CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
February 4, 2008

REGULAR MEETING **6:00 P.M.**

CALL TO ORDER

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND APPOINTMENTS

1. January recycling award to Donald Wilmes
2. Consider an appointment to the Library Board
3. Police Department Recognition Presentation
4. Petition from Pam Hoye

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 **TAB #**

Consider approving a resolution adopting items 1 through 7

1.	January 7, 2008 City Council regular meeting minutes	1
2.	January payables and receipts	2
3.	January building, plumbing and mechanical permits	3
4.	Administrative bill payment policy	4
5.	Mobile Data Computer (MDC) purchase for police department	5
6.	Safety Camp registration fee	6
7.	Purchase of unused gravesite in Hazelwood Cemetery from Penni Eastwood	7
8	Contract payment for $12,341.64 to Jansen Builders for bathhouse	8

PUBLIC HEARINGS

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

1.	Consider approval of a feasibility study for public utility extension to the proposed location of the St. Croix Preparatory Academy in Baytown Township and final Joint Powers Agreement	9

	TAB #
2. Assignment of developers agreement for Inspiration from CPDC to Bayport Main Street Holding LLC	10
3. Discuss miscellaneous improvement projects at Lakeside Park and authorize transfer of tax stabilization funds to complete projects • Summary of outstanding expenses to complete projects • Review of indoor/outdoor furniture and park signage • Operation and rental policy for bathhouse	11

NEW BUSINESS

1. Consider amendments to Appendix B – Zoning Ordinance of the Bayport City Code	12
5. Consider adding a canine to the Police Department	13
3. Consider alternate summer business hours for City Hall	14

COUNCIL ITEMS AND ANNOUNCEMENTS

1.
2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

1. Publication cost analysis	15
2	

ADJOURNMENT

Bayport Public Library

582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 439-7454

January 24, 2008

To: Mayor Jonathan Nowaczek

From: Mike McGuire, city Administrator
Beth Hogberg, Library Board Vice-chair
Kathy MacDonald, Library Director

Upon completion of interviews for the library board vacancy the interview committee consisting of City Administrator- Mike McGuire, Beth Hogberg- Library Board Vice-Chair and Kathy MacDonald- Library Director are recommending Mary-Clare Holst to fill this position.

Mary-Clare is a resident of Inspiration and looks forward to being more involved in the community. She enjoys the parks as well as the river and patronizes local businesses. She has experience serving on various church committees and was instrumental in starting the local chapter of St. Croix Oak Savanna, Wild Ones, and served as president of that organization.

Mary-Clare is passionate about libraries and books and would like to ensure ongoing community interest in both.

The other applicant is Chuck Davis, he and his wife Sue and their two children have lived in Bayport for four years. He also would be an excellent board member and his application will remain on file for future consideration.

The interview committee would like to thank you for your consideration.

Attachments include.
Letter from Mary-Clare Holst
Letter from Chuck Davis

CITY OF BAYPORT
ADVISORY COMMISSION AND BOARD APPLICATION FORM

Name: Mary-Clare Holst

Address: 986 Inspiration Parkway N
Bayport Mn 55003

Home Phone: (651) 3517351

Please indicate the advisory commission or board for which you are applying:

Planning Commission (Library Board) Other: _____

Please describe your background and why you are interested in serving on the advisory commission or board.

Please See Attached Sheet

M-C Holst
Signature

1/22/08
Date

Please return to: Bayport City Hall, 294 North 3rd Street, Bayport, MN 55003

Please describe your background and why you are interested in serving on the advisory commission or board.

I have lived in the Washington County since moving to Minnesota nearly 6 years ago I discovered Bayport on my very first day in the area after I looked at the house I eventually bought in Stillwater. I talked with the owner of Bread Art as I purchased bread for my little trip. I liked what I saw and heard and eventually built a house at Inspiration.

I am a scientist with a PhD in Neuroanatomy. I am a professional and innovative scientific and medical writer, with considerable teaching experience, an extensive knowledge base and successful track record in accomplishing goals, planning, and organization. I have taught in Medical Schools in Australia, the United States, Papua New Guinea, and Canada and needless to say, I have a lifelong interest in Community and academic libraries and books, journals and magazines. I have an early retirement because 3M sold its Pharmaceutical Business where I was employed as a drug information and safety specialist.

But, I am much more than a scientist. For example, I started the local chapter, the St Croix Oak Savanna Chapter, of Wild Ones, a group interested in native plants, both in ones own garden and in the community (http://www.for-wild.org/). Although I am no longer president, I am still an active participant in the meetings of this group, and promote gardening with native plants at Inspiration. I am an avid cook and cookbook reader, and have thoroughly enjoyed encouraging children to have fun in the kitchen. Some may call these sessions cooking classes for kids, but we were not so formal. I'm a self-taught quilter. I went to a one-day seminar/workshop. I looked at lots of quilting books and magazines, and then I made my first quilt. I have been a member of various committees at my church, the White Bear Unitarian Universalist Church.

I am interested in serving on the Library Board because I want to be more involved in my community. . I know that the library serves a number of important functions in our community, including (but not limited to) serving as a source for lifelong learning, increasing literacy, particularly in children, and even providing a resource for computers in this technological age. I am aware that the internet is a predominant source of information on any subject, especially for younger Americans, but I believe that the printed word should have another, equally significant role. I would like to find ways to ensure an ongoing community interest in books and libraries.

I believe I could learn much from participating in the Bayport Library and would in turn have considerable expertise and experience to offer.

Mary-Clare Holst Mary-Clare Holst

Date November 26, 2007

To Bayport Library Board

From Charles Davis

Subject. Appointment to Bayport Library Board

My name is Charles Davis. I reside with my wife and two children at 196 S 6th Street in Bayport. We have lived at this address for the last 4 years. I have served the community in the past by being a member of the Bayport Community Action League I am currently a Council Member at Bethlenem Lutheran Church. I am seeking your consideration for an appointment to the Bayport Library Board.

I am employed by United Hospital Services in Edina.

The Bayport Public Library is an asset to the city of Bayport. We, as a town, are fortunate to have such a great facility available to us. I would like to be considered for the opportunity to work with the Library Board to continue the great work that has been done before me.

Thanking you in advance for your consideration.

Respectfully,

Charles A Davis

Charles A. Davis

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

Date January 30, 2008

To: Mayor and City Council
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

Subject: Police Department Recognition Presentation

As you may know, on January 23, 2008, the Bayport Police Department, with help from the Washington County Sheriff's Office and St. Croix County Sheriff's Office, executed a search warrant at suspect Michael Millers' residence here in Bayport During the search, hundreds of stolen items were recovered. Many items recovered were confirmed to be stolen from a burglary of a model home in the Inspiration development, other Bayport homes, a Hugo residential burglary, numerous St. Croix County residential and storage burglaries, and a Woodbury storage facility burglary.

I would like to formally recognize several officers, investigators and reserve officers that assisted with the recovery and processing of these items. Many staff put in long hours moving, inventorying, photographing and reporting all of the stolen items The items recovered are valued in excess of $30,000.00 dollars.

Additionally, officers will assist with the showing of these items in the attempt to return the stolen items to the owners and victims. The showing will be held on Thursday, February 7th between the hours of 1:00 p.m. and 5 00 p.m., here at the Bayport Police Department garage and at the St Croix County Sheriff's Office. During the showing on February 7th, victims of burglaries are asked to bring police reports, receipts, pictures or other documentation to assist us in determining and documenting ownership of the items.

Letters of commendation, appreciation and recognition will be given to the following individuals:

Commendation Letter:
Officer Jay Jackson

Recognition Letter:
Investigator Jerry Hutchinson

Appreciation Letters:
Officer David Wynia
Officer Pat Logan
Officer Quinn Willmarth
Officer Zachary Lund
Officer Bill Stepan
Reserve Sgt. Jim Thienes and David Grimstad
Reserve Officers Avery Yager, Christopher Zawislak, Keith Frank, Shane Wilson, Josh Sinclair
Washington County and St. Croix County Investigators

January 20, 2008

Mike McGuire & City Council Members
294 North Third Street
Bayport, MN 55003

Petition Request

Dear Mr. McGuire and City Council Members:

I would like to thank you for considering me for the recent Planning Commission position I am sure that it was a difficult decision, and I was saddened to hear that Inspiration residents' would not have a voice on this very important committee

In light of the numerous critical circumstances facing the City of Bayport and specifically impacting Inspiration, I would like to petition the decision and request that you consider adding a sixth seat to the committee.

Important reasons why are listed below.

1. The location of the new St. Croix Prep Charter school will impact Inspiration.
2. The current enhancements to Barkers Alps.
3. In light of the recent announcement of a new developer, an Inspiration resident on a key committee will help protect the integrity of the original neighborhood vision that the City committed too.

I am sure that this is an unprecedented request. but I feel passionate that it is important.

A little background about myself –

- As a licensed MN Real Estate Agent, I worked for a short time in the Inspiration land office. I understand the vision and philosophy.
- My husband Don and I were the fourth family to move into Inspiration with our two little boys. Jack (4), Louis (2).

Please let me know what steps I need to take for you to consider this petition.

Best,

Pam Hoye
1034 Pioneer Trail, Bayport 55003
651-342-1136

RESOLUTION NO. 08-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD FEBRUARY 4, 2008

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 4th day of February, 2008, 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 1-7 FROM THE FEBRUARY 4, 2008 CITY COUNCIL AGENDA

1. January 7, 2008 City Council regular meeting minutes
2. January payables and receipts
3. January building, plumbing and mechanical permits
4. Administrative bill payment policy
5. Mobile Data Computer (MDC) purchase for police department
6 Safety Camp registration fee
7 Purchase of unused gravesite in Hazelwood Cemetery from Penni Eastwood
8 Contract payment for $12,341.64 to Jansen Builders for bathhouse

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 –
Sharon Ridgway –
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 4th day of February 2008.

ATTEST:

_____ _____

Mike McGuire, City Administrator

Jon Nowaczek, Mayor

CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBER
JANUARY 7, 2008
6:00 P.M.

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of January 7, 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, Planning Consultant Mike Darrow, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The recycling award for December went to Kristi Schulze.

OPEN FORUM – None

CONSENT AGENDA

Mayor Nowaczek read items 1-13 on the consent agenda.

Councilmember Ridgway introduced the following resolution and moved its adoption:

Resolution 08-01

RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE JANUARY 7, 2008 CITY COUNCIL AGENDA

1. December 3, 2007 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permits
4. Refuse hauling licenses for 2008
5. Non-unionized holidays for 2008
6. Fire protection and rescue service contracts
7. Annual step increase for Building Official
8. Annual step increase for Assistant City Administrator
9. Change order for Phase 1 - Lakeside Park improvement project
10. Police Department employment contract for 2008-2010
11. Grant Agreement for Operation NightCAP
12. First State Bank and Trust Donation
13. Employee settlement agreement

The motion for adopting the foregoing resolution was duly seconded by Councilmember Kraftson and upon roll call being taken, the following voted 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 reported the Cable Commission met on Wednesday, December 12, 2007. The benefits of the Comcast bundle package for cable, telephone and internet services were reviewed. The new edit system for the studio is now operational, and it is anticipated there will be more new programming in the form of school concerts. The next meeting is scheduled for Wednesday, February 20, 2008, 7:00 p.m., at the cable studio at the Valley Ridge Mall. The annual meeting, with the appointment of new officers, will precede the regular commission meeting.

Councilmember Kraftson reported that the Middle St. Croix Watershed Management Organization (MSCWMO) regulations requiring stormwater management for projects over 500 square feet has been officially adopted. The next meeting of the MSCWMO is scheduled for Thursday, February 14, 2008.

Councilmember Johnson reported on the Bayport Public Library Foundation Board meeting of December 27, 2007. Discussion included Library Board appointments, the 2008 budget, a $45,000.00 donation from the Andersen Corporate Foundation and the foundation's desire that future donations be matched by private contributions, the library director's pay increase, and an upcoming workshop with the City Council. The next meeting is scheduled for Thursday, January 24, 2008, 6:00 p.m., at the library, and is open to the public.

Councilmember Carlson reported the Lower St. Croix Partnership would be meeting on Wednesday, January 16, 2008, 7:00 p.m., at the St. Croix County Government Center.

UNFINISHED BUSINESS

Consider a draft of the updates to the city's comprehensive plan and authorization to forward the draft to surrounding communities and the public school district for comment: Consultant Darrow reviewed the changes made to the comprehensive plan update, based on comments at the last City Council meeting. He is working with the Metropolitan Council to reduce Bayport's projected population figures through 2030. He reported the next step in the approval process would be submittal to the surrounding municipalities and the public school district for comment. It is anticipated the final draft would be forwarded early next summer to the Metropolitan Council for formal adoption, following final approval by the City Council. Councilmembers voiced their approval of the changes and recommended forwarding the document as required. Copies of the draft are available for viewing at City Hall and the library.

Councilmember Kraftson introduced the following resolution and moved its adoption:

Resolution 08-02

RESOLUTION APPROVING THE PRELIMINARY DRAFT OF UPDATES TO THE CITY'S COMPREHENSIVE PLAN AND AUTHORIZING THE PLAN BE FORWARDED TO SURROUNDING COMMUNITIES AND PUBLIC SCHOOL DISTRICT FOR COMMENT

The motion for adopting the foregoing resolution was duly seconded by Councilmember Carlson and upon roll call being taken, the following voted via voice:

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

Discuss estimates on the undergrounding of utilities at Lakeside Park: Administrator McGuire reviewed quotes to bury the existing overhead electrical, telephone and cable lines at Lakeside Park. Staff believes this would be highly desirable; however the cost of almost $50,000.00 cannot be justified at this

time Staff recommended deferring the project until more funds are available. Natural gas will be brought into the remodeled bath house for the fireplace as soon as weather conditions permit. Administrator McGuire stated the bath house is substantially complete and encouraged residents to contact City Hall if they are interested in touring it. Councilmember Johnson also recommended pursuing a lighting plan for the park in the future.

NEW BUSINESS

Consider changes to refuse hauling contract with Allied Waste: Rich Hirstein, Allied Waste, reviewed his company's proposal to extend the current waste, recycling and yard waste removal services for an additional three-years with the City of Bayport, when it expires at the end of September. The proposal provides for a decrease in the monthly cost per resident the first year and the trash cart rental fee will be removed permanently. Discussion followed on yard waste removal and the need to inform residents that this service is included as part of their billing. Administrator McGuire noted that the city is exploring joint billing with Allied Waste (sewer/water and garbage), but the city is not ready to pursue this option at this time. Mayor Nowaczek recommended the city look into an online bill payment option. Administrator McGuire indicated the city would pursue this, as well as credit card payments, in the coming year. Councilmember Ridgway recommended that Allied Waste extend the customer's payment due date. Councilmember Carlson noted that Allied Waste additionally provides funding for an annual $500.00 scholarship and labor, equipment and staff for a city-wide cleanup day. Discussion followed on the lack of response to the scholarship program. Staff will explore other recycling options for using the scholarship money, if viable candidates are not available every year, and bring the matter back to the City Council, if needed.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to approve the contract extension with Allied Waste Services, as presented, for a three-year period beginning October 1, 2008. Motion carried.

Set City Council meeting dates for 2008: Councilmembers discussed the meeting date options for the September and November 2008 meetings. It was noted City Council meetings not held on the first Monday of the month would be taped, instead of broadcasted live.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve and set the 2008 City Council meeting dates for the first Monday of the month, with the exceptions of September 8th and November 10th (second Mondays). Motion carried.

Consider appointments, designations, and assignments for 2008: Councilmembers discussed the liaison appointments, with Councilmember Carlson noting that Chris Hayner was no longer interested in serving as the alternate for the Lower St. Croix Partnership. Staff will verify Mr. Hayner's position on this, and Dan Johnson volunteered to serve as the alternate, if needed. Discussion followed on designating the official newspaper and the possibility of designating two newspapers to promote communication. The importance and timeliness of using a daily paper for legal publications was noted.

Position	**2008**	
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)	

Position	2008
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

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adopt the 2008 appointments, designations, and assignments as presented, with Dan Johnson appointed alternate for the Lower St. Croix Partnership, if needed. Motion carried.

Consider appointments to Library Board and Planning Commission: Administrator McGuire reviewed the openings and applicants for the Library Board and Planning Commission. Discussion followed on the process of filling the Library Board position. The opening will be advertised and applicants interviewed, with a staff recommendation forwarded to the City Council for consideration at the next meeting. Councilmembers were comfortable with appointing the two returning board members, Mary Goulette and Sandy Ness. The reappointment of Jennifer Schneider to the Planning Commission was discussed. Ms. Schneider was appointed to the Planning Commission her last term by special order of the City Council, since she had already served three consecutive terms. Pamela Hoye has expressed interest in serving on the Planning Commission. The significance of retaining Ms. Schneider's experience and background with Planning Commission proceedings was noted, especially with the change in ownership of the Inspiration development.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to reappoint Mary Goulette and Sandy Ness to three-year terms on the Library Board, reappoint Tom Mabie and Jennifer Schneider to three-year terms on the Planning Commission, and address the current opening on the Library Board after staff has interviewed the applicants and put forward a recommendation. Commissioner Carlson amended the motion, with a second by Councilmember Johnson, to suspend the bylaws of the Planning Commission to appoint Jennifer Schneider to another three-year term on the Planning Commission. Motion carried.

Designate an upcoming workshop date: The date for the City Council workshop to review the library was set for February 11, 2008, 4:30 p.m. – 6:00 p.m. This will allow time for the final appointment to the Library Board to be made. Use of special funds will be discussed if time permits. Councilmember Kraftson noted the importance of timely discussion for the remaining topics, and a date for a second workshop was discussed.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to schedule a City Council workshop on Monday, February 11, 2008, 4:30 p.m., for a general review of the library and other issues as time permits, and an additional workshop on Monday, March 10, 2008, 4:30 p.m., to discuss the remaining topics of interest. Motion carried.

COUNCIL ITEMS/ANNOUNCEMENTS

1. The Senior Center at the Bayport American Legion will host a program on disability issues with seniors and students from Andersen Elementary on January 22nd at 1:00 p.m.
2. The American Legion will be hosting a waffle breakfast on Wednesday, January 23rd at 8:30 a.m., with Bayport Police Chief Laura Eastman available to answer questions and hear concerns of senior residents.
3. There will be a breakfast buffet at the American Legion on Sunday, January 13th, 8:00 a.m. – 12 noon.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS – None

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 7:20 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 01/31/2008

FUND	FUND Descr	2008 Budget	2008 YTD Amt	2008 % of Budget
101	GENERAL	$0 00	$6,090 58	0 00%
102	STREET RECONSTRUCTION	$0 00	$0 00	0 00%
103	G O TIF BD FUND 1990 CAP PROJ	$0 00	$0 00	0 00%
105	GENERAL FIXED ASSETS	$0 00	$0 00	0 00%
106	TIF ECON DEV DIST 2	$0 00	$0 00	0 00%
107	TIF REDEVELOPMENT DISTRICT 2-1	$0 00	$0 00	0 00%
200	FIRE EQUIPMENT REPLACEMENT FUN	$0 00	$0 00	0 00%
201	D A R E	$0 00	$0 00	0 00%
202	DRUG FORFEITURE	$0 00	$0 00	0 00%
203	PUBLIC WORKS EQUIPMENT REPL	$0 00	$0 00	0 00%
204	RECREATION CAP EQUIP & MAINT	$0 00	$0 00	0 00%
205	TAX STABILIZATION FUND	$0 00	$0 00	0 00%
206	WATER/SEWER IMPROVEMENT FUND	$0 00	$0 00	0 00%
207	PARK IMPROVEMENT FUND	$0 00	$0 00	0 00%
208	PRISON SEWER PROJECT	$0 00	$0 00	0 00%
209	DEVELOPER REIMBURSED PROJECTS	$0 00	$0 00	0 00%
211	LIBRARY	$0 00	$0 00	0 00%
303	GO TIF BOND 1990 DEBT SERVICE	$0 00	$0 00	0 00%
307	DEBT SERVICE GO BONDS $710,000	$0 00	$0 00	0 00%
601	WATER	$0 00	$0 00	0 00%
602	SEWER	$0 00	$0 00	0 00%
800	INVESTMENTS-POOLED	$0 00	$15 00	0 00%
803	P & Z ESCROWS	$0 00	$0 00	0 00%
851	NON EXP TRUST	$0 00	$0 00	0 00%
		$0 00	$6,105 58	0 00%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name· JANUARY

FUND	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	1/25/2008	$14 66	14551	FREDRIKSON & BYRON, PA - COPIES	R 101-00000-34105 USER FE
101	1/25/2008	$4 00	14570	CHOICE POINT - COPIES	R 101-00000-34105 USER FE
101	1/25/2008	$1 75	14577	PAM HOYE - COPIES	R 101-00000-34105 USER FE
101	1/25/2008	$6 65	14556	K DESIGNERS	G 101-20104 STATE SURCHA
101	1/25/2008	$0 50	14565	BULTER PLUMBING - PLUMBING PERMI	G 101-20104 STATE SURCHA
101	1/25/2008	$0 50	14574	SEDGWICK HEATING & AIR - MECHANI	G 101-20104 STATE SURCHA
101	1/25/2008	$3 00	14580	D KIEFER ENTERPRISES - BUILDING PE	G 101-20104 STATE SURCHA
101	1/25/2008	$2 44	14595	JEAN EVAN - WILLIAM - ICE RINK RESE	G 101-20603 SALES TAX PAY
101	1/25/2008	$35 00	14589	HEALTH, DENTAL, LIFE INS	G 101-27107 DELTA DENTAL
101	1/25/2008	$35 00	14591	FEB 2008 HEALTH & DENTAL	G 101-27107 DELTA DENTAL
101	1/25/2008	$35 00	14592	MAR 2008 - HEALTH & DENTAL	G 101-27107 DELTA DENTAL
101	1/25/2008	$35 00	14593	APRIL 2008 - HEALTH & DENTAL	G 101-27107 DELTA DENTAL
101	1/25/2008	$450 91	14561	HEALTH INSURANCE - JAN 2008	G 101-27109 MEDICA
101	1/25/2008	$497 76	14589	HEALTH, DENTAL, LIFE INS	G 101-27109 MEDICA
101	1/25/2008	$46 85	14590	HEALTH INS - JAN 2008 BALANCE	G 101-27109 MEDICA
101	1/25/2008	$497 76	14591	FEB 2008 HEALTH & DENTAL	G 101-27109 MEDICA
101	1/25/2008	$497 76	14592	MAR 2008 - HEALTH & DENTAL	G 101-27109 MEDICA
101	1/25/2008	$497 76	14593	APRIL 2008 - HEALTH & DENTAL	G 101-27109 MEDICA
101	1/25/2008	$14 50	14589	HEALTH, DENTAL, LIFE INS	G 101-27118 LINCOLN LIFE
101	1/25/2008	$200 00	14548	2008 REFUSE HAULER LICENSE	R 101-41910-32100 BUSINES
101	1/25/2008	$50 00	14549	PIONEER POWER - 2008 CONTRACTOR	R 101-41910-32100 BUSINES
101	1/25/2008	$200 00	14550	AWIN MGT - 2008 REFUSE HAULER LIC	R 101-41910-32100 BUSINES
101	1/25/2008	$50 00	14552	GEO SIEFRIED CONSTRUCTION - 2008	R 101-41910-32100 BUSINES
101	1/25/2008	$50 00	14553	SHAW LUNDQUIST - 2008 CONTRACTO	R 101-41910-32100 BUSINES
101	1/25/2008	$200 00	14558	2008 REFUSE HAULER LICENSE	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14562	COUNTRY SIDE PLUMBLING - 2008 CON	R 101-41910-32100 BUSINES
101	1/25/2008	$50 00	14563	EMERALD BUILDERS - 2008 CONTRACT	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14564	FIRESIDE HEARTH & HOME RETAIL PE	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14567	O'CONNORS ONE HR HTG & AC - 2008	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14568	HARRIS COMPANIES - 2008 CONTRACT	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14576	S & S SPECIALIST - 2008 CONTRACTOR	R 101-41910-32100 BUSINES
101	1/25/2008	$50 00	14580	D KIEFER ENTERPRISES - BUILDING PE	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14587	SPRINGBORN HEATING & AC - 2008 CO	R 101-41910-32100 BUSINES
101	1/25/2008	$30 00	14594	AMTECH LIGHTING - 2008 CONTRACTO	R 101-41910-32100 BUSINES
101	1/25/2008	$250 75	14556	K DESIGNERS	R 101-41910-32210 BUILDING
101	1/25/2008	$132 75	14580	D KIEFER ENTERPRISES - BUILDING PE	R 101-41910-32210 BUILDING
101	1/25/2008	$75 00	14565	BULTER PLUMBING - PLUMBING PERMI	R 101-41910-32220 PLUMBIN
101	1/25/2008	$75 00	14574	SEDGWICK HEATING & AIR - MECHANI	R 101-41910-32230 MECHANI
101	1/25/2008	$3,069 17	14575	CONTRACT - BUILDING INSPECTION	R 101-41910-34103 LAKELAN
101	1/25/2008	$20 00	14554	RALPH ROTLE - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/25/2008	$10 00	14557	MARY JOLLY	R 101-42100-32240 ANIMAL F
101	1/25/2008	$20 00	14559	PAUL LEE - 2008 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/25/2008	$10 00	14560	R EHLERS - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/25/2008	$30 00	14569	SARAH ANDERSEN - 2 PET LIC	R 101-42100-32240 ANIMAL F
101	1/25/2008	$10 00	14571	STEPHANIE DAHL - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/25/2008	$20 00	14555	DCCI LAND PLANERS - BURN PERMIT	R 101-42200-32200 NONBUSI
101	1/25/2008	$20 00	14572	ED COLEMAN - BURN PERMIT	R 101-42200-32200 NONBUSI
101	1/25/2008	$37 50	14595	JEAN EVAN - WILLIAM - ICE RINK RESE	R 101-43200-34780 PARK FE
101	1/25/2008	$1,200 00	14581	MILLICENT SEE - 2 GRAVESITES IN HAZ	R 101-43300-34940 CEMETE
FUND 101 GENERA		$8 716 97			
FUND 800 INVESTMENTS-POOLED					
800	1/25/2008	$15 00	14586	INSTITENTIONAL CD'S INC - WIRE TRA	R 800-00000-36210 INVESTM
FUND 800 INVESTM		$15 00			
		$8 731 97			

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU CLOSING 2007

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT				
41100	ELECTIONS	$3,950 00	$2,064 04	$1,885 96	47 75%
41200	MAYOR & COUNCIL	$140,584 70	$137,144 64	$3,440 06	2 45%
41240	RECYCLING	$12,259 00	$5,969 74	$6,289 26	51 30%
41400	ADMINISTRATION	$133,519 00	$161,536 87	-$28,017 87	-20 98%
41903	DEBT SERVICE	$0 00	$0 00	$0 00	0 00%
41910	PLANNING & ZONING	$188,965 80	$187,147 45	$1,818 35	0 96%
41940	MUNICIPAL BUILDINGS	$36,379 00	$40,958 38	-$4,579 38	-12 59%
42100	POLICE	$629 608 20	$632,860 21	-$3,252 01	-0 52%
42200	FIRE PROTECTION	$375 742 76	$275,811 61	$99,931 15	26 60%
43100	STREET MAINT	$304 157 00	$220,372 76	$83,784 24	27 55%
43160	STREET LIGHTING	$0 00	$23 472 90	-$23,472 90	0 00%
43200	PARKS	$76,265 18	$85 287 27	-$9,022 09	-11 83%
43300	CEMETERY	$6,400 00	$10 338 32	-$3,938 32	-61 54%
44100	PROJECT	$150,000 00	$0 00	$150,000 00	100 00%
44200	TRANSFER OUT-DEBT SERVIC	$49,380 00	$0 00	$49 380 00	100 00%
FUND 101 GENERAL		$2,107,210 64	$1,782,964 19	$324 246 45	15 39%
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	$36,840 82	-$36,840 82	0 00%
41912	INSPIRATION	$0 00	$5,705 95	-$5,705 95	0 00%
41913	EMERALD FALLS	$0 00	$0 00	$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PR		$0 00	$42,546 77	-$42 546 77	0 00%
FUND 211 LIBRARY					
45500	LIBRARY	$284,574 00	$280,201 53	$4,372 47	1 54%
FUND 211 LIBRARY		$284,574 00	$280,201 53	$4,372 47	1 54%
FUND 601 WATER					
44100	PROJECT	$0 00	$0 00	$0 00	0 00%
46110	WATER-PUMPHOUSE	$37,000 00	$51,620 46	-$14,620 46	-39 51%
46120	WATER	$212,224 00	$226,299 87	-$14,075 87	-6 63%
FUND 601 WATER		$249,224 00	$277,920 33	-$28,696 33	-11 51%
FUND 602 SEWER					
44100	PROJECT	$0 00	$0 00	$0 00	0 00%
46200	SEWER - OPERATING	$320 673 00	$191,896 30	$128,776 70	40 16%
46990	SEWER - NON-OPERATING	$290 000 00	$287,899 88	$2,100 12	0 72%
FUND 602 SEWER		$610,673 00	$479,796 18	$130,876 82	21 43%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	$0 00	$670 50	-$670 50	0 00%
FUND 800 INVESTMENTS-POOLED		$0 00	$670 50	-$670 50	0 00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	$0 00	$37 35	-$37 35	0 00%
80001	ANDERSEN ESCROW	$0 00	$283 13	-$283 13	0 00%
80002	CPDC SENIOR COOP	$0 00	$0 00	$0 00	0 00%
80003	BAYTOWN ANNEXATION	$0 00	$9 443 72	-$9,443 72	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	$0 00	$0 00	0 00%
80007	JEFF NELSON ESCROW	$0 00	$0 00	$0 00	0 00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU CLOSING 2007

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
' 80008	CHARLES LUTZ STREET VACA	$0 00	$1,071 92	-$1 071 92	0 00%
' 80009	DON THRON VARIANCE	$0 00	$0 00	$0 00	0 00%
' 80010	JERRY PETERSON ESCROW	$0 00	$117 10	-$117 10	0 00%
' 80011	CAPTAINS CORNER	$0 00	$137 05	-$137 05	0 00%
' 80012	FRIENDS OF ST CROIX PREP	$0 00	$1,607 46	-$1,607 46	0 00%
'FUND 803 P & Z ESCROWS		$0 00	$12,697 73	-$12,697 73	0 00%
'					
		$3 251,681 64	$2,876,797 23	$374,884 41	11 53%

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: CLOSING

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL						
DEPT 41200 MAYOR & COUNCIL						
101 ECKBERG, LAMMERS, BRIG	1/17/2008	$188 11	E	**41200**	300 13467-16456 SELL TERMINATIO	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	1/17/2008	$238 92	E	**41200**	300 13467-16032 PERA - MCGUIRE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	1/17/2008	$260 00	E	**41200**	300 13467-14377 MEETINGS	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	1/17/2008	$50 00	E	**41200**	300 13467-14957 ICE ROAD EASEM	PROF SER-LEGAL
101 ECKBERG, LAMMERS BRIG	1/17/2008	$382 20	E	**41200**	300 13467-1659 GENERAL FILE	PROF SER-LEGAL
101 S E H	1/17/2008	$72 97	E	**41200**	301 COUNCIL MTG	PROF SER-ENGIN
101 S E H	1/17/2008	$346 00	E	**41200**	301 STAFF MTG	PROF SER-ENGIN
101 HLB TAUTGES REDPATH, LT	1/29/2008	$1 727 25	E	**41200**	303 ACCT ASSIST RECONCILING U	PROF SER-AUDIT
DEPT 41200 MAYOR & COUNCIL		$3,265 45				
DEPT 41400 ADMINISTRATION						
101	12/28/2007	$2,028 79	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	12/28/2007	$126 81	E	**41400**	121 Labor Distribution	P E R A
101	12/28/2007	$125 09	E	**41400**	122 Labor Distribution	CONT TO RET , S
101 BEST ADMINISTRATION	1/28/2008	$30 00	E	**41400**	131 PP1 - PP2 MONTHLY SERVICE F	CONT TO EMPLO
101 BEST ADMINISTRATION	1/28/2008	$30 00	E	**41400**	131 NOVEMBER MONTHLY SERVIC	CONT TO EMPLO
101 BEST ADMINISTRATION	1/28/2008	$30 00	E	**41400**	131 OCTOBER MONTLY SERVICE F	CONT TO EMPLO
101 BEST ADMINISTRATION	1/28/2008	$30 00	E	**41400**	131 DECEMBER MONTLY SERVICE	CONT TO EMPLO
101 MINNESOTA UC FUND/DEPT	1/17/2008	$2,863 34	E	**41400**	140 GLORIA SELL	UNEMPLOYMENT
101	12/28/2007	$29 26	E	**41400**	170 Labor Distribution	MEDICARE
101 TAYLOR, SARA	1/29/2008	$21 20	E	**41400**	201 MILEAGE - OFFICE SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	1/17/2008	$23 78	E	**41400**	201 SUPPLIES	OFFICE SUPPLIE
101 FTN FINANCIAL	1/17/2008	$24 00	E	**41400**	302	CONTRACT SERV
101 TAYLOR SARA	1/29/2008	$287 12	E	**41400**	400 MILEAGE - OFFICE SUPPLIES	USE OF PERSON
101 TR COMPUTER SALES LLC	1/17/2008	$172 50	E	**41400**	416 TROUBLESHOOT SARAH'S FAN/	REPAIR/MAINT O
DEPT 41400 ADMINISTRATION		$5,821 89				
DEPT 41910 PLANNING & ZONING						
101	12/28/2007	$3 807 37	E	**41910**	101 Labor Distribution	WAGES AND SAL
101	12/28/2007	$237 97	E	**41910**	121 Labor Distribution	P E R A
101	12/28/2007	$235 76	E	**41910**	122 Labor Distribution	CONT TO RET , S
101	12/28/2007	$55 14	E	**41910**	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	1/17/2008	$98 06	E	**41910**	212 FUEL	MOTOR FUELS &
DEPT 41910 PLANNING & ZONING		$4 434 30				
DEPT 41940 MUNICIPAL BUILDINGS						
101 XCEL	1/17/2008	$1 327 82	E	**41940**	380	ELECTRIC SERVI
101 XCEL	1/17/2008	$1 349 50	E	**41940**	381	FUEL FOR HEAT
DEPT 41940 MUNICIPAL BUILDINGS		$2 677 32				
DEPT 42100 POLICE						
101	12/28/2007	$2,540 36	E	**42100**	050 Labor Distribution	SEASONAL/PART
101	12/28/2007	$10 913 59	E	**42100**	101 Labor Distribution	WAGES AND SAL
101	12/28/2007	$2,176 83	E	**42100**	102 Labor Distribution	OVERTIME
101	12/28/2007	$1,675 93	E	**42100**	121 Labor Distribution	P E R A
101	12/28/2007	$81 42	E	**42100**	122 Labor Distribution	CONT TO RET , S
101	12/28/2007	$186 03	E	**42100**	170 Labor Distribution	MEDICARE
101 UNIFORMS UNLIMITED	1/17/2008	$270 77	E	**42100**	209 MBT ACADIA GTX / BOOT POLIS	UNIFORMS - WILL
101 HOLIDAY FLEET	1/17/2008	$1 884 21	E	**42100**	212 FUEL	MOTOR FUELS &
101 ST PAUL STAMP WORKS, IN	1/8/2008	-$47 00	E	**42100**	220 PET LICENSE	OPERATING SUP
101 HOLIDAY FLEET	1/17/2008	$7 75	E	**42100**	220 FUEL	OPERATING SUP
101 STILLWATER TOWING INC	1/17/2008	$50 00	E	**42100**	220 STORAGE FEE	OPERATING SUP
101 ECKBERG, LAMMERS BRIG	1/17/2008	$20 00	E	**42100**	300 13467-16181 WOLKERSTORFER	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	1/17/2008	$125 00	E	**42100**	300 13467-16729 TOMPKINS, HOME	PROF SER-LEGAL
101 VERIZON WIRELESS	1/17/2008	$37 53	E	**42100**	321 MDC CARD - POLICE	COMMUNICATION
101 STILLWATER TOWING INC	1/17/2008	$300 00	E	**42100**	412 STORAGE FEE	REP & MAINT VE

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name CLOSING

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 42100 POLICE		$20,222 42				
DEPT 42200 FIRE PROTECTION						
101 PUBLIC SAFETY CENTER IN	1/17/2008	$885 05	E	**42200**	202 FIRE GLOVES / HOOD	UNIFORMS - MISC
101 HOLIDAY FLEET	1/17/2008	$665 60	E	**42200**	212 FUEL	MOTOR FUELS &
101 SPARTAN PROMOTIONAL G	1/17/2008	$527 47	E	**42200**	217 FIRE DEPARTMENT	MATERIALS & PR
101 INNOVATIVE OFFICE SOLUTI	1/17/2008	$14 49	E	**42200**	220 SUPPLIES	OPERATING SUP
101 BOUND TREE MEDICAL LLC	1/16/2008	$21 45	E	**42200**	240	SMALL TOOLS-E
101 NEXTEL COMMUNICATIONS	1/17/2008	$188 25	E	**42200**	321 FIRE DEPT COMM	COMMUNICATION
101 RIVERLAND COMMUNITY AN	1/17/2008	$65 00	E	**42200**	402 JAKE EISINGER 3514	CONFERENCES &
101 BAYPORT FIRE RELIEF ASS	1/29/2008	$3,000 00	E	**42200**	810 SUPPLEMENTAL AID FOR FIRE	REFUNDS AND R
DEPT 42200 FIRE PROTECTION		$5,367 31				
DEPT 43100 STREET MAINT						
101	12/28/2007	$96 00	E	**43100**	050 Labor Distribution	SEASONAL/PART
101	12/28/2007	$1,603 20	E	**43100**	101 Labor Distribution	WAGES AND SAL
101	12/28/2007	$56 44	E	**43100**	102 Labor Distribution	OVERTIME
101	12/28/2007	$103 71	E	**43100**	121 Labor Distribution	P E R A
101	12/28/2007	$108 80	E	**43100**	122 Labor Distribution	CONT TO RET , S
101	12/28/2007	$8 36	E	**43100**	125 Labor Distribution	RETIREMENT HE
101	12/28/2007	$25 45	E	**43100**	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	1/17/2008	$1,497 32	E	**43100**	212 FUEL	MOTOR FUELS &
101 OXYGEN SERVICE COMPAN	1/17/2008	$5 61	E	**43100**	220 INDUSTRIAL LARGE	OPERATING SUP
101 OXYGEN SERVICE COMPAN	1/17/2008	$5 43	E	**43100**	220 INDUSTRIAL LARGE	OPERATING SUP
101 MIDWEST OVERHEAD CRAN	1/17/2008	$259 68	E	**43100**	420 SAFETY WARNING TAG / ANNU	R & M BLDGS ST
101 ZIEGLER INC	1/17/2008	$1,439 77	E	**43100**	431 RENTAL WHELL LOADER SNO	RENTAL OF EQUI
DEPT 43100 STREET MAINT		$5,209 77				
DEPT 43160 STREET LIGHTING						
101 XCEL	1/17/2008	$2,101 70	E	**43160**	380	ELECTRIC SERVI
DEPT 43160 STREET LIGHTING		$2 101 70				
DEPT 43200 PARKS						
101	12/28/2007	$378 00	E	**43200**	050 Labor Distribution	SEASONAL/PART
101	12/28/2007	$900 00	E	**43200**	101 Labor Distribution	WAGES AND SAL
101	12/28/2007	$56 25	E	**43200**	121 Labor Distribution	P E R A
101	12/28/2007	$77 25	E	**43200**	122 Labor Distribution	CONT TO RET , S
101	12/28/2007	$445 82	E	**43200**	125 Labor Distribution	RETIREMENT HE
101	12/28/2007	$18 07	E	**43200**	170 Labor Distribution	MEDICARE
101 ARAMARK	1/17/2008	$40 19	E	**43200**	204 VERN - PW	UNIFORMS - VER
101 HOLIDAY FLEET	1/17/2008	$59 39	E	**43200**	212 FUEL	MOTOR FUELS &
DEPT 43200 PARKS		$1,974 97				
FUND 101 GENERAL		$51,075 13				
FUND 206 WATER/SEWER IMPROVEMENT FUND						
DEPT 41603 SO MN STREET UTILITY PROJECT						
206 ECKBERG, LAMMERS, BRIG	1/17/2008	$36 50	E	**41603**	300 13467-14828 MINNESOTA STRE	PROF SER-LEGAL
DEPT 41603 SO MN STREET UTILITY PROJEC		$36 50				
FUND 206 WATER/SEWER IMPROVEMENT FUND		$36 50				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	1/29/2008	$4,022 00	E	**44100**	306 BARKER'S ALP	PROF SER-OTHE
207 SANDERS WACKER BERGLY	1/29/2008	$575 00	E	**44100**	306 LAKESIDE PARK WETLAND DEL	PROF SER-OTHE
207 SANDERS WACKER BERGLY	1/29/2008	$127 50	E	**44100**	306 LAKESIDE PARK - DESIGN DEV	PROF SER-OTHE

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name CLOSING

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
207 JANSEN BUILDERS INC	1/8/2008	$15 653 04	E	44100	530	CAPITAL OUTLAY
207 SANDERS WACKER BERGLY	1/8/2008	-$7 752 00	E	44100	530 ROCK CLIMBER	CAPITAL OUTLAY
207 PLAYPOWER	1/8/2008	$7,752 00	E	44100	530 ROCK CLIMBER & INSTALLATIO	CAPITAL OUTLAY
DEPT 44100 PROJECT		$20 377 54				
FUND 207 PARK IMPROVEMENT FUND		$20 377 54				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 ECKBERG, LAMMERS BRIG	1/17/2008	$106 44	E	41911	300 16467-13659 WATER EXTENSIO	PROF SER-LEGAL
DEPT 41911 BAYTOWN DEVELOPMENTS		$106 44				
DEPT 41912 INSPIRATION						
209 S E H	1/17/2008	$316 90	E	41912	301 UPDATE INSPRIRATION BASE	PROF SER-ENGIN
DEPT 41912 INSPIRATION		$316 90				
FUND 209 DEVELOPER REIMBURSED PROJECTS		$423 34				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	12/28/2007	$2 637 69	E	45500	050 Labor Distribution	SEASONAL/PART
211	12/28/2007	$2 549 81	E	45500	101 Labor Distribution	WAGES AND SAL
211	12/28/2007	$302 99	E	45500	121 Labor Distribution	P E R A
211	12/28/2007	$315 44	E	45500	122 Labor Distribution	CONT TO RET , S
211	12/28/2007	$73 76	E	45500	170 Labor Distribution	MEDICARE
211 XCEL	1/17/2008	$638 69	E	45500	380	ELECTRIC SERVI
211 XCEL	1/17/2008	$892 36	E	45500	381	FUEL FOR HEAT
211 ECOWATER	1/17/2008	$25 50	E	45500	420 MTLY RENT ON WATER COOLE	R & M BLDGS, ST
DEPT 45500 LIBRARY		$7,436 24				
FUND 211 LIBRARY		$7 436 24				
FUND 601 WATER						
DEPT 46110 WATER-PUMPHOUSE						
601 XCEL	1/17/2008	$1 542 77	E	46110	380	ELECTRIC SERVI
601 XCEL	1/17/2008	$299 14	E	46110	381	FUEL FOR HEAT
DEPT 46110 WATER-PUMPHOUSE		$1 841 91				
DEPT 46120 WATER						
601	12/28/2007	$2,920 44	E	46120	101 Labor Distribution	WAGES AND SAL
601	12/28/2007	$182 57	E	46120	121 Labor Distribution	P E R A
601	12/28/2007	$173 92	E	46120	122 Labor Distribution	CONT TO RET , S
601	12/28/2007	$669 33	E	46120	125 Labor Distribution	RETIREMENT HE
601	12/28/2007	$40 69	E	46120	170 Labor Distribution	MEDICARE
601 BANYON DATA SYSTEMS	1/17/2008	$316 84	E	46120	201 WINUB OPEN REC TRNS TO FU	OFFICE SUPPLIE
601 HOLIDAY FLEET	1/17/2008	$265 37	E	46120	212 FUEL	MOTOR FUELS &
601 ONE CALL CONCEPTS	1/17/2008	$15 95	E	46120	307 PW - COMMUNICATIONS	GOPHER STATE
601 USAMOBILITY	1/17/2008	$90 88	E	46120	321 2007 PAGER	COMMUNICATION
601 USAMOBILITY	1/17/2008	$5 12	E	46120	321 2008 PAGER	COMMUNICATION
601 XCEL	1/17/2008	$1,190 16	E	46120	380	ELECTRIC SERVI
601 XCEL	1/17/2008	$2,182 14	E	46120	381	FUEL FOR HEAT
DEPT 46120 WATER		$8,053 41				
FUND 601 WATER		$9,895 32				
FUND 602 SEWER						

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: CLOSING

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 46200 SEWER - OPERATING						
602	12/28/2007	$3,820 41	E	**46200**	101 Labor Distribution	WAGES AND SAL
602	12/28/2007	$238 72	E	**46200**	121 Labor Distribution	P E R A
602	12/28/2007	$227 71	E	**46200**	122 Labor Distribution	CONT TO RET , S
602	12/28/2007	$1,115 15	E	**46200**	125 Labor Distribution	RETIREMENT HE
602	12/28/2007	$53 23	E	**46200**	170 Labor Distribution	MEDICARE
602 BANYON DATA SYSTEMS	1/17/2008	$316 84	E	**46200**	201 WINUB OPEN REC TRNS TO FU	OFFICE SUPPLIE
602 HOLIDAY FLEET	1/17/2008	$235 86	E	**46200**	212 FUEL	MOTOR FUELS &
602 BIO-CHEM RESOURCES	1/17/2008	$301 79	E	**46200**	419 CASE E-Z 101 / CASE E-Z 102	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		$6,309 71				
FUND 602 SEWER		$6,309 71				
FUND 803 P & Z ESCROWS						
DEPT 80012 FRIENDS OF ST. CROIX PREP.						
803 S E H	1/17/2008	$1 607 46	E	**80012**	815 PREL REPORT ST CROIX PRE	ESCROW EXPEN
DEPT 80012 FRIENDS OF ST CROIX PREP		$1,607 46				
FUND 803 P & Z ESCROWS		$1,607 46				
		$97,161 24				

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 01/31/2008

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	$0 00	$470 00	-$470 00	0 00%
41200	MAYOR & COUNCIL	$0 00	$6 666 73	-$6,666 73	0 00%
41240	RECYCLING	$0 00	$349 46	-$349 46	0 00%
41400	ADMINISTRATION	$0 00	$13 274 26	-$13,274 26	0 00%
41903	DEBT SERVICE	$0 00	$0 00	$0 00	0 00%
41910	PLANNING & ZONING	$0 00	$13 121 02	-$13,121 02	0 00%
41940	MUNICIPAL BUILDINGS	$0 00	$814 38	-$814 38	0 00%
42100	POLICE	$0 00	$35 272 16	-$35 272 16	0 00%
42200	FIRE PROTECTION	$0 00	$28 499 78	-$28 499 78	0 00%
43100	STREET MAINT	$0 00	$62 523 82	-$62 523 82	0 00%
43160	STREET LIGHTING	$0 00	$0 00	$0 00	0 00%
43200	PARKS	$0 00	$6,476 90	-$6 476 90	0 00%
43300	CEMETERY	$0 00	$500 00	-$500 00	0 00%
44100	PROJECT	$0 00	$2,400 00	-$2,400 00	0 00%
44200	TRANSFER OUT-DEBT SERVIC	$0 00	$0 00	$0 00	0 00%
FUND 101 GENERAL		$0 00	$170,368 51	-$170,368 51	0 00%
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	$0 00	$0 00	0 00%
41912	INSPIRATION	$0 00	$0 00	$0 00	0 00%
41913	EMERALD FALLS	$0 00	$0 00	$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PR		$0 00	$0 00	$0 00	0 00%
FUND 211 LIBRARY					
45500	LIBRARY	$0 00	$13,559 51	-$13,559 51	0 00%
FUND 211 LIBRARY		$0 00	$13,559 51	-$13,559 51	0 00%
FUND 601 WATER					
44100	PROJECT	$0 00	$0 00	$0 00	0 00%
46110	WATER-PUMPHOUSE	$0 00	$0 00	$0 00	0 00%
46120	WATER	$0 00	$12,159 25	-$12,159 25	0 00%
FUND 601 WATER		$0 00	$12,159 25	-$12,159 25	0 00%
FUND 602 SEWER					
44100	PROJECT	$0 00	$0 00	$0 00	0 00%
46200	SEWER - OPERATING	$0 00	$14,135 80	-$14,135 80	0 00%
46990	SEWER - NON-OPERATING	$0 00	$23,684 61	-$23,684 61	0 00%
FUND 602 SEWER		$0 00	$37,820 41	-$37,820 41	0 00%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	$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	$0 00	$0 00	0 00%
80001	ANDERSEN ESCROW	$0 00	$0 00	$0 00	0 00%
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	$0 00	$0 00	0 00%
80007	JEFF NELSON ESCROW	$0 00	$0 00	$0 00	0 00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 01/31/2008

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
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	$0 00	$0 00	0 00%
80012	FRIENDS OF ST CROIX PREP	$0 00	$0 00	$0 00	0 00%
FUND 803 P & Z ESCROWS		$0 00	$0 00	$0 00	0 00%
		$0 00	$233,907 68	-$233,907 68	0 00%

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND Search Name	Tran Date	Amount	Act Typ e	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL						
DEPT 41100 ELECTIONS						
101 WASHINGTON COUNTY	2/5/2008	$170 00	E	**41100**	416 ACCUVOTE EXT MAINT FEE	REPAIR/MAINT O
101 WASHINGTON COUNTY	2/5/2008	$300 00	E	**41100**	416 AUTOMARK EXT MAINT FEE 200	REPAIR/MAINT O
DEPT 41100 ELECTIONS		$470 00				
DEPT 41200 MAYOR & COUNCIL						
101	1/11/2008	$1,175 00	E	**41200**	101 Labor Distribution	WAGES AND SAL
101	1/11/2008	$11 25	E	**41200**	121 Labor Distribution	P E R A
101	1/11/2008	$72 85	E	**41200**	122 Labor Distribution	CONT TO RET S
101	1/11/2008	$17 03	E	**41200**	170 Labor Distribution	MEDICARE
101 BUSINESS FORMS & ACCOU	2/5/2008	$1 54	E	**41200**	201 ENV FOR W'2	OFFICE SUPPLIE
101 ADVANCED IMAGING SOLUT	2/5/2008	$26 42	E	**41200**	201 TONER CART/FAX MACHINE	OFFICE SUPPLIE
101 QUILL	2/5/2008	$28 11	E	**41200**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 ABDO EICK & MEYERS LLP	2/5/2008	$3,000 00	E	**41200**	303 SERVICE THROUGH 1/16/2008	PROF SER-AUDIT
101 AVENET WEB SOLUTIONS	2/5/2008	$504 00	E	**41200**	306 12 MONTHS MAINT & CUSTOM	PROF SER-OTHE
101 SONICWALL SERVICES	1/24/2008	$122 48	E	**41200**	321 ONE YEAR RENEWAL	COMMUNICATION
101 SONICWALL SERVICES	1/24/2008	$207 68	E	**41200**	321 ONE YEAR RENEWAL	COMMUNICATION
101 STILLWATER GAZETTE	2/5/2008	$79 00	E	**41200**	350 NOTICE OF PUBLIC HEARING -	PRINTING & PUBL
101 LEAGUE OF MINNESOTA CIT	2/5/2008	$15 00	E	**41200**	402 SAFETY ASSIST 202 JAN MTG	CONFERENCES &
101 US INTERNET	2/5/2008	$46 00	E	**41200**	416 SECURENCE MONTHLY 1/19/20	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	2/5/2008	$15 37	E	**41200**	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 METRO CITIES	2/5/2008	$1,345 00	E	**41200**	433 MEMBERSHIP DUES	DUES & MEMBER
DEPT 41200 MAYOR & COUNCIL		$6,666 73				
DEPT 41240 RECYCLING						
101 MANAGEMENT SERVICES	1/11/2008	$135 77	E	**41240**	302 CONSULT	CONTRACT SERV
101 MANAGEMENT SERVICES	1/24/2008	$183 69	E	**41240**	302 CONSULTING	CONTRACT SERV
101 DON WILMES	2/5/2008	$30 00	E	**41240**	370 RECYCLING RECIPIENT	RECYCLING INCE
DEPT 41240 RECYCLING		$349 46				
DEPT 41400 ADMINISTRATION						
101	1/11/2008	$2 501 41	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	1/24/2008	$2 123 99	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	1/22/2008	$378 42	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	1/24/2008	$138 07	E	**41400**	121 Labor Distribution	P E R A
101	1/11/2008	$162 58	E	**41400**	121 Labor Distribution	P E R A
101	1/11/2008	$153 16	E	**41400**	122 Labor Distribution	CONT TO RET S
101	1/24/2008	$130 13	E	**41400**	122 Labor Distribution	CONT TO RET S
101	1/22/2008	$23 46	E	**41400**	122 Labor Distribution	CONT TO RET S
101	1/11/2008	$632 55	E	**41400**	131 Labor Distribution	CONT TO EMPLO
101	1/11/2008	$35 82	E	**41400**	170 Labor Distribution	MEDICARE
101	1/24/2008	$30 44	E	**41400**	170 Labor Distribution	MEDICARE
101	1/22/2008	$5 49	E	**41400**	170 Labor Distribution	MEDICARE
101 BUSINESS FORMS & ACCOU	2/5/2008	$4 63	E	**41400**	201 ENV FOR W'2	OFFICE SUPPLIE
101 QUILL	2/5/2008	$16 86	E	**41400**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 ADVANCED IMAGING SOLUT	2/5/2008	$15 85	E	**41400**	201 TONER CART/FAX MACHINE	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	1/11/2008	$1 267 21	E	**41400**	302 CONSULT	CONTRACT SERV
101 NASH, JOHN	1/11/2008	$3 900 00	E	**41400**	302 ASSIT FINANCE OFFICER	CONTRACT SERV
101 MANAGEMENT SERVICES	1/24/2008	$1 714 46	E	**41400**	302 CONSULTING	CONTRACT SERV
101 TR COMPUTER SALES LLC	2/5/2008	$9 73	E	**41400**	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 APMP	2/5/2008	$30 00	E	**41400**	433 2008 MEMBERSHIP	DUES & MEMBER
DEPT 41400 ADMINISTRATION		$13,274 26				
DEPT 41910 PLANNING & ZONING						
101	1/22/2008	$378 42	E	**41910**	101 Labor Distribution	WAGES AND SAL
101	1/11/2008	$3,875 63	E	**41910**	101 Labor Distribution	WAGES AND SAL
101	1/24/2008	$3,978 01	E	**41910**	101 Labor Distribution	WAGES AND SAL
101	1/11/2008	$251 92	E	**41910**	121 Labor Distribution	P E R A

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
101		1/24/2008	$258 58	E	41910	121	Labor Distribution	P E R A
101		1/24/2008	$244 67	E	41910	122	Labor Distribution	CONT TO RET , S
101		1/22/2008	$23 46	E	41910	122	Labor Distribution	CONT TO RET S
101		1/11/2008	$238 32	E	41910	122	Labor Distribution	CONT TO RET S
101		1/11/2008	$977 00	E	41910	131	Labor Distribution	CONT TO EMPLO
101		1/11/2008	$55 74	E	41910	170	Labor Distribution	MEDICARE
101		1/24/2008	$57 23	E	41910	170	Labor Distribution	MEDICARE
101		1/22/2008	$5 49	E	41910	170	Labor Distribution	MEDICARE
101	BUSINESS FORMS & ACCOU	2/5/2008	$7 72	E	41910	201	ENV FOR W'2	OFFICE SUPPLIE
101	QUILL	2/5/2008	$14 05	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	ADVANCED IMAGING SOLUT	2/5/2008	$13 21	E	41910	201	TONER CART/FAX MACHINE	OFFICE SUPPLIE
101	MANAGEMENT SERVICES	1/24/2008	$1 530 77	E	41910	302	CONSULTING	CONTRACT SERV
101	MANAGEMENT SERVICES	1/11/2008	$1,131 44	E	41910	302	CONSULT	CONTRACT SERV
101	A G BUILDERS	2/5/2008	$30 00	E	41910	305	REFUND ON CONTRACTOR LIC	PROF SER-CONT
101	A G BUILDERS	2/5/2008	$30 00	E	41910	305	REFUND ON CONTRACTOR LIC	PROF SER-CONT
101	BUCKLEY, JOHN	2/5/2008	$11 25	E	41910	402	PARKING LOT TICKETS	CONFERENCES &
101	TR COMPUTER SALES LLC	2/5/2008	$8 11	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT O
	DEPT 41910 PLANNING & ZONING		$13,121 02					
	DEPT 41940 MUNICIPAL BUILDINGS							
101	U S BANK VISA	2/5/2008	$87 89	E	41940	220	PAINT - MUNICIPAL BLG	OPERATING SUP
101	MENARDS-STILLWATER	2/5/2008	$19 01	E	41940	220	PAINT - MUNICIPAL BLG	OPERATING SUP
101	SHERWIN WILLIAMS LC	2/5/2008	$96 79	E	41940	220	PAINT - MUNCIPAL BUILDING	OPERATING SUP
101	SHERWIN WILLIAMS LC	2/5/2008	$28 48	E	41940	220	PAINT - MUNICIPAL BLDG	OPERATING SUP
101	U S BANK VISA	2/5/2008	$139 45	E	41940	220	PAINT - MUNICIPAL BLG	OPERATING SUP
101	OFFICE OF ENT TECHNOLO	1/24/2008	$372 86	E	41940	321		COMMUNICATION
101	COMCAST	2/5/2008	$34 95	E	41940	321	COMMUNICATIONS	COMMUNICATION
101	COMCAST	1/24/2008	$34 95	E	41940	321	COMMUNICATIONS	COMMUNICATION
	DEPT 41940 MUNICIPAL BUILDINGS		$814 38					
	DEPT 42100 POLICE							
101		1/11/2008	$1,992 13	E	42100	050	Labor Distribution	SEASONAL/PART
101		1/24/2008	$1,818 53	E	42100	050	Labor Distribution	SEASONAL/PART
101		1/11/2008	$10,682 74	E	42100	101	Labor Distribution	WAGES AND SAL
101		1/24/2008	$11,505 24	E	42100	101	Labor Distribution	WAGES AND SAL
101		1/24/2008	$42 86	E	42100	102	Labor Distribution	OVERTIME
101		1/11/2008	$1,158 48	E	42100	102	Labor Distribution	OVERTIME
101		1/24/2008	$1,603 95	E	42100	121	Labor Distribution	P E R A
101		1/11/2008	$1,726 26	E	42100	121	Labor Distribution	P E R A
101		1/24/2008	$54 55	E	42100	122	Labor Distribution	CONT TO RET , S
101		1/11/2008	$25 18	E	42100	122	Labor Distribution	CONT TO RET , S
101		1/11/2008	$2,685 32	E	42100	131	Labor Distribution	CONT TO EMPLO
101		1/24/2008	$160 10	E	42100	170	Labor Distribution	MEDICARE
101		1/11/2008	$163 69	E	42100	170	Labor Distribution	MEDICARE
101	U S BANK VISA	2/5/2008	$83 51	E	42100	201	POLICE DEPT	OFFICE SUPPLIE
101	BUSINESS FORMS & ACCOU	2/5/2008	$3 86	E	42100	201	ENV FOR W'2	OFFICE SUPPLIE
101	ADVANCED IMAGING SOLUT	2/5/2008	$13 21	E	42100	201	TONER CART/FAX MACHINE	OFFICE SUPPLIE
101	QUILL	2/5/2008	$14 05	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	WILLMARTH QUINN	1/11/2008	$38 77	E	42100	202	MULTI-PURPOSE NET, 27" 6 BA	UNIFORMS - MISC
101	UNIFORMS UNLIMITED	2/5/2008	$53 07	E	42100	202	CASE HANDCUFF DBL	UNIFORMS - MISC
101	WILLMARTH, QUINN	1/11/2008	$62 18	E	42100	202	TOE WARMER, 20 HR HEAT PK	UNIFORMS - MISC
101	WILLMARTH, QUINN	1/11/2008	$49 95	E	42100	209	KNG LTH GTX STG - BL	UNIFORMS - WILL
101	GALL'S INC	1/8/2008	$119 99	E	42100	210	GOLDGEAR RELAX FIX	UNIFORMS - LOG
101	GALL'S INC	1/8/2008	$112 21	E	42100	210	GOLDGEAR RELAX FIX	UNIFORMS - LOG
101	UNIFORMS UNLIMITED	2/5/2008	$312 73	E	42100	211	MBT ACADIA GTX UNINSULATE	UNIFORMS -WYNI
101	DAVID WYNIA	1/11/2008	$13 29	E	42100	212	FUEL FOR RESERVE VEH	MOTOR FUELS &
101	TASER INTERNATIONAL	2/5/2008	$95 00	E	42100	220	M/X26 INSTRUCTOR - 1 WILLM	OPERATING SUP
101	LYNN PEAVEY CO	2/5/2008	$59 80	E	42100	220	EVIDENCE PACKAGING	OPERATING SUP
101	PUBLIC SAFETY EQUIPMENT	2/5/2008	$105 00	E	42100	220	RADAR CALIBRATIOON & RADA	OPERATING SUP
101	NEXTEL COMMUNICATIONS	2/5/2008	$401 42	E	42100	321	COMMU	COMMUNICATION

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
101	WASH CO CHIEF'S OF POLIC	1/16/2008	-$1,140 00	E	42100	391	VOLD CK # 28734	SHARED AUTOMA
101	WASH CO CHIEF'S OF POLIC	1/16/2008	-$3,462 00	E	42100	391	VOLD CK # 28734	SHARED AUTOMA
101	WASH CO CHIEF'S OF POLIC	1/16/2008	-$3,462 00	E	42100	391	VOLD CK # 28734	SHARED AUTOMA
101	WASH CO CHIEF'S OF POLIC	1/16/2008	-$1,140 00	E	42100	391	VOLD CK # 28734	SHARED AUTOMA
101	WASHINGTON COUNTY SHE	1/12/2008	$1 140 00	E	42100	391	PD - RECORDS BILLING/ALERT	SHARED AUTOMA
101	WASHINGTON COUNTY SHE	1/12/2008	$1 140 00	E	42100	391	QTR 2 2007 MDTS	SHARED AUTOMA
101	WASHINGTON COUNTY SHE	1/12/2008	$3,462 00	E	42100	391	PD RECORDS BILLING/ALERTS	SHARED AUTOMA
101	WASHINGTON COUNTY SHE	1/12/2008	$3,462 00	E	42100	391	PD RECORDS BILLING/ALERTS	SHARED AUTOMA
101	STEPHAN, WILLIAM	2/5/2008	$20 30	E	42100	403	SUPPLES - POLICE DEPT	POLICE TRAININ
101	TR COMPUTER SALES LLC	2/5/2008	$8 11	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O
101	CARQUEST AUTO PARTS	2/5/2008	$57 46	E	42100	416	BOOSTER CABLES - POLICE DE	REPAIR/MAINT O
101	HUMANE SOCIETY	2/5/2008	$10 65	E	42100	427	4 QTR 2007 BILLING SUMMARY	ANIMAL EXPENSE
101	U S BANK VISA	2/5/2008	$6 27	E	42100	444	PUBLIC WORKS	COMMUNITY PRO
101	U S BANK VISA	2/5/2008	$12 30	E	42100	444	PUBLIC WORKS	COMMUNITY PRO
	DEPT 42100 POLICE		$35,272 16					
	DEPT 42200 FIRE PROTECTION							
101		1/11/2008	$250 00	E	42200	101	Labor Distribution	WAGES AND SAL
101		1/11/2008	$1,711 33	E	42200	101	Labor Distribution	WAGES AND SAL
101		1/11/2008	$19,035 00	E	42200	105	Labor Distribution	FIRE RUNS,DRILL
101		1/11/2008	$983 55	E	42200	122	Labor Distribution	CONT TO RET S
101		1/11/2008	$292 00	E	42200	170	Labor Distribution	MEDICARE
101	W S DARLEY & CO	2/5/2008	$215 27	E	42200	202	4 LEATHER FRONT & SHIPPING	UNIFORMS - MISC
101	U S BANK VISA	2/5/2008	$5 21	E	42200	220	FIRE DEPT	OPERATING SUP
101	U S BANK VISA	2/5/2008	$22 72	E	42200	220	FIRE DEPT	OPERATING SUP
101	NEW PIG CORPORATION	2/5/2008	$464 78	E	42200	240	PIG LARGE SKIMMER PILLOW -	SMALL TOOLS-E
101	MEDTRONIC	2/5/2008	$500 00	E	42200	306	ANNUAL MAINTENANCE	PROF SER-OTHE
101	NEXTEL COMMUNICATIONS	2/5/2008	$383 04	E	42200	321	COMMU	COMMUNICATION
101	U S BANK VISA	2/5/2008	$4 66	E	42200	412	FIRE DEPT	REP & MAINT VE
101	ALEX AIR APPARATUS, INC	2/5/2008	$1,136 39	E	42200	420	MOBILE AIR UNIT BANK 3 GAU	R & M BLDGS, ST
101	U S BANK VISA	2/5/2008	$45 78	E	42200	420	FIRE DEPT	R & M BLDGS, ST
101	U S BANK VISA	2/5/2008	$66 36	E	42200	420	FIRE DEPT	R & M BLDGS, ST
101	U S BANK VISA	2/5/2008	$4 95	E	42200	430	FIRE DEPT	MISC
101	CAPITOL CITY	2/5/2008	$50 00	E	42200	433	2008 REGIONAL DUES	DUES & MEMBER
101	MINNESOTA STATE FIRE DE	2/5/2008	$288 00	E	42200	433	2008 MEMBERSHIP DUES	DUES & MEMBER
101	MINNESOTA STATE FIRE CHI	2/5/2008	$130 00	E	42200	433	MIKE BELL, MATT BELL ALLEN	DUES & MEMBER
101	ANCOM COMMUNICATIONS I	1/29/2008	$2,910 74	E	42200	530	MINITOR V PAGER WARRANTY	CAPITAL OUTLAY
	DEPT 42200 FIRE PROTECTION		$28,499 78					
	DEPT 43100 STREET MAINT							
101		1/11/2008	$818 25	E	43100	050	Labor Distribution	SEASONAL/PART
101		1/24/2008	$1,668 48	E	43100	101	Labor Distribution	WAGES AND SAL
101		1/11/2008	$1,603 20	E	43100	101	Labor Distribution	WAGES AND SAL
101		1/11/2008	$158 22	E	43100	102	Labor Distribution	OVERTIME
101		1/24/2008	$108 45	E	43100	121	Labor Distribution	P E R A
101		1/11/2008	$114 48	E	43100	121	Labor Distribution	P E R A
101		1/11/2008	$159 44	E	43100	122	Labor Distribution	CONT TO RET S
101		1/24/2008	$102 97	E	43100	122	Labor Distribution	CONT TO RET , S
101		1/11/2008	$395 91	E	43100	131	Labor Distribution	CONT TO EMPLO
101		1/24/2008	$24 09	E	43100	170	Labor Distribution	MEDICARE
101		1/11/2008	$37 31	E	43100	170	Labor Distribution	MEDICARE
101	BUSINESS FORMS & ACCOU	2/5/2008	$7 72	E	43100	201	ENV FOR W'2	OFFICE SUPPLIE
101	ADVANCED IMAGING SOLUT	2/5/2008	$26 42	E	43100	201	TONER CART/FAX MACHINE	OFFICE SUPPLIE
101	MILAN T HORAK	1/11/2008	$60 00	E	43100	212	FUEL FOR NEW PLOW	MOTOR FUELS &
101	MENARDS-STILLWATER	2/5/2008	$12 72	E	43100	220	JUMBO CHISEL BLK	OPERATING SUP
101	AAA MINNESOTA	2/5/2008	$430 90	E	43100	220	PATROL FLAGS, & PATROL POL	OPERATING SUP
101	CATCO	2/5/2008	$171 42	E	43100	412	4 WAY SOLENOID, AIR BRAKE	REP & MAINT VE
101	H&L MESABI	2/5/2008	$199 49	E	43100	412	CUR RUNNER CURB SIDE	REP & MAINT VE
101	H&L MESABI	2/5/2008	$385 44	E	43100	412	1X8X72 SURFACE HARDEN FSE	REP & MAINT VE
101	H&L MESABI	2/5/2008	$23 36	E	43100	412	5/X2-1/4 PLOW BOLT W/NUT	REP & MAINT VE

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 H&L MESABI	2/5/2008	$26 57	E	43100	412 TAX	REP & MAINT VE
101 U S BANK VISA	2/5/2008	$52 70	E	43100	412 PUBLIC WORKS	REP & MAINT VE
101 ZIEGLER INC	2/5/2008	$239 97	E	43100	431 RENTAL	RENTAL OF EQUI
101 RIVER CITY SERVICES	2/5/2008	$186 38	E	43100	431 SNOW PUSHER 924 G FROM ZI	RENTAL OF EQUI
101 CRYSTEEL	2/5/2008	$55,509 93	E	43100	560 2007 SNOW PLOW & EQUIPME	MOTOR VEHICLE
DEPT 43100 STREET MAINT		$62,523 82				
DEPT 43200 PARKS						
101	1/24/2008	$1 951 50	E	43200	050 Labor Distribution	SEASONAL/PART
101	1/11/2008	$1 083 00	E	43200	050 Labor Distribution	SEASONAL/PART
101	1/11/2008	$900 00	E	43200	101 Labor Distribution	WAGES AND SAL
101	1/24/2008	$900 00	E	43200	101 Labor Distribution	WAGES AND SAL
101	1/24/2008	$77 85	E	43200	121 Labor Distribution	P E R A
101	1/11/2008	$58 50	E	43200	121 Labor Distribution	P E R A
101	1/11/2008	$115 12	E	43200	122 Labor Distribution	CONT TO RET , S
101	1/24/2008	$165 25	E	43200	122 Labor Distribution	CONT TO RET , S
101	1/11/2008	$450 00	E	43200	125 Labor Distribution	RETIREMENT HE
101	1/24/2008	-$450 00	E	43200	125 Labor Distribution	RETIREMENT HE
101	1/11/2008	$190 89	E	43200	131 Labor Distribution	CONT TO EMPLO
101	1/24/2008	$40 83	E	43200	170 Labor Distribution	MEDICARE
101	1/11/2008	$28 25	E	43200	170 Labor Distribution	MEDICARE
101 QUILL	2/5/2008	$28 13	E	43200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 BUSINESS FORMS & ACCOU	2/5/2008	$7 72	E	43200	201 ENV FOR W'2	OFFICE SUPPLIE
101 T R F SUPPLY	2/5/2008	$599 59	E	43200	220 CAN LINER - 10 CASE	OPERATING SUP
101 U S BANK VISA	2/5/2008	$52 23	E	43200	412 PUBLIC WORKS	REP & MAINT VE
101 U S BANK VISA	2/5/2008	$94 06	E	43200	412 PUBLIC WORKS	REP & MAINT VE
101 TR COMPUTER SALES LLC	2/5/2008	$16 24	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 AIR FRESH PORTABLE TOIL	2/5/2008	$167 74	E	43200	425 MONTHLY RENTAL	SATILLITIES
DEPT 43200 PARKS		$6,476 90				
DEPT 43300 CEMETERY						
101 MARK'S LANDSCAPING	2/5/2008	$500 00	E	43300	310 GRAVE OPENING	GRAVE OPENING
DEPT 43300 CEMETERY		$500 00				
DEPT 44100 PROJECT						
101 BELWIN	2/5/2008	$2,400 00	E	44100	540 LUCY WINTON BELL ATHLETIC	EMERGENCY RE
DEPT 44100 PROJECT		$2,400 00				
FUND 101 GENERAL		$170,368 51				
FUND 202 DRUG FORFEITURE						
DEPT 42102 EXPENDITURE OF FORFEITURE MONE						
202 WASHINGTON COUNTY SHE	1/12/2008	$5,994 29	E	42102	530 DOCKING STATION	CAPITAL OUTLAY
202 WASHINGTON COUNTY SHE	1/12/2008	$148 74	E	42102	530 QTR 2 - GPS 18 USB WAS ENAB	CAPITAL OUTLAY
202 WASH CO CHIEF'S OF POLIC	1/16/2008	-$5,994 29	E	42102	530 VOLD CK # 28734	CAPITAL OUTLAY
202 WASH CO CHIEF'S OF POLIC	1/16/2008	-$148 74	E	42102	530 VOLD CK # 28734	CAPITAL OUTLAY
DEPT 42102 EXPENDITURE OF FORFEITURE		$0 00				
FUND 202 DRUG FORFEITURE		$0 00				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 JANSEN BUILDERS INC	2/5/2008	$404 75	E	44100	306 CONST OBSERVATIONS AND T	PROF SER-OTHE
DEPT 44100 PROJECT		$404 75				
FUND 207 PARK IMPROVEMENT FUND		$404 75				

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND Search Name	Tran Date	Amount	Act Typ e	DEPT	OBJ Comments	OBJ Descr
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	1/24/2008	$2,677 52	E	**45500**	050 Labor Distribution	SEASONAL/PART
211	1/11/2008	$2,088 22	E	**45500**	050 Labor Distribution	SEASONAL/PART
211	1/24/2008	$2,626 31	E	**45500**	101 Labor Distribution	WAGES AND SAL
211	1/11/2008	$2,580 42	E	**45500**	101 Labor Distribution	WAGES AND SAL
211	1/24/2008	$322 01	E	**45500**	121 Labor Distribution	P E R A
211	1/11/2008	$291 57	E	**45500**	121 Labor Distribution	P E R A
211	1/11/2008	$282 78	E	**45500**	122 Labor Distribution	CONT TO RET S
211	1/24/2008	$322 15	E	**45500**	122 Labor Distribution	CONT TO RET S
211	1/11/2008	$399 65	E	**45500**	131 Labor Distribution	CONT TO EMPLO
211	1/24/2008	$75 35	E	**45500**	170 Labor Distribution	MEDICARE
211	1/11/2008	$66 11	E	**45500**	170 Labor Distribution	MEDICARE
211 INNOVATIVE OFFICE SOLUTI	2/5/2008	$107 29	E	**45500**	201 SUPPLIES - LIBRARY	OFFICE SUPPLIE
211 MELSA	2/5/2008	$40 00	E	**45500**	217 BOOKS - LIBRARY	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	2/5/2008	$52 49	E	**45500**	220 SUPPLIES - LIBRARY	OPERATING SUP
211 TRU-CLEAN MAINTENANCE	2/5/2008	$1,275 00	E	**45500**	302 CLEANING - LIBRARY	CONTRACT SERV
211 OFFICE OF ENT TECHNOLO	2/5/2008	$61 16	E	**45500**	321 TELECOM SERVICE - LIBRARY	COMMUNICATION
211 INTEGRA TELECOM	2/5/2008	$19 72	E	**45500**	321 COMMUNICATIONS - LIBRARY	COMMUNICATION
211 TOSHIBA BUSINESS SOLUTI	2/5/2008	$23 95	E	**45500**	416 BAND 1 (1+) - LIBRARY	REPAIR/MAINT O
211 TR COMPUTER SALES LLC	2/5/2008	$60 00	E	**45500**	416 COMPUTER CONSULTING	REPAIR/MAINT O
211 ECOWATER	2/5/2008	$8 25	E	**45500**	420 JAN - MTLY RENT - LIBRARY	R & M BLDGS ST
211 RELIABLE APPLIANCE SERVI	2/5/2008	$100 56	E	**45500**	420 REPAIR - LIBRARY	R & M BLDGS ST
211 MINNESOTA LIBRARY ASSO	2/5/2008	$79 00	E	**45500**	433 2008 INSTITUTIONAL MEMBERS	DUES & MEMBER
DEPT 45500 LIBRARY		$13,559 51				
FUND 211 LIBRARY		$13,559 51				
FUND 601 WATER						
DEPT 46120 WATER						
601	1/22/2008	$378 42	E	**46120**	101 Labor Distribution	WAGES AND SAL
601	1/24/2008	$3 027 99	E	**46120**	101 Labor Distribution	WAGES AND SAL
601	1/11/2008	$2 806 99	E	**46120**	101 Labor Distribution	WAGES AND SAL
601	1/24/2008	$196 83	E	**46120**	121 Labor Distribution	P E R A
601	1/11/2008	$182 47	E	**46120**	121 Labor Distribution	P E R A
601	1/22/2008	$23 46	E	**46120**	122 Labor Distribution	CONT TO RET , S
601	1/24/2008	$179 48	E	**46120**	122 Labor Distribution	CONT TO RET S
601	1/11/2008	$165 92	E	**46120**	122 Labor Distribution	CONT TO RET , S
601	1/24/2008	-$669 33	E	**46120**	125 Labor Distribution	RETIREMENT HE
601	1/11/2008	$669 33	E	**46120**	125 Labor Distribution	RETIREMENT HE
601	1/11/2008	$686 56	E	**46120**	131 Labor Distribution	CONT TO EMPLO
601	1/11/2008	$38 80	E	**46120**	170 Labor Distribution	MEDICARE
601	1/22/2008	$5 49	E	**46120**	170 Labor Distribution	MEDICARE
601	1/24/2008	$41 98	E	**46120**	170 Labor Distribution	MEDICARE
601 TR COMPUTER SALES LLC	2/5/2008	$16 22	E	**46120**	201 COMPUTER CONSULTING	OFFICE SUPPLIE
601 ADVANCED IMAGING SOLUT	2/5/2008	$26 42	E	**46120**	201 TONER CART/FAX MACHINE	OFFICE SUPPLIE
601 BUSINESS FORMS & ACCOU	2/5/2008	$1 54	E	**46120**	201 ENV FOR W'2	OFFICE SUPPLIE
601 QUILL	2/5/2008	$28 11	E	**46120**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 HAWKINS WATER	2/5/2008	$75 10	E	**46120**	216 ECH COLIFORM	CHEMICALS AND
601 HACH COMPANY	2/5/2008	$31 87	E	**46120**	216 FLUORIDE STD SOLN	CHEMICALS AND
601 U S BANK VISA	2/5/2008	$13 00	E	**46120**	216 PUBLIC WORKS	CHEMICALS AND
601 HAWKINS WATER	2/5/2008	$10 00	E	**46120**	216 150 LB CHLORINE CYLINDER	CHEMICALS AND
601 HAWKINS WATER	2/5/2008	$75 10	E	**46120**	216 ECH COLIFORM	CHEMICALS AND
601 HAWKINS WATER	2/5/2008	$103 58	E	**46120**	216 ECH CONNECTOR, FOOT ECH,	CHEMICALS AND
601 TKDA	2/5/2008	$232 01	E	**46120**	301 EMERGENCY LOCATE FEES	PROF SER-ENGIN
601 MANAGEMENT SERVICES	1/11/2008	$995 66	E	**46120**	302 CONSULT	CONTRACT SERV
601 MANAGEMENT SERVICES	1/24/2008	$1,347 07	E	**46120**	302 CONSULTING	CONTRACT SERV
601 U S BANK VISA	2/5/2008	$7 35	E	**46120**	322 PUBLIC WORKS	POSTAGE
601 MINNESOTA AWWA	2/5/2008	$32 00	E	**46120**	402 PW WATER EXAM	CONFERENCES &
601 MINNESOTA RURAL WATER	2/5/2008	$150 00	E	**46120**	402 MANAGER/OPERATOR SESSIO	CONFERENCES &

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: JANUARY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
601 U S BANK VISA	2/5/2008	$7 31	E	46120	416 PUBLIC WORKS	REPAIR/MAINT O
601 HD SUPPLY WATERWORKS	2/5/2008	$969 25	E	46120	419 MEGALUG EBAA 1104OOX	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	2/5/2008	$224 93	E	46120	419 GAUGE WIRE, REGISTER, MAIN	REPAIR & MAINT
601 U S BANK VISA	2/5/2008	$78 34	E	46120	419 PUBLIC WORKS	REPAIR & MAINT
DEPT 46120 WATER		$12 159 25				
FUND 601 WATER		$12 159 25				
FUND 602 SEWER						
DEPT 46200 SEWER - OPERATING						
602	1/24/2008	$3,927 96	E	46200	101 Labor Distribution	WAGES AND SAL
602	1/11/2008	$3,707 00	E	46200	101 Labor Distribution	WAGES AND SAL
602	1/22/2008	$378 42	E	46200	101 Labor Distribution	WAGES AND SAL
602	1/24/2008	$255 30	E	46200	121 Labor Distribution	P E R A
602	1/11/2008	$240 96	E	46200	121 Labor Distribution	P E R A
602	1/24/2008	$233 01	E	46200	122 Labor Distribution	CONT TO RET , S
602	1/11/2008	$219 44	E	46200	122 Labor Distribution	CONT TO RET , S
602	1/22/2008	$23 47	E	46200	122 Labor Distribution	CONT TO RET , S
602	1/11/2008	$1,119 33	E	46200	125 Labor Distribution	RETIREMENT HE
602	1/24/2008	-$1,119 33	E	46200	125 Labor Distribution	RETIREMENT HE
602	1/11/2008	$877 35	E	46200	131 Labor Distribution	CONT TO EMPLO
602	1/11/2008	$51 31	E	46200	170 Labor Distribution	MEDICARE
602	1/22/2008	$5 48	E	46200	170 Labor Distribution	MEDICARE
602	1/24/2008	$54 46	E	46200	170 Labor Distribution	MEDICARE
602 QUILL	2/5/2008	$28 11	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 BUSINESS FORMS & ACCOU	2/5/2008	$1 60	E	46200	201 ENV FOR W'2	OFFICE SUPPLIE
602 ADVANCED IMAGING SOLUT	2/5/2008	$26 45	E	46200	201 TONER CART/FAX MACHINE	OFFICE SUPPLIE
602 CCP INDUSTRIES	2/5/2008	$213 52	E	46200	220 WIPER, GLASSES	OPERATING SUP
602 TRANSPORATION SUPPLIES	2/5/2008	$325 11	E	46200	240 REEL, AIR/WATER, XHD, 3/8	SMALL TOOLS-E
602 MANAGEMENT SERVICES	1/24/2008	$1 347 07	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	1/11/2008	$995 66	E	46200	302 CONSULT	CONTRACT SERV
602 U S BANK VISA	2/5/2008	$302 00	E	46200	402 PUBLIC WORKS	CONFERENCES &
602 U S BANK VISA	2/5/2008	$13 20	E	46200	402 PUBLIC WORKS	CONFERENCES &
602 U S BANK VISA	2/5/2008	$302 00	E	46200	402 PUBLIC WORKS	CONFERENCES &
602 CARQUEST AUTO PARTS	2/5/2008	$18 62	E	46200	412 ELECT MECH FLASHER	REP & MAINT VE
602 MENARDS-STILLWATER	2/5/2008	$37 79	E	46200	416 MATERIAL - SEWER DEPT	REPAIR/MAINT O
602 TR COMPUTER SALES LLC	2/5/2008	$16 22	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O
602 U S BANK VISA	2/5/2008	$81 51	E	46200	419 PUBLIC WORKS	REPAIR & MAINT
602 CARQUEST AUTO PARTS	2/5/2008	$26 90	E	46200	419 WHIP HOSE, FITTINGS, COUPL	REPAIR & MAINT
602 CARQUEST AUTO PARTS	2/5/2008	$2 63	E	46200	419 CCM 26882	REPAIR & MAINT
602 J P ENTERPRISES	2/5/2008	$400 00	E	46200	419 LABOR, DEMO HAMMER RENTA	REPAIR & MAINT
602 CARQUEST AUTO PARTS	2/5/2008	$23 25	E	46200	419 2 COUPLER BODY, FITTINGS, C	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		$14 135 80				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	2/5/2008	$23,684 61	E	46990	434 WASTEWATER FLOW	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		$23,684 61				
FUND 602 SEWER		$37,820 41				
		$234,312 43				

City of Bayport
294 North 3rd Street
Bayport, MN 55003
Phone: 651-275-4404
Fax: 651-275-4411

Building Permit Log

For: January, 2008

Permit Number: BP2008-1
Parcel Address: 218 STATE St S.
Applicant: BRIAN & JENNIFER ROELLER
OWNER OWNER
Construction Value: $1,500 00

Filing Date: 1/2/2008
BAYPORT, MN 55003
Applicant Phone: 651-342-0563

Total Fees: $58.25

Permit Number: BP2008-2
Parcel Address: 316 9th Street N
Applicant: K-DESIGNERS
K-DESIGNERS RESIDENTIAL BUILDER
Construction Value: $13.308.11

Filing Date: 1/7/2008
Bayport, MN 55003
Applicant Phone: 952-894-3600

Total Fees: $257 40

Permit Number: BP2008-3
Parcel Address: 202 MARINER WAY
Applicant: D KIEFFER ENTERPRISES
D. KIEFFER ENTERPRISES General Contractor
Construction Value: $6,000.00

Filing Date: 1/11/2008
BAYPORT, MN 55003
Applicant Phone: 612-386-6451

Total Fees: $135.75

Permit Number: MC2008-1
Parcel Address: 491 MARINER DRIVE
Applicant: SEDGWICK HEATING & AIR
SEDGWICK HEATING & AIR CONDITIONING
Construction Value: $3,610.00

Filing Date: 1/16/2008
BAYPORT. MN 55003
Applicant Phone: 952-881-9000

Total Fees: $75 50

Permit Number: PL2008-1
Parcel Address: 301 PRAIRIE WAY S
Applicant: GARY BUTLER PLUMBING, INC.
GARY BUTLER PLUMBING, INC. Plumber
Construction Value: $15,000 00

Filing Date: 1/11/2008
BAYPORT, MN 55003
Applicant Phone: 715-749-3311

Total Fees: S75.50

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

DATE: January 23, 2008

TO: Mayor and City Council

FROM: Mike McGuire, City Administrator

RE: Administrative bill payment policy

BACKGROUND

Most city bills are paid once a month, following the City Council meeting. However, some times there are penalties that incur if the bills are not paid within 30 days. With one meeting a month, this timeline can be difficult to meet.

In the past, to avoid penalties and be more timely, the City Administrator has authorized payment of certain bills and then they have been reviewed by the City Council at the next meeting. Our new city auditor recommends that this policy be formalized.

RECOMMENDATION

Staff recommends the City Council adopt the attached policy, delegating authority to the City Administrator to pay bills prior to a City Council meeting.

Administrative Bill Payment Policy

WHEREAS, state law requires that City Councils review bills before they are paid, and

WHEREAS, city bills are paid monthly at times that coincide with City Council meetings, and

WHEREAS, this procedure delays the prompt payment of bills and is cumbersome at times. and

WHEREAS, state law (MSA 412.271, Subd. 8), allows City Councils to delegate their authority on the approval of bills to a city administrative official so that bills can be paid prior to City Council meetings.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Bayport hereby delegates its authority on the approval of bills to the City Administrator and authorizes the City Administrator to pay bills for purchases that have been made in accordance with state and federal laws and that are within city budgetary limits, and

BE IT FURTHER RESOLVED that a list of all claims paid shall be presented to the City Council for informational purposes and action at the next regular meeting after payment of the claims.

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

Date: January 4, 2008

To: Council Members
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

Subject: Mobile Data Computer (MDC)

Please consider this memorandum as a request to purchase one (1) lap top computer from Dell Corporation. using funds from the equipment reimbursement fund. The mobile data computer (MDC) is an essential item for the squad vehicles. The MDC allows the officers to communicate with the Washington County dispatchers. The current system being used is a mobil data terminal (MDT) which will be obsolete in June of 2008. The MDC cost is approximately $ 6,000.00 with installation.

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

Date: January 28, 2008

To: Mayor and City Council
City Administrator Michael McGuire

From Chief of Police Laura Eastman

Subject: Youth Safety Camp

Background

For the past several years, the City of Bayport Police Department has offered a two-day youth safety camp each summer for students entering grades 3, 4, and 5. The goal is to teach safety topics in a fun and secure environment, while fostering relationships with our area's youth. Topics/demonstrations have included fire, ambulance, Internet safety, Red Cross and Poison Control safety, Wetterling Foundation, karate (health and fitness), helicopter and K-9 demonstrations, and a bike safety rodeo Last year, close to 70 children participated

The cost for Safety Camp has been $25.00 for the past few years, which includes a Safety Camp T-shirt, lunches, snacks and drinks during breaks, topic sessions, and a "goody bag." The Police Department has enjoyed the support of area businesses to help defray the costs associated with Safety Camp, but staff believes an increase is justified at this time due to the general increase in overhead costs.

Recommendation

Staff recommends that the registration fee for the Bayport Police Department Youth Safety Camp be set at $35.00 per child for the two-day event.

City of Bayport
294 North Third Street
Bayport, Minnesota 55003
Phone 651-275-4404
Fax 651-275-4411
http://bayport.govoffice.com

REQUEST TO SELL/TRANSER GRAVESITES IN HAZELWOOD CEMETERY

Policy

The City of Bayport will purchase unused gravesites, from the registered owner, at fifty (50) percent of the current graveside price. Transfer costs shall be shared equally by the owner and city.

Gravesite Description

Block Number: 9A ~~GRAVE~~ B

Lot Number: 12 A

Gravesite Number(s): GRAVE 3

Original Registered Deed Owner Information

This is the name of the individual who originally purchased the gravesites as listed on the original deed.

Full Name: Penni K Eastwood Living ☒ Deceased ☐

Current Registered Deed Owner Information

This is the name and contact information for the individual who is currently listed on the deed as the owner. Please note that in order for an individual to be the owner, they must provide proof that the deed was transferred from the original owner or deeded to them in a will.

Full Name: Penni K. See

Address:

City/State/Zip: Stillwater, MN 55082

Applicant Information

If the person filling out this form is neither the original or current registered deed owner, please provide the following information.

Full Name:

Address

City/State/Zip:

Home Phone Number: Work/Cell Phone Number:

Relationship to original owner and/or current registered deed owner:

RECEIVED
JAN 23 2008

Requested Action

The registered deed owner and/or applicant is requesting to (check one):

☒ Sell unused gravesite(s) back to the City of Bayport

If selling an unused gravesite, please attach a current deed for the gravesite. If the current owner listed on the deed is deceased, please also provide a certificate of death for this individual.

☐ Transfer the registered deed to another individual

If transferring a gravesite, please provide the following information for the new owner:

Full Name: Penni K. Eastwood

Address:

City/State/Zip: 651 7th Street N. Hudson WI, 54016

Home Phone Number: 1-715-386-6514

Work/Cell Phone Number: 651-253-2657

Signature of the Registered Deed Owner and Applicant

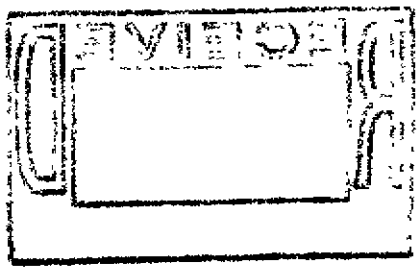
I hereby acknowledge that the information provided on this form is correct to the best of my knowledge, and hereby agree to the action that is being requested.

Registered Deed Owner Signature: Penni K Eastwood Date: 1-28-08

Applicant Signature. Date.

Office Use – Sell	Current gravesite(s) value	Current administration transfer fee	Incurred attorney fees	Total	Date check issued
Total fees	$600.00	$100.00			NA
Applicant portion (50%)	$300.00	$ 50.00	∅	$250.00	

Office Use – Transfer	Current administration transfer fee	Incurred attorney fees	Total	Date paid/ check number	Date deed issued
Total fees	$100 00			NA	NA
Applicant portion (50%)					



AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	City of Bayport Bayport City Hall 294 North 3rd Street Bayport, MN 55003	**PROJECT:**	Lakeside Park Phase One 2 Central Avenue Bayport, MN	**APPLICATION NO:** 6 **PERIOD TO:** December 31, 2007	**Distribution to:** OWNER: ☒
FROM CONTRACTOR:	Jansen Builders, Inc 1323 Southview Blvd #203 South St Paul, MN 55075	**VIA ARCHITECT:**	MLA Architects, Inc. 125 3rd Street South Bayport, <M 55003	**CONTRACT FOR:** General Construction **CONTRACT DATE:** June 12, 2007 **PROJECT NOS:** N/A / N/A / 06-1004 (0)	ARCHITECT: ☒ CONTRACTOR ☒ FIELD ☐ OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 298,300 00
2. Net change by Change Orders		$ 10,099.70
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 308,399.70
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 305,897.38
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	$ 2,278 90	
b. 0 % of Stored Material (Column F on G703)	$ 0.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 2,278.90
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 303,618.48
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 281,276.84
8. CURRENT PAYMENT DUE		$ ~~22,341.64~~ 12,341 64
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ ~~4,781.22~~ 14,781 23

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 5,488.20	$ 0.00
Total approved this Month	$ 4,611.50	$ 0.00
TOTALS	$ 10,099.70	$ 0 00
NET CHANGES by Change Order	$ 10,099.70	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: December 31, 2007
State of: MN
County of: DAKOTA
Subscribed and sworn to before me this 4th day of JANUARY 2008
Notary Public: D W Hegg
My Commission expires: 1-31-11

DAVID W. HEGG
NOTARY PUBLIC-MINNESOTA
My Commission Expires Jan. 31, 2011

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ ~~22,341.64~~ 12,341 64

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: _____ Date: 1/30/08

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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User Notes:

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6
APPLICATION DATE: December 31, 2007
PERIOD TO: December 31, 2007
ARCHITECT'S PROJECT NO: N/A

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1.	Bond & Insurance	11,009.00	11,009.00	0.00	0.00	11,009.00	100.00%	0.00	0.00
2.	General Conditions	20,781.00	16,600.68	4,180.00	0.00	20,780.68	100.00%	0.00	0.00
3.	Site Work	11,294.00	11,294.00	0.00	0.00	11,294.00	100.00%	0.00	0.00
4.	Concrete/Masonry	57,414.00	57,414.00	0.00	0.00	57,414.00	100.00%	0.00	0.00
5.	Metals	6,260.00	1,260.00	5,000.00	0.00	6,260.00	100.00%	0.00	0.00
6.	Carpentry	40,335.00	40,335.00	0.00	0.00	40,335.00	100.00%	0.00	0.00
7.	Roofing	49,876.00	49,876.00	0.00	0.00	49,876.00	100.00%	0.00	0.00
8.	Doors/Hardware	7,065.00	7,065.00	0.00	0.00	7,065.00	100.00%	0.00	0.00
9.	Finishes	12,328.00	11,328.00	0.00	0.00	11,328.00	92.00%	1,000.00	566.40
10.	Specialties	4,235.00	4,210.00	25.00	0.00	4,235.00	100.00%	0.00	0.00
11.	Mechanical	35,752.00	34,250.00	0.00	0.00	34,250.00	96.00%	1,502.00	1,712.50
12.	Electrical	36,951.00	36,951.00	0.00	0.00	36,951.00	100.00%	0.00	0.00
13.	Monument Allowance	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
14.	Change Order #1	5,488.20	5,488.20	0.00		5,488.20	100.00%	0.00	0.00
15.	Change Order #2 (Pending)	4,611.50	4,000.00	611.50	0.00	4,611.50	100.00%	0.00	0.00
16.									
	Grand Total	$308,399.70	$296,081.00	$9,816.50	0.00	$305,897.38	99.00%	$2,502.32	$2,278.90

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User Notes:
(1472565932)

ADDENDUM NO. 2
TO
JOINT POWERS AGREEMENT

This is Addendum No. 2 to the Joint Powers Agreement dated October 3, 2005, (the "Agreement") by and between the City of Bayport, Washington County, Minnesota ("Bayport") and the Town of Baytown, Washington County, Minnesota ("Baytown").

RECITALS

1. The Friends of St. Croix Preparatory Academy, a Minnesota non-profit corporation (the "Friends"), has applied to Baytown for permits and zoning approval for the development of a campus for the St. Croix Preparatory Academy on real estate described in Exhibit "A" ("Campus").

2. That in order to facilitate the development of the Campus, Baytown has requested Bayport to consider the extension of not only its municipal water service, but also its municipal sewer service to provide the advantage of municipal utilities to the site.

3. That the Agreement does not envision the extension of municipal sewer service into Baytown and the Agreement also requires that the water service already extended into Baytown not be enlarged or extended without the written consent of Baytown and Bayport.

4. The parties therefore agree that the Agreement as amended by Addendum No. 1 be further amended to include the following conditions:

a. That the design of the water service and sanity sewer service with the Campus will be subject to the approval of the Bayport City Engineer:

b. That Bayport will design and build the necessary connections with Bayport in order to bring the water and sewer service to the boundary of the Campus, provided that a deposit is made by the Friends in an amount equal to the estimated costs of the work; and

c. That each instance with in the Agreement that the term "water service" is mentioned, will be amended to hereafter read "water and sanitary sewer service"

including the sections of the Agreement relating to Design, Contactors, Financing, Escrow, Dedication, Interface, Connection Process and Charges, Repair, Maintenance and Reconstruction, Compliance, Billing, and Improvements/Extensions.

5. Subject to all other terms, conditions, obligations and covenants contained in the Joint Powers Agreement dated October 3, 2005, as amended by Addendum No. 1, will remain in full force and effect.

IN WITNESS WHEREOF, the parties have set forth their hands and seals this day first written above.

CITY OF BAYPORT

_____
Jonathan Nowaczek, Mayor

_____
Michael McGuire, City Administrator

TOWN OF BAYTOWN

_____
Kent Grandlienard, Chairperson

_____
Constance M. Fredkove, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2007, by Jonathan Nowaczek and Michael McGuire, respectively the Mayor and Administrator for the City of Bayport.

NOTARIAL STAMP OR SEAL
(or other title or rank)

_____
Signature of Person Taking Acknowledgment

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me on the 3rd day of December, 2007, by Kent Grandlienard and Constance M. Fredkove, respectively the Chairperson and Clerk for the Town of Baytown.

NOTARIAL STAMP OR SEAL
(or other title or rank)

David Terry Magnuson
Signature of Person Taking Acknowledgment

This Instrument Drafted By:

David T. Magnuson
Magnuson Law Firm
333 North Main Street, Suite 202
Stillwater, MN 55082
651–439–9464 main
651–439–5641 fax

SEH

January 31, 2008

RE: Bayport, Minnesota
St. Croix Preparatory Academy Utility
Extension Feasibility Report
SEH No. A-BAYPO0801.00 14.00

Honorable Mayor and City Council
City of Bayport
294 North Third Street
Bayport, MN 55003

Attn: Mike McGuire, City Administrator:

The City of Bayport has received a request to extend City sanitary sewer and water service to the St. Croix Preparatory Academy site located in the southwest corner of the 47th Street North (CSAH 14) and Stagecoach Trail (CSAH 21) intersection The site is located within Baytown Township, however through cooperative agreements, the City has previously extended water service to properties within the Township, and has agreed to amend the agreement to provide sanitary sewer service. The preparation of a Feasibility Report was required to investigate the ability to provide service, estimated costs and cost recovery. Since the project was initiated by petitioned from the affected property owner, a public hearing will not be required. The attached map shows the project location.

With the construction of the Inspiration Development, a trunk water main was constructed from the location of the ground reservoir booster station and Well Number 2 treatment plant to Stagecoach Trail within Inspiration Parkway. This trunk water main has been extended southerly along Stagecoach Trail to the new 300,000 gallon ground reservoir and to serve the Emerald Falls, Audubon and Miller Farms developments in Baytown Township. It was also extended westerly to serve the Wesley's Bay Ridge development, west of the proposed school site. Sanitary sewer mains were constructed with the Inspiration development. Sewer mains exist at the intersections of Inspiration Parkway and Primrose Path, and on Primrose Path, north of Pioneer Trail.

Three alternatives were investigated to provide sanitary sewer service to the school building. Alternate 1 is the connection to the existing manhole located at the intersection of Inspiration Parkway and Primrose Path. Gravity sewer would be extended westerly along Inspiration Parkway, than jacked under Stagecoach Trail to the west side, then northerly along the proposed school driveway. This alternate would involve reconstruction of existing Inspiration Parkway. If the sanitary sewer is a public facility within the school property, a utility easement would be required to provide access for maintenance

The second alternate is the connection to an existing manhole located within future Primrose Path right-of-way, north of Pioneer Trail. A gravity sewer lateral would extend westerly through Outlot D and be jacked under Stagecoach Trail. The lateral would continue westerly to the

school driveway, than northerly within the driveway to serve the building. The existing manhole is located outside of any street paving, so there would be no street reconstruction required. A utility easement will be required across Outlot D in the Inspiration development for maintenance. If the sanitary sewer is a public facility, a utility easement would be required from the school along the sewer route on the west side of Stagecoach Trail.

Alternate 3 is along the same route as Alternate 2, but would include a lift station constructed on the west side of Stagecoach Trail with a force main constructed from the lift station easterly to the manhole located in Primrose Path. Under this alternate, the sanitary sewer laterals, lift station and force mains would be private. A utility easement would be required from the owners of Inspiration across Outlot D to provide access for maintenance.

Only one alternate was investigated for water service to the site. It is proposed to be provided from the existing 12" trunk constructed to serve Wesley's Bay Ridge. The ultimate plan for water service to serve properties within Baytown Township includes the construction of a 12" trunk main along Stagecoach Trail northerly to 47th Street North as a part of the overall looping of the water mains. Therefore, it is proposed to construct a 12" trunk main along the westerly side of Stagecoach, from the existing trunk to a point just to the north of the proposed school building. This trunk can be extended in the future to provide the desired water main looping An 8" lateral main is proposed to be constructed westerly from this trunk to the proposed school driveway, then northerly to provide service. Hydrants are proposed to be constructed along both the 12" trunk and 8" lateral to provide fire protection and for maintenance. It is recommended that the water mains be public, so utility easements would be required from the school for maintenance purposes. Drawings 2 through 4 show the alternates.

The estimated project costs for the three alternatives are as follows. These costs are estimated based on 2008 construction and include contingencies, and 30% for engineering, legal, and administrative costs. A copy of the cost estimate is attached.

Improvement	Alternate 1	Alternate 2	Alternate 3
Sanitary Sewer	$194,466	$138,653	$234,606
Water Main [1]	221,043	221,043	221,043
Total	$415,509	$359,696	$455,649

[1] Includes estimated cost of $45,939 to upsize from 8" lateral to 12" trunk

In addition to the above project costs, properties developing in Bayport and Baytown Township that connect to the City of Bayport utilities are required to pay Area and Connection charges and to reimburse the Inspiration and Baytown Developers for costs associated with the construction of trunk improvements within Baytown Township (ground reservoir, booster station, trunk water mains). The area and connection charges are required to help pay the costs associated with the installation of trunk sanitary sewer and water facilities and to reserve capacities for additional facilities to be connected to the system. Bayport Area Charges are determined based on gross area, for this site 58.7 acres. Current Bayport area rates are $1,000 per acre for sanitary sewer

and $1,200 per acre for water. Water Availability Charges (WAC) and Sewer Availability Charges (SAC) are billed based on Metropolitan Council of Environmental Services (MCES) SAC units. Current Bayport connection charges are: Bayport Sewer Connection - $750/unit. Bayport WAC - $1,200/unit and MCES SAC - $1,825/unit. The rate for reimbursement to the Inspiration and Baytown Township developers is currently $2,472.62 per lot. Based on the current rates, the following is a summary of the Area and Connection charges. The SAC determination, attached, is estimated based on current building plans with areas determined by the architects for the building, Kodet Architectural Group, LTD. Actual SAC's will be calculated at the time final plans are submitted.

Area Charges			
	Unit (Ac.)	**Rate**	**Total**
Sanitary Sewer	58.7	$1,000.00	$58,700.00
Water	58.7	1,200.00	70,440 00
Total Area Charges			$129,140 00
Connection Charges			
	Unit (SAC Units)	**Rate**	**Total**
City Sewer Connection	162	$750.00	$121,500 00
City WAC	162	1,200.00	194,400.00
MCES SAC	162	1,825.00	295,650.00
Total Connection Charges			$611.550.00
Existing Developer Reimbursements			
	Unit (Lots)[1]	**Rate**	**Total**
Reimbursement	31	$2,472 62	$76,651.22
[1] Typical number lots in Township Developments - 0.54 per Acre 0.54 lots/Ac * 58.7 Ac.			
Total Area, Connection and Reimburseable Charges			**$817,341.22**

The three alternatives for the extension of sanitary sewer service and the extension of water service to the St. Croix Preparatory Academy site as noted above are feasible and economical from the engineering standpoint. The school developers will need to determine their own economic feasibility. The improvements are also necessary to allow for development of the property and to minimize the need to drill a private well in the contaminated aquifer in the Minnesota Department of Health (MDH) Special Well Construction Area (SWCA). Gravity sanitary sewer service is recommended over service that includes a lift station, so Alternate 3 is not recommended. Since Alternate 1 would greatly impact the one access to the Inspiration development and is higher in cost, it is recommended that Alternate 2 be constructed as noted

above. It is further recommended that the all the water main improvements be public facilities with the Bayport Public Work providing maintenance similar to the water mains currently installed in Baytown Township. Also, it is recommended that the sanitary sewer improvements within the City of Bayport be public and that the Bayport Public Works Department maintain these improvements similar to the existing sanitary facilities in the City. The City and developer will need to determine if the remainder of the sanitary sewer improvements in Baytown Township will be public and maintained by the City, or private.

Sincerely,

Barry C. Peters, PE
City Engineer, Reg. No. 14148

bcp
Attachments
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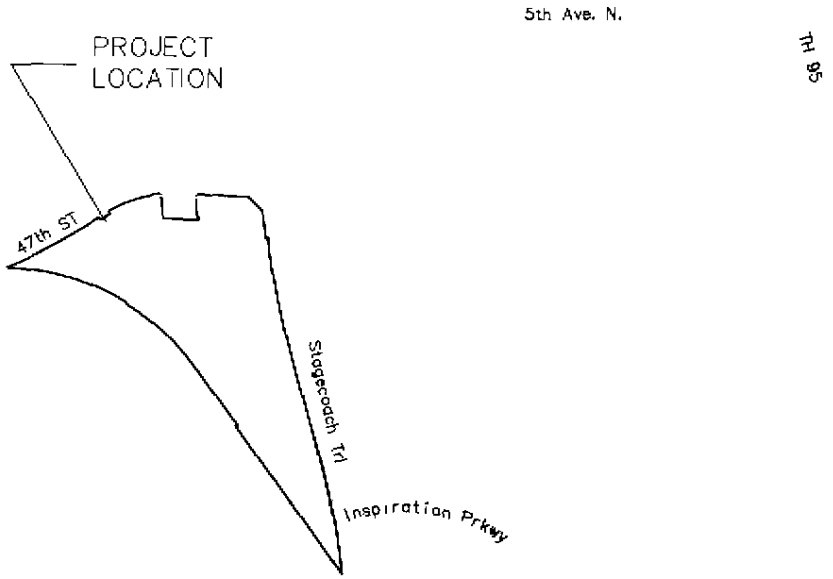
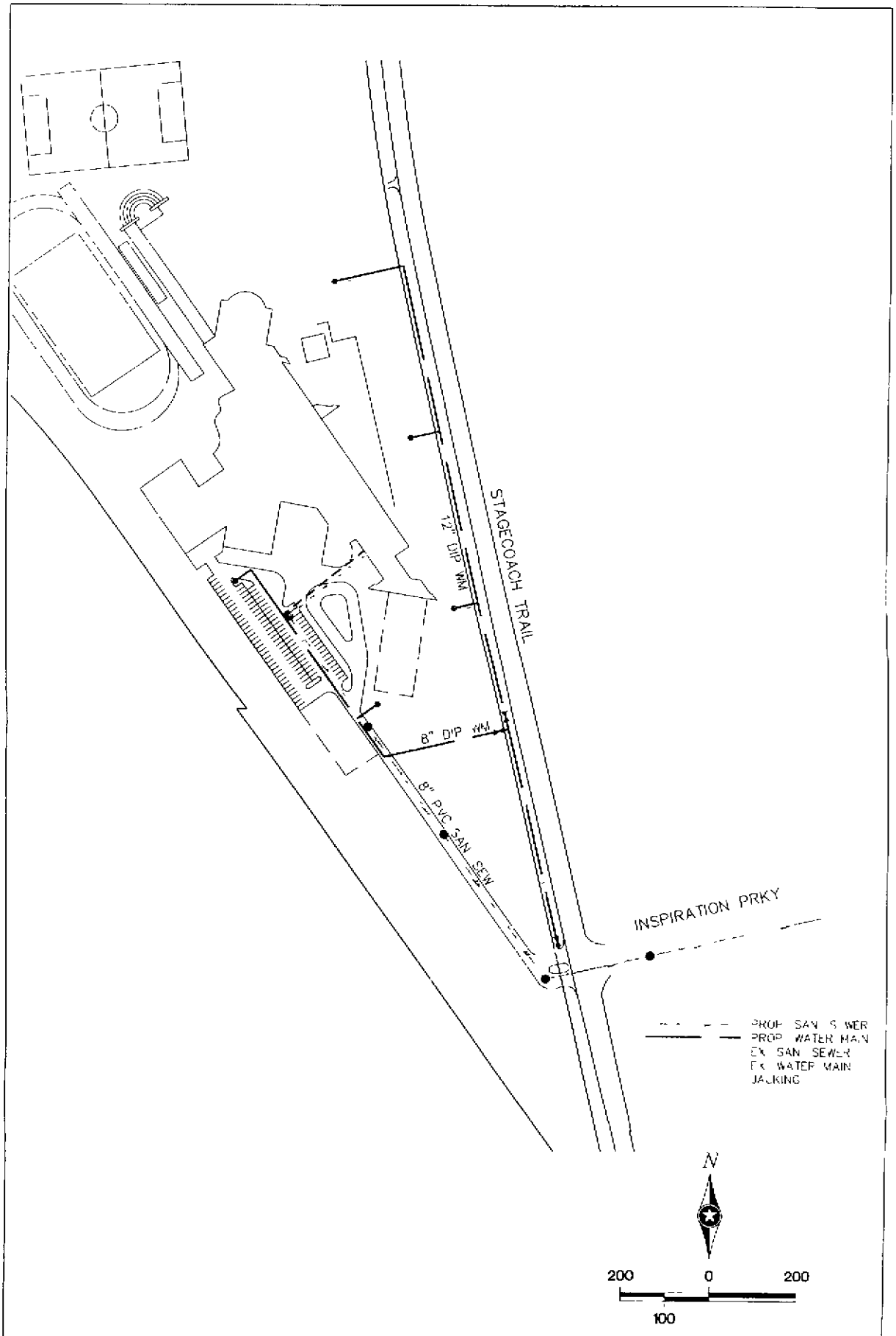
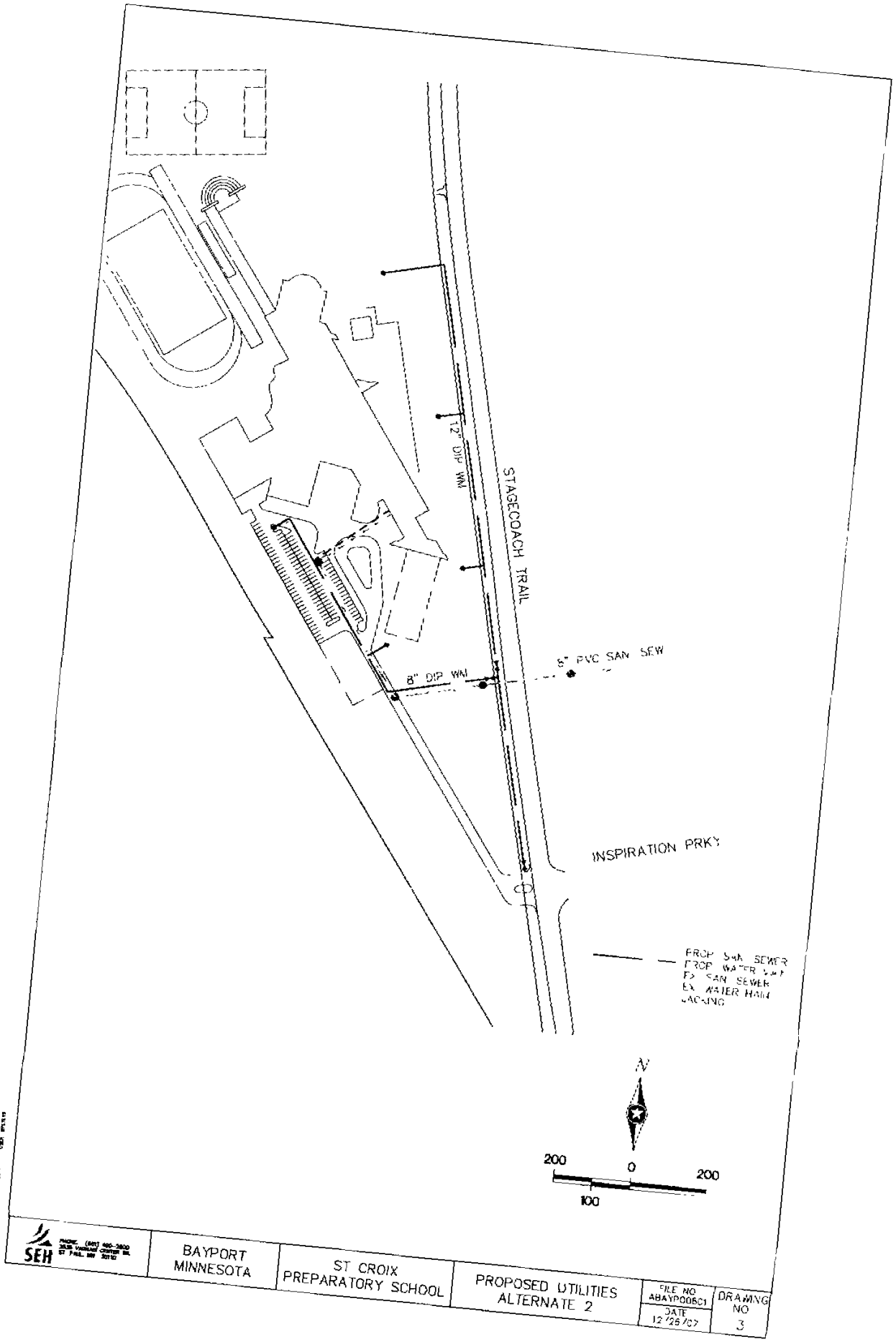


N

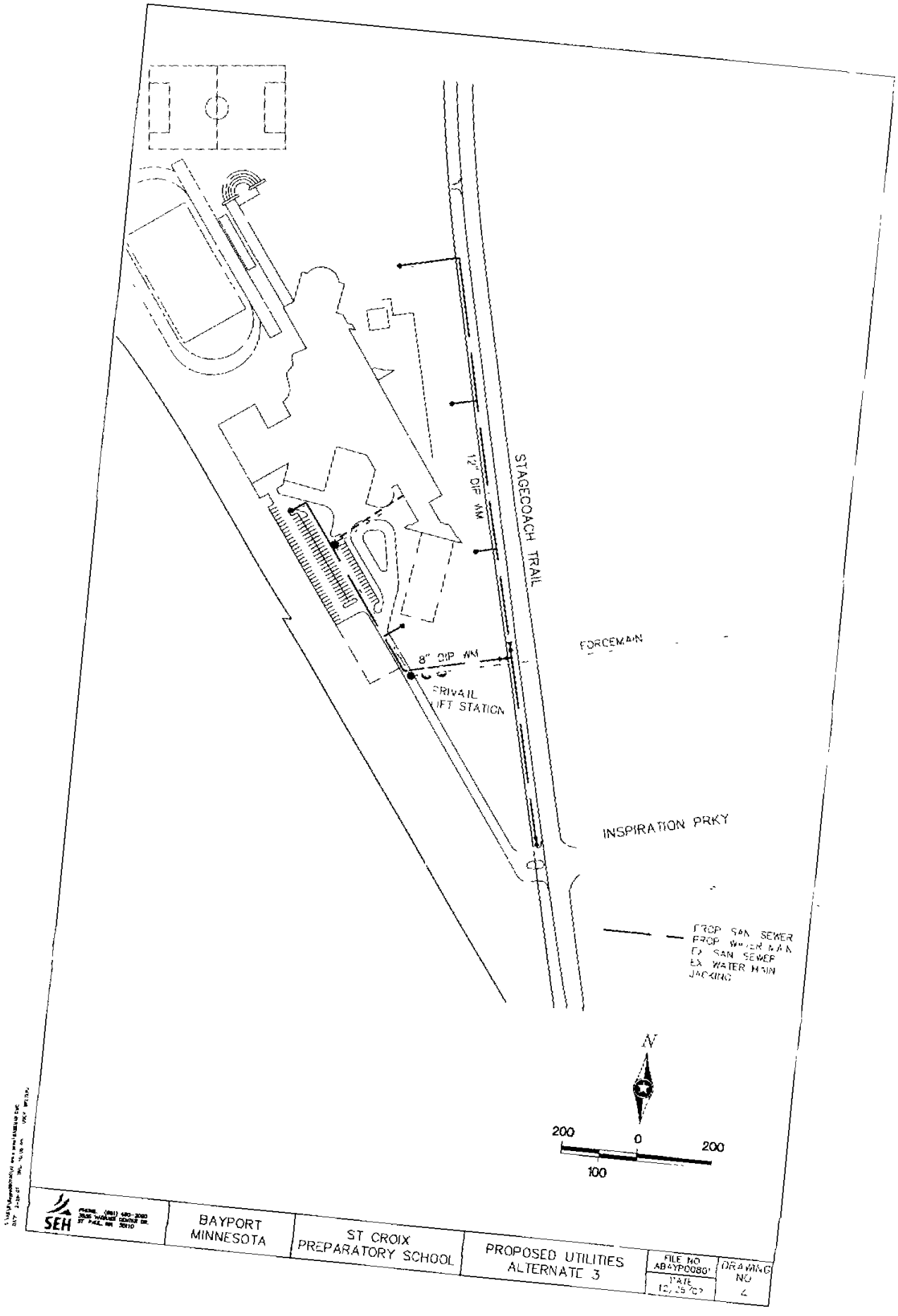
SEH PHONE: (651) 490-2000 3535 VADNAIS CENTER DR. ST. PAUL, MN 55110	ST CROIX PREPARATORY SCHOOL BAYPORT, MINNESOTA	LOCATION MAP	FILE NO. ABAYP00801 DATE 1/15/08	DRAWING NO. 1



SEH	BAYPORT MINNESOTA	ST CROIX PREPARATORY SCHOOL	PROPOSED UTILITIES ALTERNATE 1	FILE NO. A6AYF00801 DATE 12/26/07	DRAWING NO. 2



SEH	BAYPORT MINNESOTA	ST CROIX PREPARATORY SCHOOL	PROPOSED UTILITIES ALTERNATE 2	FILE NO. ABAYP0080	DRAWING NO. 3
				DATE 12/26/07	



SEH	BAYPORT MINNESOTA	ST CROIX PREPARATORY SCHOOL	PROPOSED UTILITIES ALTERNATE 3	FILE NO. AB4YP0080 DATE 12/29/07	DRAWING NO. 4

Bayport, Minnesota
St. Croix Prepartory School
Cost Estimate

	Item	Unit	Est. Unit Price	Alternate 1		Alternate 2		Alternate 3	
				Est. Quant.	Total	Est. Quant.	Total	Est. Quant.	Total
Sanitary Sewer Improvements									
1	Sanitary Sewer Mobilization	LS	4,700 00	1	$4,700.00	1	$4,700.00	1	$4,700.00
2	San Sewer Traffic Control Alt 1	LS	10,000 00	1	$10,000.00				
2a	San. Sewer Traffic Control Alter. 2 or 3	LS	5,000 00			1	$5,000.00	1	$5,000.00
3	Connect to Existing MH	Each	1,500 00	1	$1,500.00	1	$1,500.00	1	$1,500.00
4	8" PVC	LF	25 00	1650	41,250.00	1260	31,500.00	480	12,000.00
5	6" Forcemain	LF	20 00					780	15,600.00
6	Standard Manhole	Each	1,800 00	5	9,000.00	4	7,200.00	2	3,600.00
7	Extra Depth Manhole	LF	100.00	10	1,000.00	8	800.00	4	400.00
8	Lift Station	LS	75,000.00					1	75,000.00
9	Steel Casing Pipe	LF	300 00	130	39,000.00	130	39,000.00	130	39,000.00
10	Pipe Bedding	LF	2 00	1520	3,040.00	1130	2,260.00	1130	2,260.00
11	Seeding	LS	5,000.00	1	5,000.00	1	5,000 00	1	5,000.00
12	Inspiration Prkway Street Restoration	LS	21,500.00	1	21,500.00				
	Subtotal				$135,990 00		$96,960.00		$164,060.00
	10% Contingencies				13,599 00		9,696.00		16,406.00
	Estimated Sanitary Sewer Construction Cost				$149,589.00		$106,656.00		$180,466 00
	30% Eng., Legal and Admin Cost				44,877.00		31,997 00		54,140.00
	Estimated Sanitary Sewer Project Costs				$194,466.00		$138,653.00		$234,606.00

Bayport, Minnesota
St. Croix Prepartory School
Cost Estimate

	Item	Unit	Est. Unit Price	Alternate 1 Est. Quant.	Alternate 1 Total	Alternate 2 Est. Quant.	Alternate 2 Total	Alternate 3 Est. Quant.	Alternate 3 Total
Water Main Improvements									
1	Water Main Mobilization	Each	7,700 00	1	$7,700.00	1	$7,700.00	1	$7,700.00
2	Water Main Traffic Control	Each	6,000.00	1	$6,000.00	1	$6,000.00	1	$6,000.00
3	12" Wet Tap with Valve	Each	6,000.00	1	$6,000.00	1	$6,000.00	1	$6,000.00
4	12" DIP Water Main	LF	45.00	1595	71,775.00	1595	71,775.00	1595	71,775.00
5	8" DIP Water Main	LF	30.00	810	24,300.00	810	24,300.00	810	24,300.00
6	6" DIP Hydrant Lead	LF	25.00	380	9,500.00	380	9,500.00	380	9,500 00
7	Hydrants	Each	2,500.00	5	12,500.00	5	12,500 00	5	12,500.00
8	6" Gate Valve and Box	Each	800.00	5	4,000.00	5	4,000.00	5	4,000.00
9	8" Gate Valve and Box	Each	1,000 00	1	1,000.00	1	1,000.00	1	1,000.00
10	12" Butterfly Valve	Each	4,000.00	1	4,000.00	1	4,000.00	1	4,000.00
11	Fittings	lbs	4.00	700	2,800.00	700	2,800.00	700	2,800.00
12	Seeding	LS	5,000 00	1	5,000.00	1	5,000.00	1	5,000.00
	Subtotal				$154,575.00		$154,575.00		$154,575.00
	10% Contingencies				15,458.00		15,458.00		15,458.00
	Estimated Water Main Construction Cost				$170,033.00		$170,033 00		$170,033.00
	30% Eng., Legal and Admin Cost				51,010.00		51,010 00		51,010.00
	Estimated Water Main Project Costs				$221,043.00		$221,043 00		$221,043.00
	Total Estimated Project Cost-Sanitary Sewer and Water Main				**$415,509.00**		**$359,696.00**		**$455,649.00**

St. Croix Preparatory Academy
MCES SAC Determination

Baytown Township, MN

Kodet Architectural Group, Ltd

28-Jan-08

K-4 Classrooms	
4th Grade Classroom 1	858 sf
4th Grade Classroom 2	856 sf
4th Grade Classroom 3	849 sf
3rd Grade Classroom 1	859 sf
3rd Grade Classroom 2	849 sf
3rd Grade Classroom 3	857 sf
2nd Grade Classroom 1	848 sf
2nd Grade Classroom 2	853 sf
2nd Grade Classroom 3	857 sf
1st Grade Classroom 1	853 sf
1st Grade Classroom 2	847 sf
1st Grade Classroom 3	847 sf
K-4 Office	159 sf
K-4 Workroom	313 sf
Kindergarten Classroom 1	1082 sf
Kindergarten Classroom 2	1082 sf
Kindergarten Classroom 3	1059 sf
TOTAL	**13,928 sf**

Classrooms: 15

5-8 Classrooms (MS)	
5th Grade Classroom 1	851 sf
5th Grade Classroom 2	850 sf
5th Grade Classroom 3	851 sf
6th Grade Classroom 1	850 sf
6th Grade Classroom 2	850 sf
6th Grade Classroom 3	850 sf
7th Grade Classroom 1	847 sf
7th Grade Classroom 2	850 sf
7th Grade Classroom 3	853 sf
8th Grade Classroom 1	857 sf
8th Grade Classroom 2	1002 sf
8th Grade Classroom 3	1041 sf
TOTAL	**10,552 sf**

Classrooms: 12

9-12 Classrooms (HS)	
12th Grade Classroom 1	849 sf
12th Grade Classroom 2	851 sf
12th Grade Classroom 3	849 sf
11th Grade Classroom 1	850 sf
11th Grade Classroom 2	849 sf
11th Grade Classroom 3	848 sf
10th Grade Classroom 1	846 sf
10th Grade Classroom 2	849 sf
10th Grade Classroom 3	848 sf
9th Grade Classroom 1	849 sf
9th Grade Classroom 2	847 sf
9th Grade Classroom 3	847 sf
HS Science Room 1	1049 sf
HS Science Room 1	1049 sf
HS Office	159 sf
HS Workroom	313 sf
TOTAL	**12,752 sf**

Classrooms: 12
(Science rooms are separate)

MUSIC	
K-4 Music	1279 sf
Band	1340 sf
Orchestra	1332 sf
Vocal	1043 sf
	4994 sf

ADMINISTRATION	
Offices	2317 sf
TOTAL	**2317 sf**

GYMNASIUM	
Gym with no permanent bleachers	12,400 sf
TOTAL	**12,400 sf**

PERFORMANCE	
Stage	986 sf
Seating	3280 sf
Balcony Seating	1000 sf
TOTAL	**5266 sf**

MEDIA	
K-4 Media	2209 sf
K-4 Computer Lab	845 sf
5-12 Media	2212 sf
5-12 Computer Lab	844 sf
TOTAL	**6110 sf**

DINING	
K-4 Dining	1956 sf
5-12 Dining	2579 sf
Kitchen	1234 sf
TOTAL	**5769 sf**

K-4 auxillary spaces	
Small Group Room 1	142 sf
Small Group Room 2	123 sf
Small Group Room 3	268 sf
K-4 Language Classroom	806 sf
K-4 Special Education	480 sf
K-4 Art	1462 sf
Speech	401 sf
TOTAL	**3,682 sf**

5-12 auxillary spaces	
Small Group Room 1	470 sf
Small Group Room 2	181 sf
Small Group Room 3	356 sf
Small Group Room 1	123 sf
Small Group Room 2	268 sf
Small Group Room 3	123 sf
Small Group Room 4	142 sf
5-12 Special Education	632 sf
5-12 Art	1266 sf
TOTAL	**3,561 sf**

612-377-2732

St. Croix Preparatory Academy
MCES SAC Determination
Baytown Township, MN

Kodet Architectural Group, Ltd.

28-Jan-08

Summary		Area/Sac	Number SAC
Elementry			
K-4 Class Rooms and Offices	13,928 sf		
5-8 Class Rooms	10,552 sf		
K-4 Dining and 1/2 Kitchen	2573 sf		
K-4 Auxillary	3,682 sf		
5-8 Auxillary	3,561 sf		
K-4 Media and Computer	3054 sf		
K-4 Music	1279 sf		
Performance (1/2 Elementry)	2633 sf		
Gym (1/2 Elementry)	6200 sf		
Total Elementry Area	**47,462 sf**	**540**	**88**
Secondary			
9-12 Class Rooms and Offices	10654 sf		
5-12 Dining and 1/2 Kitchen	3196 sf		
5-12 Media and Computer	3056 sf		
Other Music (Secondary)	3715 sf		
Performance (1/2 Secondary)	2633 sf		
Gym (1/2 Secindary)	6200 sf		
Total Secondary Area (less Lab)	**29,454 sf**	**420**	**70**
Science Room (Lab)	2098 sf	700	3
General Office			
Admin Offices	2317 sf	2400	1
Totals	**81,331 sf**		**162**

612-377-2732

ASSIGNMENT AND ASSUMPTION AGREEMENT

This Assignment and Assumption Agreement (the "Agreement") is entered into as of _____, 2008, by and among the City of Bayport, a municipal corporation (the "City"), Contractor Property Developers Company, a Minnesota corporation ("CPDC"), and Bayport Mainstreet Holding, LLC, a Minnesota limited liability company ("Bayport").

Preliminary Statement Of Facts

The City and CPDC entered into that certain Developer's Agreement, dated as of April 20, 2005 (the "Developer's Agreement").

CPDC's interest in the property subject to the Developer's Agreement is now owned by M&I Marshall & Ilsley Bank, a Wisconsin corporation ("M&I"):

M&I and Bayport entered into that certain Asset Purchase Agreement, dated December 20, 2007 (the "Asset Purchase Agreement")

CPDC agrees to assign. and Bayport agrees to assume the Developer's Agreement as of the date of this Agreement pursuant to the terms and conditions contained herein.

The City approves the assignment and assumption of the Developer's Agreement.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Representation and Warranty. CPDC and the City represent and warrant to Bayport that there are no current defaults under the Developer's Agreement.

2. Assignment. CPDC hereby assigns all right, title and interest in the Developer's Agreement to Bayport.

3. Assumption. Bayport hereby agrees to assume all obligations of CPDC under the Developer's Agreement.

4. Consent. City approves the foregoing assignment and assumption.

5. Plan A Letter of Credit. Upon receipt of the fully executed Agreement, Bayport agrees to submit a letter of credit in favor of the City in the amount of $371,826.57 to secure the Plan A improvements under the Developer's Agreement. Upon receipt of this letter of credit, the City agrees to return to Alliance Bank that certain $371,826 Irrevocable Letter of Credit No. 6512-106.

6. Plan B Letter of Credit. The City agrees that the Plan B improvements under the Developer's Agreement have been completed. Further upon receipt of $201,018.18. which the City acknowledges is the full and final amount due and owing under the Developer's Agreement for the Plan B improvements. there are no other unpaid amounts

due and owing to the City for the Plan B Improvements. Upon receipt of the amount stated herein, the City agrees that the Letter of Credit required under the Developer's Agreement is waived and will no longer be required. Upon receipt of the amount stated herein, the City agrees to return to Alliance Bank that certain $210,959 Irrevocable Letter of Credit No. 6512-107.

7. Replenish Escrow. Bayport agrees to also provide funds to the City to replenish the $10,000 escrow requirements under the Developer's Agreement.

8. Modification. Except as modified herein, the Developer's Agreement shall remain in full force and effect.

9. Offer and Acceptance. This Amendment may be executed using counterpart signature pages executed separately which, when assembled together, shall constitute a single, integrated agreement. The parties agree that an email or facsimile transmission of a counterpart signature page to this Amendment executed by the transmitting party shall have the same force and effect as delivery of an originally signed counterpart signature page of this Amendment and shall be binding upon the transmitting party

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF BAYPORT

By:_____

Its Mayor

And

By:_____

Its City Administrator

STATE OF MINNESOTA)
)ss
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2008, by _____ and _____, the Mayor and City Administrator, respectively, for the City of Bayport, a public body corporate and politic, on behalf of the municipal corporation.

_____
Notary Public

CONTRACTOR PROPERTY DEVELOPERS COMPANY

By:_____
Homer Tompkins
Its _____

STATE OF _____)
)ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _ _____, 2008, by Homer Tompkins, the _____, of Contractor Property Developers Company, a Minnesota corporation, on behalf of the corporation.

_____
Notary Public

BAYPORT MAINSTREET HOLDING, LLC

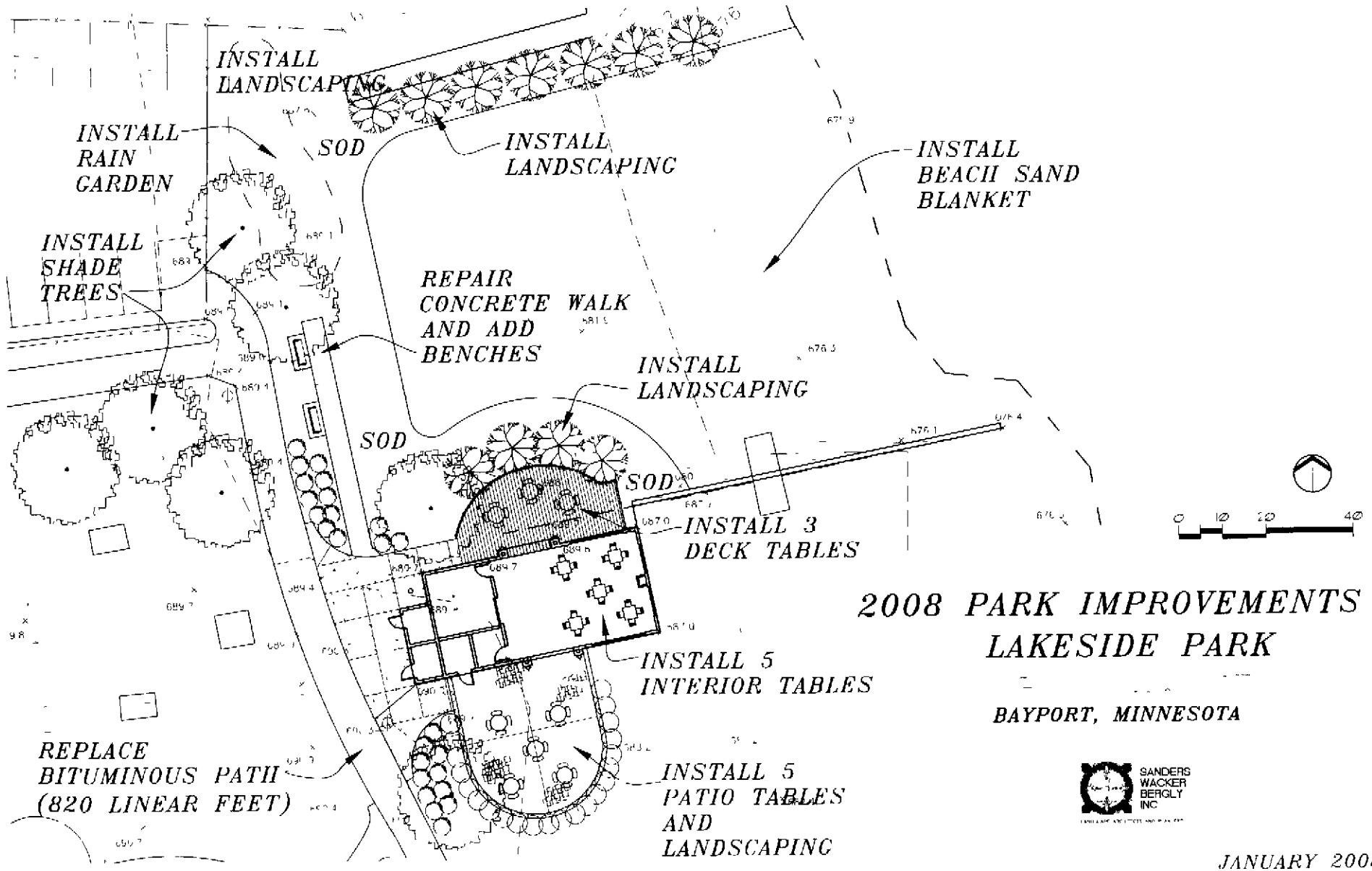
By:_____
William H. Beard
Its _____

STATE OF MINNESOTA)
)ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2008, by William H. Beard, the _____. of Bayport Mainstreet Holding, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

PRELIMINARY COST ESTIMATE					
2008 SITE IMPROVEMENTS - LAKESIDE PARK/BAYPORT					
Prepared by:	Sanders Wacker Bergly, Inc.				
Date:	01/25/2008 Revised 01/30/08				
ITEM	UNIT	UNIT PRICE	QTY.	TOTAL	COMMENT
Beach house tables & chairs	ea	$950	5	$4,750	Four chairs per table
Patio tables	ea	$950	5	$4,750	Installed by city crews
Deck tables	ea	$950	3	$2,850	Installed by city crews
Additional interior chairs	ea	$75	20	$1,500	Installed by city crews
55 gal. litter receptacle	ea	$475	14	$6,650	Installed by city crews
55 gal recycle receptacle	ea	$475	4	$1,900	Installed by city crews
32 gal litter receptacle	ea	$475	3	$1,425	Installed by city crews
32 gal. recycle receptacle	ea	$475	3	$1,425	Installed by city crews
Benches	ea	$0	2	$0	Furnished and installed by city crews
Commercial refrigerator/freezer unit and counter top	ls	$5,000	1	$5,000	Installed by city crews
				$30,250	
MOBILIZATION	ls	$3,000	1	$3,000	
STAKING AND LAYOUT	ls	$800	1	$800	
Entry sign	ea	$5,000	1	$5,000	
Rules sign	ea	$1,300	1	$1,300	
Bituminous path	sy	$20	726	$14,520	8' wide, north/south path extending the length of park and play area ADA path
Concrete slabs for benches	ls	$900	1	$900	
Concrete slabs for litter containers	ls	$1,500	1	$1,500	
Concrete walk repair	ls	$1,500	1	$1,500	Walk located north of beach house
Finish grading	ls	$1,100	1	$1,100	
Fill-sand in swim area	ls	$4,800	1	$4,800	
Fill in lawn area	ls	$1,000	1	$1,000	
Fill-sand on beach	ls	$6,000	1	$6,000	
Topsoil	ls	$2,000	1	$2,000	
Rain garden	ls	$1,000	1	$1,000	
Sod	ls	$2,200	1	$2,200	
Shade trees	ls	$2,900	1	$2,900	
Ornamental trees	ls	$3,500	1	$3,500	
Shrubs	ls	$2,000	1	$2,000	
			SUBTOTAL	***$55,020***	
		15% Contingency		**$8,253**	
DESIGN AND ENGINEERING				**$9,000**	
			TOTAL	**$102,523**	



2008 PARK IMPROVEMENTS
LAKESIDE PARK

BAYPORT, MINNESOTA

SANDERS WACKER BERGLY INC

JANUARY 2008

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

DATE: January 23, 2008

TO: Mayor and City Council

FROM: Mike McGuire, City Administrator
Sara Taylor, Assistant City Administrator

RE: Operation and rental policy for the Lakeside Park bathhouse

BACKGROUND

At the November meeting, the City Council discussed a usage and rental policy for the bathhouse. Following the discussion, the City Council authorized staff to gauge the interest of local businesses in operating the concessions area and bring back suggestions for rental procedures and overall operation of the bathhouse, concession, and beach area for discussion at a future meeting.

To help provide some guidance on usage, staff contacted the director at the City of Oakdale who operates the concession area at Tanners Lake. Their usage policies have been included below for comparison, and are indicated in *italics*.

Private rental of bathhouse assembly area

To give the public the opportunity to really enjoy the new bathhouse for the first year, staff feels it may be in the best interest not to have the facility available for rent during the peak summer season, which is Memorial Day through Labor Day. However, the facility could be available for rent 1-2 months prior to Memorial Day and 1-2 months following Labor Day, during regular park hours, weather permitting. This rental policy could then be revisited next spring for possible revision, if desired.

As you know, the bathhouse was not intended to be a year around facility, as it is not equipped with a furnace to heat the building. It does have a gas fireplace to extend usage of the facility in the spring and fall months, but it does not have the capability to heat the entire facility during the winter months. Making the facility available for rent during the late spring and early fall could help generate some revenue that could be used to supplement the cost of staffing the facility during the summer.

The concession area was originally designed to accommodate public use if the bathhouse was rented by a private party. However, depending upon what type of concession area the city decides to operate, this may not be feasible, or wise, considering the city equipment and/or inventory that would then be accessible to the public in the concession area. If rental of the bathhouse is limited to off-peak season (before Memorial Day and after Labor Day), the equipment and inventory in the concession area could be removed or secured, so this would not be an issue. Also, all food/beverages related to a private group rental would need to be brought in by individuals for their own consumption, provided by a caterer, or provided by the rental host (no cash transactions, such as a cash bar would be permitted).

If rental of the bathhouse is desired, staff recommends creating a fee structure similar to rental fees for the picnic shelters, that provides residents with a reduced fee, but include a required damage deposit. Rental of the bathhouse will most likely result in increased staff time for cleanup, as well as increased usage of electricity, natural gas, water, and wear and tear on the building, so fees should reflect the increased usage costs. Also, staff recommends designating rental times in blocks of 6 hours, so multiple rentals could be accommodated in one day, which would include use of the deck and patio.

It should be noted that since the bathhouse is an enclosed building, there is a specific occupancy limit. Based on the square footage, the occupancy is limited to 50 people. Although a rental party may not be inside the building at all times, especially during nice weather, there will be times, during cooler or inclement weather, when the entire rental party may be inside the building. As such, rental of the facility must be limited to 50 people or less.

Tanners Lake does not rent out their bathhouse or concession area to the public.

City operation of bathhouse concession area

The concession area was not designed as a full commercial kitchen, therefore, the types of food that could be served would be limited to mostly pre-packaged items. Staff did invite local food service businesses to a meeting to discuss the possibility of operating the concessions area for the city. However, no businesses were interested in taking over full operation and/or staffing the facility.

When approached, Holiday Stationstore said they may be able to let us order pre-packaged food items through their food distributor for slightly over cost, which could include sandwiches, beverages, snacks, and ice cream bars. Bread Art also expressed some interest in providing pre-packaged pastries for resale. Another option would be for the city to purchase pre-packaged food items directly from Sam's Club or similar vendor for resale, which would not include sandwiches, but could include a variety of beverages, snacks, and ice cream bars.

If the city is interested in pursuing operation of the concession area, there are several pieces of equipment that will need to be purchased and installed, prior to operation. At a minimum, these include a commercial grade refrigerator/freezer, stainless steel counter surface, storage shelving/cabinetry, and cash box/cash register. Depending upon what type of food is going to be sold, optional equipment may include a commercial hot dog roller, popcorn machine, pretzel warmer, or coffee maker.

The city did not budget additional money to staff the concession area and/or bathhouse for 2008. Public Works seasonal staff may be able to offer minimal help, i.e. with cleanup and grounds-keeping. However, depending upon hours of operation, the city would most likely have to hire 2-3 part-time staff members to cover shifts at the concession area. It would be preferable to have these individuals trained in basic rescue and first aid, so they could help monitor the beach area, as well.

Because staff does not have a real prediction of how much demand there will be for concessions, it may be best to limit the hours of operation to weekdays only during the lunch hour and weekends, Memorial Day through Labor Day, at least for the first year. The hours can always be expanded if the demand warrants.

Tanners Lake sells pre-packaged beverages, snacks, and ice cream bars and operates a popcorn machine. They purchase their items from Sam's Club and/or Simon's Delivers grocery delivery service and receive beverages from a Pepsi distributor. Tanners Lake rents a beverage cooler from Pepsi and they own a chest freezer to store ice cream bars. They also have a popcorn machine that they borrow from the concession area at the ice arena for the summer. They use a cash box to keep money, which is emptied by the Police Department at the end of each shift.

Tanners Lake employs 3 part-time concession staff at $6.50 per hour. The concession area is open on Saturday and Sundays only, 1:00 p.m. – 6:00 p.m. and is staffed by 1 employee. Concession staff is not necessarily trained in basic rescue and first aid, as they employ 12 lifeguards, with 3-4 on staff at all times while the beach is open. They also employ 1 full-time beach coordinator that helps staff where needed.

City operation of beach area

Some members of the City Council have mentioned they would like to see lifeguards employed at the beach, or at a minimum, a beach attendant that was trained in basic rescue and first aid, that could also help with the concession area. As stated above, the city did not budget additional money to staff the beach area for 2008. If this is something the City Council is interested in pursuing, staff recommends limiting the staffing at the beach to peak season only (Memorial Day through Labor Day), during peak swimming hours.

Tanners Lake employs 12 lifeguards, with 3-4 on duty at all times while the beach is open. Lifeguard hours are Monday through Friday and Sunday, 12-7 p.m. and Saturday, 11-7 p.m. during peak season.

SUMMARY

Over the past few months, staff has really evaluated the potential usage for the bathhouse, and subsequent pros and cons of the usage. Staff also evaluated budget constraints and other equipment purchases/improvements that really are necessary in order to make the bathhouse appealing and functional for general use. Because of budget constraints and no real prediction of how much the facility will be used, staff feels it may not be in the best interest of the city to invest in a lot of money in equipment and staffing for at least the first year. In summary, staff suggests establishing the following general guidelines for the bathhouse/concession area for 2008.

Bathhouse assembly area

- Memorial Day - Labor Day, open to public during park hours (7 a.m.–9 p.m.)
- Before Memorial Day/after Labor Day, open to public during park hours (7 a.m.–9 p.m.), except when reserved for a private party, or weather does not permit facility to be open
- Food and alcohol would be allowed inside the building, provided it is in plastic or aluminum container
- Before Memorial Day/after Labor Day, private rental fees for groups up to 50 or more would be as follows

	Mon – Fri (8:00-2:00 p.m.)	**Mon – Fri (3:00-9:00 p.m.)**
Residents	$50.00 + $100.00 deposit	$50.00 + $100.00 deposit
Nonresidents/businesses	$150.00 + $300.00 deposit	$150.00 + $300.00 deposit
	Sat - Sun (8:00-2:00 p.m.)	**Sat – Sun (3:00-9:00 p.m.)**
Residents	$100.00 + $100.00 deposit	$100.00 + $100.00 deposit
Nonresidents/businesses	$300.00 + $300.00 deposit	$300.00 + $300.00 deposit

Bathhouse concession area

- Memorial – Labor Day, staffed with 1 attendant/concessionaire weekdays 11 a m –2 p.m and weekends 11 a.m.–5p m.
- Before Memorial Day/after Labor Day, closed
- Sale of pre-packaged food and beverage items only
- Access to concession area for private group rental would be limited to sink, counter, and outlets only, as refrigeration/cooler equipment would be weatherized for the season

Beach area

- Memorial – Labor Day, open during park hours (7 a m.–9 p m.)
- Memorial Day – Labor Day, staffed with 1 attendant weekdays 11 a m.–2 p m and weekends 11 a.m –5p.m.
- Before Memorial Day/after Labor Day, no attendant on duty

RECOMMENDATION

Staff recommends the City Council consider the suggested operation and rental policies for the bathhouse in 2008 If the City Council desires, the policies can be brought back in the winter of 2009, prior to the upcoming peak season, for possible revision

M E M O R A N D U M

DATE: **January 29, 2008**

TO: **City Council (February 4th meeting)**
Mike McGuire, City Administrator

FROM: **Sara Taylor, Assistant City Administrator/Planner**

SUBJECT: **Consider amendments to Appendix B – Zoning Ordinance of the Bayport City Code**

A. BACKGROUND

Over the past few months, staff has been working on updating certain sections of the city's zoning ordinance to be consistent with other communities and common zoning practices in the metropolitan area, as well as correct minor grammatical errors and clarify text. The following is a list of the proposed sections to be amended:

Section 301 – Definitions (building height, setback)
Section 505 – Conditional Use Permits (application)
Section 507 – Planned Unit Development (application)
Section 508 – Amendments (application)
Section 509 – Permits (moving permits)
Section 702 – Principal Building (completion of improvements)
Section 703 – Accessory Buildings and Structures (area, setbacks, completion of improvements)
Section 712 – Parking (motor vehicle sales establishments)
Section 724 – Noise Control (duration of sound)
Section 727 – Signs (definitions, regulations)
Section 729 – Livestock (small birds and fowl)

B. STAFF COMMENTS

The existing text for these sections is listed below, along with the amended text, as recommended by staff. A reason for why the text is recommended for amendment is also included.

Section 301 – Definitions (building height, setback)

(1) **Existing text:** *Building height.* The vertical distance between the lowest grade level at the building line and the uppermost point on the roof.

Proposed text: *Building height.* The vertical dimension, measured from the average elevation of the finished lot grade at the front of the building to the highest point of ceiling of the top story, in the case of a flat roof, to the deck line of a mansard roof and to the average height between the top plate and ridge of a gable, hip, or gambrel roof.

Reason for change: The existing text is inconsistent with surrounding communities, which use the average grade to measure the height to the average midpoint of the roof.

(2) **Existing text:** *Height measurement.* The height of all buildings shall be measured from the highest elevation of the finished grade adjoining the structure to the highest point on the structure

Proposed text: None - delete text in its entirety.

Reason for change: The existing definition is inconsistent with the definition for building height and is unnecessary.

(3) **Existing text:** *Setback* The minimum horizontal distance between a structure and street right-of-way, lot line or other reference point as provided by ordinance Distances are to be measured perpendicularly from the property line to the most outwardly extended portion of the structure.

Proposed text: *Setback* The minimum horizontal distance between a structure and street right-of-way, lot line or other reference point as provided by ordinance, with the exception of permitted encroachments on required yards, as listed in section 602 03 of this ordinance Distances are to be measured perpendicularly from the property line to the most outwardly extended portion of the structure

Reason for change: Section 602.03 lists permitted encroachments into setback requirements for certain structural, architectural, or accessory components, i e. eaves, awnings, chimneys, etc.

Section 505 – Conditional Use Permits (application)

(1) **Existing text:** 505.03 Application (11) A map showing all principal land use within 300 feet of the parcel for which the application is being made, required by planning commission

The application form shall be accompanied by an accurate list showing the names and the mailing addresses of the record owners of all the property within a minimum of 300 feet of the property for which the conditional use permit is sought, verified as to accuracy by the applicant.

Proposed text: 505.03 Application. (11) A map showing all principal land use within 350 feet of the parcel for which the application is being made, required by planning commission.

The application form shall be accompanied by an accurate list showing the names and the mailing addresses of the record owners of all the property within a minimum of 350 feet of the property for which the conditional use permit is sought, verified as to accuracy by the applicant.

Reason for change: The public hearing process requires that notification be mailed to all property owners within 350 feet of the subject property To be consistent, all maps and mailing address should include properties within 350 feet.

Section 507 – Planned Unit Development (application)

(1) **Existing text:** 507.04. General concept review. (5)(d) Neighboring landowners The applicant shall submit a licensed abstractor's certificate showing the names and addresses of the record owners of all property located within a minimum of 300 feet of all the contiguous property in which the applicant has legal or equitable property interest.

Proposed text: 507.04. General concept review. (5)(d) Neighboring landowners. The applicant shall

submit a licensed abstractor's certificate showing the names and addresses of the record owners of all property located within a minimum of 350 feet of all the contiguous property in which the applicant has legal or equitable property interest.

Reason for change: The public hearing process requires that notification be mailed to all property owners within 350 feet of the subject property. To be consistent, all maps and mailing address should include properties within 350 feet.

(2) **Existing text:** 507.06. Requirements of general development plan. (3) The names of all property owners within 300 feet of the development site shall be shown on the map attached thereto.

Proposed text: 507.06. Requirements of general development plan (3) The names of all property owners within 350 feet of the development site shall be shown on the map attached thereto.

Reason for change: The public hearing process requires that notification be mailed to all property owners within 350 feet of the subject property. To be consistent, all maps and mailing address should include properties within 350 feet.

Section 508 – Amendments (application)

(1) **Existing text:** 508.03 Application. (11) A map showing all principal land use within 300 feet of the parcel for which application is being made, if required by planning commission The applicant shall supply proof of ownership of the property for which the amendment is requested consisting of an abstract of title or registered property certificate, certified by a licensed abstractor, together with any unrecorded documents whereby the petitioners acquired legal or equitable ownership. The application form shall be accompanied by an accurate list showing the names and the mailing addresses of the record owners of all the property within a minimum of 300 feet of the property for which the amendment is sought, verified as to accuracy by the applicant.

Proposed text: 508.03 Application. (11) A map showing all principal land use within 350 feet of the parcel for which application is being made, if required by planning commission The applicant shall supply proof of ownership of the property for which the amendment is requested consisting of an abstract of title or registered property certificate, certified by a licensed abstractor, together with any unrecorded documents whereby the petitioners acquired legal or equitable ownership. The application form shall be accompanied by an accurate list showing the names and the mailing addresses of the record owners of all the property within a minimum of 350 feet of the property for which the amendment is sought, verified as to accuracy by the applicant

Reason for change: The public hearing process requires that notification be mailed to all property owners within 350 feet of the subject property. To be consistent, all maps and mailing address should include properties within 350 feet.

Section 509 – Permits (moving permits)

(1) **Existing text:** 509.02 Moving permits. (2) Prior to the moving of any structure into or within the City of Bayport, the applicant shall provide the city with written acknowledgement from the owners of at least 75 percent of the land parcels within a radius of 300 feet of the boundaries of the land on which the building or structure is located This acknowledgement must state that the applicant has reviewed the proposed plans with

each landowner and that the landowner has the right to object or comment about the plans to the city.

Proposed text: 509.02 Moving permits. (2) Prior to the moving of any structure into or within the City of Bayport, the applicant shall provide the city with written acknowledgement from the owners of at least 75 percent of the land parcels within a radius of 350 feet of the boundaries of the land on which the building or structure is located This acknowledgement must state that the applicant has reviewed the proposed plans with each landowner and that the landowner has the right to object or comment about the plans to the city.

Reason for change: To be consistent with other notification processes in the zoning ordinance, the radius for acknowledgement should include properties within 350 feet

Section 702 – Principal Building (completion of improvements)

(1) **Existing text:** None

Proposed text: 702.07. The final exterior finish for an addition, alteration, or improvement to the exterior of a principal building shall be substantially completed within 6 months from the time the building permit was issued for the project.

Reason for change: The proposed text will specify a timeframe for when exterior work must be completed, to avoid unsightly conditions and incomplete work

Section 703 – Accessory Buildings and Structures (area, setbacks, completion of improvements)

(1) **Existing text:** 703.01 Types of accessory buildings. (1) Storage or tool sheds. A one-story accessory building of less than 160 square feet gross area with a maximum roof height of 12 feet No door or other access opening in a storage or tool shed shall exceed 28 square feet in area.

Proposed text: 703.01 Types of accessory buildings. (1) Storage or tool sheds. A one-story accessory building of less than 120 square feet gross area with a maximum roof height of 12 feet No door or other access opening in a storage or tool shed shall exceed 6 feet in width and a total of 32 square feet.

Reason for change: The reference to 160 square feet is a typo. It should read 120 square feet, as referenced elsewhere in the zoning ordinance and building code To eliminate the potential for vehicle storage, the maximum opening shall be limited to 6 feet

(2) **Existing text:** 703.05. No accessory building used or intended for the storage of passenger automobiles shall exceed 1,000 square feet of gross area nor shall any structure exceed one story in height except when said garages are located in business, industrial or planned unit developments. On parcels of 20,000 square feet in area or less, no detached garages shall exceed 1,000 square feet in gross floor area.

Proposed text: 703.05. The total aggregate area of residential accessory buildings per lot, attached and detached, shall not exceed the lesser of 1,000 square feet or 10% of the total lot area. In addition, the height of such structure shall not exceed the lesser of one story, up to a maximum of 17 feet, or the height of the principal structure on the lot, except when said structures are located in business, industrial or planned unit developments.

Reason for change: The existing text is inconsistent with the chart of permitted uses of accessory buildings in section 703 02 The proposed text will make both sections consistent with one another, as well as current practice and interpretation.

(3) **Existing text:** 703.11. All accessory buildings, including detached residential garages, shall have a minimum five-foot setback, measured from eave dripline. from interior rear or side lot lines, providing a ten-foot separation to adjacent buildings on abutting lot is maintained "Interior lot line" means any side or rear lot line that is common with the side or rear lot line of an adjacent lot. Accessory buildings on lake or stream frontage lots may be located between street and principal structures provided that physical conditions of the lot would require such a location, as determined by the zoning administrator Accessory buildings shall not be permitted within 20 feet of any public right-of-way except when a lot abuts an alley, an accessory building with a vehicle entrance door on the side of the building opposite the alley or on the side of the building that is perpendicular to the alley, may be permitted a seven-foot minimum setback, measured to eave dripline, from the alley right-of-way. All accessory buildings including detached residential garages shall have a minimum seven-foot setback from the alley right-of-way, measured from the eave dripline

Proposed text: 703.11. All accessory buildings, including attached and detached residential garages, shall have a minimum 5 foot setback, measured from the eave dripline, from interior rear or side lot lines, providing a 10 foot separation to adjacent buildings on abutting lot is maintained "Interior lot line" means any side or rear lot line that is common with the side or rear lot line of an adjacent lot

A residential garage that is attached to the principal structure and contains living space or a potential habitable area above the garage may be set back 5 feet from interior rear or side lot lines, measured to the foundation wall of the structure, provided the living space or potential habitable area is situated so that it meets the setback requirements of the principal structure for the zoning district

Accessory buildings on lake or stream frontage lots may be located between street and principal structures provided that physical conditions of the lot would require such a location, as determined by the zoning administrator. Accessory buildings shall not be permitted within 20 feet of any public right-of-way except when a lot abuts an alley, an accessory building with a vehicle entrance door on the side of the building opposite the alley or on the side of the building that is perpendicular to the alley, may be permitted a 7 foot minimum setback, measured to the eave dripline, from the alley right-of-way. All accessory buildings including detached residential garages shall have a minimum 7 foot setback from the alley right-of-way, measured from the eave dripline

Reason for change: The existing text does not specify the setback requirements for attached garages that contain living space or potential habitable area above the garage The proposed text will be consistent with current practice and interpretation.

(4) **Existing text:** 703.14 All accessory buildings over 65 square feet in area shall have a foundation or concrete slab. Accessory buildings larger than 100 square feet shall require a building permit regardless of improvement value. Roof and wind loads shall conform to requirements as contained in the building code.

Proposed text: 703.14. Accessory buildings larger than 120 square feet shall require a building permit regardless of improvement value. Roof and wind loads shall conform to requirements as contained in the building code.

Reason for change: The text is inconsistent with the building code, which does not require a foundation or concrete slab for structures that do not require a building permit. The reference to 100 square feet is a typo It should read 120 square feet, as referenced elsewhere in the zoning ordinance and building code.

(5) **Existing text:** None

Proposed text: 703.17. The final exterior finish for an addition, alteration, or improvement to the exterior of an accessory building or structure shall be substantially completed within 6 months from the time the building permit was issued for the project, or if no building permit is required, from the time the project was started.

Reason for change: The proposed text will specify a timeframe for when exterior work must be completed, to avoid unsightly conditions and incomplete work

Section 712 – Parking (motor vehicle sales establishments)

(1) **Existing text:** 712.07. Required number of on-site parking spaces (2)

Motor vehicles sales and services	One space/1,000 sq ft. gross floor area

Proposed text: None – delete in its entirety.

Reason for change: This requirement is inconsistent with the parking requirements for auto sales establishments, which is the same type of use. Therefore this section is unnecessary.

Section 724 – Noise Control (duration of sound)

(1) **Existing text:** 724.02. Measurement of noise. Any activity not expressly exempted by this section which creates or produces sound regardless of frequency exceeding the ambient noise levels at the property line of any property (or if a condominium or apartment house, within any adjoining apartment) by more than six decibels above the ambient noise levels as designated in the following table at the time and place and for the duration then mentioned, shall be deemed to be a violation of the ordinance, but any enumeration herein shall not be deemed to be exclusive.

8:00 p.m --10 00 p m.
(residential districts)
and

Duration of Sound	7 00 a m --8 00 p m (all districts)	6 00 p m --7 00 a m (all other districts)	10 00 p m --7 00 a m (residential districts)
Less than ten minutes	75 db	70 db	60 db
Between ten minutes and two hours	70 db	60 db	50 db
In excess of two hours	60 db	50 db	40 db

Proposed text: 724.02. Measurement of noise. Any activity not expressly exempted by this section which creates or produces sound regardless of frequency exceeding the ambient noise levels at the property line of any property (or if a condominium or apartment house, within any adjoining apartment) by more than 6 decibels above the ambient noise levels as designated in the following table at the time and place and for the duration then

mentioned, shall be deemed to be a violation of the ordinance. This table does not apply to noise that would be regulated under the noise pollution control standards set forth by the Minnesota Rules chapter 7030 governed by the Minnesota Pollution Control Agency

Duration of Sound	7 a m – 8 p m (all districts) 8 p m – 10 p m (residential districts)	8 p m – 7 a m (all districts but residential)	10 p m – 7 a m (residential districts)
Less than 10 minutes	75 db	70 db	60 db
10 minutes - 2 hours	70 db	60 db	50 db
In excess of 2 hours	60 db	50 db	40 db

Reason for change: The existing text included a typo of 6.00 p.m. instead of 8:00 p m., resulting in a gap of time that did not specify noise restrictions for a 24 hour period In addition, certain noises that are regulated under the noise pollution control standards set forth by the Minnesota Rules chapter 7030 governed by the Minnesota Pollution Control Agency are not subject to the chart and therefore the text was amended to recognize this regulation.

Section 727 – Signs (definitions, regulations)

(1) **Existing text:** Due to the mass, the existing text that is proposed for amendments is not included in this document. Please refer to this section in Appendix B – Zoning of the Bayport Municipal Code in the paper form or online through the link on the city's website to compare the existing text with the proposed text. The existing text is proposed to be replaced in its entirety with the text delineated below

Proposed text:

727.01 Purpose. The purpose of this section is to protect and retain the natural and scenic beauty of the roadsides within the City of Bayport By the construction of public roads, the public has created views to which the public retains a right-of-way view, and it is the intent of these standards to prevent the taking of that right

727.02 Permit required. Except as otherwise provided in this ordinance. no temporary or permanent sign shall be erected, constructed, altered, rebuilt or relocated until a sign permit or conditional use permit for the sign has been issued. The application for a sign permit shall be accompanied by a fee, per the schedule in Appendix D of this Code

Any sign erected without first obtaining a permit shall be removed by the property owner and /or property manager within 10 days after written notice from the city unless a permit for the sign is applied for and approved by the city within the 10 day period However, no permit will be required under this ordinance for the following signs:

(1) Real estate sale signs, provided they comply with all other regulations set forth in this ordinance
(2) Political signs, provided they comply with all other regulations set forth in this ordinance.
(3) Directional and warning signs, provided they comply with all other regulations set forth in this ordinance.

727.03 Definitions. As used in this section. the following words and phrases shall have the meanings indicated·

(1) Sign. A display, illustration, structure or device which directs attention to an object, product, place, activity, person, institution, organization or business

(2) Sign, advertising. A sign that directs attention to a business or profession or to a commodity, service or entertainment not sold or offered upon the premises where such sign is located or to which it is attached. Advertising signs shall not be located closer than 300 feet to any other sign on the same side of a street or highway.

(3) Sign area The entire area within a continuous perimeter enclosing the face(s) of such sign.

(4) Sign, business. A sign that directs attention to a business or profession or to the commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is attached.

(5) Sign, construction. A sign that specifies that a site is temporarily under construction and the contractor responsible for the construction on the site A construction sign is allowed in all zoning districts, provided it does not exceed 32 square feet in area and it is removed when the project is substantially completed.

(6) Sign, directional. A sign that is considered to be temporary to direct traffic and individuals to a specific temporary event, up to a maximum area of 2 square feet, and 3 feet in height above grade. Such signs may include those for a garage sale, yard sale, open house, or special event Signs may only consist of the sign face and a stake to post the sign. No other attachments, such as balloons, reflectors, streamers, pennants, etc. are allowed. Signs may only contain name of the event, address, date, and hour(s) and may only be posted 2 hours prior to the event and must be removed within 2 hours after the event, on a daily basis. Directional signs may be placed in the street right-of-way, but no closer than 3 feet to the curb or street edge, as long as the sign does not interfere with traffic or visibility of motorists and/or pedestrians Signs may not be placed on street sign posts or utility posts.

(7) Sign, flashing An illuminated sign which has a light source not constant in intensity or color at all times or which produces moving effects through the use of illumination while such sign is in use. Only flashing signs giving time, date, temperature, weather or similar public service information shall be permitted. Signs giving off intermittent, rotating or directional light which may be confused with traffic, aviation, or emergency signaling are prohibited All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district

(8) Sign, illuminated. A sign which is lighted with a constant artificial light source. Illuminated signs shall be diffused or indirect so as not to direct rays of light into adjacent property or onto any public street or way. No illuminated signs or their support structure shall be located closer than 25 feet to a roadway surface or closer than 10 feet to a road right-of-way line or property line, notwithstanding more restrictive portions of this section All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district

(9) Sign, inside A sign painted, attached by adhesive, or otherwise attached directly to or visible through windows and glass portions of doors. The regulations contained within this ordinance do not apply to inside signs.

(10) Sign, monument. A sign which is affixed to or engraved into a rock, stone, or boulder that rests directly upon the ground without support

(11) Sign, motion. A sign that has revolving parts.

(12) Sign, multifaced. A sign that includes text or graphics on more than 1 side. For the purpose of calculating square footage, each side of the sign shall be counted. The total sum of all sides must not exceed the maximum square footage allowed for the sign by the ordinance.

(13) Sign, nameplate A sign which states the name and/or address of the business, industry or occupant of the site and is attached to said building or site. In commercial and industrial zoning districts, a nameplate sign that includes the name of the business and street address shall be required per building In single-family residential zoning districts, principal buildings and accessory structures shall be required only to display the street address. For multi-family dwellings or developments consisting of 3 or more units, 1 nameplate sign shall be erected at each main entrance to the development, with a maximum of 70 square feet per sign, and a maximum of 4 signs per development Each dwelling unit shall be required to display the street address.

(14) Sign, pedestal. A freestanding sign usually erected by one or more poles, braces, or posts, which is solidly affixed to the ground.

(15) Sign, political Political signs are allowed in any district on private property, with the consent of the owner of the property. Such signs must be removed within 7 days following the date of the election or elections to which they apply

(16) Sign, projecting A sign that projects out from the building to which it is attached. Except for marquee signs, signs shall in no case project from a building or structure to any point within 2 feet of a line drawn perpendicularly upward from the property line and no projecting sign shall be less than 9 feet above the sidewalk or the ground level, notwithstanding more restrictive portions of this section

(17) Sign, real estate A sign offering property (land and/or buildings) for sale, lease or rent. Real estate sales signs may be placed in any yard providing such signs are not closer than 10 feet to any property line. Real estate development sales signs may be erected for the purpose of selling or promoting a single-family or multiple-family residential project of 10 or more dwelling units, provided signs do not exceed 100 square feet in area, only 1 such sign is erected on each road frontage with a maximum of 3 signs per project, signs are removed when the project is 80 percent completed, sold or leased, and signs are not located closer than 100 feet to any existing residence

(18) Sign, roof. A sign erected upon or above a roof or parapet of a building. Roof signs are not allowed by this ordinance in any zoning district.

(19) Sign, shopping center or industrial park A business sign designating a group of more than 3 businesses, shops, or offices.

(20) Sign structure The supports, uprights, braces and framework of the sign.

(21) Sign, temporary or seasonal A sign placed on a lot or parcel of land for a period not to exceed 35 days out of any calendar year. The applicant shall pay the fee for

temporary or seasonal signs as required by the fee schedule in Appendix D of this Code Temporary or seasonal permits shall be issued for 1 week time periods only, and the applicant shall pay a separate fee for each sign and each week. No applicant shall receive more than 5 temporary or seasonal sign permits for any calendar year

(22) Sign, wall A sign attached to or erected against the wall of a building.

(23) Sign, warning A sign which warns the public of a danger or hazard in the immediate vicinity and is obviously not intended for advertising purposes

727.04 Permitted signs in residential districts.

(1) Types of signs allowed: Construction, directional, monument, nameplate, political, real estate, temporary, and wall.

(2) Number and size of each type of sign allowed per lot frontage:

Type	Number allowed	Size not to exceed
Construction	1	32 sq ft
Directional/temporary	2	2 sq ft
Monument	1	16 sq ft
Nameplate	1	3 sq ft
Political	1 for each candidate	16 sq ft
Real estate	1	16 sq ft
Wall	1	16 sq ft

No more than 32 square feet of total sign display area will be permitted at any one time in developed areas, with a 4 foot maximum for any dimension, except as otherwise restricted by this section. No sign shall be so constructed as to have more than 2 surfaces

(3) Height: The top of the sign shall not exceed 8 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback. Any sign over 15 square feet shall be set back at least 10 feet from any lot line.

727.05 Permitted signs in commercial districts.

(1) Type of signs allowed: Business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall. Advertising signs allowed by conditional use permit only on lots having frontage of 150 feet or more

(2) Number and size of each type of sign allowed per lot frontage:

Type	Number allowed	Size not to exceed
Advertising	1 with a CUP	2 sq ft of sign per 1 lineal ft of lot frontage
Business	1	2 sq ft of sign per 1 lineal ft of lot frontage
Construction	1	32 sq ft
Directional	2	2 sq ft
Flashing	1	2 sq ft of sign per 1 lineal ft of lot frontage
Illuminated	1	2 sq ft of sign per 1 lineal ft of lot frontage
Monument	1	2 sq ft of sign per 1 lineal ft of lot frontage
Motion	1	2 sq ft of sign per 1 lineal ft of lot frontage
Nameplate	1	100 sq ft
Pedestal	1	2 sq ft of sign per 1 lineal ft of lot frontage
Political	1 for each candidate	35 sq ft
Projecting	1	2 sq ft of sign per 1 lineal ft of lot frontage
Real estate	1	35 sq ft

Shopping center	1	2 sq ft of sign per 1 lineal ft of lot frontage
Temporary	2	35 sq ft
Wall	1	2 sq ft of sign per 1 lineal ft of lot frontage

No sign shall exceed 200 square feet in area. Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line.

(3) Height: The top of the sign shall not exceed 35 feet above the average grade or building ridge line. Monument signs shall not exceed 12 feet above the average grade Directional signs shall not exceed 3 feet above the average grade

(4) Setback: Any sign over 6 square feet shall be set back at least 10 feet from any lot line. notwithstanding more restrictive portions of this section. In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line. All signs over 100 square feet shall be set back at least 50 feet from any residential district.

727.06 Permitted signs in industrial districts.

(1) Type of signs allowed. Advertising (on lots with more than 150 feet of lot frontage), business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall.

(2) Number and size of each type of sign allowed per lot frontage

Type	Number allowed	Size not to exceed
Advertising	1	2 sq ft of sign per 1 lineal ft of lot frontage
Business	1	2 sq ft of sign per 1 lineal ft of lot frontage
Construction	1	32 sq ft
Directional	2	2 sq ft
Flashing	1	2 sq ft of sign per 1 lineal ft of lot frontage
Illuminated	1	2 sq ft of sign per 1 lineal ft of lot frontage
Monument	1	2 sq ft of sign per 1 lineal ft of lot frontage
Motion	1	2 sq ft of sign per 1 lineal ft of lot frontage
Nameplate	1	100 sq ft
Pedestal	1	2 sq ft of sign per 1 lineal ft of lot frontage
Political	1 for each candidate	35 sq ft
Projecting	1	2 sq ft of sign per 1 lineal ft of lot frontage
Real estate	1	35 sq ft
Shopping center	1	2 sq ft of sign per 1 lineal ft of lot frontage
Temporary	2	35 sq ft
Wall	1	2 sq ft of sign per 1 lineal ft of lot frontage

No sign shall exceed 200 square feet in area. Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line.

(3) Height: The top of the sign shall not exceed 35 feet in height above the average grade or building ridge line. Monument signs shall not exceed 12 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade

(4) Setback: Any sign over 10 square feet shall be set back at least 10 feet from any lot line. notwithstanding more restrictive portions of this section. In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line. All signs over 100 square feet shall be set back at least 50 feet from any residential district.

727.07 Permitted signs in planned unit development districts.
(1) The type, number, size, height and setback shall be regulated as specifically authorized by the terms of the planned unit development permit or according to the zoning district most appropriate to the principal use involved

727.08 Permitted signs by a conditional use permit.
(1) Where a use is permitted in a zoning district by conditional use permit, the sign for that use shall require a conditional use permit unless the sign is otherwise provided for in this ordinance without a permit. The type, number, size, height, setback, and terms shall be regulated as specifically authorized by the terms of the conditional use permit or according to the zoning district most appropriate to the principal use involved.

(2) Displays, lights directed skyward, pieces of sculpture, fountains or other displays or features which do not clearly fall within the definition of a sign, but which direct attention to an object, product, place, activity, person, institution, organization or business shall require a conditional use permit.

727.09 Restrictions in all zoning districts.
(1) No sign shall be allowed that:
(a) prevents egress from any door, window or fire escape
(b) tends to accumulate debris as a fire hazard
(c) is attached to a standpipe or fire escape
(d) constitutes a hazard of health, safety or general welfare of the public
(e) by reason of position, shape, movement, color or any other characteristic, interferes with the proper functioning of a traffic sign or signal, constitutes a traffic hazard, or interferes with traffic control
(f) contains any indecent or offensive picture or written matter
(g) is painted directly on the outside wall of a building, fence, tree, stone or other similar object

(2) No sign, other than temporary directional or warning signs, shall be erected within the public right-of-way of any street or way or other public property. Such signs shall be removed by the city without notice.

(3) Except for more restrictive subsections of this sign section, no sign that exceeds 100 square feet in area shall be erected or maintained which would prevent any traveler on any street from obtaining a clear view of approaching vehicles on the same street for a distance of 500 feet; be closer than 300 feet to a national, state or local park, historic site, picnic or rest area, church or school, be closer than 100 feet to residential structures, partly or totally obstruct the view of a lake, river, rocks, wooded area, stream or other point of natural and scenic beauty.

727.10 Design, construction and maintenance.
(1) Sign design shall compliment the building and/or property on which it will be erected, as well as surrounding properties.

(2) The soil used for the dug-in type of anchor or post support shall be carefully placed and thoroughly compacted. The anchors and supports shall penetrate to a depth below ground greater than that of the frostline

(3) Signs attached to exterior walls of solid masonry or concrete shall be safely and securely attached to the same by means of metal anchors, bolts or expansion screws of not less than 3/8 inch in diameter, which shall be embedded at least 2 inches No wooden blocks or anchorage with wood used in connection with screws or nails shall be

considered proper anchorage, except in the case of wall signs attached to buildings with walls of wood.

(4) Any sign which becomes structurally unsafe or endangers the safety of a building or premises or endangers the public safety shall be taken down and removed or structurally improved by the property owner and/or manager within 10 days after written notice from the city

Reason for change: A majority of the amendments relate to simplifying, clarifying, and reorganizing text, to make the ordinance easier to follow and understand. Other amendments relate to eliminating obsolete terms or sections that are not consistent with current practice

Section 729 – Livestock (small birds and fowl)

(1) **Existing text:** 729 01. Hazards and nuisances On parcels of less than 40 acres which are not part of a larger crop producing commercial agricultural farm, the keeping of horses, cattle or other domestic farm animals on a site with less than two acres of existing grazable land per animal is hereby declared to be a nuisance. No domestic farm animals shall be placed on any site of less than five acres.

729.02. Grazable acres Grazable acreage shall be defined as open, non-treed acreage currently providing enough pasture or other agricultural crops capable of supporting summer grazing at a density of one animal unit, or its equivalent, per two acres For purposes of these regulations, the following animal equivalents apply

	Animal units
One slaughter steer or heifer	1
One horse	1
One mature dairy cow	1 4
One swine over 55 pounds	0 4
One sheep	0 1
One turkey	0 018
One chicken	0 01
One duck	0 2

729.03. The keeping of domestic farm animals in greater density than allowed by section 729.01 shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise or other nuisances. The applicant must have a Minnesota Pollution Control Agency feedlot permit for the proposed use.

Proposed text: 729.01 Hazards and nuisances. Keeping of livestock or a domestic farm animal, as defined by the chart in section 729.02, on any site less than 5 acres, with less that 2 acres of existing grazable land per animal is hereby declared to be a nuisance. Keeping of a small bird or fowl, including a chicken (hen), turkey, duck, or pigeon, but excluding caged, indoor household birds, such as a parrot, finch, cockatoo, or canary, without first obtaining a permit is hereby declared to be a nuisance.

729.02. Grazable acres Grazable acreage shall be defined as open pasture acreage capable of supporting summer grazing at a density of one animal unit, or its equivalent, per 2 acres. For purposes of these regulations, the following animal equivalents apply

Type of livestock or domestic farm animal	Animal units
1 slaughter steer or heifer	1
1 horse	1
1 mature dairy cow	1 4
1 swine over 55 pounds	0 4
1 sheep	0 1
1 elk	1
1 bison	1
1 goat	0 4
1 llama/ostrich	1

729.03. Permit requirements

(1) *Livestock and domestic farm animals* The keeping of domestic farm animals in greater density than allowed by section 729.01 shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise or other nuisances. The applicant must have a Minnesota Pollution Control Agency feedlot permit for the proposed use.

(2) *Small bird and fowl* The keeping of small birds or fowl on any site shall require a permit. The duration of the permit is January 1 – December 31 of each year. The annual fee for such permit shall be $25.00 for up to 2 birds/fowl, which must be paid at the time of application. The city zoning administrator may grant a permit pursuant to this section and the following conditions:
(a) the applicant shall make written application and agree to adhere to all conditions under which the permit was granted (failure to adhere will result in refusal/revocation)
(b) the applicant adheres to a minimum of one inspection of the premises on an annual basis (failure to adhere will result in refusal/revocation)
(c) the applicant has received written consent of at least 80% of the property owners within 100 feet of the property for which the permit is sought and can consistently provide this written consent as often as the city deems necessary
(d) at no time shall there be more than any combination of 2 birds or fowl on any single or two-family property (no birds or fowl are allowed on any property that contains 3 or more dwelling units)
(e) the conditions under which the bird or fowl will be kept and cared for does not constitute a nuisance or health/safety concern
(f) the bird or fowl will at no time be contained within a dwelling unit
(g) the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive fecal accumulation, odor, noise or other nuisances

The city's zoning administrator or animal control officer may refuse or revoke any permit at any time for unsanitary or unfit conditions.

Reason for change: The city received a petition from a resident requesting the ordinance be changed to allow

chickens on sites less than 5 acres. Although a relatively new idea, many urban communities are allowing property owners to raise chickens as a source of sustainable, healthy food and/or maintain as pets. The proposed text is modeled after an ordinance created by the City of Minneapolis, which allows small birds and fowl on similar sized lots within residential neighborhoods.

C. PLANNING COMMISSION ACTION

At its meeting on January 22, 2008, the Planning Commission voted 4-0 to approve the zoning amendments, subject to the findings of fact as stated in the staff report and recommended by staff. The Planning Commission recommended the City Council consider the permit fee for small birds/fowl in Section 729 – Livestock, as the Planning Commission was split on whether the fee should be decreased.

D. STAFF RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the amendments to Appendix B – Zoning Ordinance of the Bayport City Code.

11-25-07

Dear Bayport Council Members

Recently, Bayport police officers stopped by and informed us that our two pet hens were in violation of Bayport ordinance and deemed a nuisance under our present code. We were asked to remove them within ten days and we have complied. I've met with Chief Laura Eastman and City Administrator, Mike McGuire to discuss the action and reviewed the current code with them. After subsequent conversations with Sara Taylor to consider our options, Lois and I have decided to ask the Council to amend the current code in a manner that would permit limited and responsible pet hen ownership for town residents.

Towns and cities in Minnesota and across the U.S. have done just that. The few households in these towns that decide to keep these interesting and likeable pets purchase permits, are well regulated and must meet nuisance guidelines on par with other responsible pet ownership (cats, dogs, rabbits, ferrets, birds, etc.)

We miss Hoogan and Moonan, the "girls", as we called them, who are temporarily (we hope) staying with our relatives. Quite frankly, we miss the two fresh eggs they provided us each day. Our neighbors who abut our property agree. These hens are quiet, sociable pets that do not pose a nuisance, noise or otherwise.

Sincerely,

Corey Mohan

Resources

Ordinance that permits hens in Minneapolis
http://www.animallaw.info/statutes/stusmnodchanhassen_minneapolis.htm#s70

Amended code to permit hens in St. Paul
St. Paul
http://www.ci.stpaul.mn.us/depts/dsi/pdf/Animals/KeepingofAnimalsPermitRules.pdf

Amended code to permit hens
Bloomington, IN
http://www.bloomington.in.gov/code/

Resource site for those interested in urban chickens
http://pathtofreedom.com/pathproject/simpleliving/chickens.shtml

CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX B, ZONING, OF THE BAYPORT CITY CODE

Section 1. Appendix B of the Bayport City Code is hereby amended to delete the same in its entirety and substitute the following therefore

Sec. 301	(20)	*Building height* The vertical dimension, measured from the average elevation of the finished lot grade at the front of the building to the highest point of ceiling of the top story, in the case of a flat roof, to the deck line of a mansard roof and to the average height between the top plate and ridge of a gable, hip, or gambrel roof.
	(146)	*Setback* The minimum horizontal distance between a structure and street right-of-way, lot line or other reference point as provided by ordinance, with the exception of permitted encroachments on required yards, as listed in section 602.03 of this ordinance Distances are to be measured perpendicularly from the property line to the most outwardly extended portion of the structure
Sec. 505.03	(11)	A map showing all principal land use within 350 feet of the parcel for which the application is being made, required by planning commission
Sec 507 04	(5)(d)	*Neighboring landowners* The applicant shall submit a licensed abstractor's certificate showing the names and addresses of the record owners of all property located within a minimum of 350 feet of all the contiguous property in which the applicant has legal or equitable property interest.
Sec. 507.06	(3)	*Regional location component map* A map shall be submitted showing the site and its interrelationship with the community. Said map shall include the location and distance in road miles to the following facilities servicing the site: (a) Elementary school(s). (b) Secondary school(s). (c) Fire company. (d) Police station. (e) Arterial and limited access highways. (f) Recreational areas. (g) Shopping areas (h) Industrial areas. (i) Public transportation routes, including non-vehicle trails and major transportation depots. (j) Churches and public buildings. The names of all property owners within 350 feet of the development site shall be shown on the map attached thereto.
Sec. 508.03		Where an amendment to this ordinance is proposed by a property owner.

an application therefore shall be filed with the city administrator, said application shall be accompanied by development plans, if any, for the use which requires the rezoning. The development plans shall show such information as may be reasonably required by the planning commission, including but not limited to those things listed below.

Such plans shall contain sufficient information for the community to determine whether the proposed development is in keeping with the intent and purpose of this ordinance and the comprehensive plan

(1) Site plan drawn to scale showing parcel and building dimensions.
(2) Location of all buildings and their size, including square footage
(3) Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.
(4) Landscaping and screening plans, including species and size of trees and shrubs proposed, if required by planning commission
(5) Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated within the area
(6) Type of business or activity and proposed number of employees
(7) Proposed floor plan and elevations of any building with use indicated.
(8) Sanitary sewer and water plan with estimated daily flow rates
(9) Soil type and soil limitations for the intended use If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the application.
(10) A location map showing the general location of the proposed use within the community.
(11) A map showing all principal land use within 350 feet of the parcel for which application is being made, if required by planning commission.

The applicant shall supply proof of ownership of the property for which the amendment is requested consisting of an abstract of title or registered property certificate, certified by a licensed abstractor, together with any unrecorded documents whereby the petitioners acquired legal or equitable ownership.

The application form shall be accompanied by an accurate list showing the names and the mailing addresses of the record owners of all the property within a minimum of 350 feet of the property for which the amendment is sought, verified as to accuracy by the applicant

Sec. 509.02 (2) Prior to the moving of any structure into or within the City of Bayport, the applicant shall provide the city with written acknowledgement from the owners of at least 75 percent of the land parcels within a radius of 350 feet of the boundaries of the land on which the building or structure is located. This acknowledgement must state that the applicant has reviewed the proposed plans with each landowner and that the landowner has the right to object or comment about the plans to the city

Sec. 703.01 (1) *Storage or tool sheds* A one-story accessory building of less than 120

square feet gross area with a maximum roof height of 12 feet. No door or other access opening in a storage or tool shed shall exceed 6 feet in width and a total of 32 square feet.

Sec 703.05

The total aggregate area of residential accessory buildings per lot, attached and detached, shall not exceed the lesser of 1,000 square feet or 10% of the total lot area In addition, the height of such structure shall not exceed the lesser of one story, up to a maximum of 17 feet, or the height of the principal structure on the lot, except when said structures are located in business, industrial or planned unit developments

Sec. 703 11

All accessory buildings, including attached and detached residential garages, shall have a minimum 5 foot setback, measured from the eave dripline, from interior rear or side lot lines, providing a 10 foot separation to adjacent buildings on abutting lot is maintained. "Interior lot line" means any side or rear lot line that is common with the side or rear lot line of an adjacent lot.

A residential garage that is attached to the principal structure and contains living space or a potential habitable area above the garage may be set back 5 feet from interior rear or side lot lines, measured to the foundation wall of the structure, provided the living space or potential habitable area is situated so that it meets the setback requirements of the principal structure for the zoning district

Accessory buildings on lake or stream frontage lots may be located between street and principal structures provided that physical conditions of the lot would require such a location, as determined by the zoning administrator Accessory buildings shall not be permitted within 20 feet of any public right-of-way except when a lot abuts an alley, an accessory building with a vehicle entrance door on the side of the building opposite the alley or on the side of the building that is perpendicular to the alley, may be permitted a 7 foot minimum setback, measured to the eave dripline, from the alley right-of-way. All accessory buildings including detached residential garages shall have a minimum 7 foot setback from the alley right-of-way, measured from the eave dripline.

Sec. 703.14

Accessory buildings larger than 120 square feet shall require a building permit regardless of improvement value. Roof and wind loads shall conform to requirements as contained in the building code.

Sec 724.02

Measurement of noise. Any activity not expressly exempted by this section which creates or produces sound regardless of frequency exceeding the ambient noise levels at the property line of any property (or if a condominium or apartment house, within any adjoining apartment) by more than 6 decibels above the ambient noise levels as designated in the following table at the time and place and for the duration then mentioned, shall be deemed to be a violation of the ordinance This table does not apply to noise that would be regulated under the noise pollution control standards set forth by the Minnesota Rules chapter 7030 governed by the Minnesota Pollution Control Agency.

Duration of Sound	7 a m – 8 p m (all districts) 8 p m – 10 p m (residential districts)	8 p m – 7 a m (all districts, but residential)	10 p m – 7 a m (residential districts)
Less than 10 minutes	75 db	70 db	60 db
10 minutes - 2 hours	70 db	60 db	50 db
In excess of 2 hours	60 db	50 db	40 db

In determining whether a particular sound exceeds the maximum permissible sound level in the above table (1) sounds in excess of the residential district limitations as measured in a residential district or other district; (2) during all hours of Sundays and universal holidays, the maximum allowable decibel levels for residential districts are as set forth in column III of the table

Sounds emanating from the operation of (1) motor vehicles on public highways, (2) aircraft; (3) outdoor implements such as power lawnmowers, snowblowers, power hedge clippers and power saws: and (4) pile drivers or jackhammers and other construction equipment from lawful and proper activities at school grounds, playgrounds, parks or places wherein athletic contests take place are exempt from the provisions of this ordinance.

Sec 727

727 01 Purpose. The purpose of this section is to protect and retain the natural and scenic beauty of the roadsides within the City of Bayport. By the construction of public roads, the public has created views to which the public retains a right-of-way view, and it is the intent of these standards to prevent the taking of that right

727 02 Permit required. Except as otherwise provided in this ordinance, no temporary or permanent sign shall be erected, constructed, altered, rebuilt or relocated until a sign permit or conditional use permit for the sign has been issued. The application for a sign permit shall be accompanied by a fee, per the schedule in Appendix D of this Code

Any sign erected without first obtaining a permit shall be removed by the property owner and /or property manager within 10 days after written notice from the city unless a permit for the sign is applied for and approved by the city within the 10 day period. However, no permit will be required under this ordinance for the following signs.

(1) Real estate sale signs, provided they comply with all other regulations set forth in this ordinance.
(2) Political signs, provided they comply with all other regulations set forth in this ordinance
(3) Directional and warning signs, provided they comply with all other regulations set forth in this ordinance

727.03 Definitions. As used in this section, the following words and phrases shall have the meanings indicated:

(1) Sign A display, illustration, structure or device which directs attention to an object, product, place, activity, person, institution, organization or business

(2) Sign, advertising A sign that directs attention to a business or profession or to a commodity, service or entertainment not sold or offered upon the premises where such sign is located or to which it is attached. Advertising signs shall not be located closer than 300 feet to any other sign on the same side of a street or highway

(3) Sign area. The entire area within a continuous perimeter enclosing the face(s) of such sign.

(4) Sign, business. A sign that directs attention to a business or profession or to the commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is attached.

(5) Sign, construction A sign that specifies that a site is temporarily under construction and the contractor responsible for the construction on the site. A construction sign is allowed in all zoning districts, provided it does not exceed 32 square feet in area and it is removed when the project is substantially completed

(6) Sign, directional A sign that is considered to be temporary to direct traffic and individuals to a specific temporary event, up to a maximum area of 2 square feet, and 3 feet in height above grade. Such signs may include those for a garage sale, yard sale, open house, or special event. Signs may only consist of the sign face and a stake to post the sign. No other attachments, such as balloons, reflectors, streamers, pennants, etc. are allowed. Signs may only contain name of the event, address, date, and hour(s) and may only be posted 2 hours prior to the event and must be removed within 2 hours after the event, on a daily basis. Directional signs may be placed in the street right-of-way, but no closer than 3 feet to the curb or street edge, as long as the sign does not interfere with traffic or visibility of motorists and/or pedestrians. Signs may not be placed on street sign posts or utility posts.

(7) Sign, flashing. An illuminated sign which has a light source not constant in intensity or color at all times or which produces moving effects through the use of illumination while such sign is in use Only flashing signs giving time, date, temperature, weather or similar public service information shall be permitted. Signs giving off intermittent, rotating or directional light which may be confused with traffic, aviation, or emergency signaling are prohibited. All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district

(8) Sign, illuminated A sign which is lighted with a constant artificial light source Illuminated signs shall be diffused or indirect so as not to direct rays of light into adjacent property or onto any public street or way. No illuminated signs or their support structure shall be located closer than 25 feet to a roadway surface or closer than 10 feet to a road right-of-way line or property line, notwithstanding more restrictive

portions of this section. All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district.

(9) Sign, inside. A sign painted, attached by adhesive, or otherwise attached directly to or visible through windows and glass portions of doors. The regulations contained within this ordinance do not apply to inside signs.

(10) Sign, monument. A sign which is affixed to or engraved into a rock, stone, or boulder that rests directly upon the ground without support.

(11) Sign, motion A sign that has revolving parts.

(12) Sign, multifaced A sign that includes text or graphics on more than 1 side. For the purpose of calculating square footage, each side of the sign shall be counted. The total sum of all sides must not exceed the maximum square footage allowed for the sign by the ordinance

(13) Sign, nameplate. A sign which states the name and/or address of the business, industry or occupant of the site and is attached to said building or site. In commercial and industrial zoning districts, a nameplate sign that includes the name of the business and street address shall be required per building. In single-family residential zoning districts, principal buildings and accessory structures shall be required only to display the street address For multi-family dwellings or developments consisting of 3 or more units, 1 nameplate sign shall be erected at each main entrance to the development, with a maximum of 70 square feet per sign, and a maximum of 4 signs per development. Each dwelling unit shall be required to display the street address

(14) Sign, pedestal. A freestanding sign usually erected by one or more poles, braces, or posts, which is solidly affixed to the ground.

(15) Sign, political. Political signs are allowed in any district on private property, with the consent of the owner of the property. Such signs must be removed within 7 days following the date of the election or elections to which they apply

(16) Sign, projecting A sign that projects out from the building to which it is attached. Except for marquee signs, signs shall in no case project from a building or structure to any point within 2 feet of a line drawn perpendicularly upward from the property line and no projecting sign shall be less than 9 feet above the sidewalk or the ground level, notwithstanding more restrictive portions of this section

(17) Sign, real estate A sign offering property (land and/or buildings) for sale, lease or rent. Real estate sales signs may be placed in any yard providing such signs are not closer than 10 feet to any property line Real estate development sales signs may be erected for the purpose of selling or promoting a single-family or multiple-family residential project of 10 or more dwelling units, provided signs do not exceed 100 square feet in area, only 1 such sign is erected on each road frontage with

a maximum of 3 signs per project. signs are removed when the project is 80 percent completed. sold or leased, and signs are not located closer than 100 feet to any existing residence.

(18) Sign, roof A sign erected upon or above a roof or parapet of a building. Roof signs are not allowed by this ordinance in any zoning district

(19) Sign, shopping center or industrial park A business sign designating a group of more than 3 businesses, shops, or offices.

(20) Sign structure. The supports, uprights, braces and framework of the sign.

(21) Sign, temporary or seasonal. A sign placed on a lot or parcel of land for a period not to exceed 35 days out of any calendar year The applicant shall pay the fee for temporary or seasonal signs as required by the fee schedule in Appendix D of this Code Temporary or seasonal permits shall be issued for 1 week time periods only, and the applicant shall pay a separate fee for each sign and each week. No applicant shall receive more than 5 temporary or seasonal sign permits for any calendar year.

(22) Sign, wall A sign attached to or erected against the wall of a building.

(23) Sign, warning A sign which warns the public of a danger or hazard in the immediate vicinity and is obviously not intended for advertising purposes.

727 04 Permitted signs in residential districts
(1) Types of signs allowed: Construction, directional, monument, nameplate, political, real estate, temporary, and wall

(2) Number and size of each type of sign allowed per lot frontage:

Type	Number allowed	Size not to exceed
Construction	1	32 sq ft
Directional/temporary	2	2 sq ft
Monument	1	16 sq ft
Nameplate	1	3 sq ft
Political	1 for each candidate	16 sq ft
Real estate	1	16 sq ft
Wall	1	16 sq ft

No more than 32 square feet of total sign display area will be permitted at any one time in developed areas, with a 4 foot maximum for any dimension, except as otherwise restricted by this section No sign shall be so constructed as to have more than 2 surfaces.

(3) Height: The top of the sign shall not exceed 8 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade

(4) Setback: Any sign over 1.5 square feet shall be set back at least 10 feet from any lot line.

727.05 Permitted signs in commercial districts
(1) Type of signs allowed: Business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall. Advertising signs allowed by conditional use permit only on lots having frontage of 150 feet or more.

(2) Number and size of each type of sign allowed per lot frontage

Type	Number allowed	Size not to exceed
Advertising	1 with a CUP	2 sq ft of sign per 1 lineal ft of lot frontage
Business	1	2 sq ft of sign per 1 lineal ft of lot frontage
Construction	1	32 sq ft
Directional	2	2 sq ft
Flashing	1	2 sq ft of sign per 1 lineal ft of lot frontage
Illuminated	1	2 sq ft of sign per 1 lineal ft of lot frontage
Monument	1	2 sq ft of sign per 1 lineal ft of lot frontage
Motion	1	2 sq ft of sign per 1 lineal ft of lot frontage
Nameplate	1	100 sq ft
Pedestal	1	2 sq ft of sign per 1 lineal ft of lot frontage
Political	1 for each candidate	35 sq ft
Projecting	1	2 sq ft of sign per 1 lineal ft of lot frontage
Real estate	1	35 sq ft
Shopping center	1	2 sq ft of sign per 1 lineal ft of lot frontage
Temporary	2	35 sq ft
Wall	1	2 sq ft of sign per 1 lineal ft of lot frontage

No sign shall exceed 200 square feet in area. Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line

(3) Height: The top of the sign shall not exceed 35 feet above the average grade or building ridge line Monument signs shall not exceed 12 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback: Any sign over 6 square feet shall be set back at least 10 feet from any lot line, notwithstanding more restrictive portions of this section In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line. All signs over 100 square feet shall be set back at least 50 feet from any residential district.

727.06 Permitted signs in industrial districts
(1) Type of signs allowed: Advertising (on lots with more than 150 feet of lot frontage), business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall

(2) Number and size of each type of sign allowed per lot frontage

Type	Number allowed	Size not to exceed
Advertising	1	2 sq ft of sign per 1 lineal ft of lot frontage
Business	1	2 sq ft of sign per 1 lineal ft of lot frontage
Construction	1	32 sq ft
Directional	2	2 sq ft
Flashing	1	2 sq ft of sign per 1 lineal ft of lot frontage
Illuminated	1	2 sq ft of sign per 1 lineal ft of lot frontage

Monument	1	2 sq ft of sign per 1 lineal ft of lot frontage
Motion	1	2 sq ft of sign per 1 lineal ft of lot frontage
Nameplate	1	100 sq ft
Pedestal	1	2 sq ft of sign per 1 lineal ft of lot frontage
Political	1 for each candidate	35 sq ft
Projecting	1	2 sq ft of sign per 1 lineal ft of lot frontage
Real estate	1	35 sq ft
Shopping center	1	2 sq ft of sign per 1 lineal ft of lot frontage
Temporary	2	35 sq ft
Wall	1	2 sq ft of sign per 1 lineal ft of lot frontage

No sign shall exceed 200 square feet in area Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line

(3) Height The top of the sign shall not exceed 35 feet in height above the average grade or building ridge line. Monument signs shall not exceed 12 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback Any sign over 10 square feet shall be set back at least 10 feet from any lot line, notwithstanding more restrictive portions of this section. In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line All signs over 100 square feet shall be set back at least 50 feet from any residential district

727.07 Permitted signs in planned unit development districts.
(1) The type, number, size, height and setback shall be regulated as specifically authorized by the terms of the planned unit development permit or according to the zoning district most appropriate to the principal use involved.

727.08 Permitted signs by a conditional use permit.
(1) Where a use is permitted in a zoning district by conditional use permit, the sign for that use shall require a conditional use permit unless the sign is otherwise provided for in this ordinance without a permit. The type, number, size, height, setback, and terms shall be regulated as specifically authorized by the terms of the conditional use permit or according to the zoning district most appropriate to the principal use involved.

(2) Displays, lights directed skyward, pieces of sculpture, fountains or other displays or features which do not clearly fall within the definition of a sign, but which direct attention to an object, product, place, activity, person, institution, organization or business shall require a conditional use permit.

727.09 Restrictions in all zoning districts
(1) No sign shall be allowed that:
(a) prevents egress from any door, window or fire escape
(b) tends to accumulate debris as a fire hazard
(c) is attached to a standpipe or fire escape
(d) constitutes a hazard of health, safety or general welfare of the public
(e) by reason of position, shape, movement, color or any other characteristic, interferes with the proper functioning of a traffic sign or signal, constitutes a traffic hazard, or interferes with traffic control

(f) contains any indecent or offensive picture or written matter
(g) is painted directly on the outside wall of a building, fence, tree, stone or other similar object

(2) No sign, other than temporary directional or warning signs, shall be erected within the public right-of-way of any street or way or other public property. Such signs shall be removed by the city without notice

(3) Except for more restrictive subsections of this sign section, no sign that exceeds 100 square feet in area shall be erected or maintained which would prevent any traveler on any street from obtaining a clear view of approaching vehicles on the same street for a distance of 500 feet: be closer than 300 feet to a national, state or local park, historic site, picnic or rest area, church or school: be closer than 100 feet to residential structures; partly or totally obstruct the view of a lake, river, rocks, wooded area, stream or other point of natural and scenic beauty.

727.10 Design, construction and maintenance
(1) Sign design shall compliment the building and/or property on which it will be erected, as well as surrounding properties

(2) The soil used for the dug-in type of anchor or post support shall be carefully placed and thoroughly compacted. The anchors and supports shall penetrate to a depth below ground greater than that of the frostline

(3) Signs attached to exterior walls of solid masonry or concrete shall be safely and securely attached to the same by means of metal anchors, bolts or expansion screws of not less than 3/8 inch in diameter, which shall be embedded at least 2 inches No wooden blocks or anchorage with wood used in connection with screws or nails shall be considered proper anchorage, except in the case of wall signs attached to buildings with walls of wood

(4) Any sign which becomes structurally unsafe or endangers the safety of a building or premises or endangers the public safety shall be taken down and removed or structurally improved by the property owner and/or manager within 10 days after written notice from the city.

Sec 729.01 Hazards and nuisances Keeping of livestock or a domestic farm animal, as defined by the chart in section 729.02, on any site less than 5 acres, with less that 2 acres of existing grazable land per animal is hereby declared to be a nuisance. Keeping of a small bird or fowl, including a chicken (hen), turkey, duck, or pigeon, but excluding caged, indoor household birds, such as a parrot, finch, cockatoo, or canary, without first obtaining a permit is hereby declared to be a nuisance.

Sec 729.02 Grazable acres. Grazable acreage shall be defined as open pasture acreage capable of supporting summer grazing at a density of one animal unit, or its equivalent, per 2 acres. For purposes of these regulations, the following animal equivalents apply:

Type of livestock or domestic farm animal	Animal units
1 slaughter steer or heifer	1

1 horse	1
1 mature dairy cow	1.4
1 swine over 55 pounds	0.4
1 sheep	0.1
1 elk	1
1 bison	1
1 goat	0.4
1 llama/ostrich	1

Sec. 729.03 Permit requirements

(1) *Livestock and domestic farm animals.* The keeping of domestic farm animals in greater density than allowed by section 729.01 shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise or other nuisances. The applicant must have a Minnesota Pollution Control Agency feedlot permit for the proposed use

(2) *Small bird and fowl.* The keeping of small birds or fowl on any site shall require a permit. The duration of the permit is January 1 – December 31 of each year. The annual fee for such permit shall be $25.00 for up to 2 birds/fowl, which must be paid at the time of application. The city zoning administrator may grant a permit pursuant to this section and the following conditions:

(a) the applicant shall make written application and agree to adhere to all conditions under which the permit was granted (failure to adhere will result in refusal/revocation)

(b) the applicant adheres to a minimum of one inspection of the premises on an annual basis (failure to adhere will result in refusal/revocation)

(c) the applicant has received written consent of at least 80% of the property owners within 100 feet of the property for which the permit is sought and can consistently provide this written consent as often as the city deems necessary

(d) at no time shall there be more than any combination of 2 birds or fowl on any single or two-family property (no birds or fowl are allowed on any property that contains 3 or more dwelling units)

(e) the conditions under which the bird or fowl will be kept and cared for does not constitute a nuisance or health/safety concern

(f) the bird or fowl will at no time be contained within a dwelling unit

(g) the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or

ground water contamination, excessive fecal accumulation, odor, noise or other nuisances

The city's zoning administrator or animal control officer may refuse or revoke any permit at any time for unsanitary or unfit conditions

Section 2. Appendix B of the Bayport City Code is hereby amended by adding the following text

Sec. 702.07	The final exterior finish for an addition, alteration, or improvement to the exterior of a principal building shall be substantially completed within 6 months from the time the building permit was issued for the project.
Sec. 703.17	The final exterior finish for an addition, alteration, or improvement to the exterior of an accessory building or structure shall be substantially completed within 6 months from the time the building permit was issued for the project, or if no building permit is required, from the time the project was started.

Section 3. Appendix B of the Bayport City Code is hereby amended by deleting the following text

Sec. 301	(77.1)	*Height measurement* The height of all buildings shall be measured from the highest elevation of the finished grade adjoining the structure to the highest point on the structure
Sec 712 07	(2)	Motor vehicle sales and services. One space /1,000 sq. ft gross floor area

Section 4. This ordinance shall be in full force and effect from and after its passage and publication according to law Passed by the City Council for the City of Bayport this 4th day of February, 2008.

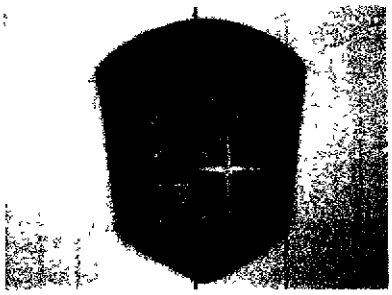
_____

Jon Nowaczek, Mayor

Attest:

_____

Michael McGuire, City Administrator



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

To: Chief Eastman
From: Officer Jackson
Re: Narcotics Detection and Tracking Canine

I am requesting permission to seek private donations (money, equipment, and services), apply for grants, and the use of forfeiture funds to purchase a non-aggressive passive alert Narcotics Detection and Tracking Canine. My goal would be to have the program funded without significant burden to the citizens of Bayport. The addition of a narcotics canine team to the police department has the potential to generate revenue through drug related forfeitures offsetting CIP costs.

The City of Bayport has responded to calls for service to assist with locating lost children and vulnerable adults. Croixdale Retirement Home has a memory care unit that provides care for elderly residents suffering from Dementia and Alzheimer's. The Bayport Police Department has been called upon to help locate these residents as well as other citizens with memory related illnesses when they have become lost.

The Stillwater Correctional Facility has inmates that have walked away or escaped from the prison. The prison is surrounded on several sides with heavily wooded areas making it difficult to apprehend the inmates following an escape. The Stillwater Correctional Facility also has a need to quickly and accurately detect the smuggling of controlled substances into the facility. Contraband is often concealed in the mail or smuggled in by visitors.

The Bayport Police Department has served narcotics related search warrants in the City of Bayport. We have also apprehended drug users and sellers while traveling through our community. Past drug related forfeitures by the Bayport Police Department include vehicles and currency. One such seizure resulted in the forfeiture of $10,000 in currency and one pound of marijuana that was concealed as a Christmas package.

Having a Narcotics Detection and Tracking Canine Team also provides a unique opportunity to promote a safe community at events within the city. The canine team would be able to provide demonstrations at community events such as Safety Camp, and National Night Out. The canine team would also provide demonstrations promoting drug safety and awareness to individual classrooms of students at Andersen Elementary School. It has been shown with other small departments that a canine is often seen by their citizens as mascot for the city and that a canine team promotes community policing.

I have identified the following approximation of the costs of starting a canine program.

Initial Cost		Annual Costs	
Cost of K-9 and Training	$5000	Veterinary Costs	$500
Equipment	$500	Food	$500
		Training/Equipment	$400
Total	$5500	Total	$1400

MEMORANDUM OF UNDERSTANDING

between

Law Enforcement Labor Services, Inc.
Local #226

And

The City of Bayport

Whereas, the Union, LELS Local #226, and the City of Bayport have agreed that the K-9 handler will be compensated with a take home vehicle, when available, covering the costs of fuel and maintenance. If a vehicle is not available, the handler will be given 4 hours of comp time per week that can only be used for time off and can not be cashed out.

Whereas, the City agrees to allow the handler to purchase the dog upon completion of service;

Whereas, the City agrees that the issues surrounding the K-9 handler will not be addressed until the next collective bargaining negotiations take place.

_____	L. E. McFarland 12/18/07
City of Bayport	Len McFarland, Business Agent
_____	_____
City of Bayport	Jay Jackson, K-9 Handler

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

Date: January 29, 2008

To: Mayor and City Council

From: Michael McGuire, City Administrator

Subject: Consider approving alternate business hours for Bayport City Hall

BACKGROUND

Over the past few years, City Hall has been experiencing less and less visits and telephone calls on Friday afternoons. In addition, staff has received some feedback from residents that because their work schedule conflicts with the hours of 8:00 a.m. – 4:30 p.m , Monday through Friday, it is difficult for them to conduct business at City Hall.

For the reasons stated above, staff is proposing alternate hours of 7:30 a.m. – 5 00 p.m. on Monday – Thursday and 7:30 a m. – 11:30 a m. on Friday at City Hall, for the summer season (Memorial Day – Labor Day). This schedule would provide an opportunity for residents to conduct business before of after their workday. It would also allow staff more flexibility with vacation time, as with a small office, it is difficult to accommodate multiple requests for vacation on Fridays

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve alternate business hours for City Hall, as stated above, Memorial Day through Labor Day, with review in September as to the success.

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

Date: January 16, 2008

To: Mayor and City Council

From Mike McGuire, City Administrator

Subject Publishing costs

BACKGROUND

At the meeting in January, the City Council requested the city provide a cost estimate for publishing in the Stillwater Gazette, as there was question whether it was the most cost effective publication to use for city legal notices. Attached, please find a copy of the estimate, as requested When compared to the estimates provided by Press Publications and the Stillwater Courier/Lake Elmo Leader, the Stillwater Gazette is the least expensive at $3 17 per column inch.

Also at the January meeting, the City Council discussed designating two official newspapers for publication and the cost implications of doing so As such, the City Council requested a cost summary of what was spent in 2007 for reimbursable (not paid by the city) and non-reimbursable (paid by the city) publication expenses.

Reimbursable publication expenses	$422 65
Non-reimbursable publication expenses	$3,147.15

The reimbursable publications consisted of notices related to planning and zoning applications The non-reimbursable publications consisted of city bids, ordinances, TIF, financial reports, assessment hearings, and comprehensive plan hearing.

RECOMMENDATION

Staff recommends that the City Council not amend their original motion that designates the Stillwater Gazette as the city's official newspaper, as it is the least expensive local publication Also, due to the substantial cost for both reimbursable and non-reimbursable publications in one newspaper, staff does not recommend designating a second official newspaper.

January 7, 2008

City Administrator
City of Bayport
294 North 3rd 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 2008.

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.

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

Line length in picas -	11.9
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