-34651 SEWER H
602	12/18/2008	\$750 00	15332 CATES FINE HOMES - BP 2008-81	R 602-46200-34651 SEWER H
602	12/31/2008	\$750 00	15368 KARL TYRRELL - SEWER HOOKUP	R 602-46200-34651 SEWER H
602	12/31/2008	\$150 00	15368 KARL TYRRELL - SEWER HOOKUP	R 602-46200-34651 SEWER H
602	12/18/2008	\$50 00	15327 ROTHLUND COMPANY	R 602-46200-34652 SEWER I
602	12/18/2008	\$50 00	15332 CATES FINE HOMES - BP 2008-81	R 602-46200-34652 SEWER I
602	12/16/2008	\$14,921 30	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	12/16/2008	\$821 60	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
602	12/18/2008	\$1,350 00	15337 OSHA SAFETY GRANT	E 602-46200-419 REPAIR & M
602	12/2/2008	\$115,000 00	13 SEWER FUND TRANSF PW EQUIPMENT	E 602-46200-437 TRANSFER
FUND 602 SEWER		\$37,500 38		
<b>FUND 803 P &amp; Z ESCROWS</b>				
803	12/18/2008	\$500 00	15328 ESCROW	R 803-80020-34100 P & Z PE
FUND 803 P & Z ES		\$500 00		
		<u>\$890,633 05</u>		

EXPENSE SUMMARY YTD THRU 12/31/08

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41100	ELECTIONS	\$5,140 00	\$4,404 82	\$735 18	14 30%
41200	MAYOR & COUNCIL	\$139,413 00	\$150,173 56	-\$10,760 56	-7 72%
41240	RECYCLING	\$9,407 00	\$11,042 82	-\$1,635 82	-17 39%
41400	ADMINISTRATION	\$143,769 00	\$147,388 80	-\$3,619 80	-2 52%
41903	DEBT SERVICE	\$0 00	\$0 00	\$0 00	0 00%
41910	PLANNING & ZONING	\$203,035 00	\$191,353 66	\$11,681 34	5 75%
41940	MUNICIPAL BUILDINGS	\$38,272 00	\$46,660 12	-\$8,388 12	-21 92%
42100	POLICE	\$644,608 00	\$631,543 93	\$13,064 07	2 03%
42200	FIRE PROTECTION	\$384,469 00	\$276,409 92	\$108,059 08	28 11%
43100	STREET MAINT	\$281,499 00	\$274,492 02	\$7,006 98	2 49%
43160	STREET LIGHTING	\$21,000 00	\$25,815 73	-\$4,815 73	-22 93%
43200	PARKS	\$78,513 00	\$88,818 52	-\$10,305 52	-13 13%
43300	CEMETERY	\$11,400 00	\$10,642 41	\$757 59	6 65%
44100	PROJECT	\$0 00	\$6,387 50	-\$6,387 50	0 00%
44200	TRANSFER OUT-DEBT SERVIC	\$0 00	\$0 00	\$0 00	0 00%
FUND 101 GENERAL		\$1,960,525 00	\$1,865,133 81	\$95,391 19	4 87%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
FUND 208 PRISON SEWER PROJECT		\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0 00	\$585 57	-\$585 57	0 00%
41912	INSPIRATION	\$0 00	\$736 14	-\$736 14	0 00%
41913	EMERALD FALLS	\$0 00	\$0 00	\$0 00	0 00%
99999	PW CAPITAL OUTLAY	\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PR		\$0 00	\$1,321 71	-\$1,321 71	0 00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0 00	\$0 00	\$0 00	0 00%
FUND 210 K-9 UNIT		\$0 00	\$0 00	\$0 00	0 00%
FUND 211 LIBRARY					
45500	LIBRARY	\$290,333 52	\$310,465 91	-\$20,132 39	-6 93%
FUND 211 LIBRARY		\$290,333 52	\$310,465 91	-\$20,132 39	-6 93%
FUND 601 WATER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46110	WATER-PUMPHOUSE	\$42,350 00	\$29,427 58	\$12,922 42	30 51%
46120	WATER	\$281,538 00	\$231,664 36	\$49,873 64	17 71%
FUND 601 WATER		\$323,888 00	\$261,091 94	\$62,796 06	19 39%
FUND 602 SEWER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46200	SEWER - OPERATING	\$353,230 00	\$311,526 45	\$41,703 55	11 81%
46990	SEWER - NON-OPERATING	\$290,000 00	\$286,786 66	\$3,213 34	1 11%
FUND 602 SEWER		\$643,230 00	\$598,313 11	\$44,916 89	6 98%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 800 INVESTMENTS-POOLED		\$0 00	\$0 00	\$0 00	0 00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0 00	\$5,535 72	-\$5,535 72	0 00%
80001	ANDERSEN ESCROW	\$0 00	\$0 00	\$0 00	0 00%

EXPENSE SUMMARY YTD THRU 12/31/08

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
80002	CPDC SENIOR COOP	\$0 00	\$0 00	\$0 00	0 00%
80003	BAYTOWN ANNEXATION	\$0 00	\$0 00	\$0 00	0 00%
80004	CROIXDALE	\$0 00	\$0 00	\$0 00	0 00%
80005	HARRIS CO - MCF	\$0 00	\$0 00	\$0 00	0 00%
80006	OSTERTAG VARIANCE	\$0 00	\$163 98	-\$163 98	0 00%
80007	JEFF NELSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80008	CHARLES LUTZ STREET VACA	\$0 00	\$0 00	\$0 00	0 00%
80009	DON THRON VARIANCE	\$0 00	\$0 00	\$0 00	0 00%
80010	JERRY PETERSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80011	CAPTAINS CORNER	\$0 00	\$62 00	-\$62 00	0 00%
80012	FRIENDS OF ST CROIX PREP	\$0 00	\$14,002 62	-\$14,002 62	0 00%
80013	BAYPORT MARINA	\$0 00	\$650 00	-\$650 00	0 00%
80014	GROUP 41 (MIKE SCHALON	\$0 00	\$755 29	-\$755 29	0 00%
80015	GARY SWAGER	\$0 00	\$108 62	-\$108 62	0 00%
80016	Pete Miller - Feasr Study	\$0 00	\$1,971 02	-\$1,971 02	0 00%
80017	AMERICAN LEGION POST 491	\$0 00	\$142 70	-\$142 70	0 00%
80018	MSCWM PERRO CREEK OUTL	\$0 00	\$80,778 94	-\$80,778 94	0 00%
80019	JG HAUSE CONSTRUCTION	\$0 00	\$1,046 50	-\$1,046 50	0 00%
FUND 803 P & Z ESCROWS		\$0 00	\$105,217 39	-\$105,217 39	0 00%
FUND 999 ACCRUED INT PAYABLE					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41000	DEPRECIATION EXP - GEN GO	\$0 00	\$0 00	\$0 00	0 00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0 00	\$0 00	\$0 00	0 00%
42200	FIRE PROTECTION	\$0 00	\$0 00	\$0 00	0 00%
43000	DEPRECIATION EXP - PUBLIC	\$0 00	\$0 00	\$0 00	0 00%
43100	STREET MAINT	\$0 00	\$0 00	\$0 00	0 00%
43200	PARKS	\$0 00	\$0 00	\$0 00	0 00%
43300	CEMETERY	\$0 00	\$0 00	\$0 00	0 00%
44000	DEPRECIATION EXP - LIBRARY	\$0 00	\$0 00	\$0 00	0 00%
45000	DEPRECIATION EXP - PARKS	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 999 ACCRUED INT PAYABLE		\$0 00	\$0 00	\$0 00	0 00%
		\$3,217,976 52	\$3,141,543 87	\$76,432 65	2 38%

MONTHLY EXPENSES

Period Name: DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
<b>FUND 101 GENERAL</b>						
<b>DEPT 41100 ELECTIONS</b>						
101 U S BANK VISA	12/29/2008	\$2 98	E	41100	322 HOLIDAY	POSTAGE
101 U S BANK VISA	12/29/2008	\$26 18	E	41100	322 COUNTY MARKET	POSTAGE
101 U S BANK VISA	12/29/2008	\$35 00	E	41100	416 LATE FEE	REPAIR/MAINT O
101 U S BANK VISA	12/29/2008	\$2 13	E	41100	416 FINANCE CHG	REPAIR/MAINT O
101 U S BANK VISA	12/29/2008	\$2 32	E	41100	416 FINANCE CHARGE	REPAIR/MAINT O
101 U S BANK VISA	12/29/2008	\$35 00	E	41100	416 DEC LATE FEE	REPAIR/MAINT O
DEPT 41100 ELECTIONS		\$103 61				
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>						
101	10/20/2008	\$1,175 00	E	41200	101 Labor Distribution	WAGES AND SAL
101	10/20/2008	\$11 25	E	41200	121 Labor Distribution	P E R A
101	10/20/2008	\$72 85	E	41200	122 Labor Distribution	CONT TO RET , S
101	10/20/2008	\$17 03	E	41200	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	12/29/2008	\$6 19	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 QUILL	12/29/2008	\$3 67	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 J P COOKIE COMPANY	12/16/2008	\$3 68	E	41200	201 NOTARY STAMPS	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$1 64	E	41200	201 SUPPLIES	OFFICE SUPPLIE
101 BUSINESS FORMS & ACCOU	12/29/2008	\$7 83	E	41200	201 LASER CHECKS	OFFICE SUPPLIE
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$289 25	E	41200	300 DAVID NESS	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$45 50	E	41200	300 EASEMENT AGREEMENT (BAYP	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$97 50	E	41200	300 PREPARE FOR CITY COUNCIL	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$130 00	E	41200	300 ICE ROAD EASEMENT	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$135 00	E	41200	300 COUNCIL MEETING	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$208 00	E	41200	300 STAFF MEETING	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$195 00	E	41200	300 CONFERENCE TO REVIEW NES	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$130 00	E	41200	300 DRAFT RESOLUTION FOR ALLE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$97 50	E	41200	300 REVIEW VEL OWEN MATERIAL	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$270 00	E	41200	300 STAFF MEETING	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	-\$52 65	E	41200	300 ICE ROAD EASEMENT - VENDO	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$260 00	E	41200	300 STAFF MEETING	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$39 00	E	41200	300 REVIEW TREE ORDINANCE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$65 00	E	41200	300 REVIEW RESOLUTION, TELE WI	PROF SER-LEGAL
101 S E H	12/16/2008	\$363 04	E	41200	301 2 STAFF MEETING	PROF SER-ENGIN
101 S E H	12/16/2008	\$73 55	E	41200	301 COUNCIL MEETING	PROF SER-ENGIN
101 S E H	12/16/2008	\$2,020 63	E	41200	301 SAFE ROUTES TO SCHOOL GR	PROF SER-ENGIN
101 COMPLETE HEALTH ENVIRO	12/16/2008	\$437 50	E	41200	302 MAINTENANCE PLAN - NOV 08	CONTRACT SERV
101 ABDO EICK & MEYERS LLP	12/9/2008	\$580 00	E	41200	303 CASH AND INVESTMENT RECO	PROF SER-AUDIT
101 PETTY CASH	12/8/2008	\$31 88	E	41200	322 RAIL ROAD QUEST-ZONE MAIL	POSTAGE
101 STILLWATER GAZETTE	12/30/2008	\$23 78	E	41200	350 ORDINANCE 803S	PRINTING & PUBL
101 STILLWATER GAZETTE	12/30/2008	\$47 55	E	41200	350 ORDINANCE 804S	PRINTING & PUBL
101 STILLWATER GAZETTE	12/30/2008	-\$82 10	E	41200	350 CREDIT	PRINTING & PUBL
101 PETTY CASH	12/8/2008	\$15 00	E	41200	402 APMP MTG	CONFERENCES &
101 PETTY CASH	12/8/2008	\$5 00	E	41200	402 MNAPA CONF	CONFERENCES &
101 PETTY CASH	12/8/2008	\$20 00	E	41200	402 APMP MTG	CONFERENCES &
101 PETTY CASH	12/8/2008	\$2 50	E	41200	402 PARKING METER	CONFERENCES &
101 WASHINGTON COUNTY	12/22/2008	\$200 00	E	41200	433 SARA TAYLOR * KAREN HUFTE	DUES & MEMBER
101 SKY WALKER CRANE	12/23/2008	\$400 00	E	41200	444 PARK STONE SIGN	COMMUNITY PRO
DEPT 41200 MAYOR & COUNCIL		\$7,346 57				
<b>DEPT 41240 RECYCLING</b>						
101 MANAGEMENT SERVICES	12/22/2008	\$183 69	E	41240	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	12/8/2008	\$175 71	E	41240	302 CONSULTING	CONTRACT SERV
101 TYLER BAGLEY	12/2/2008	\$30 00	E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE
DEPT 41240 RECYCLING		\$389 40				
<b>DEPT 41400 ADMINISTRATION</b>						
101	12/11/2008	\$2,199 83	E	41400	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$143 00	E	41400	121 Labor Distribution	P E R A

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Period Name DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101	12/11/2008	\$135 35	E	41400	122 Labor Distribution	CONT TO RET . S
101	12/11/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101 BEST ADMINISTRATION	12/8/2008	\$54 00	E	41400	131 Vendor Liability	CONT TO EMPLO
101 BEST ADMINISTRATION	12/8/2008	\$54 00	E	41400	131 FLEX PLAN	CONT TO EMPLO
101	12/11/2008	\$31 66	E	41400	170 Labor Distribution	MEDICARE
101 PETTY CASH	12/8/2008	\$54 95	E	41400	201 SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$9 89	E	41400	201 SUPPLIES	OFFICE SUPPLIE
101 U S BANK VISA	12/29/2008	\$9 00	E	41400	201 BRANDCLOSEFASHION	OFFICE SUPPLIE
101 BUSINESS FORMS & ACCOU	12/29/2008	\$47 03	E	41400	201 LASER CHECKS	OFFICE SUPPLIE
101 BUSINESS FORMS & ACCOU	12/10/2008	\$158 15	E	41400	201 W2 - LASER & ENVELOPES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	12/29/2008	\$37 17	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 PETTY CASH	12/8/2008	\$4 22	E	41400	201 SUPPLIES	OFFICE SUPPLIE
101 PETTY CASH	12/8/2008	\$17 00	E	41400	201 XMAS WREATH	OFFICE SUPPLIE
101 J P COOKIE COMPANY	12/16/2008	\$22 12	E	41400	201 NOTARY STAMPS	OFFICE SUPPLIE
101 QUILL	12/29/2008	\$22 05	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	12/8/2008	\$1,639 92	E	41400	302 CONSULTING	CONTRACT SERV
101 BANYON DATA SYSTEMS	12/2/2008	\$780 01	E	41400	302 WINPAY SUPPORT	CONTRACT SERV
101 BANYON DATA SYSTEMS	12/2/2008	\$780 01	E	41400	302 WINFUND SUPPORT	CONTRACT SERV
101 MANAGEMENT SERVICES	12/22/2008	\$1,714 46	E	41400	302 CONSULTING	CONTRACT SERV
101 NEOPOST	12/30/2008	\$39 06	E	41400	322 POSTAL MACHINE	POSTAGE
101 TAYLOR, SARA	12/22/2008	\$221 72	E	41400	402 MILEAGE	CONFERENCES &
101 TR COMPUTER SALES LLC	12/16/2008	\$86 25	E	41400	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
101 US INTERNET	12/15/2008	\$46 00	E	41400	416 SECURENCE MONTHLY 12/19/0	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	12/29/2008	\$63 00	E	41400	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 STILLWATER GAZETTE	12/30/2008	\$109 00	E	41400	433 YRLY SUBSCRIPTION RATE	DUES & MEMBER
101 STILLWATER COURIER	12/16/2008	\$32 00	E	41400	433 RENEWAL	DUES & MEMBER
101 SCVRTA	12/29/2008	\$110 00	E	41400	438 ANNUAL DUES	TRANSFER OUT/
DEPT 41400 ADMINISTRATION		\$8,806 63				
<b>DEPT 41910 PLANNING &amp; ZONING</b>						
101	12/11/2008	\$4,125 05	E	41910	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$268 15	E	41910	121 Labor Distribution	P E R A
101	12/11/2008	\$253 78	E	41910	122 Labor Distribution	CONT TO RET . S
101	12/11/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	12/11/2008	\$59 36	E	41910	170 Labor Distribution	MEDICARE
101 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$8 24	E	41910	201 SUPPLIES	OFFICE SUPPLIE
101 QUILL	12/29/2008	\$18 38	E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 J P COOKIE COMPANY	12/16/2008	\$18 43	E	41910	201 NOTARY STAMPS	OFFICE SUPPLIE
101 BUSINESS FORMS & ACCOU	12/29/2008	\$39 19	E	41910	201 LASER CHECKS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	12/29/2008	\$30 98	E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	12/22/2008	\$56 99	E	41910	212 FUEL - VECHILES	MOTOR FUELS &
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$97 50	E	41910	300 GROUP 41 LITIGATION	PROF SER-LEGAL
101 MANAGEMENT SERVICES	12/22/2008	\$1,530 77	E	41910	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	12/8/2008	\$1,464 21	E	41910	302 CONSULTING	CONTRACT SERV
101 NEOPOST	12/30/2008	\$32 55	E	41910	322 POSTAL MACHINE	POSTAGE
101 CASPERSON MOTORS	12/2/2008	\$504 15	E	41910	412 BLD MAINT - REPLACE & REPA	REP & MAINT VE
101 TR COMPUTER SALES LLC	12/29/2008	\$52 50	E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	12/16/2008	\$71 87	E	41910	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
DEPT 41910 PLANNING & ZONING		\$8 985 97				
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>						
101 OFFICE OF ENT TECHNOLO	12/4/2008	\$424 68	E	41940	321 PHONES	COMMUNICATION
101 COMCAST	12/30/2008	\$34 95	E	41940	321 HIGH SPEED INTERNET	COMMUNICATION
101 OFFICE OF ENT TECHNOLO	12/29/2008	\$424 68	E	41940	321 PHONES	COMMUNICATION
101 OFFICE OF ENT TECHNOLO	12/18/2008	\$410 56	E	41940	321 PHONES	COMMUNICATION
101 XCEL	12/9/2008	\$887 75	E	41940	380 ELECTRIC & GAS	ELECTRIC SERVI
101 XCEL	12/9/2008	\$450 64	E	41940	381 ELECTRIC & GAS	FUEL FOR HEAT
101 MENARDS-STILLWATER	12/4/2008	\$3,498 53	E	41940	420 MATERIAL - CITY HALL FENSE	R & M BLDGS, ST
101 MINNESOTA ELEVATOR	12/16/2008	\$141 50	E	41940	420 MAINTENANCE	R & M BLDGS, ST
101 MENARDS-STILLWATER	12/4/2008	-\$1,368 50	E	41940	420 MATERIAL - CITY HALL FENSE	R & M BLDGS, ST

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101 MENARDS-STILLWATER	12/4/2008	-\$441 87	E	41940	420 MATERIAL - CITY HALL FENSE	R & M BLDGS, ST
101 MENARDS - OAKDALE	12/4/2008	\$260 35	E	41940	420 CITY HALL FENSE - MATERIAL	R & M BLDGS, ST
101 ELECTRO WATCHMAN INC	12/29/2008	\$120 00	E	41940	420 SECURITY SYSTEM - CITY HALL	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$4,843 27				
DEPT 42100 POLICE						
101	12/11/2008	\$2,577 27	E	42100	050 Labor Distribution	SEASONAL/PART
101	12/4/2008	\$8,643 20	E	42100	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$11 689 41	E	42100	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$810 31	E	42100	102 Labor Distribution	OVERTIME
101	12/4/2008	\$1,114 97	E	42100	121 Labor Distributon	P E R A
101	12/11/2008	\$1,795 72	E	42100	121 Labor Distribution	P E R A
101	12/11/2008	\$76 47	E	42100	122 Labor Distribution	CONT TO RET , S
101	12/11/2008	\$716 58	E	42100	126 Labor Distribution	H S A
101	12/11/2008	\$175 48	E	42100	170 Labor Distribution	MEDICARE
101	12/4/2008	\$92 18	E	42100	170 Labor Distribution	MEDICARE
101 BUSINESS FORMS & ACCOU	12/29/2008	\$39 19	E	42100	201 LASER CHECKS	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$8 24	E	42100	201 SUPPLIES	OFFICE SUPPLIE
101 QUILL	12/29/2008	\$18 38	E	42100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 J P COOKIE COMPANY	12/16/2008	\$18 43	E	42100	201 NOTARY STAMPS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	12/29/2008	\$30 98	E	42100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 WILLMARTH, QUINN	12/22/2008	\$6 18	E	42100	201 TASER - POLICE DEPT	OFFICE SUPPLIE
101 UNIFORMS UNLIMITED	12/3/2008	\$868 60	E	42100	202 TASER X26e - POLICE DEPT	UNIFORMS - MISC
101 UNIFORMS UNLIMITED	12/9/2008	\$64 43	E	42100	202 HLSTR TASER - POLICE DEPT	UNIFORMS - MISC
101 JACKSON, JAY	12/23/2008	\$210 70	E	42100	208 K-9 MATERIAL	UNIFORMS - JAY
101 JACKSON, JAY	12/8/2008	\$107 75	E	42100	208 SUPPLIES - K-9	UNIFORMS - JAY
101 STREICHERS	12/9/2008	\$9 00	E	42100	208 PATCH ONTO SHIRT - POLICE D	UNIFORMS - JAY
101 UNIFORMS UNLIMITED	12/15/2008	\$123 93	E	42100	211 CLOTHING SUPPLIES - POLICE	UNIFORMS -WYNI
101 U S BANK VISA	12/29/2008	\$58 51	E	42100	212 DAVE HOLT	MOTOR FUELS &
101 CASPERSON MOTORS	12/2/2008	\$376 12	E	42100	212 FOCUS	MOTOR FUELS &
101 U S BANK VISA	12/29/2008	\$189 00	E	42100	212 ZIEBART INTERNATIONAL	MOTOR FUELS &
101 WARNING SYSTEMS	12/30/2008	\$843 04	E	42100	212 FORD FOCUS K-9 SET UP	MOTOR FUELS &
101 J R TRANSMISSION	12/9/2008	\$372 41	E	42100	212 REPAIR AND REPLACE FUEL T	MOTOR FUELS &
101 CENTURY AVENUE COLLISI	12/2/2008	\$313 64	E	42100	212 VECHICLE REPAIR - POLICE DE	MOTOR FUELS &
101 CASPERSON MOTORS	12/2/2008	\$20 00	E	42100	212 2502 REPAIR GROUND WIRE	MOTOR FUELS &
101 CASPERSON MOTORS	12/2/2008	\$32 61	E	42100	212 OIL & FILER - 2501	MOTOR FUELS &
101 HOLIDAY FLEET	12/22/2008	\$786 91	E	42100	212 FUEL - VECHILES	MOTOR FUELS &
101 CASPERSON MOTORS	12/2/2008	\$20 00	E	42100	212 2502 REPLACE BATTERY	MOTOR FUELS &
101 OVERHEAD DOOR COMPAN	12/17/2008	\$1,538 15	E	42100	212 REPLACED SPRINGS ON GARA	MOTOR FUELS &
101 POCKET PRESS INC	12/2/2008	\$56 94	E	42100	220 MINNESOTA CRIMINAL LAWS -	OPERATING SUP
101 WARRIOR SCIENCE GROUP,	12/9/2008	\$31 00	E	42100	220 CD MANUAL POWER POINT - P	OPERATING SUP
101 PETTY CASH	12/8/2008	\$20 00	E	42100	220 LICENSE FEE	OPERATING SUP
101 U S BANK VISA	12/9/2008	\$115 80	E	42100	220 OFFICE MAX	OPERATING SUP
101 HOLIDAY FLEET	12/22/2008	\$4 79	E	42100	220 FUEL - VECHILES	OPERATING SUP
101 STILLWATER TOWING INC	12/3/2008	\$170 41	E	42100	220 DODGE DURANGO	OPERATING SUP
101 CAMPION BARROW & ASSO	12/18/2008	\$249 00	E	42100	220 PUBLIC SAFETY POST OFFER T	OPERATING SUP
101 STILLWATER TOWING INC	12/3/2008	\$79 88	E	42100	220 FORD FOCUS - POLICE DEPT	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	12/16/2008	\$289 25	E	42100	300 DAVID NESS	PROF SER-LEGAL
101 LAKEVIEW MEMORIAL HOSP	12/23/2008	\$40 00	E	42100	300 LEGAL BLOOD DRAWS - POLIC	PROF SER-LEGAL
101 ECKBERG LAMMERS, BRIG	12/9/2008	\$2,081 40	E	42100	300 PROSECUTION (13467-9999)	PROF SER-LEGAL
101 EASTMAN, LAURA	12/8/2008	\$110 25	E	42100	306 TABS 06 FORD - POLICE DEPT	PROF SER-OTHE
101 U S BANK VISA	12/29/2008	\$2 96	E	42100	306 MENARDS	PROF SER-OTHE
101 U S BANK VISA	12/29/2008	\$56 94	E	42100	306 POCKET PRESS	PROF SER-OTHE
101 CAMPION BARROW & ASSO	12/18/2008	\$531 00	E	42100	306 PUBLIC SAFETY POST OFFER T	PROF SER-OTHE
101 NEXTEL COMMUNICATIONS	12/22/2008	\$206 79	E	42100	321 PHONES - POLICE DEPT	COMMUNICATION
101 VERIZON WIRELESS	12/9/2008	\$250 26	E	42100	321 PHONES - POLICE DEPT	COMMUNICATION
101 NEOPOST	12/30/2008	\$32 55	E	42100	322 POSTAL MACHINE	POSTAGE
101 TASER INTERNATIONAL	12/15/2008	\$550 00	E	42100	323 OPERATION SUPPLIES - POLIC	RADIOS-REPAIR
101 WASHINGTON COUNTY SHE	12/29/2008	\$3,233 00	E	42100	391 QTR 4 2008 RECORDS	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	12/29/2008	\$750 00	E	42100	391 QTR 4 2008 MDC - POLICE DEP	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	12/29/2008	\$500.00	E	42100	391 QTR 4 2008 ALERTS	SHARED AUTOMA

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101 WASHINGTON COUNTY SHE	12/2/2008	\$500 00	E	42100	391 QTR 2 08 ALERTS	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	12/2/2008	\$3,233 00	E	42100	391 QTR 2 08 RECORDS	SHARED AUTOMA
101 CASPERSON MOTORS	12/2/2008	\$153 20	E	42100	412 2501 - TRANSMISSION FILTER &	REP & MAINT VE
101 U S BANK VISA	12/9/2008	\$7 33	E	42100	412 FINANCE CHARGE	REP & MAINT VE
101 CASPERSON MOTORS	12/2/2008	\$20 00	E	42100	412 2501 - REPAIR TIRE	REP & MAINT VE
101 U S BANK VISA	12/9/2008	\$35 00	E	42100	412 LATE FEE	REP & MAINT VE
101 WARNING SYSTEMS	12/16/2008	\$226 49	E	42100	412 SQUAD (Reserve)	REP & MAINT VE
101 U S BANK VISA	12/9/2008	\$5 74	E	42100	412 ACE HARDWARD	REP & MAINT VE
101 U S BANK VISA	12/9/2008	\$63 15	E	42100	412 DISCOUNT - TIRE CO	REP & MAINT VE
101 CASPERSON MOTORS	12/2/2008	\$168 53	E	42100	412 2501 - REPLACE PULLEY & BEL	REP & MAINT VE
101 U S BANK VISA	12/9/2008	\$43 93	E	42100	412 DISCOUNT-TIRE CO	REP & MAINT VE
101 LOGAN, PATRICK	12/8/2008	\$66 00	E	42100	412 VECH MAINT - POLICE DEPT	REP & MAINT VE
101 TR COMPUTER SALES LLC	12/29/2008	\$52 50	E	42100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	12/16/2008	\$71 87	E	42100	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
101 MINNESOTA CHIEFS OF POL	12/3/2008	\$1 63	E	42100	427 2009 VOTING MEMBERSHIP REN	ANIMAL EXPENSE
101 MINNESOTA CHIEFS OF POL	12/3/2008	\$178 37	E	42100	433 2009 VOTING MEMBERSHIP REN	DUES & MEMBER
101	12/2/2008	\$15 000 00	E	42100	437 POLICE DEPT TRANS TO POLI	TRANSFER OUT/
DEPT 42100 POLICE		\$62,936 75				
<b>DEPT 42200 FIRE PROTECTION</b>						
101	10/20/2008	\$733 33	E	42200	101 Labor Distribution	WAGES AND SAL
101	10/20/2008	\$12 92	E	42200	122 Labor Distribution	CONT TO RET , S
101	10/20/2008	\$7 01	E	42200	170 Labor Distribution	MEDICARE
101 RIVER VALLEY PRINTING	12/15/2008	\$247 66	E	42200	201 OPERATING MATERIAL - FIRE D	OFFICE SUPPLIE
101 HOLIDAY FLEET	12/22/2008	\$555 43	E	42200	212 FUEL - VECHILES	MOTOR FUELS &
101 U S BANK VISA	12/31/2008	\$4 68	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$8 52	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 EISINGER, ALLEN	12/29/2008	\$24 03	E	42200	220 UPS - FIRE DEPT	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$43 71	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$19 19	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$28 83	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$35 00	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$4 60	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$35 00	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$10 47	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 U S BANK VISA	12/31/2008	\$71 23	E	42200	220 4798-1754-4300-2041	OPERATING SUP
101 STILLWATER MEDICAL GRO	12/15/2008	\$108 00	E	42200	306 FIRE DEPT MEDICAL	PROF SER-OTHE
101 NEXTEL COMMUNICATIONS	12/22/2008	\$139 46	E	42200	321 PHONES - FIRE DEPT	COMMUNICATION
101 NEXTEL COMMUNICATIONS	12/29/2008	\$181 89	E	42200	321 PHONE - FIRE DEPT	COMMUNICATION
101 BELL, MATTHEW	12/22/2008	\$102 38	E	42200	402 STATE FIRE CHIEF'S CONFERE	CONFERENCES &
101 DISTRICT 2	12/15/2008	\$1,377 65	E	42200	412 VEHICLE MAINT - FIRE DEPT	REP & MAINT VE
101	12/2/2008	\$90,000 00	E	42200	437 FIRE DEPT TRANSF TO FIRE E	TRANSFER OUT/
DEPT 42200 FIRE PROTECTION		\$93,750 99				
<b>DEPT 43100 STREET MAINT</b>						
101	12/11/2008	\$100 00	E	43100	050 Labor Distribution	SEASONAL/PART
101	12/11/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$544 22	E	43100	102 Labor Distribution	OVERTIME
101	12/11/2008	\$145 30	E	43100	121 Labor Distribution	P E R A
101	12/11/2008	\$143 75	E	43100	122 Labor Distribution	CONT TO RET S
101	12/11/2008	\$106 02	E	43100	126 Labor Distribution	H S A
101	12/11/2008	\$33 62	E	43100	170 Labor Distribution	MEDICARE
101 BUSINESS FORMS & ACCOU	12/29/2008	\$7 83	E	43100	201 LASER CHECKS	OFFICE SUPPLIE
101 J P COOKIE COMPANY	12/16/2008	\$3 68	E	43100	201 NOTARY STAMPS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	12/29/2008	\$6 19	E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$1 64	E	43100	201 SUPPLIES	OFFICE SUPPLIE
101 QUILL	12/29/2008	\$3 67	E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	12/22/2008	\$377 99	E	43100	212 FUEL - VECHILES	MOTOR FUELS &
101 OXYGEN SERVICE COMPAN	12/29/2008	\$6 07	E	43100	220 CHEMICALS	OPERATING SUP
101 T R F SUPPLY	12/29/2008	\$590 11	E	43100	225 THAW MASTER ICE MELTER	SALT & SAND PU

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101 AGGREGATE INDUSTRIES	12/23/2008	\$60 27	E	43100	225 CONCRETE SAND - STREETS	SALT & SAND PU
101 AGGREGATE INDUSTRIES	12/23/2008	\$58 32	E	43100	225 CONCRETE SAND - STREETS	SALT & SAND PU
101 S E H	12/16/2008	\$163 97	E	43100	301 ALLEY PAVING PRELIM REPOR	PROF SER-ENGIN
101 STILLWATER MEDICAL GRO	12/29/2008	\$58 00	E	43100	306 MEL HORAK	PROF SER-OTHE
101 NEOPOST	12/30/2008	\$6 51	E	43100	322 POSTAL MACHINE	POSTAGE
101 CARQUEST AUTO PARTS	12/29/2008	\$9 87	E	43100	412 HYD FITTING	REP & MAINT VE
101 CARQUEST AUTO PARTS	12/29/2008	\$10 31	E	43100	412 FLEX FUNNEL	REP & MAINT VE
101 CARQUEST AUTO PARTS	12/29/2008	\$3 16	E	43100	412 FORM GASKET	REP & MAINT VE
101 CARQUEST AUTO PARTS	12/29/2008	\$17 00	E	43100	412 PARTS	REP & MAINT VE
101 CARQUEST AUTO PARTS	12/29/2008	\$28 95	E	43100	412 HYD FLUID	REP & MAINT VE
101 SHEMIN NURSERIES, INC	12/4/2008	\$1 053 62	E	43100	413 STREET MAINTENANCE	TREES
101 TR COMPUTER SALES LLC	12/16/2008	\$14 37	E	43100	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	12/29/2008	\$10 50	E	43100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 MENARDS-STILLWATER	12/4/2008	\$61 47	E	43100	420 MATERIAL	R & M BLDGS, ST
101 ACTION RENTAL	12/8/2008	\$39 40	E	43100	421 COMPRESSOR AIR GAS RENTA	REPAIR & MAINT
101	12/2/2008	\$65,000 00	E	43100	437 ST DEPT TRANS TO PW EQUIP	TRANSFER OUT/
DEPT 43100 STREET MAINT		\$70,357 01				
DEPT 43160 STREET LIGHTING						
101 XCEL	12/9/2008	\$2,131 88	E	43160	380 ELECTRIC & GAS	ELECTRIC SERVI
101 J H LARSON CO	12/4/2008	\$60 65	E	43160	419 CITY HALL LOT LIGHTS	REPAIR & MAINT
101 J H LARSON CO	12/4/2008	\$125 32	E	43160	419 CITY HALL PARKING LOT	REPAIR & MAINT
101 MENARDS-STILLWATER	12/23/2008	\$85 11	E	43160	419 METAL HALIDE BULB - CITY HA	REPAIR & MAINT
DEPT 43160 STREET LIGHTING		\$2 402 96				
DEPT 43200 PARKS						
101	12/11/2008	\$48 00	E	43200	050 Labor Distribution	SEASONAL/PART
101	12/11/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	12/11/2008	\$60 27	E	43200	121 Labor Distribution	P E R A
101	12/11/2008	\$58 41	E	43200	122 Labor Distribution	CONT TO RET , S
101	12/11/2008	\$39 10	E	43200	126 Labor Distribution	H S A
101	12/11/2008	\$13 66	E	43200	170 Labor Distribution	MEDICARE
101 U S BANK VISA	12/8/2008	\$57 77	E	43200	204 WEARGUARD	UNIFORMS - VER
101 HOLIDAY FLEET	12/22/2008	\$14 81	E	43200	212 FUEL - VECHILES	MOTOR FUELS &
101 NEOPOST	12/30/2008	\$6 51	E	43200	322 POSTAL MACHINE	POSTAGE
101 U S BANK VISA	12/31/2008	\$286 96	E	43200	412 4798-1754-4300-2009	REP & MAINT VE
101 TR COMPUTER SALES LLC	12/16/2008	\$14 37	E	43200	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	12/29/2008	\$10 50	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 MENARDS-STILLWATER	12/29/2008	\$113 13	E	43200	420 MATERIAL & SUPPLIES	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	12/29/2008	\$83 87	E	43200	425 MONTHLY RENTAL	SATILLITIES
101 AIR FRESH PORTABLE TOIL	12/4/2008	\$167 74	E	43200	425 MONTHLY RENTAL - PARK POR	SATILLITIES
DEPT 43200 PARKS		\$1 902 30				
DEPT 43300 CEMETERY						
101 HOLIDAY FLEET	12/22/2008	\$59 17	E	43300	212 FUEL - VECHILES	MOTOR FUELS &
101 CENTURY POWER EQUIPME	12/23/2008	-\$0 07	E	43300	412 PARTS	REP & MAINT VE
101 CENTURY POWER EQUIPME	12/23/2008	-\$21 88	E	43300	412 PARTS	REP & MAINT VE
101 CENTURY POWER EQUIPME	12/23/2008	\$31 00	E	43300	412 PARTS	REP & MAINT VE
101 CENTURY POWER EQUIPME	12/23/2008	\$9 60	E	43300	412 PARTS	REP & MAINT VE
101	12/2/2008	\$5,500 00	E	43300	437 GENERAL FUND CEMETERY TR	TRANSFER OUT/
DEPT 43300 CEMETERY		\$5,577 82				
FUND 101 GENERAL		\$267 403 28				
FUND 206 WATER/SEWER IMPROVEMENT FUND						
DEPT 41603 SO MN STREET UTILITY PROJECT						
206 S E H	12/16/2008	\$3,096 05	E	41603	301 SOUTH MINNESOTA STREET	PROF SER-ENGIN

MONTHLY EXPENSES

Period Name DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 41603 SO MN STREET UTILITY PROJEC		\$3,096 05				
FUND 206 WATER/SEWER IMPROVEMENT FUND		\$3,096 05				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	12/30/2008	\$1,328 10	E	44100	306 BARKER'S ALPS	PROF SER-OTHE
207 RIVARD STONE	12/29/2008	\$4,129 46	E	44100	444 LAKESIDE PARK SIGN	COMMUNITY PRO
207 PETERSON COMPANIES, IN	12/8/2008	\$6,820 50	E	44100	444 LAKESITE PARK SITE IMPRO	COMMUNITY PRO
DEPT 44100 PROJECT		\$12 278 06				
FUND 207 PARK IMPROVEMENT FUND		\$12,278 06				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	12/11/2008	\$2,523 29	E	45500	050 Labor Distribution	SEASONAL/PART
211	12/11/2008	\$2,626 31	E	45500	101 Labor Distribution	WAGES AND SAL
211	12/11/2008	\$318 33	E	45500	121 Labor Distribution	P E R A
211	12/11/2008	\$312 61	E	45500	122 Labor Distribution	CONT TO RET , S
211	12/11/2008	\$88 47	E	45500	126 Labor Distribution	H S A
211	12/11/2008	\$73 10	E	45500	170 Labor Distribution	MEDICARE
211 WASHINGTON COUNTY LIBR	12/29/2008	\$1,010 47	E	45500	217 LIBRARY REFERENCE INVOICE	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$9 39	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$12 73	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$558 89	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$459 45	E	45500	217 BOOKS	MATERIALS & PR
211 THOMSON HEALTHCARE D	12/29/2008	\$59 95	E	45500	217 BOOK	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$67 25	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$367 26	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$304 85	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$42 71	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$35 94	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$171 22	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$87 42	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$42 60	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$44 84	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	12/29/2008	\$13 58	E	45500	217 BOOKS	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	12/29/2008	\$107 95	E	45500	220 OFFICE SUPPLIES - LIBRARY	OPERATING SUP
211 SHARON SIPPEL	12/29/2008	\$1,425 00	E	45500	302 CLEANING SERVICE - LIBRARY	CONTRACT SERV
211 KINDER MELODIES	12/29/2008	\$600 00	E	45500	302 STORY TIME - LIBRARY	CONTRACT SERV
211 OFFICE OF ENT TECHNOLO	12/29/2008	\$63 18	E	45500	321 PHONE - LIBRARY	COMMUNICATION
211 WASHINGTON COUNTY LIBR	12/29/2008	\$272 82	E	45500	321 BA QWESTS DATA LINE SEPT -	COMMUNICATION
211 COMCAST	12/29/2008	\$1 13	E	45500	321 PHONE & HIGH SPEED INTERN	COMMUNICATION
211 XCEL	12/9/2008	\$637 02	E	45500	380 ELECTRIC & GAS	ELECTRIC SERVI
211 XCEL	12/9/2008	\$235 83	E	45500	381 ELECTRIC & GAS	FUEL FOR HEAT
211 WASHINGTON COUNTY LIBR	12/29/2008	\$68 20	E	45500	391 ZONEALARM INTERNET SECUR	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	12/29/2008	\$116 25	E	45500	391 ANTIVIRUS RENEWAL - LIBRAR	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	12/29/2008	\$74 62	E	45500	391 3RD QTR 2008 POSTAGE & NOT	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	12/29/2008	\$54 77	E	45500	391 REFERENCE DATABASE JAN-D	SHARED AUTOMA
211 TOSHIBA BUSINESS SOLUTI	12/29/2008	\$15 32	E	45500	416 BAND - LIBRARY	REPAIR/MAINT O
211 ECOWATER	12/29/2008	\$8 25	E	45500	420 MONTHLY RENT - LIBRARY	R & M BLDGS, ST
211 ELECTRO WATCHMAN, INC	12/29/2008	\$60 00	E	45500	420 SECURITY SYSTEM - LIBRARY	R & M BLDGS, ST
211 VAN PAPER CO	12/29/2008	\$18 73	E	45500	420 SOAP DISPENSER - LIBRARY	R & M BLDGS, ST
211 MINNESOTA ELEVATOR	12/29/2008	\$145 82	E	45500	420 DEC SERVICE - LIBRARY	R & M BLDGS, ST
DEPT 45500 LIBRARY		\$13 135 55				
FUND 211 LIBRARY		\$13,135 55				

MONTHLY EXPENSES

Period Name: DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
<b>FUND 601 WATER</b>						
<b>DEPT 46110 WATER-PUMPHOUSE</b>						
601 XCEL	12/9/2008	\$1,570	11 E	46110	380 ELECTRIC & GAS	ELECTRIC SERVI
601 XCEL	12/9/2008	\$132	50 E	46110	381 ELECTRIC & GAS	FUEL FOR HEAT
601 AUTOMATIC SYSTEMS CO	12/4/2008	\$406	33 E	46110	419 1 750 VA UPS - EQUIPMENT - W	REPAIR & MAINT
601 LINNER ELECTRIC	12/4/2008	\$269	00 E	46110	419 WELL HOUSE HEAT	REPAIR & MAINT
<b>DEPT 46110 WATER-PUMPHOUSE</b>		<b>\$2,377</b>	<b>94</b>			
<b>DEPT 46120 WATER</b>						
601	12/11/2008	\$3,071	51 E	46120	101 Labor Distribution	WAGES AND SAL
601	12/11/2008	\$199	67 E	46120	121 Labor Distribution	P E R A
601	12/11/2008	\$145	74 E	46120	122 Labor Distribution	CONT TO RET S
601	12/11/2008	\$208	69 E	46120	126 Labor Distribution	H S A
601	12/11/2008	\$34	09 E	46120	170 Labor Distribution	MEDICARE
601 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$1	64 E	46120	201 SUPPLIES	OFFICE SUPPLIE
601 J P COOKIE COMPANY	12/16/2008	\$3	68 E	46120	201 NOTARY STAMPS	OFFICE SUPPLIE
601 OFFICE SUPPLY CONNECTI	12/29/2008	\$6	19 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 BUSINESS FORMS & ACCOU	12/29/2008	\$7	83 E	46120	201 LASER CHECKS	OFFICE SUPPLIE
601 QUILL	12/29/2008	\$3	67 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 HOLIDAY FLEET	12/22/2008	\$88	46 E	46120	212 FUEL - VECHILES	MOTOR FUELS &
601 U S BANK VISA	12/8/2008	\$13	90 E	46120	216 WRAP N SHIP	CHEMICALS AND
601 HAWKINS WATER	12/4/2008	\$78	86 E	46120	216 CHEMCIAL'S	CHEMICALS AND
601 HAWKINS WATER	12/29/2008	\$30	00 E	46120	216 CHEMICALS - WATER DEPT	CHEMICALS AND
601 U S BANK VISA	12/8/2008	\$2	36 E	46120	216 USPS	CHEMICALS AND
601 MENARDS-STILLWATER	12/4/2008	\$59	24 E	46120	220 RV ANTIFREEZE	OPERATING SUP
601 HD SUPPLY WATERWORKS	12/29/2008	\$1,337	20 E	46120	220 REPAIR MATERIAL	OPERATING SUP
601 HOLIDAY FLEET	12/22/2008	\$4	26 E	46120	220 FUEL - VECHILES	OPERATING SUP
601 HD SUPPLY WATERWORKS	12/29/2008	-\$9	69 E	46120	220 REPAIR MATERIAL	OPERATING SUP
601 MANAGEMENT SERVICES	12/8/2008	\$1,288	50 E	46120	302 CONSULTING	CONTRACT SERV
601 MANAGEMENT SERVICES	12/22/2008	\$1,347	07 E	46120	302 CONSULTING	CONTRACT SERV
601 ONE CALL CONCEPTS	12/4/2008	\$37	70 E	46120	307 TICKETS	GOPHER STATE
601 USAMOBILITY	12/29/2008	\$7	60 E	46120	321 PAGER	COMMUNICATION
601 POSTMASTER	12/31/2008	\$94	57 E	46120	322 UTILITIES	POSTAGE
601 NEOPOST	12/30/2008	\$6	51 E	46120	322 POSTAL MACHINE	POSTAGE
601 XCEL	12/9/2008	\$1,075	53 E	46120	380 ELECTRIC & GAS	ELECTRIC SERVI
601 XCEL	12/9/2008	\$441	99 E	46120	381 ELECTRIC & GAS	FUEL FOR HEAT
601 U S BANK VISA	12/31/2008	\$48	04 E	46120	412 4798-1754-4300-2009	REP & MAINT VE
601 CARQUEST AUTO PARTS	12/29/2008	\$16	49 E	46120	412 WINDOW HANDLE	REP & MAINT VE
601 CARQUEST AUTO PARTS	12/29/2008	\$144	31 E	46120	412 BRAKE PARTS	REP & MAINT VE
601 CARQUEST AUTO PARTS	12/29/2008	\$28	90 E	46120	412 CABLE	REP & MAINT VE
601 TR COMPUTER SALES LLC	12/29/2008	\$10	50 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O
601 TR COMPUTER SALES LLC	12/16/2008	\$14	37 E	46120	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
601 MILLER EXCAVATING	12/4/2008	\$61	56 E	46120	421 PICKUP - CL#5R - WATER DEPT	REPAIR & MAINT
601 BRYAN ROCK PRODUCTS IN	12/4/2008	-\$1	97 E	46120	421 CREDIT MEMO	REPAIR & MAINT
601 BRYAN ROCK PRODUCTS IN	12/4/2008	\$85	78 E	46120	421 1" FINES CL5 - WATER DEPT	REPAIR & MAINT
601 BUBERL BLACK DIRT	12/29/2008	\$178	92 E	46120	421 BLACK DIRT	REPAIR & MAINT
601	12/2/2008	\$5,000	00 E	46120	437 WATER DEPT TO PW EQUIP F	TRANSFER OUT/
<b>DEPT 46120 WATER</b>		<b>\$15,173</b>	<b>67</b>			
<b>FUND 601 WATER</b>		<b>\$17,551</b>	<b>61</b>			
<b>FUND 602 SEWER</b>						
<b>DEPT 46200 SEWER - OPERATING</b>						
602	12/11/2008	\$3,998	70 E	46200	101 Labor Distribution	WAGES AND SAL
602	12/11/2008	\$259	87 E	46200	121 Labor Distribution	P E R A
602	12/11/2008	\$201	15 E	46200	122 Labor Distribution	CONT TO RET , S
602	12/11/2008	\$247	76 E	46200	126 Labor Distribution	H S A
602	12/11/2008	\$47	02 E	46200	170 Labor Distribution	MEDICARE
602 OFFICE SUPPLY CONNECTI	12/29/2008	\$6	22 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 BUSINESS FORMS & ACCOU	12/29/2008	\$7	87 E	46200	201 LASER CHECKS	OFFICE SUPPLIE

MONTHLY EXPENSES

Period Name DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
602 U S BANK VISA	12/31/2008	\$17 07	E	46200	201 4798-1754-4300-2009	OFFICE SUPPLIE
602 QUILL	12/29/2008	\$3 71	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 J P COOKIE COMPANY	12/16/2008	\$3 73	E	46200	201 NOTARY STAMPS	OFFICE SUPPLIE
602 INNOVATIVE OFFICE SOLUTI	12/16/2008	\$1 70	E	46200	201 SUPPLIES	OFFICE SUPPLIE
602 HOLIDAY FLEET	12/22/2008	\$132 50	E	46200	212 FUEL - VECHILES	MOTOR FUELS &
602 T R F SUPPLY	12/29/2008	\$190 08	E	46200	220 SAFETY GLOVES & DIGESTER	OPERATING SUP
602 U S BANK VISA	12/8/2008	\$105 65	E	46200	240 FASTENAL CO	SMALL TOOLS-E
602 MANAGEMENT SERVICES	12/22/2008	\$1,347 07	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	12/8/2008	\$1,288 50	E	46200	302 CONSULTING	CONTRACT SERV
602 NEOPOST	12/30/2008	\$6 54	E	46200	322 POSTAL MACHINE	POSTAGE
602 POSTMASTER	12/31/2008	\$94 57	E	46200	322 UTILITIES	POSTAGE
602 U S BANK VISA	12/8/2008	\$302 00	E	46200	402 POLLUTION CONTROL	CONFERENCES &
602 BOYER TRUCKS	12/4/2008	\$85 58	E	46200	412 PARTS	REP & MAINT VE
602 TR COMPUTER SALES LLC	12/29/2008	\$10 50	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O
602 TR COMPUTER SALES LLC	12/16/2008	\$14 40	E	46200	416 COMPUTER MAINTENANCE	REPAIR/MAINT O
602 NORTHERN TRAFFIC SUPPL	12/31/2008	\$772 87	E	46200	419 OPER MATERIAL - SEWER DEP	REPAIR & MAINT
602 JOHN J MORGAN COMPANY	12/23/2008	\$740 85	E	46200	419 FASCIA MOUNT CIRCUIT BOAR	REPAIR & MAINT
602 ROETTGER WELDING	12/31/2008	\$90 74	E	46200	419 STAINLESS STEEL - SEWER DE	REPAIR & MAINT
602 ROETTGER WELDING	12/29/2008	\$28 82	E	46200	419 STAINLESS STEEL - SEWER DE	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$2 00	E	46200	419 FINANCE CHARGE	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$35 00	E	46200	419 LATE FEE	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$12 24	E	46200	419 MENARDS	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$3 84	E	46200	419 ACE HARDWARE	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$42 59	E	46200	419 LOWES	REPAIR & MAINT
602 U S BANK VISA	12/8/2008	\$57 10	E	46200	419 ACE HARDWARE	REPAIR & MAINT
602 U S BANK VISA	12/31/2008	\$350 00	E	46200	420 4798-1754-4300-2009	R & M BLDGS, ST
602 U S BANK VISA	12/31/2008	\$287 07	E	46200	420 4798-1754-4300-2009	R & M BLDGS, ST
602 U S BANK VISA	12/31/2008	-\$34 95	E	46200	420 4798-1754-4300-2009	R & M BLDGS, ST
602 ELECTRO WATCHMAN. INC	12/29/2008	\$60 00	E	46200	420 PUBLIC WORKS - SECURITY	R & M BLDGS, ST
602 U S BANK VISA	12/31/2008	\$370 93	E	46200	420 4798-1754-4300-2009	R & M BLDGS, ST
602 U S BANK VISA	12/31/2008	-\$287 07	E	46200	420 4798-1754-4300-2009	R & M BLDGS, ST
602	12/2/2008	\$115,000 00	E	46200	437 SEWER FUND TRANSF PW EQU	TRANSFER OUT/
DEPT 46200 SEWER - OPERATING		\$125,904 22				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	12/16/2008	\$26,255 95	E	46990	434 ANNUAL FLOW	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$26,255 95				
FUND 602 SEWER		\$152,160 17				
FUND 803 P & Z ESCROWS						
DEPT 80006 OSTERTAG VARIANCE						
803 S E H	12/16/2008	\$81 99	E	80006	301 OSTERTAG DRAINAGE	PROF SER-ENGIN
DEPT 80006 OSTERTAG VARIANCE		\$81 99				
DEPT 80012 FRIENDS OF ST. CROIX PREP.						
803 ECKBERG, LAMMERS, BRIG	12/16/2008	\$86 94	E	80012	301 ST CROIX PREP	PROF SER-ENGIN
803 S E H	12/16/2008	\$504 44	E	80012	301 ST CROIX PREP REVIEW	PROF SER-ENGIN
DEPT 80012 FRIENDS OF ST CROIX PREP		\$591 38				
DEPT 80018 MSCWM PERRO CREEK OUTLET						
803 S E H	12/16/2008	\$31,848 77	E	80018	301 MIDDLE ST CROIX WATERSHE	PROF SER-ENGIN
DEPT 80018 MSCWM PERRO CREEK OUTLET		\$31,848 77				
DEPT 80019 JG HAUSE CONSTRUCTION						
803 ECKBERG, LAMMERS, BRIG	12/16/2008	\$45 50	E	80019	300 HAUSE - VACATION RESOLUTI	PROF SER-LEGAL
DEPT 80019 JG HAUSE CONSTRUCTION		\$45 50				

MONTHLY EXPENSES

Period Name: DECEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Desc
FUND 803 P & Z ESCROWS		\$32,567.64				
		\$498,192.36				

## City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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### Building Permit Log

For: December, 2008

Printed:12/29/2008

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**Permit Number:** BP2008-79  
**Parcel Address:** 950 HIGHWAY 95 N.  
**Applicant:**GREINER CONSTRUCTION INC.  
GREINER CONSTRUCTION INC. General Contractor  
**Construction Value:**\$8,000.00  
**Filing Date:** 12/4/2008  
BAYPORT, MN 55003  
**Applicant Phone:** 612-338-1696  
**Total Fees:** \$271.71

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**Permit Number:** BP2008-80  
**Parcel Address:** 321 PERIWINKLE Place  
**Applicant:**THE ROTTLUND CO., INC  
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER  
**Construction Value:**\$164,304.00  
**Filing Date:** 12/9/2008  
BAYPORT, MN 55003  
**Applicant Phone:** 651-638-0500  
**Total Fees:** \$7,394.29

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**Permit Number:** BP2008-81  
**Parcel Address:** 921 INSPIRATION PARKWAY S.  
**Applicant:**CATES FINE HOMES, LLC  
CATES FINE HOMES, LLC RESIDENTIAL BUILDER  
**Construction Value:**\$296,450.00  
**Filing Date:** 12/15/2008  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-2844  
**Total Fees:** \$8,767.16

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**Permit Number:** MC2008-26  
**Parcel Address:** 352 PRAIRIE WAY S  
**Applicant:**ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:**\$5,542.00  
**Filing Date:** 12/10/2008  
BAYPORT, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$75.50

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**Permit Number:** MC2008-27  
**Parcel Address:** 321 PERIWINKLE Place  
**Applicant:**RAY N. WELTER HEATING  
RAY N WELTER HEATING COMPANY  
**Construction Value:**\$8,100.00  
**Filing Date:** 12/10/2008  
BAYPORT, MN 55003  
**Applicant Phone:** 612-825-6867  
**Total Fees:** \$75.50

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**Building Permit Log**

For: December, 2008

Printed: 12/29/2008

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**Permit Number:** PL2008-23**Parcel Address:** 186 MAINE St. N.**Applicant:** MARQUE PLUMBING, INC.

MARQUE PLUMBING, INC. Plumber

**Construction Value:** \$5,000 00**Filing Date:** 12/18/2008

BAYPORT, MN 55003

**Applicant Phone:** 651-436-5761**Total Fees:** \$75.50

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**Permit Number:** PL2008-24**Parcel Address:** 321 PERIWINKLE Place**Applicant:** PLYMOUTH PLUMBING &

PLYMOUTH PLUMBING &amp; HEATING, INC.

**Construction Value:** \$3,500.00**Filing Date:** 12/29/2008

BAYPORT, MN 55003

**Applicant Phone:** 763-496-6100**Total Fees:** \$75.50

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CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 29, 2008

To: Mayor and City Council  
City Administrator Mike McGuire

From: Chief of Police Laura Eastman

**Subject: Police Department Grant Agreement for Safe & Sober "NightCap" Communities Project**

***BACKGROUND***

Please consider this memorandum as my request for authorization to enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety, for the Safe and Sober "NightCap" Communities Project grant. The grant agreement begins October 1, 2008 and runs through September 30, 2009.

***RECOMMENDATION***

It is recommended that the Bayport City Council approve the resolution authorizing execution of the agreement, to be signed by the Mayor and City Administrator.

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that the Bayport Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety, for the project entitled Operation Night CAP during the period of October 1, 2008 through September 30, 2009.

Officer Jay Jackson is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Bayport Police Department

Be it further resolved that the authorized representative Lt. Bruce Brynell with Department of Public Safety, is hereby authorized to be the fiscal agent and administer this grant on behalf of the Bayport Police Department.

I certify that the above resolution was adopted by the Bayport City Council of Bayport, Minnesota on January 5th, 2009.

SIGNED

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Date)

WITNESSETH

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(City Administrator)

\_\_\_\_\_  
(Date)

**STATE OF MINNESOTA  
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, State Patrol Division, 444 Cedar Street Suite 130, St. Paul, MN 55101-5130 ("State") and the City of Bayport, Police Department, 294 North 3rd Street, Bayport, Mn 55003 ("Grantee").

**Recitals**

- 1 Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract.
- 2 Federal funds for this grant contract are provided from U.S. Department of Transportation's State and Community Highway Safety Program, Catalog of Federal Domestic Assistance (CFDA) Number 20.608.
- 3 The State is in need of coordinated impaired driving enforcement saturations and public information activities.
- 4 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

**Grant Contract**

**1 Term of Grant Contract**

- 1.1 **Effective date:** October 1, 2008, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** September 30, 2009, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will:  
Perform the duties and tasks specified in the NightCAP Grant Program Duties, Exhibit A, which is attached and incorporated into this grant contract.

Grantee will comply with the Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133. Federal Audit Requirements is attached and incorporated and made part of this grant contract. See Exhibit B.

**3 Time**

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:
  - (1) **Compensation.** The Grantee will be reimbursed an amount not to exceed \$2,640.00 for officer overtime rates, including fringe benefits, incurred in providing services pursuant to Clause 2 of this grant contract. Invoices for reimbursement must be submitted using the Operation NightCAP Invoice which is attached and incorporated into this grant contract. All invoices for reimbursement must be supported by written documentation.
  - (2) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

No reimbursement shall be made for salary costs incurred in traveling to and from saturation events.

- (3) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$00.
- (4) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$2,640.00.

#### 4.2 **Payment**

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:  
Itemized invoices will be submitted within 30 days after each saturation event to the State's Authorized Representative.

Final invoice pertaining to the first state fiscal year of this grant contract must be received by July 31, 2009. Reimbursements from the second state fiscal year may commence on or after July 1, 2009. The final invoice pertaining to the second state fiscal year of this grant contract must be received by October 31, 2009.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30.

- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Title 23 CFDA number 20.601 of the State and Community Highway Safety Act of 1966. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

#### 5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

#### 6 **Authorized Representative**

The State's Authorized Representative is Lt. Bruce Brynell, 3489 Hadley Avenue North, Oakdale, MN 55128, (651)779-5913, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Officer Jay Jackson, Bayport Police Department, 294 North 3rd Street, Bayport, MN 55003, (651) 755-3107. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

#### 7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.
- 7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and

the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## **8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

## **9 State Audits**

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract.

## **10 Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

## **11 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

**12.1 Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

**12.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

**14.1 Termination by the State.** The State may cancel this grant contract at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**14.2 Termination for Insufficient Funding.** The State may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a

pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

**15 Data Disclosure**

Under Minn. Stat. § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract No. 50000005806

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution.  
DPS/FAS  
Grantee  
State's Authorized Representative

NightCAP Grant Program Grantee's Duties

- 1 Coordinate alcohol saturations with the State's district authorized representative for saturation events to be held between October 1, 2008 and September 30, 2009, providing up to forty eight hours of enforcement.
- 2 All law enforcement officers participating in this program must be Peace Officers Standards and Training Board (POST) licensed as provided by Minnesota law.
- 3 All law enforcement officers participating in this program must be Standardized Field Sobriety Testing (SFST) trained. Grantee must provide proof of training for each officer not currently qualified before such officer(s) will be allowed to participate in the program.
- 4 All law enforcement officers participating in this program should aggressively enforce traffic laws with an emphasis on impaired driving.
- 5 Grantee will provide a list of eligible law enforcement officers who may participate in this program with their overtime rate of pay, including fringe benefits, on "Personnel Roster". Reimbursement will be made only for hours that officers work on a day off or on a shift extension.
- 6 Grantee will review Officer Activity Reports and Activity Logs (samples attached) to verify work efficiency by those officers working the saturations; officers unwilling or unable to diligently pursue impaired drivers cannot be allowed to work subsequent saturation events and Grantee will work with the State's district authorized representative to replace such officers with qualified officers.
- 7 Grantee will complete and submit all required paperwork following each saturation event including, but not limited to, Officer Activity Reports and Invoices to the State's district authorized representative within seven (7) working days following each saturation event.
- 8 Grantee will participate in public information and media efforts with the State's district authorized representative as a part of each saturation event.
- 9 Grantee shall provide for all operating costs including, but not limited to, maintenance and repairs of squad cars used in performance of this grant agreement and shall provide all necessary insurance for them.
- 10 Grantee's law enforcement officers, providing services under this grant agreement, are employees of the Grantee and not employees of the State or Federal government.
- 11 State's district authorized representative is Lt. Bruce Brynell, 3489 Hadley Avenue North, Oakdale, MN 55128, (651) 779-5913.

## FEDERAL AUDIT REQUIREMENTS

### 1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes

If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

### For subrecipients that are institutions of higher education or hospitals

If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization.

The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.

2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accounts' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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Date: December 29, 2008

To: Mayor and City Council

From: Mike McGuire, City Administrator  
Wanda Madsen, Finance Officer

**Subject: Fire Protection and Rescue Services Contracts for 2009**

***BACKGROUND***

Each year, the City of Oak Park Heights, Baytown Township, and West Lakeland Township contract with the City of Bayport for fire and rescue services. The fee for these services is calculated as part of the Bayport's annual budgeting cycle, based on the fair share formula.

***RECOMMENDATION***

Staff recommends the City Council approve the attached 2009 Fire Protection and Rescue Services Contracts with the City of Oak Park Heights, Baytown Township, and West Lakeland Township.

**BUDGET YEAR 2009**

FAIR SHARE FORMULA  
= COST X % USE + % OF TOTAL VALUE

	TAX CAPACITY VALUE (2008) (Per Washington County Web Site)		% OF TOTAL
Bayport	3,119,805		13.12%
Oakpark Heights	10,250,765		43.10%
Baytown Township	3,694,633		15.54%
West Lakeland Twp	<u>6,716,517</u>		<u>28.24%</u>
<b>TOTAL</b>	<b>23,781,720</b>		<b>100.00%</b>

**ANNUAL FIRE AND RESCUE RUNS**

	2003	2004	2005	2006	2007	AVG % OF TOTAL
Bayport	150	150	170	155	155	24.38%
Oakpark Heights	313	313	366	421	376	55.91%
Baytown Township	26	26	42	42	46	5.69%
West Lakeland Twp	<u>98</u>	<u>98</u>	<u>93</u>	<u>80</u>	<u>80</u>	<u>14.03%</u>
<b>TOTAL</b>					<b>640</b>	<b>100.00%</b>

**2009 Budget for Fire Department = 393,893**  
Total Fire Relief: Bill out -96,000 297,893

OAK PARK BAYTOWN WEST  
HEIGHTS TOWNSHIP LAKELAND

	BAYPORT	HEIGHTS	BAYTOWN WEST	TOWNSHIP LAKELAND
ASSESSED VALUE	13.12%	43.10%	15.54%	28.24%
% OF USE	<u>24.38%</u>	<u>55.91%</u>	<u>5.69%</u>	<u>14.03%</u>
	37.49%	99.01%	21.22%	42.27%
DIVIDED BY 2	18.75%	49.50%	10.61%	21.14%

FAIR SHARE = \$55,845 \$147,472 \$31,611 \$62,965

**REVENUE = \$242,048**

## **TOWNSHIP OF BAYTOWN AND CITY OF BAYPORT 2009 CONTRACT TO FURNISH FIRE PROTECTION**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, by the between the City of Bayport and the Township of Baytown, Washington County, Minnesota.

1 That the City of Bayport has medical rescue service equipment and fire-fighting trucks equipped with hose and water tank suitable for use in the protection of property against loss by fire in rural districts outside the City of Bayport limits; and the Township of Baytown has no adequate medical rescue service equipment or fire-fighting equipment of its own, and desire to obtain the use of such trucks and equipment, when convenient for the City of Bayport to furnish it, within the limits of the Township of Baytown.

2. That in consideration of the premises and the mutual covenants hereinafter contained, the City of Bayport agrees, subject to the terms and conditions hereinafter set forth, upon call by anyone in the Township of Baytown, requesting the City of Bayport's assistance for emergency medical service or in fighting fires, to send a truck, equipment and driver and one additional man, with reasonable dispatch to said fire or medical emergency, together with one or two additional men, if they are readily available at the time, of which fact the decision of the Fire Chief of the City of Bayport or his agent shall be conclusive. Upon arrival at the scene of the fire or medical emergency, the driver and other man or men furnished by the City of Bayport shall use said truck and equipment as may be necessary in fighting said fire or providing emergency medical services.

3. That the Township of Baytown agrees to pay the City of Bayport within thirty (30) days of the date hereof, and no later than February 28, 2009, as consideration of this contract the sum of Thirty One Thousand, Six Hundred Eleven Dollars (\$31,611.00), which shall be the minimum charge for the year ending February 28, 2010, and shall be paid whether the services of the City of Bayport contemplated by this Agreement are called for or not.

4. The operation of the truck and the direction of its use at the scene of the fire or medical emergency, together with said equipment, shall be in charge of the Chief, or Assistant Chief, of the Fire Department of the City of Bayport if they are present at the fire. Otherwise, said operation and direction shall be in charge of the driver of said truck, although it is expected that the other persons at the scene of the fire or medical emergency not employed by the City of Bayport will, voluntarily, render such assistance as they may be able to.

5 Bayport or its agents, officers and employees shall not be liable to any person or entity for costs, damages, expenses or other liability and the Township of Baytown agrees to indemnify and hold the City or its agents, officers and employees harmless from any costs, damages or other liability arising from the providing of Emergency Response Services with regard to any hazardous substance, pollutant or contaminant, including any costs associated with the contaminant, removal of or remedial action relating to any hazardous substance, pollutant or contaminant.

6. That the City of Bayport will act in good faith in sending said truck, equipment and men to any such fire, no liability shall attach to the City of Bayport by reason of any such fire or medical emergency, no liability shall attach to the City of Bayport by reason of any negligent act or omission of the driver or any of the men sent with them by the City of Bayport in connection with the work of fighting any said fire or providing medical services; and it is particularly understood that the City of Bayport will not be obligated to send trucks, equipment and men upon call therefore unless, in the judgment of the Chief of the Bayport Fire Department or his agent, said truck, equipment and men are not required at the time in connection with fighting any fire or providing medical services existing elsewhere. Shall road or weather conditions be, in the judgment of the Fire Chief or his agent, unfavorable in furnishing of trucks or men at the time, the City of Bayport is not obligated to respond to said call, and should a medical emergency arise or a fire start within the corporate limit of Bayport during the time such trucks and men are traveling to said rural fire or medical emergency, the trucks and men may be taken or sent back to Bayport, in the judgment of the Fire Chief or his agent, such action be necessary or advisable.

7. That this Agreement shall terminate February 28, 2010.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first above written.

**CITY OF BAYPORT**

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Its Administrator

\_\_\_\_\_  
Date

**TOWNSHIP OF BAYTOWN**

\_\_\_\_\_  
Its Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Its Clerk

\_\_\_\_\_  
Date

**CITY OF OAK PARK HEIGHTS AND CITY OF BAYPORT  
2009 CONTRACT FOR FURNISHING FIRE PROTECTION**

THIS AGREEMENT, by and between the City of Bayport, hereinafter termed "Bayport," and the City of Oak Park Heights, hereinafter termed "Oak Park Heights," made this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

In consideration of the premises, it is mutually agreed upon by the parties hereto as follows:

1. Upon request, Bayport agrees to furnish the same fire equipment, personnel in fighting fires, and medical rescue services within the City limits of Oak Park Heights as Bayport would use in fighting its own fires, or providing medical rescue services, for a period of one (1) year from and after February 28, 2009.

2. The cost to Oak Park Heights for this service shall be One Hundred Forty Seven Thousand, Four Hundred Seventy Two Dollars (\$147,472.00) for the one-year period of this contract, payable in four (4) equal payments in January, April, July, and October.

3. Bayport shall not be liable for any non-willful act on the part of any of its employees in failing to perform any of the terms and conditions required to be performed, nor for any decisions of judgment on the part of any of its employees in failing to carry out the strict terms of this Agreement.

4. Bayport, or its agents, officers and employees shall not be liable to any person or entity for costs, damages, expenses or other liability arising from the providing of Emergency Response Services with regard to any hazardous substances, pollutant or contaminant, including any costs associated with the contaminant removal or remedial action relating to any hazardous substance, pollutant or contaminant.

5. This Agreement may be renewed from year to year upon terms agreeable to both parties and upon acceptance thereof by formal action of each party.

6. This Agreement shall terminate February 28, 2010.

**CITY OF BAYPORT**

Attest:

\_\_\_\_\_  
Its City Administrator

\_\_\_\_\_  
Its Mayor

**CITY OF OAK PARK HEIGHTS**

Attest:

\_\_\_\_\_  
Its City Administrator

\_\_\_\_\_  
Its Mayor

**TOWNSHIP OF WEST LAKELAND CITY OF BAYPORT  
2009 CONTRACT TO FURNISH FIRE PROTECTION**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2009, by the between the City of Bayport and the Township of West Lakeland, Washington County, Minnesota.

1. That the City of Bayport has medical rescue service equipment and fire-fighting trucks equipped with hose and water tank suitable for use in the protection of property against loss by fire in rural districts outside the City of Bayport limits; and the Township of West Lakeland has no adequate medical rescue service equipment or fire-fighting equipment of its own, and desire to obtain the use of such trucks and equipment, when convenient for the City of Bayport to furnish it, within the limits of the Township of West Lakeland.

2. That in consideration of the premises and the mutual covenants hereinafter contained, the City of Bayport agrees, subject to the terms and conditions hereinafter set forth, upon call by anyone in the Township of West Lakeland, requesting the City of Bayport's assistance for emergency medical service or in fighting fires, to send a truck, equipment and driver and one additional man, with reasonable dispatch to said fire or medical emergency, together with one or two additional men, if they are readily available at the time, of which fact the decision of the Fire Chief of the City of Bayport or his agent shall be conclusive. Upon arrival at the scene of the fire or medical emergency, the driver and other man or men furnished by the City of Bayport shall use said truck and equipment as may be necessary in fighting said fire or providing emergency medical services.

3. That the Township of West Lakeland agrees to pay the City of Bayport within thirty (30) days of the date hereof, and no later than February 28, 2009, as consideration of this contract the sum of Sixty Two Thousand, Nine Hundred Sixty Five Dollars (\$62,965.00), which shall be the minimum charge for the year ending February 28, 2010, and shall be paid whether the services of the City of Bayport contemplated by this Agreement are called for or not

4. The operation of the truck and the direction of its use at the scene of the fire or medical emergency, together with said equipment, shall be in charge of the Chief, or Assistant Chief, of the Fire Department of the City of Bayport if they are present at the fire. Otherwise, said operation and direction shall be in charge of the driver of said truck, although it is expected that the other person at the scene of the fire or medical emergency not employed by the City of Bayport will, voluntarily, render such assistance as they may be able to.

5. Bayport or its agents, officers and employees shall not be liable to any person or entity for costs, damages, expenses or other liability and the Township of West Lakeland agrees to indemnify and hold the City or its agents, officers and employees harmless from any costs, damages or other liability arising from the providing of Emergency Response Services with regard to any hazardous substance, pollutant or contaminant, including any costs associated with the contaminant, removal of or remedial action relating to any hazardous substance, pollutant or contaminant.

6. That the City of Bayport will act in good faith in sending said truck, equipment and men to any such fire, no liability shall attach to the City of Bayport by reason of any such fire or medical emergency, no liability shall attach to the City of Bayport by reason of any negligent act or omission of the driver or any of the men sent with them by the City of Bayport in connection with the work of fighting any said fire or providing medical services; and it is particularly understood that the City of Bayport will not be obligated to send trucks, equipment and men upon call therefore unless, in the judgment of the Chief of the Bayport Fire Department or his agent, said truck, equipment and men are not required at the time in connection with fighting any fire or providing medical services existing elsewhere. Shall road or weather conditions be, in the judgment of the Fire Chief or his agent, unfavorable in furnishing of trucks or men at the time, the City of Bayport is not obligated to respond to said call, and should a medical emergency arise or a fire start within the corporate limit of Bayport during the time such trucks and men are traveling to said rural fire or medical emergency, the trucks and men may be taken or sent back to Bayport, in the judgment of the Fire Chief or his agent, such action be necessary or advisable.

7. That this Agreement shall terminate February 28, 2010.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first above written.

**CITY OF BAYPORT**

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Its Administrator

\_\_\_\_\_  
Date

**TOWNSHIP OF WEST LAKELAND**

\_\_\_\_\_  
Its Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Its Clerk

\_\_\_\_\_  
Date



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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DATE: December 31, 2008  
TO Mayor and City Council  
FROM Mike McGuire, City Administrator   
RE: Annual step increase for Assistant City Administrator

***BACKGROUND***

Employees are eligible to earn step increases, based on performance, according to years employed with the city. As of October 27, 2008, Sara Taylor has been with the city for 5 years, most recently in the position of Assistant City Administrator, which was reclassified January 1, 2007. As such, she is eligible for an annual step increase. I met with Sara to discuss her performance and I am recommending a step increase.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving an annual step increase for Sara Taylor, Assistant City Administrator, from step 3 to step 4, to reflect a salary of \$61,215.00, effective January 1, 2009.



**Data Privacy**

The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota, and to assist the Board in conducting a background investigation of you. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a premises permit. If you supply the information requested, the Board will be able to process your application.

Your name and address will be public information when received by the Board. All other information you provide will be private data until the Board issues your premises permit.

When the Board issues your premises permit, all permit information provided will become public. If the Board does not issue you a premises permit, all the information provided remains private, with the exception of your name and address that will remain public.

Private data about you are available to: Board members; Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your consent.

**Acknowledgment and Oath**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter the premises to inspect it and enforce the law.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

Eugene Bartkey  
Signature of Chief Executive Officer (designee may not sign)

12-10-08  
Date

Print name EUGENE BARTKEY

<p><b>Application and Required Attachments</b></p> <ol style="list-style-type: none"> <li>1. LG214 Premises Permit Application</li> <li>2. If the premises is leased, attach a copy of your lease. Use <b>LG215 Lease for Lawful Gambling Activity</b></li> <li>3. Attach a <b>resolution</b> from the local unit of government that shows approval of your application.             <ul style="list-style-type: none"> <li>• if the premises is within a city, attach city approval, or</li> <li>• if the premises is within a township, attach county approval</li> </ul> </li> <li>4. \$150 annual premises permit fee, for each permit. Make check payable to "State of Minnesota."</li> </ol> <p>Mail to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p><b>Monthly Regulatory Fee</b></p> <p>If you receive a premises permit for this site, there is a monthly regulatory fee of 0.1% (.001) of gross receipts from lawful gambling conducted at the site. The fee is reported on the G1 Lawful Gambling Monthly Summary and Tax Return and paid with the monthly tax report.</p> <p><b>Questions?</b></p> <p>Call the Licensing Section of the Gambling Control Board at 651-639-4000.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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LG215 Lease for Lawful Gambling Activity

Check applicable item:

1. Lease for new application. Submit with new premises permit application.

2. Renewed lease. Submit with premises permit renewal.

3. New owner. Effective date \_\_\_\_\_ Submit new or amended lease within 10 days after new lessor assumes ownership.

4. Amended lease

- Check the change(s) in the lease:  Rent  Premises name  Booth/bar  Activity change  Other

- Date that changes will be effective \_\_\_\_\_

- Both parties must initial and date all changes.

- Submit changes at least 10 days before the effective date of the change.

Organization name <b>VFW POST 323</b>		License number <b>00380</b>		Daytime phone <b>651 430-1166</b>	
Name of leased premises <b>CAPTAINS CORNER</b>	Street address <b>193 3RD ST. N.</b>	City <b>BAYPORT</b>	State <b>MN</b>	Zip <b>55003</b>	Daytime phone
Name of legal owner of premises <b>KIMBERLY RINEHART</b>	Business/street address <b>193 3RD ST. N.</b>	City <b>BAYPORT</b>	State	Zip <b>55003</b>	Daytime phone
Name of lessor (if same as legal owner, write in "SAME")	Business/street address	City	State	Zip	Daytime phone

**Check all activities that will be conducted**

Pull-tabs  Pull-tabs with dispensing device  Tipboards  Paddlewheel  Paddlewheel with table  Bingo  Bar bingo

**Pull-tab, Tipboard, and Paddlewheel Rent** (No lease required for raffles.)

**Booth operation** - sales of gambling equipment by an employee (or volunteer) of a licensed organization within a separate enclosure that is distinct from areas where food and beverages are sold.

**Bar operation** - sales of gambling equipment within a leased premises by an employee of the lessor from a common area where food and beverages are also sold.

Does your organization OR any other organization conduct gambling from a booth operation at this location?  Yes  No

If you answered **YES** to the question above, rent limits are based on the following combinations of operation:

- Booth operation and pull-tab dispensing device
- Booth operation and bar operation
- Booth operation, bar operation, and pull-tab dispensing device
- Booth operation

The maximum rent allowed may not exceed \$1,750 in total per month for all organizations at this premises.

**COMPLETE ONE OPTION:**

**Option A:** 0 to 10% of the gross profits per month. Percentage to be paid 10 %

**Option B:** When gross profits are \$4,000 or less per month, \$0 to \$400 per month may be paid. Amount to be paid \$ \_\_\_\_\_.

**Option C:** \$0 to \$400 per month on the first \$4,000 of gross profit. Amount to be paid \$ \_\_\_\_\_. Plus, 0% to 10% of the gross profits may be paid per month on gross profits over \$4,000. Percentage to be paid \_\_\_\_\_ %

If you answered **NO** to the question above, rent limits are based on the following combinations of operation:

- Bar operation
- Bar operation with pull-tab dispensing device
- Pull-tab dispensing device only

The maximum rent allowed may not exceed \$2,500 in total per month for all organizations at this premises.

**COMPLETE ONE OPTION:**

**Option A:** 0 to 20% of the gross profits per month. Percentage to be paid \_\_\_\_\_ %

**Option B:** When gross profits are \$1,000 or less per month, \$0 to \$200 per month may be paid. Amount to be paid \$ \_\_\_\_\_.

**Option C:** \$0 to \$200 per month on the first \$1,000 of gross profits. Amount to be paid \$ \_\_\_\_\_. Plus, 0% to 20% of the gross profits may be paid per month on gross profits over \$1,000. Percentage to be paid \_\_\_\_\_ %

**Bingo Rent**

**Option D:** 0 to 10% of the gross profits per month from all lawful gambling activities held during bingo occasions, excluding bar bingo. Percentage to be paid \_\_\_\_\_ %

**Option E:** A rate based on a cost per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. No rent may be paid for bar bingo. Rate to be paid \$ \_\_\_\_\_ per square foot. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

**Bar Bingo Rent**

**Option F:** No rent may be paid for bingo conducted in a bar.

**New Bingo Activity**

For any new bingo activity not previously included in a Premises Permit Application, attach a separate sheet of paper listing the days and hours that bingo will be conducted.

# LG215 Lease for Lawful Gambling Activity

**Lease Term** The term of this lease agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management of Gambling Prohibited** The owner of the premises or the lessor will not manage the conduct of gambling at the premises.

**Participation as Players Prohibited**  
The lessor, the lessor's immediate family, and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises.  
**EXCEPTION:** The lessor's immediate family and lessor's employees may participate in bar bingo if they are not involved in the sale or operation of bar bingo.

**Illegal Gambling**  
• The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises and that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).

• To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.

• Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

• The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions**  
• The lessor will not impose restrictions on the organization with respect to providers (distributors) of gambling-related equipment and services or in the use of net profits for lawful purposes.  
• The lessor, any person residing in the same household as the lessor, the lessor's immediate family, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to permitted premises**  
The Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel have access to the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the permitted premises during any time reasonable and when necessary for the conduct of lawful gambling on the premises.

**Lessor records**  
The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent all-inclusive**  
Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to trash removal, janitorial and cleaning services, snow removal, lawn services, electricity, heat, security, security monitoring, storage, other utilities or services, and in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.

**Changes in lease**  
If the lease is amended with no change in ownership, the organization will submit the amended lease to the Board at least 10 days before the effective date of the change. If a change in ownership occurs, the organization will submit an amended lease to the Board within 10 days after the new lessor has assumed ownership.

**Acknowledgment of Lease Terms** I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms

Signature of lessor <i>Kimberly Rinehart</i>	Date 12-3-08	Signature of organization official (lessee) <i>Joseph Krawczek</i>	Date 12-3-08
Print name and title of lessor KIMBERLY RINEHART (OWNER)		Print name and title of lessee JOSEPH KRAWCZESKI GAMBLING MANAGER	
		Lessee's business address 5880 OMAHA AVE N OMAHA NEBR	

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form will become public information when received by the Board, and used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 17, 2008

To: Mayor and City Council  
Mike McGuire, City Administrator

From: Laura Eastman, Police Chief

**Re: Laptop Computer**

***BACKGROUND***

I was made aware that the Minnesota Chiefs of Police Association received 300-400 laptop computers from the Target Corporation to distribute to local law enforcement agencies. The laptop computers are approximately four years old. Officer Jackson submitted a request to the Minnesota Chiefs of Police Association to receive one laptop computer. The computer would be used as a backup computer for squad cars, undercover operations, search warrants, and K-9 training documents. There is no cost for the computer.

***RECOMMENDATION***

I recommend that we accept the computer at no cost from the Minnesota Chiefs of Police Association.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 29, 2008

To: Mayor and City Council  
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

Subject: Acceptance of grant from the Fred C. and Katherine B. Andersen Foundation and authorization to purchase related equipment

### ***BACKGROUND***

On December 24, 2008, I received confirmation that the grant request for Technology and Safety Systems was approved by the Fred C. and Katherine B. Andersen Foundation in the amount of \$32,573.00. If accepted, these funds will be used for the 800 megahertz radio system that is required to be in place by March 2009. The funds will go directly into the Police Capital Improvement Plan for the purchase of the following requested grant items:

<u>Equipment</u>	<u>Cost</u>
• Five portable radios	\$12,859.15
• Two mobile radios	\$ 6,300.50
• One base station radio	\$ 2,500.50
• Two Shadow 800 Digital In-car Video Systems	\$ 7,020.00
• Installation, delivery and tax for both systems	\$ 2,000.00
• One Decatur electronic speed sign	<u>\$ 1,895.00</u>
Total program budget	\$32,572.15

### ***RECOMMENDATION***

It is recommended that the City Council accept the Technology and Safety Systems grant from the Fred C. and Katherine B. Andersen Foundation in the amount of \$32,573.00, and authorize the purchase of the above listed items for the 800 megahertz radio system.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 30, 2008  
To: Mayor and City Council  
City Administrator Michael McGuire  
From: Police Chief Laura Eastman  
Subject: **Canine Program Donations – 4<sup>th</sup> Quarter 2008 Summary**

The Bayport Police Department would like to recognize the following donations received during the fourth quarter of 2008 for the canine program start-up costs:

Individual Donations:

- Dogswell, Los Angeles, California \$100.00
- Can Cor Innovations, Inc., Ontario, Canada \$ 50.00
- Sir Finance Corporation, Chicago, Illinois \$100.00
- Lake Elmo V.F.W. Post 5725 Auxiliary \$100.00

In addition, Pat Ferguson, Warning Systems, Inc., Ham Lake, Minnesota has made an in-kind donation, valued at \$530.00, for equipment and labor to outfit the canine squad vehicle.

To date, \$11,042.00 has been received in donations for the canine program.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 30, 2008  
To: Mayor and City Council  
From: City Administrator Michael McGuire  
Subject: **Request to transfer gravesite ownership**

***Background***

John David Koller, the grandson of Jacob E. Koller, Sr., has made application to transfer ownership of four gravesites in Hazelwood Cemetery, originally purchased by his grandfather. Mr. Koller has provided the required paperwork, and the attached affidavit has been prepared by City Attorney Vivian to complete the transfer.

***Recommendation***

It is recommended that the City Council authorize City Administrator McGuire to complete the transfer of the requested gravesites in Hazelwood Cemetery to John David Koller, upon payment of the required \$100.00 per site transfer fee and incurred attorney fees.





CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 29, 2008  
To: Mayor and City Council  
Mike McGuire, City Administrator  
From: Wanda Madsen, Finance Officer  
Subject: **Pay Equity Report for the State of Minnesota**

***BACKGROUND***

Every three years, the State of Minnesota requires local governments and school districts to file a pay equity report. The City of Bayport is required to report this year on data in place as of December 31, 2008.

***RECOMMENDATION***

It is recommended that the City Council approve the attached 2009 Pay Equity Report so it can be forwarded to Minnesota Management & Budget by January 31, 2009.

# Pay Equity Implementation Report

Send completed report to

Pay Equity Coordinator  
Department of Employee Relations  
200 Centennial Building  
658 Cedar Street  
St Paul, MN 55155-1603  
(651) 259-3761 (Voice)  
(651) 282-2699 (TDD)

For Department Use Only

Postmark Date of Report

0

Jurisdiction ID Number

## Part A: Jurisdiction Identification

Jurisdiction: City of Bayport  
294 No 3rd Street  
Bayport, MN 55003

Jurisdiction Type: CITY

Contact: Finance Officer Wanda Madsen  
Fax: 6512754411  
Email: wmadsen@ci.bayport.mn.us

Phone (651) 275-4404

## Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees

The system used was Consultant System (Specify)  
Describe: Modified Princeton Job Evaluation System

2. Health insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference  and female classes are not at a disadvantage

3.  Information in this report is complete and accurate

4.  The report includes all classes of employees over which the jurisdiction has final budgetary approval authority.

5. No salary ranges/performance differences

Leave blank unless BOTH of the following apply:

a. Jurisdiction does not have a salary range for any job class

b. Upon request, jurisdiction will supply documentation showing that inequities between male and female classes are due to performance differences

Note: Do not include any documentation regarding performance with this form

6. An official notice has been posted at

City Hall

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Bayport City Council

(governing body)

Jon Nowaczek

(chief elected official)

Mayor

(title)

Checking this box indicates legal signature by above official

Date Submitted 12/30/2008

## Part C: Total Payroll

\$996,823.00

is the annual payroll for the calendar year just ended December 31

# Compliance Report

12/30/2008

Jurisdiction City of Bayport

Contact: Wanda Madsen  
Finance Officer

Phone (651) 275-4404

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	6	0	11
# Employees	10	9	0	19
Avg. Max Monthly Pay per Employee	\$61,860.10	\$54,590.00		\$58,416.37

## II. STATISTICAL ANALYSIS TEST

	Male Classes	Female Classes
A UNDERPAYMENT RATIO = 180.0 *		
a # at or above Predicted Pay	2	4
b # Below Predicted Pay	3	2
c. TOTAL	5	6
d % Below Predicted Pay (b divided by c = d)	60.00	33.33

\* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay)

## B T-TEST RESULTS

Degrees of Freedom (DF) = 17	Value of T =	-1.383
a. Avg. diff. in pay from predicted pay for male jobs =		-\$90
b. Avg. diff. in pay from predicted pay for female jobs =		\$1940

## III. SALARY RANGE TEST = 0.00 % (Result is A divided by B)

A. Avg. # of years to max salary for male jobs =	0.00
B. Avg. # of years to max salary for female jobs =	0.00

## IV. EXCEPTIONAL SERVICE PAY TEST 0.00

A % of male classes receiving ESP	20.00
B % of female classes receiving ESP	16.67

\* (if 20% or less, test result will be 0.00)

# Predicted Pay Report for City of Bayport

12/30/2008

Case: 2008 Data

Job Nbr	Jobs Title	Male Empl	Female Empl	Total Empl	Sex	Work Points	Max Mo. Salary	Predicted Pay	Pay Difference
1	Secretary/Receptionist	0	1	1	F	47	\$39,842 00	\$40,707 92	\$-865 92
2	Public Works Maintenance	3	0	3	M	84	\$48,214 00	\$48,885 53	\$-671 53
3	Police Officer	4	0	4	M	139	\$59,416 00	\$61,760 07	\$-2,344 07
4	Building Official	1	0	1	M	126	\$66,693 00	\$58,169 62	\$8,523 38
5	Finance Officer	0	1	1	F	126	\$66,693 00	\$58,169 62	\$8,523 38
6	Library Director	0	1	1	F	171	\$71,698 00	\$67,431 25	\$4,266 75
7	Public Works Supervisor	1	0	1	M	183	\$71,698 00	\$69,559 30	\$2,138 70
8	Asst Administrator/Planner	0	1	1	F	177	\$71,698 00	\$68,495 27	\$3,202 73
9	Police Chief	0	1	1	F	229	\$82,011 00	\$83,283 57	\$-1,272 57
10	City Administrator	1	0	1	M	285	\$97,904 00	\$98,073 88	\$-169 88
11	Library Clerk	0	4	4	F	39	\$39,842 00	\$38,940 81	\$901 19



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
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DATE: December 3, 2008  
TO: Mayor and City Council  
Mike McGuire, City Administrator  
FROM: Chief Laura Eastman  
RE: **Authorization to purchase document scanner**

### ***BACKGROUND***

I have been asked to research the cost of a document scanner to file old police reports and other paper documents into an electronic file. I have received two bids which are as follows:

1st bid: Data2CD Incorporated

This includes \$ 1,400 for the FUJ-FI-6230 machine, one hour of setup for the software at \$225.00, and four to six hours of training at a minimum of \$600.00. An additional two hours of detailed training is recommended one week after initial set up; the cost for that is \$300.00 and \$30.00 for shipping, for a total of \$ 2,330.00.

2<sup>nd</sup> bid: TR Computer Sales, LLC

This includes \$1,895.00 Xerox Documate 632 (40ppm) machine and the online training for up to three users. An additional three hours of scanner setup and to show staff basic features \$360.00, for a total of \$ 2,255.00.

### ***RECOMMENDATION***

I recommend that we employ TR Computer Sales, as they are lower in cost and we currently contract with them for all of our computer needs. In addition, they have knowledge of our IT desires and we have a great working relationship with the staff. If approved, half of the funds would be taken out of drug forfeiture and the other half out of the general fund, as the scanner will also be used for City Hall business.



December 23, 2008

RE: Middle St. Croix Watershed Management  
Organization  
Perro Creek Outlet  
SEH No. MSCWM 104365 14.00

Mike McGuire  
City Administrator  
City of Bayport  
294 North 3rd Street  
Bayport, MN 55003

Dear Mr. McGuire

Short Elliott Hendrickson, Inc. respectfully submits 12 sets of plans for the Perro Creek Outlet, which is the Bayport Storm Sewer project for which \$1,700,000 was appropriated by the State of Minnesota in the 2005 and 2008 Bonding Bills. It is our understanding that the Middle St. Croix Watershed Management Organization (MSCWMO) would like to advertise the project for bidding beginning the week of January 12, 2009 and open bids the week of February 9, 2009. In order to proceed we request the following motions be considered by the Bayport City Council at the January 5, 2009 meeting.

1. Motion to approve the construction documents for the Perro Creek Outlet and authorization to advertise for bidding.
2. Motion to authorize the City Administrator to provide information to the State of Minnesota with respect to the grants authorized in the 2005 and 2008 Bonding Bill Appropriation for the Bayport Storm Sewer, authorize the City Attorney to review and approve appropriations forms and grant documents, and authorize the City Administrator and Mayor to sign the appropriations forms and grant documents.
3. Motion to approve the easement agreement for the Perro Creek Outlet with Andersen Corporation subject to review and approval by the City Attorney and authorize the City Administrator and Mayor to sign the easement agreement

We are in the process of finalizing the Engineer's Estimate and intend to provide it to you before the council meeting. We are also in the process of obtaining necessary permits and agreements in order to proceed with construction, which we expect to be in place by the end of January 2009. Please let me know if you require additional information prior to the council meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne S. Wambold", with a large, stylized flourish at the end.

Wayne S. Wambold, PE  
Senior Geotechnical Engineer

WSW

Enclosures

c: David Beaudet (MSCWMO), Barry Peters (SEH)

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# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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**All meetings will be held at 6:00 p.m., unless otherwise noted**

## **2009 City Council Meeting Dates**

Monday, January 5

Monday, February 2

Monday, March 2

Monday, April 6

Monday, May 4

Monday, June 1

Monday, July 6

Monday, August 3

**Tuesday, September 8 \***

Monday, October 5

Monday, November 2

Monday, December 7

\* Due to the Labor Day holiday, staff recommends scheduling the meeting for Tuesday, September 8<sup>th</sup>.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 22, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Subject: Appointments, designations, and assignments for 2009

***BACKGROUND***

The City Council shall establish appointments, designations, and assignments for staff/services for the upcoming year. Listed below are individuals/agencies appointed in 2008. The City Council shall designate the following for 2009:

<u>Position</u>	<u>2008</u>	<u>2009 – Changes only</u>
Planning Commission Liaison	Sharon Ridgway	Torry Kraftson, alternate
Library Board Liaison	Dan Johnson	Connie Carlson, alternate
Cable Commission Liaison	Sharon Ridgway	Torry Kraftson, alternate
Middle St. Croix Watershed Liaison	Torry Kraftson	Connie Carlson, alternate
Lower St. Croix Partnership	Connie Carlson	Dan Johnson, alternate
Andersen Citizen Advisory Liaison	Dan Johnson	
Deputy Mayor	Dan Johnson	
City Attorney	Eckberg Law Firm (Nick Vivian)	
City Engineer	SEH (Barry Peters)	
City Planning Consultant	SEH (Mike Darrow)	
City Auditor	Abdo Eick & Meyers, LLP	
Deputy City Clerk	Assistant City Administrator (Sara Taylor)	
Emergency Preparedness	Fire Chief (Mike Bell)	
Deputy Fire Chief	Matt Bell	
Weed Inspector	Mayor (Jon Nowaczek)	
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)	
Animal Control	Police Chief (Laura Eastman)	
Financial Advisor	Northland Securities	
Assessor	Washington County	
Official Depository	First State Bank	
Official Newspaper	Stillwater Gazette	
Animal Impound Agency	St. Croix Animal Shelter-Woodbury	
On Site Septic Inspection	Washington County	

***RECOMMENDATION***

Staff recommends the City Council review the individuals/agencies appointed for 2008 and adopt a motion to approve the appointments, designations, and assignments for 2009.



Eugene D. Johnson, Publisher

Pat Daul, Associate Publisher

4779 Bloom Ave., White Bear Lake, MN 5110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 3, 2008

Ms. Sara Taylor  
City of Bayport  
294 North 3rd Street  
Bayport, MN 55003

Dear Ms. Taylor:

The St. Croix Valley Press wishes to be considered as your designated newspaper for 2009.

We meet all the requirements under state statutes.

Our circulation is audited by Verified Audit Circulation, an independent firm.

We offer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly identify them as "Legal Notices."

The rate is \$6.90 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Friday by 5 PM for the following Thursday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

  
Lisa Graber  
Legal Notice Coordinator

*misc\ bayplg09 doc*

Your Best Source For Community Information

White Bear Press • Vadnais Heights Press • St Croix Valley Press • Quad Community Press • Shoreview Press • Forest Lake Press  
[news@presspubs.com](mailto:news@presspubs.com)   [ppcomp@presspubs.com](mailto:ppcomp@presspubs.com)   [pressadvertising@presspubs.com](mailto:pressadvertising@presspubs.com)   [ppcirc@presspubs.com](mailto:ppcirc@presspubs.com)

December 8, 2008

City Administrator  
City of Bayport  
294 North 3<sup>rd</sup> Street  
Bayport , MN 55003

Dear City of Bayport;

Thank you for notifying me of the City of Bayport's wish to receive a bid from the *Stillwater Gazette* for the publication of its legal notices. I appreciate the opportunity to respond, and the *Gazette* does request consideration to be the city's legal newspaper for the year 2009.

The *Gazette's* five-days-a-week publication schedule gives Bayport city government many options for presenting its legal advertising to the public in a timely manner. In addition, the *Gazette* continues to offer a high number of paid circulation newspapers distributed within the city. In addition, Legals are posted on the *Gazette's* website daily.

The following is current information to aid in your decision-making process:

Line length in picas -	9.25
Lines per inch -	9
Length of LCA in points -	90
Column in charge -	\$3.17 (No rate change)

The *Gazette* would appreciate the opportunity to serve the City of Bayport by publishing its Legal Notices and Minutes. If you have any questions or are in need of additional information, please contact me. Thank you.

Sincerely,

Mark Berriman  
Publisher  
651-796-1116

# Stillwater Courier

1815 Northwestern Avenue  
Stillwater, MN 55082  
Tel: (651) 439-4366  
Fax: (651) 439-4668  
E-mail: [legals@stillwatercourier.com](mailto:legals@stillwatercourier.com)

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December 19, 2008

City of Bayport  
294 North 3rd Street  
Bayport, MN 55003

Dear City Administrator,

We would like to invite the City of Bayport to designate the Stillwater Courier as their legal newspaper for 2009. The Stillwater Courier meets all State Statutes for publishing legal notices and provides the City of Bayport the largest in-home paid circulation newspaper in the city.

The following is the Stillwater Courier's rate for publication of legal notices, effective with the January 1, 2009 edition:

**\$3.00 per column inch**

All legal notices will be posted on-line at [www.stillwatercourier.com](http://www.stillwatercourier.com). Deadlines for legals will be Monday at 5 p.m. the week of publication. We have extended our deadline in order to allow more time for requests. We encourage the submission of legal notices via e-mail. Please send your legal notices to [legals@stillwatercourier.com](mailto:legals@stillwatercourier.com). Please include the dates of requested publication and a contact name and number, in case of questions.

Thank you for your consideration and I look forward to working with you. If you have any further questions, please call (651) 439-4366.

Sincerely,

Karen Golding  
Legal Coordinator



**CITY OF BAYPORT**  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 23, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Subject: Appointments to Library Board and Planning Commission

***BACKGROUND***

Below is a list of current Library Board and Planning Commission members and their term expirations.

<u>Library Board</u>	<u>Term Expiration</u>
Joseph Reding	12/31/2008
Beth Hogberg	12/31/2009
Mary-Clare Holst	12/31/2010
Mary Goulette	12/31/2010
Sandy Ness	12/31/2010

Joseph Reding's term expires on December 31<sup>st</sup> and he is seeking reappointment for another 3-year term.

<u>Planning Commission</u>	<u>Term Expiration</u>
Ron Wolfe	12/31/2008
David Levy	12/31/2009
Judy Seeberger	12/31/2009
Tom Mabie	12/31/2010
Jennifer Schneider	12/31/2010

Ron Wolfe's term expires on December 31<sup>st</sup>, and he is not seeking reappointment. Judy Seeberger has been elected to the City Council, and therefore will no longer be serving on the Planning Commission. As such, a 3-year term, and a 1-year term to fill Judy's vacancy are available.

Residents Ray Valley and Pam Hoyer previously submitted letters of interest expressing a desire to serve on the Planning Commission. However, city staff has yet to confirm whether they are still interested in serving. City staff will continue to contact these individuals and provide an update at the meeting. If no appointments are sought at the January meeting, the vacancies will be posted on the city's website and applications for appointment will be brought to the City Council at a future meeting.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion to fill the vacancies on the Library Board and Planning Commission, as appropriate.

Joseph Reding  
162 Fifth Ave. N.  
Bayport, MN 55003

November 10, 2008

Mayor Nowaczek  
Bayport City Hall  
294 N. 3<sup>rd</sup> St.  
Bayport, MN 55003

I would appreciate your appointing me to a third and final term to the Bayport Public Library Board of Trustees. I feel that the Bayport Public Library serves a vital role to the City of Bayport, and would like to continue my stewardship of this valuable resource.

**Involvement in community groups and organizations:**

- Board Member, Bayport Public Library Board of Trustees from 2002 to present
- Board Member, Bayport Public Library Foundation from 1999 to present
- Associate, Bayport Public Library Foundation from 1993 to present
- Scoutmaster, Bayport Troop 113 from 1983 to 1990
- Committee Chair / Adviser, St. Croix Valley Explorer Post 4 from 1990 to 2001
- Assistant Scoutmaster, Bayport Troop 113 from 2001 to present
- Member, Bayport Sons of the American Legion Squadron from 1995 to present
- Board Chair, North Star Boy Scout and Girl Scout Museum from 1999 to 2000
- Board Member, North Star Boy Scout and Girl Scout Museum from 1994 to 1999

**Why would you be interested in serving on the Library Board:**

As the Twin Cities continue to expand, previously geographically identifiable communities are struggling to maintain their identities. I believe that the Bayport Library, along with Andersen School, City Hall, and our Post Office provide the brick and mortar to maintain our identity. While the buildings are identifiable, what happens within them is what really matters.

I am proud of the actions the Bayport Public Library Board of Trustees has made over the last six years to preserve and enhance the Bayport Public Library. The Trustees have partnered with The Foundation for Bayport Public Library to develop a plan to ensure the libraries future. I would like the opportunity to continue my involvement in implementing this plan.

I have six years experience as a member of the Board and have served as the Board Chair for the last year. I hold a Master of Business Administration degree from the University of Minnesota. I gained a practical knowledge of leadership and personnel matters at Andersen Corporation. Through my involvement in Scouting I gained a wealth of experience in presenting to and hearing feedback from youth and adults. I also have six years board experience with a non-profit museum board.

Thank you for your consideration,



Joseph Reding

CC. Mike McGuire, Kathy MacDonald

# WASHINGTON COUNTY HISTORICAL SOCIETY

## *Gateway to Minnesota History*

November 14, 2008

Michael McGuire, City Administrator  
City of Bayport  
294 North Third Street  
Bayport, Minnesota 55003

Dear Mr. McGuire:

As Minnesota's sesquicentennial year draws to a close, the Washington County Historical Society is proud to have been a part of it, helping citizens all around Washington County celebrate our heritage, and giving the new residents of this area a chance to take part in the history of Minnesota's oldest county.

Over the course of the past years, the cultural and heritage communities of Washington County have not been funded particularly well. Washington County Historical Society is the ONLY county historical society in the state of Minnesota which does not receive any assistance from its county. Without proper funding the treasures and stories of the past and present will be lost for future generations.

We are asking for your help.

Over the course of nearly 75 years, the Washington County Historical Society has been "collecting, preserving, and interpreting" the history of all the communities of Washington County.

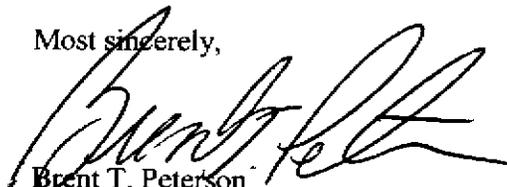
In our collection is the original Bayport city safe, rescued from the old city hall before it was demolished; we have a number of photographs of Bayport and South Stillwater sports teams that have been donated to us by the descendents of "Pawnee" Berger. And many items from the Stillwater Correctional Facility located in Bayport.

These items, plus many other photos, documents and artifacts, take space, time and care to preserve. We do this not for the next ten or twenty years but forever. Unfortunately costs continue to rise and it becomes more difficult to maintain the quality that WCHS has become well known for throughout the area.

We are asking for a small donation that will help keep our collections stable and available to the public. As we all know times are tough, but a donation of \$150, \$500 or even \$1,000 will go a long way to help to continue to preserve our heritage for today and into tomorrow.

Thank you in advance for your consideration of our request and if you have any questions please feel free to contact me at any time.

Most sincerely,



Brent T. Peterson  
Executive Director  
Washington County Historical Society



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: December 30, 2008

To: Mayor and City Council

From: Mike McGuire, City Administrator

**Subject: Local Government Aid (LGA) Cuts**

As you see from the attached letter, the Governor has chosen to unalot (he must think it sounds better than "cut" or "take away") \$58,325.00 of our scheduled LGA payment to help balance the state's budget. This represents approximately 26% of the year-end payment due to Bayport.

Because of the dollar amount and the short period of time left in the 2008 budget cycle, our options are limited. Therefore, I recommend that this shortfall in LGA be made up from the 2008 contingency reserve. Fortunately for Bayport, we have only used \$6,387.50 from the fund, leaving a balance of \$93,612.50.

2009 might be more difficult if cities are once again tapped to help make up the state deficit. I foresee this happening and I anticipate that it would be a similar percentage to 2008, which would be approximately \$116,000.00.

Staff has started the discussion on what this will mean to city services and will be watching closely to what is being proposed and ultimately adopted by the Governor and Legislature.

# MINNESOTA • REVENUE

December 19, 2008

BAYPORT  
ADMINISTRATOR  
CITY HALL  
294 NO 3RD STREET  
BAYPORT, MN 55003

RE: Unallotment of Aids/Credits Impacting December 26<sup>th</sup> Payment -- URGENT!  
*This is the only letter sent to your city. Please forward to the appropriate contacts!*

As a necessary measure to balance the state budget, Governor Tim Pawlenty announced today that \$110 million of state aids and credits would be unallotted from the December 26, 2008, payment of aids and credits to cities and counties. To avoid severe consequences for small cities and counties that may have less flexibility in coping with a cut, Governor Pawlenty exempted cities with a population under 1,000, and counties with a population under 5,000, from any unallotment. For the remaining cities and counties, \$66 million of the reduction will be made to cities and \$44 million to counties through Local Government Aid (LGA), County Program Aid (CPA), and Market Value Homestead Credits (MVHC).

For your city, BAYPORT, the impact of this unallotment is as follows:

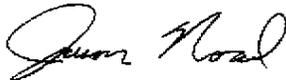
Certified December 26 <sup>th</sup> LGA Payment	Certified December 26 <sup>th</sup> MVHC Payment	Unallotment Amount	Actual December 26 <sup>th</sup> LGA Payment	Actual December 26 <sup>th</sup> MVHC Payment
\$ 222,026	\$ 19,298	\$ 58,325	\$ 163,701	\$ 19,298

The unallotment amount is computed as uniform percentage (4.08%) of city levy plus aid. "Levy plus aid" includes levies as reported to the Department of Revenue by counties on the Abstract of Tax Lists and includes both LGA and taconite aid.

The unallotment amount is first deducted from any LGA that a city may be scheduled to receive. If the unallotment amount exceeds LGA, the remainder of the unallotment amount is taken from MVHC. For some cities, the unallotment amount exceeded the total of both LGA and MVHC, leaving those cities with a cut that was a smaller percentage of their levy plus aid.

Additional information on the unallotment calculations can be found on our website ([www.taxes.state.mn.us](http://www.taxes.state.mn.us)). If you have questions about the payments that are not answered by the posted information, please contact Shawn Wink ([shawn.wink@state.mn.us](mailto:shawn.wink@state.mn.us) or 651-556-6095).

Sincerely,



Jason Nord  
State Program Administrator Director

Property Tax Division  
Mail Station 3345  
St. Paul, MN 55146-3345

Call 711 for Minnesota Relay  
Tax 651-556-3128  
In equal opportunity employer



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## STATE MANDATES AFFECTING MINNESOTA CITIES

*The following list represents a compilation of some of the state laws that directly impact city government operations in Minnesota. The list does not represent every law that impacts city operations nor does the list necessarily reflect the annual legislative agenda of the League of Minnesota Cities. (Updated 12/16/08)*

### **PERSONNEL/EMPLOYEE RELATIONS**

Pay equity, implementation and reporting (M.S. 471.991-99) - Personnel costs have been increased by the state requirement that cities and other local governments conduct job evaluation studies, report on implementation, and meet equitable compensation standards as defined in state rules.

Workers' Compensation (M.S.176) - Cities are responsible for enforcing state requirements for workers' compensation for local contractors and licensees

Public pensions - Basic and Coordinated plans (M.S. 353.27) - Cities are required to participate in the state Public Employee Retirement Association (PERA), that requires city employer contribution rates of 11.78 percent for Basic plan members and 5.53 percent for Coordinated plan members

Public pensions-Police and Fire plan (M.S. 353.65) - Cities are required to participate in the state PERA Police and Fire Plan that requires a city employer contribution rate of 9.3 percent

Continuation of health and life insurance coverage (M.S. 62A.17 and M.S. 61A.092) - Cities must comply with a state requirement to offer continued health and life insurance coverage to former employees following voluntary or involuntary termination.

Prevailing wages paid on public contracts (M.S. 177.41 and A.G. Op 415cl) - The state's Davis-Bacon requirements (prevailing wage requirements), as interpreted by the Attorney General, can increase the costs of city contracts.

Veterans preference (M.S. 197.447, 455, 46, 48, 481 and 192.26) - Cities are required to give preferential treatment to veterans for hiring, protection from discharge, fully paid leave while challenging any discharge or disciplinary action, and full salary for up to three weeks for all city employees serving in the military reserves or on active duty

Mandatory Binding Arbitration (M.S. 179A 16, 18) - Employee classes such as peace officers and firefighters are not allowed to strike. Rather, cities are mandated to comply with the compensation and benefit determinations of an appointed arbitrator, even if the elected representatives of the city's residents determine that a strike would be preferable.

PERA membership and service credit - The 2002 Tax bill changes on prorated service credit did not reinstate the \$5,100 per year threshold, resulting in more employees being included in PERA. (Laws 2002 chapter 392, article 3, section 1)

## **PUBLIC SAFETY**

Peace officer standards and training (POST) (M S 626 84-863) - Cities are required to assure that their public safety personnel complete mandated pre-service and continuing in-service training to maintain licensed law enforcement officer status.

Temporary detention facilities/detoxification centers - City facilities for temporary holding of persons who have been arrested must meet state standards for the building and its maintenance.

Confined space entry - State and federal standards are imposed for situations where a confined space (such as a manhole) is entered. For example, there is a requirement that a minimum of two employees are present whenever a confined space is entered (OSHA).

Animal control (M.S.346, 347) - State regulations set standards for facilities used for animal control, procedures for apprehending animals, and minimum holding periods.

"First responder" and firefighting by city employees on state highways - State reimbursement for these public safety services does not adequately cover the costs of performing these services.

800 megahertz radio system (M S 473.891- 905) - Regional public safety radio communications system for which metro-area cities must implement plans.

Ambulance staffing and equipment requirements - Governed by the Emergency Medical Services Board - most recently changed in 1999.

Suspense file reduction (MS 299C.10-11) - Requires peace officers and community corrections agencies to immediately collect identifying information relating to persons arrested or appearing in court on certain charges. Information includes fingerprints and known aliases. Identification data must be furnished to the Bureau of Criminal Apprehension.

Peace officers post traumatic stress syndrome benefit (MS 299A.411) - Cities are required to extend health benefits to police officers and firefighters injured in the line of duty. Originally, the state reimbursed cities for the costs associated with this requirement. Currently, the state reimburses affected cities for about 30 percent of this mandated cost.

Fine Distribution - Minnesota statutes define the distribution of fine revenue for enforcement of state laws. Although local enforcement costs have increased in recent years, the distribution to cities has not been modified. In addition, recent state-imposed traffic citation surcharges have increased the challenges of citations which increases local prosecution costs.

Notification of 3.2 percent liquor licensees - (M S. 340A.403) - Cities are required to notify the commissioner of public safety within 10 days of issuing a 3 2 malt liquor license.

### **BUILDING CODES**

Minor residential improvements - Limits permit fees to \$15 or five percent, whichever is greater, for improvement, installation or replacement of a residential fixture or appliance that does not modify electric or gas service, has a labor cost of \$500 or less, and is done by the homeowner or a licensed contractor. (Laws 2001, MS 16B.63)

Building code administration - Municipalities are given specific direction on how to designate a certified building official who is responsible for code administration in the city. (Laws 2001 1<sup>st</sup> special session, chapter 10; MS 16B 65)

### **DATA PRACTICES**

Job reference liability – regulates city disclosure of employment information regarding current and former employees, requiring that disclosure procedures and policies be implemented to assure that information provided is complete and accurate; that disclosure of information regarding acts of violence, etc are to be provided only in writing; that the city obtain authorization from current or former employee to the release of such information prior to disclosing public personnel data, evaluations conducted prior to separation and employee responses, employee's personnel record and reasons (in writing) for employment separation, and provide current and former employees by mail a copy of employment information disclosed and to whom it was disclosed (Chapter 137, 2004 Session Laws)

Compliance with new data practice government data classifications, such as payroll time sheets or other data that would reveal city of residence of current and former employees, volunteers and independent contractors; data regarding employees of secure treatment facilities and their immediate family members that would reveal where they have received training or attended educational courses if such data would reveal work assignments, home address or phone number, location during non-work hours, or location of immediate family members; nonpublic classification status for preliminary and final market value appraisals of property owned by the city until a purchase agreement has been finalized or appraisals are exchanged; release to domestic abuse victim and victim's attorney of written police report and arrest data related to domestic abuse prosecution; implementation of procedures for closing, tape recording and maintaining recordings of meetings to receive security briefings. (Chapter 290, 2004 Session Laws)

### **ELECTIONS**

Administrative remedy for violations of fair campaign practices – Cities are subject to payment of costs for the Office of Administrative Hearings to consider such complaints regarding any ballot question or elective office. (Chapter 277, 2004 Session Laws)

Compliance with federal Help America Vote Act (HAVA) – Cities are required to comply with HAVA voter registration absentee voting, military and overseas voter record reporting procedures as well as with assisted voting equipment requirements. Cities that administer absentee voting are to be open extended hours the day before election. (Chapter 293, 2004 Session Laws)

### **EMERGENCY MANAGEMENT**

Compliance with emergency medical service training requirements – Cities must comply with eligibility requirements for first responder trainers and to provide a physician at training and to conform to other provisions related to modifications to salary limits for ambulance service personnel; repeal on restrictions on maximum period of service for receipt of credit awards, and other measures related to local ambulance service (Chapter 144, 2004 Session Laws)

### **ENVIRONMENT**

Wastewater treatment standards - State requirements exceed those set by the federal government for many standards affecting wastewater treatment. Extensive and complicated reporting requirements are mandated by the pollution control agency (PCA)

Wetlands - The Wetland Conservation Act must be administered by a city, county, or other local government unit.

Solid Waste Management - State law specifies the existence and parameters of local recycling programs, waste collection practices, etc.

Drinking water standards - State and federal regulation of drinking water requires frequent testing and reporting to assure adherence to standards.

Surface water management organizations or plan (M.S.103) - Cities are required to participate in the development and costs of a comprehensive water management plan

Waste disposal facilities (PCA Rules) - State and federal regulation mandates most aspects of waste to energy facilities and sanitary landfills.

Hazardous substance transportation (M.S.221 and federal SARA) - State and federal regulations govern the transportation of hazardous substances. Cities are required to select routes for transport, and police those routes, even though they are frequently not city streets

Minnesota Clean Indoor Air Act (M.S.144.411-17) - Cities are required to comply with and enforce the act within their public buildings.

NPDES Phase II permitting - (Federal Clean Water Act -- MN Rules 7050)

Wastewater Permit Requirements - Increase in fees to comply with permit requirements. (Laws 2002, chapter 220, article 8, section 15 and chapter 374, article 6, section 15)

## **PLANNING**

Land use planning (M S 473H) - Cities in the seven-county metro area are required by the state to have a comprehensive land use plan.

State zoning standards (M.S. 463 365) - Local zoning decisions for manufactured homes, group homes, earth-sheltered homes, etc., are limited by the state.

Uniform building code (UBC) (M S 13) - Cities are required to adopt and enforce a state uniform building code which regulates heating, ventilation, energy conservation, electric, fire standards, and plumbing. Handicap accessibility is one of the requirements which must be assured for public buildings. Cities no longer receive excess building code fees to help train local officials

Flood plain management (M.S.104.04) - The commissioner of natural resources is authorized to require and approve local government reporting on flood plain management ordinances. Costs associated with imposing local ordinances are usually borne by the local government

Flood insurance (M S.104 08) - The state requires that all local governments subject to recurrent flooding participate in the national flood insurance program.

Shoreland regulations (M.S.105 485) - The commissioner of natural resources is authorized to require and approve local government reporting on shoreland management ordinances, and monitor ongoing land use in the vicinity of the shoreland

## **TRANSPORTATION**

Municipal state aid roads (M.S.162.09 and MnDOT rules) - Cities must comply with standards in order to receive reimbursement for funding for construction and maintenance of certain roads. These standards often result in "overbuilding" city streets. Many items, such as full signals, landscaping, pre-engineering, and certain legal costs are not eligible for compensation

Computer requirements (Dept. of Transportation) - MnDOT's Office of State Aid requires that cities receiving municipal state aid must purchase, and may only use, MnDOT specified network computer hardware and software.

Biodiesel fuel mandate - Requires that fuel sold in the state after June 30, 2005, for use in internal combustion engines, contain a minimum of two percent of biodiesel fuel by volume. This requirement could increase fuel costs or increase maintenance costs for affected vehicles

Quiet zones - Authorizes cities and others to establish "quiet zones" in which the sounding of railroad horns, whistles and other audible warnings is regulated or prohibited. Requires quiet zone ordinances and regulations to conform to federal law and regulation Federal

Railroad Administration localities are allowed to regulate train whistles only if they establish quiet zones where all rail highway grade crossings have protective measures, including crossing gates that "fully compensate for the absence of the audible warning provided by the locomotive horn." (2001 1st special session, chapter 8; MS 219.166)

## **ELECTIONS**

Conducting elections - (M.S.205) State requirements determine when and how cities conduct elections. These laws apply to regular and special elections, elections for county, state, federal, city and some school races, the timing of the election; publication and posting of the election; the hours that polls must remain open; the number and salaries of election judges; state-certified voting equipment, time lines for testing of voting equipment. preparation of ballots, absentee ballot procedures; and same-day voter registration.

Election judges - Head election judge must be present in the polling place all day Other judges may serve shifts. Head election judges must also obtain additional training (extra 2 hours--for which the head judge must be paid, plus any additional transportation costs for attending the training) (Laws 2001 1st special session, chapter 10, article 18, section 21, MS 204B 22)

Absentee ballots for overseas voters - Overseas voters (military or civilian) may submit absentee ballot applications by fax or email (if Secretary of State determines that security concerns have been adequately addressed) as well as in writing - meaning the local election administrator must set up a process for receiving and processing fax and email absentee applications and mailing out ballots, return envelopes, etc to additional voters living outside the U.S. (MS 203B.16-17)

Absentee ballots for subsequent elections (M.S. 203B.16-17) - In future elections (beginning in 2001) local election administrators must automatically arrange to mail out absentee ballots for any general or special election for the remainder of the calendar year to overseas voters who previously in 2001 applied for an absentee ballot for the primary that year.

Recounts (M.S. 204C.35) - Changes to when automatic recounts must be recounted for federal, state and judicial elections means that beginning in 2001, if, in a primary, the difference in votes cast is less than one-half of one percent of the total number of votes counted for that nomination - or if the difference is 10 votes or less and the total of votes cast is 400 or less, the canvassing board (city council in most cases) must conduct a recount if the difference would determine the outcome In a general election, if the difference is less than one-half of one percent or ten votes or less and the total number of votes cast is 400 or less, the canvassing board must also conduct a recount

## **GENERAL GOVERNMENT/RECORD KEEPING**

Bleacher Safety - Minnesota session laws 1999 Chapter 250 establishes safety requirements that apply to all bleachers over 30 inches above grade or the floor below. By Jan. 1, 2001, municipalities will be required to provide the commissioner of administration with a signed certification of compliance prepared by a qualified and certified building official or state

licensed design professional that certifies the bleachers have been inspected, are in compliance with the safety requirements, and are structurally sound

Minncor (M.S. 16B181) - A 1998 law change will require the state and all political subdivisions to purchase only from MINNCOR when purchasing the products MINNCOR produces. This requirement is effective the year 2000 if the state and political subdivisions fail to meet a purchasing quota - the quota has not yet been established.

Non-visual technology - A 1998 law mandates the state and all political subdivisions to require **all** technology hardware and software purchases and upgrades to satisfy non-visual technology standards that exceed the America Disability Act (ADA) requirements. This mandate requires the purchase of technology that is either not yet available or is cost prohibitive

Street lighting (M.S. 216C.19) - State law requires all new and replacement lighting for street and parking lot lighting to meet energy efficiency standards adopted by the Department of Transportation. Lamps with initial efficiencies of at least 70 lumens per watts, such as high-pressure sodium or metal halide lamps, are required, mercury vapor lamps may not be used

State record retention schedule (Dept. of Administration) - State regulations determine what records cities must keep and for what length of time. Requirements include storage time ranging from three years to infinity.

Minnesota Government Data Practices Act (M.S. 13) - Nearly all government data is to be considered to be "public" under the Minnesota Government Data Practices statutes and public access to, and reproduction of this information is required. The costs and fees charged by local units of government for this data are minimal and limited.

Open Meeting Law (M.S. 471.705) - Cities are generally required to open all of their meetings to the public. State law includes specific requirements for meeting notices, agendas, and minutes. Unlike violations of the law by the Legislature, city officials may be sued for alleged violations.

60-Day Approval Requirement (M.S. 15.99) - Cities are required to complete their decision on written applications for permits and zoning changes or variances within 60 days.

Competitive bidding (M.S. 471.345 and M.S. 429.041) - The uniform municipal contracting law contains extensive regulation of the requirements for the advertising of and bidding on municipal contracts.

Examination of bonded public employees (M.S. 574.23) - An examination process is required whenever there is a change in the personnel for city clerks and treasurers.

Summary budget statement publication (M.S. 471.6965) - Annual publication of the city's summary budget must include information relating to anticipated revenues and expenditures in a design so that a comparison may be made between the current and budget years. This must be published in the official newspaper of the city.

Home rule city charters (M.S.410) - State regulations are provided for the framing, adoption, and amendments to the charter, and the operation of the charter commission

Municipal liquor store reporting requirements (M S 471 6985) - State reporting requirements for financial statements from municipal liquor stores, hearings mandated if store shows loss in any two of three consecutive years

Annual Tax Increment District Reporting Requirements (M.S. 469.175) - Comprehensive and detailed annual reports of each TIF district are required and they must be provided by cities to County Board(s), County Auditor(s), School Board(s), and the State Auditor

Business Subsidy Reporting—(M.S. 116J 993-995) - Local governments providing business subsidies or financial assistance are required to submit information to the DEED for two years after the benefit date, or until the goals are met, whichever is later.

Securing vacant buildings (M.S. 463-251) - Notice must be sent to the owner or owner's agent, the property taxpayer of record, holders of mortgage or sheriffs' certificates, and the neighborhood association in the metro area.

Electronic Payments - Vendors dealing with the state (more than \$10,000 or more than 10 payments) must now be able to accept electronic payments.

Development fee report (M.S. 462. ) - Requires fees imposed under M.S. 462 must be fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. This requirement has added a level of complexity to the calculation of local development fees. The law also requires cities to establish procedures to account for the use of the fee

## **TAXES**

Property tax personnel training (M S ) - Requires that every person licensed by the state board of assessors at the Accredited MN Assessor level or higher shall successfully complete a week-long MN laws course sponsored by the Department of Revenue at least once every four years

Training for local boards of review (M.S. . 274.014) – Requires that at least one member of the local boards of review must attend an appeals and equalization course developed or approved by the commissioner of revenue starting January 1, 2006

Valuation and classification notice - Requires notices for all properties on the tax rolls, not just for those that were reassessed or reclassified that year, requiring the notices to show the market value and classification of the property for both the current and previous year's assessment and authorizing the commissioner to specify the form of the notice for all counties.

Department's cost of collecting local sales taxes - Requires the Commissioner of Revenue deduct from the payments of local sales tax collections to local jurisdictions, the cost of constructing and maintaining a zip code or geo-code data base as required by the

streamlined sales and use tax agreement for administration of local sales taxes. This requirement only impacts those cities that currently impose a local sales tax.

Low-income housing sales tax exemption - Expands the sales tax exemption for construction materials for low-income housing to include projects where ownership is in a participating party or in a partnership of such an entity and a public housing authority. This section also narrows the benefit of the sales tax exemption. For projects where less than 100 percent of the units are "low-income" this sales tax exemption is pro-rated to only those low-income units. The sales tax exemption is administered as a refund rather than an up-front exemption.

## **REVENUE CONSTRAINTS**

Tax exempt property - Many properties in cities are defined by state statute as exempt from property taxes imposed by the city. The use and nature of these properties frequently increase city costs (police and fire protection, road maintenance, street lighting, etc.). Examples include: state institutions, such as universities, hospitals, corrections facilities, and other state-owned properties

Limitations on local special assessments (M.S. 429) - Statutory restrictions are imposed on the uses, notices, hearings, bidding, contracts, apportionment of cost, assessment procedures, and collection of special assessments

Local improvement requirements (M.S. 429.031) - Feasibility reports must contain information showing the need and cost effectiveness of the project.

Limitations on maximum penalties and fine (M.S. 609.033-0391) - Statutory restrictions are placed on allowable penalties and fines for ordinance violations, and petty and gross misdemeanors.

Truth-in-taxation (M.S. 275.065) - State law requires cities to provide pre-notification of property tax changes, newspaper advertisements, multiple special hearings, and compliance with state rules. Cities must certify a proposed levy amount by September 15 and, with few exceptions, are not allowed to increase this amount. Cities must also pay a proportional share of the counties' costs of preparing and mailing parcel specific notices

## **MISCELLANEOUS**

State sales and MVET on city purchases - Cities are required to raise, through property taxes or fees, adequate revenue to pay the 6.5 percent sales tax on most city purchases of goods and services. In addition, they must pay the motor vehicle excise tax (MVET) on vehicles such as road maintenance vehicles, plows, dump trucks, etc.

Grandfathered contributions to regional libraries (M.S. 134.34) - The state requires that once a city participates in funding a regional library, the minimum contribution made may not be reduced

Ordinance copies to law libraries (M.S. 415 021) - Cities are required to furnish copies of any ordinances they adopt to the local county law libraries and do not receive reimbursement for reasonable copying charges unless they make a request to the library

Development & Permit Fees Report (M.S. 16B 685) - Cities are required to report in detail all fees collected related to building and development in their communities. In addition, the report requires a comprehensive identification of all costs and expenses related to providing services related to those activities.

TIF grant fund cancellation - Cancels the appropriations to the TIF grant fund (\$91 million in FY 2002 and \$38 million in FY 2003 and thereafter) and repeals the entire grant program enacted in 2001 for grants payable in 2003 and thereafter. At least part of the rationale for the TIF grant fund was that the impacts on existing districts resulted from the state's changes to the property tax system. Where a city has outstanding bonds or other obligations, it will now have to look for internal solutions to address the impacts from prior state actions. (Laws 2002, chapter 220, article 13, section 8)