

CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
May 7, 2007

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 ANNOUNCEMENTS

1. Recycling award given to David Walters
2. Citizen representative needed to serve on Cable Commission
3. Recycling scholarship deadline is June 1 – Application forms available at City Hall
4. Safety Camp for kids to be held June 18 and 19 – Registration forms available at City Hall
5. Spring newsletter arriving in mid May
6. Hydrant flushing week of May 7th
7. Water update

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 16

- | | |
|--|----|
| 1. April 2, 2007 City Council regular meeting minutes | 1 |
| 2. April payables and receipts | 2 |
| 3. April building, plumbing and mechanical permits | 3 |
| 4. Grant agreement for Safe and Sober Communities Project – alcohol enforcement | 4 |
| 5. Grant agreement for Safe and Sober Communities Project – seat belt and child seat enforcement | 5 |
| 6. Hiring a part-time police officer | 6 |
| 7. Katherine B. Andersen – St. Paul Foundation grant for fire department | 7 |
| 8. Lakeside Park to be used for YMCA Summer Programs | 8 |
| 9. Special event application for “A Night at Dane’s Place” to be held at Perro Park | 9 |
| 10. Special event application for Memorial Day Parade | 10 |
| 11. Donation request for Memorial Day Parade | 11 |
| 12. Refuse hauler licenses | 12 |
| 13. Fund transfers – budgeted and unbudgeted | 13 |
| 14. Renewal of insurance brokerage agreement with A. J. Gallagher | 14 |
| 15. Approval of Workers Compensation invoice | 15 |
| 16. Change order #1 for air stripper | 16 |

PUBLIC HEARINGS

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- | | |
|--|----|
| 1. Review of new and existing play equipment at Lakeside Park | 17 |
| 2. Consider amending the city's offenses and miscellaneous provision ordinance regarding weapons and illegal posting | 18 |
| 3. Consider amending the city's traffic and vehicle ordinance regarding parking | 19 |
| 4. Continue discussion on cemetery cremains area and replatting project | 20 |
| 5. Discuss providing building inspection services to the City of Lakeland, et. al | 21 |

NEW BUSINESS

- | | |
|--|----|
| 1. Consider authorization for a scout to complete an Eagle Scout Leadership Service Project at Lakeside Park | 22 |
| 2. OSHA audit | 23 |
| 3. Consider options for assessing 2006 improvement projects | 24 |

COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

1. Adjourn to closed session to discuss pending litigation
2. Discuss Tax Increment Financing (TIF)

ADJOURNMENT

ANALYTICAL RESULTS

Project: 0704-408 CARBONAIR 4/2/07
Pace Project No.: 1049040

Sample: INLET		Lab ID: 1049040001	Collected: 04/02/07 10:00	Received: 04/02/07 14:45	Matrix: Water			
Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8260 MSV MDH VOC		Analytical Method: EPA 8260						
Trichloroethene	5.9 ug/L		1.0	1		04/05/07 19:57	79-01-6	
Dibromofluoromethane (S)	100 %		66-134	1		04/05/07 19:57	1868-53-7	
Toluene-d8 (S)	108 %		67-133	1		04/05/07 19:57	2037-26-5	
4-Bromofluorobenzene (S)	97 %		67-133	1		04/05/07 19:57	460-00-4	
1,2-Dichloroethane-d4 (S)	105 %		63-137	1		04/05/07 19:57	17060-07-0	

Sample: OUTLET		Lab ID: 1049040002	Collected: 04/02/07 10:00	Received: 04/02/07 14:45	Matrix: Water			
Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8260 MSV MDH VOC		Analytical Method: EPA 8260						
Trichloroethene	* ND ug/L		1.0	1		04/05/07 20:21	79-01-6	
Dibromofluoromethane (S)	102 %		66-134	1		04/05/07 20:21	1868-53-7	
Toluene-d8 (S)	107 %		67-133	1		04/05/07 20:21	2037-26-5	
4-Bromofluorobenzene (S)	97 %		67-133	1		04/05/07 20:21	460-00-4	
1,2-Dichloroethane-d4 (S)	107 %		63-137	1		04/05/07 20:21	17060-07-0	

* ND = Non-detect

RESOLUTION NO. 07-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MAY 7, 2007**

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 7th day of May, 2007, 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 1-16 FROM THE
MAY 7, 2007 CITY COUNCIL AGENDA**

1. April 2, 2007 City Council regular meeting minutes
2. April payables and receipts
3. April building, plumbing and mechanical permits
4. Grant agreement for Safe and Sober Communities Project – alcohol enforcement
5. Grant agreement for Safe and Sober Communities Project – seat belt and child seat enforcement
6. Hiring a part-time police officer
7. Katherine B. Andersen – St. Paul Foundation grant for fire department
8. Lakeside Park to be used for YMCA Summer Programs
9. Special event application for “A Night at Dane’s Place” to be held at Perro Park
10. Special event application for Memorial Day Parade
11. Donation request for Memorial Day Parade
12. Refuse hauler licenses
13. Fund transfers – budgeted and unbudgeted
14. Renewal of insurance brokerage agreement with A. J. Gallagher
15. Approval of Workers Compensation invoice
16. Change order #1 for air stripper

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 7th day of May, 2007.

ATTEST:

Mike McGuire, City Administrator

Jonathan Nowaczek, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 2, 2007
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of April 2, 2007 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, Acting Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Attorney Cameron Kelly, Engineer Barry Peters, Assistant City Administrator Sara Taylor

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Mayor Nowaczek reported that recycling awards for March were given to Donald Hoye, Mark Tuenge, Jim Schattauer, and John Siegel.
2. Mayor Nowaczek read a proclamation recognizing April 16-April 29, 2007 as Valley Reads Weeks.

OPEN FORUM - None

CONSENT AGENDA

Mayor Nowaczek read items 1-12 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 07-11

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING
CONSENT AGENDA ITEMS 1-12 FROM THE APRIL 2, 2007 CITY COUNCIL AGENDA**

1. March 5, 2007 City Council regular meeting minutes
2. March payables and receipts
3. March building, plumbing and mechanical permits
4. Appointment of temporary full-time police officer Dave Wynia
5. Renewal of agreement with Andersen Corporation for boat launch parking in the lot on 4th Avenue North
6. Annual step increase for Secretary/Receptionist
7. Special event application for Bethlehem Lutheran Church/Dane's Place fundraiser pig roast
8. Final acceptance of Phase I Inspiration street and utility improvements
9. Funding for fire department's portion of 800 MHz radio system
10. Recycling programs for 2007 Washington County Recycling Grant
11. Special event application and lawful gambling permit for Andersen Corporation ALCO picnic
12. Payment #9 to Ebert Construction for Booster Station in Inspiration

Councilmember Kraftson questioned whether the March 5th minutes regarding the vacation of a portion of 1st Avenue South should reflect that the right-of-way was reserved with easement for the existing utilities. Administrator McGuire explained that the minutes only reflect a summary of what was actually approved and the recorded resolution specifies the detail, and he will double check to make sure it is correct.

The motion for adopting the foregoing resolution was duly seconded by Councilmember Johnson 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 did not meet in March, and that the next regularly scheduled meeting will be held April 18, 2007, 7:00 p.m. at the Valley Ridge Mall.

Councilmember Kraftson reviewed the Middle St. Croix Watershed Management Organization (MSCWMO) meeting of March 8, 2007, noting there were no major items relating to Bayport. The next meeting is scheduled for April 5, 2007.

Councilmember Johnson reviewed the March 22, 2007 meeting of the Bayport Public Library Foundation Board. He reported the library's annual report has been filed and is online at the library's website. Faith Sullivan will be speaking at the annual author's luncheon on Saturday, April 14th, 11:30 a.m. The long-range planning committee will be meeting April 4th at 1:00 p.m.; the meeting is open to the public. The next meeting of the library board is set for April 26, 2007, 6:00 p.m., at the library.

The Andersen Corporation's Project XL Community Advisory Committee (CAC) is meeting on April 12th at 7:00 p.m. at Andersen headquarters. The meeting is open to the public. Susan Roeder, Andersen Corporation, stated April 12th would be the first official meeting under the XL Permit with the CAC.

Councilmember Johnson noted that the Bayport Community Action League (BCAL) has a new website - www.bayportcommunityactionleague.com - linked with the library's website. The BCAL is hosting the annual Easter Egg Hunt at Barker's Alps Park at 10:00 a.m.

Councilmember Carlson had no report on the Lower St. Croix Partnership group.

UNFINISHED BUSINESS

Consider approving bid documents and authorization to solicit bids for Phase IA improvements to Lakeside Park: Larry Wacker reviewed the current cost estimates for the improvements, estimated at \$503,130.00. Administrator McGuire noted that Andersen Corporation is donating all of the beach house exterior windows and doors, for a cost savings of approximately \$30,000.00, and \$20,000.00 in savings was realized by city staff doing part of the old bathhouse demolition. Larry Wacker and Raj Dhital reviewed the updated plans for the Phase IA improvements to Lakeside Park, including color and material selections. Discussion followed on incorporating some of the existing playground equipment into the new plan. Safety concerns with the older equipment were noted. Administrator McGuire recommended analyzing the existing equipment risk factors prior to authorizing the playground improvements. Councilmembers expressed their preference for the beach house's accent color but decided to put off a decision until they could see a larger sample of the proposed colors.

It was moved by Councilmember Ridgway and seconded by Councilmember Carlson to approve the bid documents and authorization to solicit bids for Phase IA improvements to Lakeside Park, excluding the \$65,000.00 playground portion. Motion carried.

Councilmember Kraftson noted his concern that the proposed cost estimate does not include all Phase 1 improvements and is hopeful the bids will come in lower than anticipated.

NEW BUSINESS

Consider amending the city's environment ordinance regarding public nuisances: Acting Police Chief Eastman reviewed the proposed revisions relating to public nuisances affecting peace and safety within the city. She indicated some infractions could be handled with an administrative fine, rather than going to court. Discussion followed on clarifying where alcoholic beverages, in approved containers, would be allowed in city parks.

Councilmember Johnson introduced the following ordinance and moved its adoption, with an amendment to Section 16, clarifying that plastic or metal containers are allowed in a park or public picnic ground:

Ordinance #787

**ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 26, SECTION 26-28 OF THE BAYPORT CITY CODE
REGARDING ENVIRONMENT**

The motion for adopting the foregoing ordinance 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	

Consider amending the city's offenses and miscellaneous provision ordinance regarding weapons and illegal posting: Acting Police Chief Eastman reviewed the proposed revisions that add definitions and specific locations to the city code. Discussion followed on replacing the current code that enforces a blanket prohibition of firearms with more specific language that could miss items and/or include items that shouldn't be prohibited. Allowable activities on private property were also discussed, as well as posting of temporary signs for garage sales and lost pets.

It was moved by Mayor Nowaczek and seconded by Councilmember Johnson to continue the discussion on amending Chapter 38 of the Bayport City Code regarding offenses and miscellaneous provisions to the next meeting. Motion carried.

Consider amending the city's traffic and vehicle ordinance regarding parking: Acting Police Chief Eastman reviewed the proposed revisions regarding traffic and vehicle ordinances. Discussion ensued regarding the on-street 12-hour limit, restricting alley parking, and odd-even parking during the winter months. Administrator McGuire and Chief Eastman explained the winter parking rules were proposed mainly as a public safety factor and secondarily to facilitate efficient snowplowing within the city. Councilmembers noted it would be a major change for residents and ample education on the parking changes would be needed. Attorney Kelly recommended deleting wheelchairs, bicycles, wagons and strollers from the self-propelled device definition.

It was moved by Councilmember Johnson and seconded by Councilmember Ridgway to continue the discussion on amending Chapter 54 of the Bayport City Code regarding the city's traffic and vehicle ordinance to the next meeting. Motion carried.

Consider amending the city's street and sidewalk ordinance regarding litter: Acting Police Chief Eastman reviewed the addition to Chapter 50 that addresses smoking near combustible materials, as well as inappropriate disposal of hot or burning substances on public or private property.

Councilmember Kraftson introduced the following ordinance and moved its adoption:

Ordinance #788

**ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 50, SECTION 50-40 OF THE BAYPORT CITY CODE
REGARDING STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

The motion for adopting the foregoing ordinance 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 providing building inspection services to the City of Lakeland, et. al: Administrator McGuire noted that after interviewing Bayport city staff, the City of Lakeland is interested in pursuing a contract with the City of Bayport to provide building inspection services to Lakeland, Lakeland Shores, St. Croix Beach, and St. Mary's Point. He requested endorsement of the concept and indicated the contract would then be worked out between the two cities. Discussion followed on the building official's workload. Administrator McGuire indicated he believes Bayport can provide this service long-term and may consider a summer intern as an option to cover increased inspections, if needed. Councilmembers were in agreement to pursue the contract discussions with the City of Lakeland. The City Council will be requested to approve the final contract at a future meeting.

COUNCIL ITEMS/ANNOUNCEMENTS

1. Councilmember Carlson stated that residents are organizing a citywide garage sale that is scheduled for Friday, June 1st from 8:00 a.m.-5:00 p.m. and Saturday, June 2nd from 8:00 a.m.-1:00 p.m. Information on the event will be included in the upcoming city newsletter.
2. Mayor Nowaczek reported that in an effort to keep residents better informed on city issues, the city is in the process of implementing an e-mail list serve program. Information will be provided in the city newsletter.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS

1. Water Update: Repairs to well #2 have been completed and the new air stripper treatment plant was tested today. Some minor software glitches were identified and fine tuning is needed, however the plant should be fully on-line within two weeks. The results of water sampling from well #2 are expected in a couple days. The landscaping restoration will be completed when weather conditions improve. Diagrams of how the air stripper works are available at City Hall.
2. Citywide cleanup day update: Last year, the City Council recommended holding the cleanup event on an every-other-year basis and the event was not budgeted for 2007. Councilmembers decided to maintain the current schedule. Information on disposal options within Washington County is posted on the county's website and will be available at City Hall.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to adjourn the meeting at 8:26 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 04/30/07

FUND	FUND Descr	2007 Budget	2007 YTD Amt	2007 % of Budget
101	GENERAL	\$2,135,799.00	\$229,079.70	10.73%
102	STREET RECONSTRUCTION	\$0.00	\$1,358.93	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	\$240,682.24	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	\$2,543.93	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$598,734.22	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$7,000.00	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$32,577.71	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%
211	LIBRARY	\$285,574.00	\$2,982.30	1.04%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$568.74	0.00%
307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%
601	WATER	\$299,600.00	\$22,506.25	7.51%
602	SEWER	\$561,117.00	\$144,606.27	25.77%
800	INVESTMENTS-POOLED	\$0.00	\$61,660.15	0.00%
803	P & Z ESCROWS	\$0.00	\$800.00	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%
		\$3,282,090.00	\$1,345,100.44	40.98%

5/12 = 41.7%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: APRIL

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	4/6/2007	\$1.00	13897 Fax - Schwartz	R 101-00000-34105 USER FE
101	4/6/2007	\$0.75	13900 Copies - Giebel	R 101-00000-34105 USER FE
101	4/16/2007	\$2.00	13916 Faxes - Johnson	R 101-00000-34105 USER FE
101	4/16/2007	\$0.75	13927 Copies - Chris, AES	R 101-00000-34105 USER FE
101	4/16/2007	\$500.00	13929 LMCIT - Insurance Dividend	R 101-00000-36250 REFUND -
101	4/27/2007	\$1,675.00	13957 BP American Classic Homes	G 101-20102 S A C CHARGE
101	4/27/2007	\$1,675.00	13958 BP 2007-22 Rottlund Homes	G 101-20102 S A C CHARGE
101	4/6/2007	\$0.50	13894 Plumbg Permit - Martin Plumbing	G 101-20104 STATE SURCHA
101	4/6/2007	\$0.50	13898 Plmbg Permit - Cody Plumbg	G 101-20104 STATE SURCHA
101	4/16/2007	\$215.25	13902 Plumbg Permit - Sprinkler Prison Seg Unit	G 101-20104 STATE SURCHA
101	4/16/2007	\$0.50	13915 Plmbg Permit - 1209 Pioneer Tr	G 101-20104 STATE SURCHA
101	4/16/2007	\$0.50	13918 Replace furnace - Perfection Heating	G 101-20104 STATE SURCHA
101	4/16/2007	\$4.50	13919 BP 2007-18 - Judy Lind	G 101-20104 STATE SURCHA
101	4/16/2007	\$0.50	13921 MC Permit - 467 Prairie Way	G 101-20104 STATE SURCHA
101	4/16/2007	\$50.50	13922 BP - Pat Puhalla	G 101-20104 STATE SURCHA
101	4/24/2007	\$1.00	13935 Sign Permit - Bayport Marina	G 101-20104 STATE SURCHA
101	4/24/2007	\$0.50	13937 Mech Permit - Automatic Garage Door	G 101-20104 STATE SURCHA
101	4/24/2007	\$0.95	13946 BP - Pete Reese	G 101-20104 STATE SURCHA
101	4/24/2007	\$0.50	13951 HVAC permit - Binder Heating	G 101-20104 STATE SURCHA
101	4/24/2007	\$1.10	13953 Deck Permit - Schultz	G 101-20104 STATE SURCHA
101	4/24/2007	\$0.50	13955 Mech Permit - Anderson Heating	G 101-20104 STATE SURCHA
101	4/27/2007	\$183.76	13957 BP American Classic Homes	G 101-20104 STATE SURCHA
101	4/27/2007	\$154.75	13958 BP 2007-22 Rottlund Homes	G 101-20104 STATE SURCHA
101	4/27/2007	\$0.70	13961 BP Larry Goldsmith	G 101-20104 STATE SURCHA
101	4/24/2007	\$6.50	13943 Park shelter - Salem School	G 101-20603 SALES TAX PAY
101	4/27/2007	\$16.25	13964 Park shelter reservation - Midwest Fence	G 101-20603 SALES TAX PAY
101	4/6/2007	\$33.25	13893 COBRA - McGuire	G 101-27107 DELTA DENTAL
101	4/16/2007	\$33.25	13932 COBRA - Hartung	G 101-27107 DELTA DENTAL
101	4/6/2007	\$443.08	13893 COBRA - McGuire	G 101-27109 MEDICA
101	4/6/2007	\$53.53	13905 COBRA - Farnham	G 101-27109 MEDICA
101	4/16/2007	\$443.08	13932 COBRA - Hartung	G 101-27109 MEDICA
101	4/27/2007	\$53.53	13970 COBRA - Farnham	G 101-27109 MEDICA
101	4/6/2007	\$43.50	13893 COBRA - McGuire	G 101-27118 LINCOLN LIFE
101	4/10/2007	\$30.00	13913 Institutional CD's - refund fee	R 101-41200-36240 REFUND
101	4/16/2007	\$41.34	13930 To be refunded - WS payment 249 NO 6th	R 101-41200-36240 REFUND
101	4/24/2007	\$310.98	13949 Flex forfeiture - Best Administration	R 101-41200-36240 REFUND
101	4/16/2007	\$6.00	13928 Leaf bag stickers - Gardner	R 101-41240-34105 USER FE
101	4/24/2007	\$15.00	13950 Yard leaf bags - Kosmo	R 101-41240-34105 USER FE
101	4/24/2007	\$7.50	13952 Yard leaf stickers	R 101-41240-34105 USER FE
101	4/24/2007	\$70.50	13946 BP - Pete Reese	R 101-41910-32100 BUSINES
101	4/24/2007	\$30.00	13951 HVAC permit - Binder Heating	R 101-41910-32100 BUSINES
101	4/27/2007	\$50.00	13966 Contractor Lic - Stock Roofing	R 101-41910-32100 BUSINES
101	4/24/2007	\$50.00	13935 Sign Permit - Bayport Marina	R 101-41910-32200 NONBUSI
101	4/24/2007	\$50.00	13954 Special Event Fee - Peoples Church	R 101-41910-32200 NONBUSI
101	4/16/2007	\$177.00	13919 BP 2007-18 - Judy Lind	R 101-41910-32210 BUILDING
101	4/16/2007	\$1,062.75	13922 BP - Pat Puhalla	R 101-41910-32210 BUILDING
101	4/16/2007	\$690.79	13922 BP - Pat Puhalla	R 101-41910-32210 BUILDING
101	4/24/2007	\$88.50	13953 Deck Permit - Schultz	R 101-41910-32210 BUILDING
101	4/27/2007	\$1,732.09	13957 BP American Classic Homes	R 101-41910-32210 BUILDING
101	4/27/2007	\$2,664.75	13957 BP American Classic Homes	R 101-41910-32210 BUILDING
101	4/27/2007	\$2,316.75	13958 BP 2007-22 Rottlund Homes	R 101-41910-32210 BUILDING
101	4/27/2007	\$1,505.89	13958 BP 2007-22 Rottlund Homes	R 101-41910-32210 BUILDING
101	4/27/2007	\$54.25	13961 BP Larry Goldsmith	R 101-41910-32210 BUILDING
101	4/16/2007	\$75.00	13924 Driveway Permit - Brochman	R 101-41910-32214 EXCAVAT
101	4/6/2007	\$75.00	13894 Plumbg Permit - Martin Plumbing	R 101-41910-32220 PLUMBIN
101	4/6/2007	\$74.50	13898 Plmbg Permit - Cody Plumbg	R 101-41910-32220 PLUMBIN
101	4/6/2007	\$760.69	13902 Plumbg Permit - Sprinkler Prison Seg Unit	R 101-41910-32220 PLUMBIN
101	4/6/2007	\$3,042.75	13902 Plumbg Permit - Sprinkler Prison Seg Unit	R 101-41910-32220 PLUMBIN
101	4/10/2007	\$0.50	13912 PB - New home - Cody Plumbing	R 101-41910-32220 PLUMBIN
101	4/16/2007	\$75.00	13915 Plmbg Permit - 1209 Pioneer Tr	R 101-41910-32220 PLUMBIN

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: APRIL

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	4/16/2007	\$75.00	13918 Replace furnace - Perfection Heating	R 101-41910-32230 MECHANI
101	4/16/2007	\$75.00	13921 MC Permit - 467 Prairie Way	R 101-41910-32230 MECHANI
101	4/24/2007	\$75.00	13937 Mech Permit - Automatic Garage Door	R 101-41910-32230 MECHANI
101	4/24/2007	\$75.00	13951 HVAC permit - Binder Heating	R 101-41910-32230 MECHANI
101	4/24/2007	\$75.00	13955 Mech Permit - Anderson Heating	R 101-41910-32230 MECHANI
101	4/27/2007	\$150.00	13947 PZ Escrow Jerry Peterson	R 101-41910-34100 P & Z PE
101	4/6/2007	\$10.00	13892 Pet license - Ehlers	R 101-42100-32240 ANIMAL F
101	4/6/2007	\$10.00	13896 Pet license - Bonin	R 101-42100-32240 ANIMAL F
101	4/6/2007	\$10.00	13901 Pet license - Jorgenson	R 101-42100-32240 ANIMAL F
101	4/16/2007	\$20.00	13923 2 pet licenses - Peterson	R 101-42100-32240 ANIMAL F
101	4/24/2007	\$4.00	13956 Police Report - Choice Point	R 101-42100-34201 POLICE A
101	4/17/2007	\$3,059.55	13939 Wash. Cty - March Fines	R 101-42100-35101 COURT FI
101	4/16/2007	\$80.00	13920 4 burn permits - Prairie Restoration	R 101-42200-32200 NONBUSI
101	4/16/2007	\$62.62	13933 Burn permits - Oak Park Heights	R 101-42200-32200 NONBUSI
101	4/24/2007	\$120.00	13936 Burn permits - D J. Lake	R 101-42200-32200 NONBUSI
101	4/24/2007	\$20.00	13944 Burn permit - Raebel (AES)	R 101-42200-32200 NONBUSI
101	4/27/2007	\$20.00	13960 Burn Permit - Prairie Restoration	R 101-42200-32200 NONBUSI
101	4/6/2007	\$10.00	13904 Boat trailer annual permit - Bruchu	R 101-43200-34780 PARK FE
101	4/6/2007	\$10.00	13906 Boat trailer annual permit - Vindal	R 101-43200-34780 PARK FE
101	4/10/2007	\$10.00	13908 Annual boat trailer permit - Hanson	R 101-43200-34780 PARK FE
101	4/10/2007	\$10.00	13909 Annual boat trailer permit - Lund	R 101-43200-34780 PARK FE
101	4/10/2007	\$500.00	13910 Park Shelter - St. Patrick School (no Tax)	R 101-43200-34780 PARK FE
101	4/16/2007	\$10.00	13917 Annual boat trailer permit - Ridgway	R 101-43200-34780 PARK FE
101	4/16/2007	\$20.00	13925 2 annual boat parking permits - Neuman	R 101-43200-34780 PARK FE
101	4/24/2007	\$10.00	13938 Annual boat trailer parking - Shotley	R 101-43200-34780 PARK FE
101	4/24/2007	\$100.00	13943 Park shelter - Salem School	R 101-43200-34780 PARK FE
101	4/24/2007	\$10.00	13945 Annual boat trailer parking - Curtis	R 101-43200-34780 PARK FE
101	4/24/2007	\$10.00	13948 Annual boat trailer parking - Belisle	R 101-43200-34780 PARK FE
101	4/27/2007	\$250.00	13964 Park shelter reservation - Midwest Fence	R 101-43200-34780 PARK FE
101	4/27/2007	\$10.00	13965 Annual boat trailer parking - Rob Carlson	R 101-43200-34780 PARK FE
101	4/27/2007	\$150.00	13967 Park Shelter reservation - STW Area Scho	R 101-43200-34780 PARK FE
101	4/27/2007	\$100.00	13962 Xfer Deed - Carol Peterson	R 101-43300-34940 CEMETE
101	4/27/2007	\$600.00	13963 Cemetery Plot - Jon Marshcke	R 101-43300-34940 CEMETE
FUND 101	GENERA	\$26,405.68		
FUND 102 STREET RECONSTRUCTION				
102	4/6/2007	\$108.77	13907 Alley Paving - Elwood Johnson	R 102-41601-36102 SPECIAL
102	4/6/2007	\$93.17	13907 Alley Paving - Elwood Johnson	R 102-41601-36104 SPEC AS
FUND 102	STREET	\$201.94		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	4/16/2007	\$567.21	13926 American legion gambling - March 2007	R 204-00000-32204 GAMBLIN
FUND 204	RECREA	\$567.21		
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	4/10/2007	\$879.68	13911 W/S Batch 2007040600	G 206-12103 A/R GEN BILLIN
206	4/10/2007	\$4,174.75	13914 W/S Batch 2007040900	G 206-12103 A/R GEN BILLIN
206	4/16/2007	\$1,098.20	13931 WS 2007041100	G 206-12103 A/R GEN BILLIN
206	4/16/2007	\$493.87	13934 WS 2007041600	G 206-12103 A/R GEN BILLIN
206	4/27/2007	\$523.03	13968 WS 2007042400	G 206-12103 A/R GEN BILLIN
206	4/17/2007	\$142,533.90	13940 MPCA #4 and #5	R 206-41604-36233 GRANTS
206	4/17/2007	\$119,276.10	13940 MPCA #4 and #5	R 206-41604-36233 GRANTS
FUND 206	WATER/	\$268,979.53		
FUND 207 PARK IMPROVEMENT FUND				
207	4/27/2007	\$1,000.00	13957 BP American Classic Homes	R 207-00000-34780 PARK FE
207	4/27/2007	\$1,000.00	13958 BP 2007-22 Rottlund Homes	R 207-00000-34780 PARK FE
FUND 207	PARK IM	\$2,000.00		

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 208 PRISON SEWER PROJECT				
208	4/17/2007	\$32,577.71	13942 WMO - Prison Sewer Final Invoice	R 208-44100-36246 REFUND-
FUND 208 PRISON		\$32,577.71		
FUND 211 LIBRARY				
211	4/27/2007	\$43.40	13969 Library - April Revenue	R 211-45500-34760 LIBRARY
211	4/27/2007	\$505.00	13969 Library - April Revenue	R 211-45500-36220 RENTAL I
211	4/27/2007	\$325.00	13969 Library - April Revenue	R 211-45500-36230 DONATIO
FUND 211 LIBRARY		\$873.40		
FUND 601 WATER				
601	4/10/2007	\$3,679.04	13911 W/S Batch 2007040600	G 601-14601 WATER BILLING
601	4/10/2007	\$18,314.16	13914 W/S Batch 2007040900	G 601-14601 WATER BILLING
601	4/16/2007	\$4,657.82	13931 WS 2007041100	G 601-14601 WATER BILLING
601	4/16/2007	\$2,242.33	13934 WS 2007041600	G 601-14601 WATER BILLING
601	4/27/2007	\$2,061.77	13968 WS 2007042400	G 601-14601 WATER BILLING
601	4/10/2007	\$2.53	13911 W/S Batch 2007040600	G 601-14605 SALES TAX REC
601	4/10/2007	\$1,082.24	13914 W/S Batch 2007040900	G 601-14605 SALES TAX REC
601	4/16/2007	\$12.44	13931 WS 2007041100	G 601-14605 SALES TAX REC
601	4/16/2007	\$3.90	13934 WS 2007041600	G 601-14605 SALES TAX REC
601	4/27/2007	\$6.36	13968 WS 2007042400	G 601-14605 SALES TAX REC
601	4/27/2007	\$1,000.00	13957 BO American Classic Homes	R 601-46120-34601 WATER H
601	4/27/2007	\$1,000.00	13958 BP 2007-22 Rottlund Homes	R 601-46120-34601 WATER H
601	4/27/2007	\$200.00	13957 BP American Classic Homes	R 601-46120-34602 WATER M
601	4/27/2007	\$200.00	13958 BP 2007-22 Rottlund Homes	R 601-46120-34602 WATER M
601	4/27/2007	\$50.00	13957 BP American Classic Homes	R 601-46120-34603 WATER H
601	4/27/2007	\$50.00	13957 BP American Classic Homes	R 601-46120-34603 WATER H
601	4/27/2007	\$50.00	13958 BP 2007-22 Rottlund Homes	R 601-46120-34603 WATER H
601	4/27/2007	\$50.00	13958 BP 2007-22 Rottlund Homes	R 601-46120-34603 WATER H
601	4/10/2007	\$0.56	13914 W/S Batch 2007040900	R 601-46120-37110 WATER R
601	4/16/2007	\$11.10	13931 WS 2007041100	R 601-46120-37110 WATER R
601	4/16/2007	\$12.46	13934 WS 2007041600	R 601-46120-37110 WATER R
601	4/27/2007	\$15.73	13968 WS 2007042400	R 601-46120-37110 WATER R
FUND 601 WATER		\$34,702.44		
FUND 602 SEWER				
602	4/10/2007	\$3,793.53	13911 W/S Batch 2007040600	G 602-14602 SEWER BILLIN
602	4/10/2007	\$16,606.25	13914 W/S Batch 2007040900	G 602-14602 SEWER BILLIN
602	4/16/2007	\$4,713.65	13931 WS 2007041100	G 602-14602 SEWER BILLIN
602	4/16/2007	\$1,971.35	13934 WS 2007041600	G 602-14602 SEWER BILLIN
602	4/17/2007	\$15,132.33	13935 MCF - March Invoice	G 602-14602 SEWER BILLIN
602	4/27/2007	\$2,591.86	13968 WS 2007042400	G 602-14602 SEWER BILLIN
602	4/27/2007	\$750.00	13957 BP American Classic Homes	R 602-46200-34651 SEWER H
602	4/27/2007	\$750.00	13958 BP 2007-22 Rottlund Homes	R 602-46200-34651 SEWER H
602	4/27/2007	\$50.00	13957 BP American Classic Homes	R 602-46200-34652 SEWER I
602	4/27/2007	\$50.00	13958 BP 2007-22 Rottlund Homes	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$46,408.97		
FUND 800 INVESTMENTS-POOLED				
800	4/6/2007	\$34,823.81	13891 MJSK-Close MM Account	G 800-11101 INVESTMENTS
FUND 800 INVESTM		\$34,823.81		
FUND 803 P & Z ESCROWS				
803	4/27/2007	\$300.00	13947 PZ Escrow Jerry Peterson	R 803-80010-34100 P & Z PE
FUND 803 P & Z ES		\$300.00		
		\$447,840.69		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 04/30/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$3,950.00	\$170.00	\$3,780.00	95.70%
41200	MAYOR & COUNCIL	\$140,584.70	\$32,703.53	\$107,881.17	76.74%
41240	RECYCLING	\$12,259.00	\$1,806.08	\$10,452.92	85.27%
41400	ADMINISTRATION	\$133,519.00	\$49,185.80	\$84,333.20	63.16%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$188,965.80	\$60,979.70	\$127,986.10	67.73%
41940	MUNICIPAL BUILDINGS	\$36,379.00	\$19,591.53	\$16,787.47	46.15%
42100	POLICE	\$629,608.20	\$198,247.83	\$431,360.37	68.51%
42200	FIRE PROTECTION	\$375,742.76	\$320,233.34	\$55,509.42	14.77%
43100	STREET MAINT	\$304,157.00	\$46,853.72	\$257,303.28	84.60%
43160	STREET LIGHTING	\$0.00	\$9,727.54	-\$9,727.54	0.00%
43200	PARKS	\$76,265.18	\$21,171.44	\$55,093.74	72.24%
43300	CEMETERY	\$6,400.00	\$1,927.53	\$4,472.47	69.88%
44100	GENERAL/UNSPECIFIED DEPA	\$15,000.00	\$0.00	\$15,000.00	100.00%
44200	TRANSFER OUT-DEBT SERVIC	\$49,380.00	\$0.00	\$49,380.00	100.00%
FUND 101 GENERAL		\$1,972,210.64	\$762,598.04	\$1,209,612.60	61.33%
FUND 208 PRISON SEWER PROJECT					
44100	GENERAL/UNSPECIFIED DEPA	\$0.00	\$787.71	-\$787.71	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$787.71	-\$787.71	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$76,908.54	-\$76,908.54	0.00%
41912	INSPIRATION	\$0.00	\$4,144.96	-\$4,144.96	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$81,053.50	-\$81,053.50	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$284,574.00	\$79,592.94	\$204,981.06	72.03%
FUND 211 LIBRARY		\$284,574.00	\$79,592.94	\$204,981.06	72.03%
FUND 601 WATER					
44100	GENERAL/UNSPECIFIED DEPA	\$0.00	\$0.00	\$0.00	0.00%
46110	WATER-PUMPHOUSE	\$37,000.00	\$19,894.42	\$17,105.58	46.23%
46120	WATER	\$212,224.00	\$64,907.71	\$147,316.29	69.42%
FUND 601 WATER		\$249,224.00	\$84,802.13	\$164,421.87	65.97%
FUND 602 SEWER					
44100	GENERAL/UNSPECIFIED DEPA	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$320,673.00	\$73,613.15	\$247,059.85	77.04%
46990	SEWER - NON-OPERATING	\$290,000.00	\$96,078.28	\$193,921.72	66.87%
FUND 602 SEWER		\$610,673.00	\$169,691.43	\$440,981.57	72.21%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$111.65	-\$111.65	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$111.65	-\$111.65	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$28.63	-\$28.63	0.00%
80002	CPDC SENIOR COOP	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$9,063.47	-\$9,063.47	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%

7/12 = 58.4%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 04/30/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
80008	CHARLES LUTZ STREET VACA	\$0.00	\$978.17	-\$978.17	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%
FUND 803 P & Z ESCROWS		\$0.00	\$10,070.27	-\$10,070.27	0.00%
		\$3,116,681.64	\$1,188,707.67	\$1,927,973.97	61.86%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: APRIL

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL					
DEPT 41200 MAYOR & COUNCIL					
101	4/2/2007	\$1,175.00 E	41200	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$590.21 E	41200	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$390.92 E	41200	101 Labor Distribution	WAGES AND SAL
101	4/2/2007	\$11.25 E	41200	121 Labor Distribution	P E R A
101	4/2/2007	\$72.85 E	41200	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$36.59 E	41200	122 Labor Distribution	CONT TO RET., S
101	4/19/2007	\$24.24 E	41200	122 Labor Distribution	CONT TO RET., S
101	4/2/2007	\$17.03 E	41200	170 Labor Distribution	MEDICARE
101	4/5/2007	\$8.56 E	41200	170 Labor Distribution	MEDICARE
101	4/19/2007	\$5.67 E	41200	170 Labor Distribution	MEDICARE
101	4/24/2007	\$63.10 E	41200	300 Eckberg 80689	PROF SER-LEGAL
101	4/24/2007	\$390.00 E	41200	300 Eckberg 80689	PROF SER-LEGAL
101	4/24/2007	\$190.10 E	41200	300 Eckberg 80689	PROF SER-LEGAL
101	5/1/2007	\$322.85 E	41200	301 SEH 160002 - mtg	PROF SER-ENGIN
101	5/1/2007	\$83.60 E	41200	301 SEH 160002 - mtg	PROF SER-ENGIN
101	5/1/2007	\$243.96 E	41200	301 SEH 160002 - drainage issue	PROF SER-ENGIN
101	5/1/2007	\$243.96 E	41200	301 SEH 160002 - Prison Well Head	PROF SER-ENGIN
101	4/24/2007	\$5,000.00 E	41200	302 2007 Service Fee Renewal	CONTRACT SERV
101	4/24/2007	\$35.00 E	41200	303 7 Year Levy Report	PROF SER-AUDIT
101	5/1/2007	\$243.00 E	41200	306 Spec Assmt Maint Fees	PROF SER-OTHE
101	4/27/2007	\$840.00 E	41200	306 OSHA Total Penalty Amount	PROF SER-OTHE
101	4/24/2007	\$458.00 E	41200	360 Workers Comp for Volunteers	INSURANCE
101	4/24/2007	\$361.09 E	41200	360 Workers Compensation Insurance	INSURANCE
DEPT 41200 MAYOR & COUNCIL		\$10,806.98			
DEPT 41240 RECYCLING					
101	4/17/2007	\$178.19 E	41240	302 Period Ending 04-14-07	CONTRACT SERV
101	4/4/2007	\$183.35 E	41240	302 Period Ending 03-31-07	CONTRACT SERV
101	4/24/2007	\$30.00 E	41240	370 Recycling Award	RECYCLING INCE
DEPT 41240 RECYCLING		\$391.54			
DEPT 41400 ADMINISTRATION					
101	4/19/2007	\$2,130.17 E	41400	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$2,130.17 E	41400	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$133.14 E	41400	121 Labor Distribution	P E R A
101	4/19/2007	\$133.14 E	41400	121 Labor Distribution	P E R A
101	4/19/2007	\$131.22 E	41400	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$131.22 E	41400	122 Labor Distribution	CONT TO RET., S
101	4/25/2007	\$33.00 E	41400	131 April Flex Withholding	CONT TO EMPLO
101	4/5/2007	\$749.23 E	41400	131 Labor Distribution	CONT TO EMPLO
101	4/5/2007	\$30.69 E	41400	170 Labor Distribution	MEDICARE
101	4/19/2007	\$30.69 E	41400	170 Labor Distribution	MEDICARE
101	4/24/2007	\$169.34 E	41400	201 Bayport City Window Envelopes	OFFICE SUPPLIE
101	4/24/2007	\$77.95 E	41400	201 Office supplies (allocate)	OFFICE SUPPLIE
101	4/2/2007	\$8.34 E	41400	201 Sales and Use Tax - Q1 2007	OFFICE SUPPLIE
101	5/1/2007	\$199.00 E	41400	201 Acct 4798 1754 4300 2082	OFFICE SUPPLIE
101	4/17/2007	\$1,663.07 E	41400	302 Period Ending 04-14-07	CONTRACT SERV
101	4/24/2007	\$34.00 E	41400	302 Acct NO 5416980 Q1 2007	CONTRACT SERV
101	4/4/2007	\$1,711.27 E	41400	302 Period Ending 03-31-07	CONTRACT SERV
101	4/24/2007	\$50.00 E	41400	306 Annual Random Admin Fee	PROF SER-OTHE
101	4/6/2007	\$1,000.00 E	41400	322 Refill postage meter E-check	POSTAGE
101	4/24/2007	\$334.31 E	41400	360 Workers Compensation Insurance	INSURANCE
101	4/19/2007	\$183.23 E	41400	400 Reimburse expenses	USE OF PERSON
101	4/16/2007	\$17.20 E	41400	400 Petty Cash Drawer	USE OF PERSON
101	4/9/2007	\$300.00 E	41400	402 Registration - MCMA Conference	CONFERENCES &
101	4/9/2007	\$517.80 E	41400	402 Deposit - MCMA Conference	CONFERENCES &
101	4/6/2007	\$42.00 E	41400	402 Acct 47981754430020820 ADM	CONFERENCES &
101	5/1/2007	\$149.00 E	41400	402 Training - Huftel	CONFERENCES &

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: APRIL

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Desc
101 TR COMPUTER SALES LLC	4/24/2007	\$431.25 E	41400	416 Computer Consulting (allocate)	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	4/24/2007	\$634.37 E	41400	416 Computer Consulting (allocate)	REPAIR/MAINT O
101 US INTERNET	4/24/2007	\$46.00 E	41400	416 Act #718274 04/19/07-05/18/07	REPAIR/MAINT O
101 ADVANCED IMAGING SOLUT	4/24/2007	\$80.82 E	41400	416 EMS Billed Monthly	REPAIR/MAINT O
101 NEOPOST	4/24/2007	\$191.38 E	41400	431 Postage Equipment Rental	RENTAL OF EQUI
DEPT 41400 ADMINISTRATION		\$13,473.00			
DEPT 41910 PLANNING & ZONING					
101	4/19/2007	\$3,908.75 E	41910	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$3,908.75 E	41910	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$244.30 E	41910	121 Labor Distribution	P E R A
101	4/5/2007	\$244.30 E	41910	121 Labor Distribution	P E R A
101	4/19/2007	\$241.89 E	41910	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$241.89 E	41910	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$1,369.61 E	41910	131 Labor Distribution	CONT TO EMPLO
101	4/19/2007	\$56.57 E	41910	170 Labor Distribution	MEDICARE
101	4/5/2007	\$56.57 E	41910	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	4/24/2007	\$92.48 E	41910	212 Account 000-108-553	MOTOR FUELS &
101 MANAGEMENT SERVICES	4/17/2007	\$1,484.88 E	41910	302 Period Ending 04-14-07	CONTRACT SERV
101 MANAGEMENT SERVICES	4/4/2007	\$1,527.92 E	41910	302 Period Ending 03-31-07	CONTRACT SERV
101 S E H	4/24/2007	\$556.18 E	41910	306 SEH 160005 Comprehensive Plan	PROF SER-OTHE
101 UNIVERSITY OF MINNESOTA	4/24/2007	\$30.00 E	41910	402 Reg #1016586 - Taylor	CONFERENCES &
101 LEAGUE OF MINNESOTA CIT	4/24/2007	\$20.00 E	41910	402 Registration - Taylor	CONFERENCES &
101 CASPERSON MOTORS	5/1/2007	\$28.85 E	41910	412 Oil and filter	REP & MAINT VE
DEPT 41910 PLANNING & ZONING		\$14,012.94			
DEPT 41940 MUNICIPAL BUILDINGS					
101 PETTY CASH	4/16/2007	\$72.37 E	41940	220 Petty Cash Drawer	OPERATING SUP
101 KIMBERLY A REIL	4/6/2007	\$400.00 E	41940	302 Cleaning 03/28-07/18/07	CONTRACT SERV
101 KIMBERLY A REIL	5/2/2007	\$400.00 E	41940	302 Cleaning Service - May 2007	CONTRACT SERV
101 OFFICE OF ENT TECHNOLO	4/24/2007	\$372.19 E	41940	321 Cust 3200B00179	COMMUNICATION
101 COMCAST	5/1/2007	\$34.95 E	41940	321 Acct No 8772 10 563 0001036	COMMUNICATION
101 XCEL	4/24/2007	\$324.55 E	41940	380 Acct 51-4460740-3	ELECTRIC SERVI
101 XCEL	5/1/2007	\$356.27 E	41940	380 Acct No 51-4460739-0	ELECTRIC SERVI
101 XCEL	5/2/2007	\$425.57 E	41940	380 Acct No 51-4460740-3	ELECTRIC SERVI
101 XCEL	5/2/2007	\$489.65 E	41940	381 Acct No 51-4460740-3	FUEL FOR HEAT
101 XCEL	5/1/2007	\$96.34 E	41940	381 Acct No 51-4460739-0	FUEL FOR HEAT
101 XCEL	4/24/2007	\$773.53 E	41940	381 Acct 51-4460740-3	FUEL FOR HEAT
101 OVERHEAD DOOR COMPAN	5/2/2007	\$1,154.05 E	41940	420 Service overhead door - PW build	R & M BLDGS, ST
101 MINNESOTA ELEVATOR	4/24/2007	\$129.44 E	41940	420 April Service Billing	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$5,028.91			
DEPT 42100 POLICE					
101	4/19/2007	\$2,198.47 E	42100	050 Labor Distribution	SEASONAL/PART
101	4/5/2007	\$3,013.49 E	42100	050 Labor Distribution	SEASONAL/PART
101	4/5/2007	\$9,379.98 E	42100	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$10,383.10 E	42100	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$72.79 E	42100	102 Labor Distribution	OVERTIME
101	4/19/2007	\$741.78 E	42100	102 Labor Distribution	OVERTIME
101	4/5/2007	\$1,436.48 E	42100	121 Labor Distribution	P E R A
101	4/19/2007	\$1,493.72 E	42100	121 Labor Distribution	P E R A
101	4/19/2007	\$39.12 E	42100	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$16.31 E	42100	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$2,907.26 E	42100	131 Labor Distribution	CONT TO EMPLO
101	4/19/2007	\$161.01 E	42100	170 Labor Distribution	MEDICARE
101	4/5/2007	\$148.59 E	42100	170 Labor Distribution	MEDICARE
101 U S BANK VISA	4/6/2007	\$129.91 E	42100	201 Acct 4798175443002124 PD	OFFICE SUPPLIE
101 BAYPORT PRINTING HOUSE,	4/24/2007	\$276.90 E	42100	201 Police Dept Envelopes	OFFICE SUPPLIE
101 U S BANK VISA	5/2/2007	\$84.91 E	42100	201 Acct NO 4798 1754 4300 2124	OFFICE SUPPLIE
101 UNIFORMS UNLIMITED	4/24/2007	\$598.16 E	42100	202 Uniforms - David Wynia	UNIFORMS - MISC

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101 HOLIDAY FLEET	4/24/2007	\$1,817.67 E	42100	212 Account 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	4/24/2007	\$16.04 E	42100	212 Account 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	4/24/2007	-\$108.90 E	42100	212 Account 000-108-553	MOTOR FUELS &
101 U S BANK VISA	5/2/2007	\$32.22 E	42100	220 Acct NO 4798 1754 4300 2124	OPERATING SUP
101 U S BANK VISA	4/6/2007	\$66.53 E	42100	220 Acct 4798175443002124 PD	OPERATING SUP
101 PETTY CASH	4/16/2007	\$20.00 E	42100	220 Petty Cash Drawer	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	4/24/2007	\$2,041.79 E	42100	300 Prosecutions for March	PROF SER-LEGAL
101 STILLWATER MEDICAL GRO	4/24/2007	\$212.00 E	42100	306 Acct 1776	PROF SER-OTHE
101 CAMPION BARROW & ASSO	5/1/2007	\$750.00 E	42100	306 Public safety posters	PROF SER-OTHE
101 SKYTEL	4/24/2007	\$81.54 E	42100	321 Acct 2907695	COMMUNICATION
101 NEXTEL COMMUNICATIONS	4/24/2007	\$412.73 E	42100	321 Acct 605393028	COMMUNICATION
101 PETTY CASH	4/16/2007	\$4.20 E	42100	322 Petty Cash Drawer	POSTAGE
101 LEAGUE OF MN CITIES INS T	4/24/2007	\$10,181.44 E	42100	360 Workers Compensation Insurance	INSURANCE
101 LEAGUE OF MN CITIES INS T	4/24/2007	\$973.57 E	42100	360 Workers Compensation Insurance	INSURANCE
101 EASTMAN, LAURA	4/11/2007	\$508.29 E	42100	403 Educational Reimbursement	POLICE TRAININ
101 U S BANK VISA	5/2/2007	\$210.00 E	42100	403 Acct NO 4798 1754 4300 2124	POLICE TRAININ
101 COMPASS POINT TRAINING	4/24/2007	\$550.00 E	42100	403 Field Officer Training - 2 registratio	POLICE TRAININ
101 BUREAU OF CRIMINAL APPR	4/24/2007	\$50.00 E	42100	403 Intoxilyzer Recertification - Eastma	POLICE TRAININ
101 WILLMARTH, QUINN	4/6/2007	\$102.85 E	42100	403 SWAT Training - Iowa #505	POLICE TRAININ
101 U S BANK VISA	4/6/2007	\$342.28 E	42100	412 Acct 4798175443002124 PD	REP & MAINT VE
101 CASPERSON MOTORS	4/24/2007	\$60.21 E	42100	412 2501 - Oil, filter, wiper blades	REP & MAINT VE
101 CASPERSON MOTORS	5/1/2007	\$213.94 E	42100	412 2501-Oil & filter	REP & MAINT VE
101 CASPERSON MOTORS	5/1/2007	\$84.13 E	42100	412 Undercoverair	REP & MAINT VE
101 CASPERSON MOTORS	5/1/2007	\$39.73 E	42100	412 PD - Auto Repair	REP & MAINT VE
101 CASPERSON MOTORS	5/1/2007	\$85.47 E	42100	412 Reserve	REP & MAINT VE
101 U S BANK VISA	5/2/2007	\$28.29 E	42100	416 Acct NO 4798 1754 4300 2124	REPAIR/MAINT O
101 U S BANK VISA	5/2/2007	\$10.60 E	42100	416 Acct NO 4798 1754 4300 2124	REPAIR/MAINT O
101 HUMANE SOCIETY	5/1/2007	\$137.80 E	42100	427 Q1 2007 Impound Charges	ANIMAL EXPENSE
101 NATIONAL ASSOCIATION OF	4/24/2007	\$25.00 E	42100	433 MN298 2007 Dues	DUES & MEMBER
101 JACOB WETTERLING FOUND	4/24/2007	\$272.96 E	42100	444 Speaker Honorarium June 18 Eve	COMMUNITY PRO
DEPT 42100 POLICE		\$52,304.36			
DEPT 42200 FIRE PROTECTION					
101	4/3/2007	\$1,524.00 E	42200	101 Labor Distribution	WAGES AND SAL
101	4/2/2007	\$733.33 E	42200	101 Labor Distribution	WAGES AND SAL
101	4/3/2007	\$17,001.00 E	42200	105 Labor Distribution	FIRE RUNS,DRILL
101	4/2/2007	\$29.97 E	42200	122 Labor Distribution	CONT TO RET., S
101	4/3/2007	\$958.15 E	42200	122 Labor Distribution	CONT TO RET., S
101	4/2/2007	\$7.01 E	42200	170 Labor Distribution	MEDICARE
101	4/3/2007	\$261.48 E	42200	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	4/24/2007	\$382.92 E	42200	212 Account 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	4/24/2007	-\$30.10 E	42200	212 Account 000-108-553	MOTOR FUELS &
101 METRO FIRE	4/24/2007	\$650.00 E	42200	220 5 gal class A foam	OPERATING SUP
101 NEXTEL COMMUNICATIONS	4/24/2007	\$107.87 E	42200	321 Acct 129591120	COMMUNICATION
101 LEAGUE OF MN CITIES INS T	4/24/2007	\$8,384.61 E	42200	360 Workers Compensation Insurance	INSURANCE
101 EISINGER, JAKE	4/24/2007	\$625.37 E	42200	402 Reimburse Travel Expenses	CONFERENCES &
101 U S BANK VISA	4/6/2007	\$50.77 E	42200	412 Acct 4798175443002041 FD	REP & MAINT VE
101 MENARDS-STILLWATER	4/24/2007	\$639.66 E	42200	412 FD Supplies	REP & MAINT VE
101 DISTRICT 2	4/24/2007	\$208.49 E	42200	419 Weldon LED 3 x 7	REPAIR & MAINT
101 LAKE ELMO FIRE DEPARTM	4/11/2007	\$15,047.89 E	42200	530 800 MHz radio equipment	CAPITAL OUTLAY
DEPT 42200 FIRE PROTECTION		\$46,582.42			
DEPT 43100 STREET MAINT					
101	4/19/2007	\$192.00 E	43100	050 Labor Distribution	SEASONAL/PART
101	4/19/2007	\$1,603.20 E	43100	101 Labor Distribution	WAGES AND SAL
101	4/5/2007	\$1,603.20 E	43100	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$100.21 E	43100	121 Labor Distribution	P E R A
101	4/5/2007	\$100.21 E	43100	121 Labor Distribution	P E R A
101	4/5/2007	\$99.40 E	43100	122 Labor Distribution	CONT TO RET., S
101	4/19/2007	\$111.30 E	43100	122 Labor Distribution	CONT TO RET., S

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101	4/5/2007	\$531.77 E	43100	131 Labor Distribution	CONT TO EMPLO
101	4/5/2007	\$23.25 E	43100	170 Labor Distribution	MEDICARE
101	4/19/2007	\$26.03 E	43100	170 Labor Distribution	MEDICARE
101 YOCUM OIL CO	5/2/2007	\$454.97 E	43100	212 Texaco 15W-40 & drum deposit	MOTOR FUELS &
101 HOLIDAY FLEET	4/24/2007	\$430.67 E	43100	212 Account 000-108-553	MOTOR FUELS &
101 AAA MINNESOTA	5/2/2007	\$312.00 E	43100	220 Patrol flags and poles	OPERATING SUP
101 LEAGUE OF MN CITIES INS T	4/24/2007	\$3,283.53 E	43100	360 Workers Compensation Insurance	INSURANCE
101 CRYSTEEL	4/2/2007	\$751.84 E	43100	412 Cylinder Assembly - 88 Ford Plow	REP & MAINT VE
101 CRYSTEEL	5/2/2007	\$40.20 E	43100	412 Orange Blade Guides	REP & MAINT VE
101 CRYSTEEL	4/2/2007	-\$751.84 E	43100	412 Void check #27601	REP & MAINT VE
101 ST CROIX TREE SERVICE	5/2/2007	\$143.85 E	43100	413 Chip stumps	TREES
101 ZIEGLER INC.	5/2/2007	\$1,373.85 E	43100	421 Boom rental	REPAIR & MAINT
101 ZIEGLER INC.	5/2/2007	\$1,373.85 E	43100	421 Boom rental	REPAIR & MAINT
DEPT 43100 STREET MAINT		\$11,803.49			
DEPT 43160 STREET LIGHTING					
101 XCEL	5/2/2007	\$1,754.38 E	43160	380 Acct No 51-4460740-3	ELECTRIC SERVI
101 XCEL	4/24/2007	\$1,983.15 E	43160	380 Acct 51-4460740-3	ELECTRIC SERVI
DEPT 43160 STREET LIGHTING		\$3,737.53			
DEPT 43200 PARKS					
101	4/5/2007	\$900.00 E	43200	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$900.00 E	43200	101 Labor Distribution	WAGES AND SAL
101	4/19/2007	\$56.25 E	43200	121 Labor Distribution	P E R A
101	4/5/2007	\$56.25 E	43200	121 Labor Distribution	P E R A
101	4/19/2007	\$53.79 E	43200	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$53.79 E	43200	122 Labor Distribution	CONT TO RET., S
101	4/5/2007	\$268.23 E	43200	131 Labor Distribution	CONT TO EMPLO
101	4/5/2007	\$12.58 E	43200	170 Labor Distribution	MEDICARE
101	4/19/2007	\$12.58 E	43200	170 Labor Distribution	MEDICARE
101 ARAMARK	5/2/2007	\$47.43 E	43200	204 Uniforms - Vern	UNIFORMS - VER
101 MENARDS-STILLWATER	5/2/2007	\$98.57 E	43200	240 Supplies	SMALL TOOLS-E
101 LEAGUE OF MN CITIES INS T	4/24/2007	\$954.56 E	43200	360 Workers Compensation Insurance	INSURANCE
101 U S BANK VISA	4/6/2007	\$68.21 E	43200	412 Acct 4798175443002009 PW	REP & MAINT VE
101 RIVER CITY SERVICES	5/2/2007	\$640.88 E	43200	420 Demolition and recycling	R & M BLDGS, ST
101 U S BANK VISA	4/6/2007	\$4.60 E	43200	420 Acct 4798175443002009 PW	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	5/2/2007	\$738.05 E	43200	425 Monthly Rental 04/19/07-05/19/07	SATILLITIES
DEPT 43200 PARKS		\$4,865.77			
FUND 101 GENERAL		\$163,006.94			
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
DEPT 00000 GENERAL GOVERNMENT					
103 ECKBERG, LAMMERS, BRIG	4/24/2007	\$187.50 E	00000	306 Eckberg 80689	PROF SER-OTHE
DEPT 00000 GENERAL GOVERNMENT		\$187.50			
FUND 103 G O TIF BD FUND 1990 CAP PROJ		\$187.50			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
DEPT 41604 WELL NO 2 AIR STRIPPING SYSTEM					
206 S E H	4/24/2007	\$6,914.65 E	41604	301 SEH 159990 Well #2 Construction	PROF SER-ENGIN
DEPT 41604 WELL NO 2 AIR STRIPPING SYST		\$6,914.65			
DEPT 41605 INFLOW/INFILTRATION					
206 S E H	4/24/2007	\$10,714.00 E	41605	301 SEH 159923 Inflow/Infiltration	PROF SER-ENGIN
DEPT 41605 INFLOW/INFILTRATION		\$10,714.00			

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FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
FUND 206 WATER/SEWER IMPROVEMENT FUND		\$17,628.65				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 GENERAL/UNSPECIFIED DEPARTMENT						
207 SANDERS WACKER BERGLY	4/24/2007	\$9,669.25	E	44100	306 Lakeside Park Design Developme	PROF SER-OTHE
DEPT 44100 GENERAL/UNSPECIFIED DEPAR		\$9,669.25				
FUND 207 PARK IMPROVEMENT FUND		\$9,669.25				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 S E H	4/24/2007	\$949.12	E	41911	301 SEH 160464 - Booster Pump	PROF SER-ENGIN
209 S E H	4/24/2007	\$611.76	E	41911	301 SEH 160004 Baytown Trunk to Re	PROF SER-ENGIN
209 S E H	5/1/2007	\$441.48	E	41911	301 SEH 160002-Baytown	PROF SER-ENGIN
DEPT 41911 BAYTOWN DEVELOPMENTS		\$2,002.36				
DEPT 41912 INSPIRATION						
209 S E H	4/24/2007	\$557.58	E	41912	301 SEH 160003 Inspiration	PROF SER-ENGIN
DEPT 41912 INSPIRATION		\$557.58				
FUND 209 DEVELOPER REIMBURSED PROJECTS		\$2,559.94				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	4/19/2007	\$2,240.32	E	45500	050 Labor Distribution	SEASONAL/PART
211	4/5/2007	\$2,456.08	E	45500	050 Labor Distribution	SEASONAL/PART
211	4/19/2007	\$2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	4/5/2007	\$2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	4/5/2007	\$295.73	E	45500	121 Labor Distribution	P E R A
211	4/19/2007	\$277.30	E	45500	121 Labor Distribution	P E R A
211	4/5/2007	\$304.16	E	45500	122 Labor Distribution	CONT TO RET., S
211	4/19/2007	\$290.79	E	45500	122 Labor Distribution	CONT TO RET., S
211	4/5/2007	\$554.32	E	45500	131 Labor Distribution	CONT TO EMPLO
211	4/19/2007	\$68.01	E	45500	170 Labor Distribution	MEDICARE
211	4/5/2007	\$71.12	E	45500	170 Labor Distribution	MEDICARE
211 INNOVATIVE OFFICE SOLUTI	5/1/2007	\$18.43	E	45500	201 Office Supplies	OFFICE SUPPLIE
211 BAKER & TAYLOR	5/1/2007	\$107.89	E	45500	217 Books	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	5/1/2007	\$22.23	E	45500	217 Book	MATERIALS & PR
211 WASHINGTON COUNTY HIST	5/1/2007	\$25.00	E	45500	217 Book	MATERIALS & PR
211 BAKER & TAYLOR	5/1/2007	\$263.14	E	45500	217 Books	MATERIALS & PR
211 BAKER & TAYLOR	5/1/2007	\$1,883.75	E	45500	217 Books	MATERIALS & PR
211 AMAZON CREDIT PLAN	5/1/2007	\$40.05	E	45500	217 Acct 6035 3022 0006 9330	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	5/1/2007	\$122.61	E	45500	220 Office Supplies	OPERATING SUP
211 BRODART	5/1/2007	\$27.90	E	45500	220 Supplies	OPERATING SUP
211 KINDER MELODIES	5/1/2007	\$375.00	E	45500	302 Story Time March & April	CONTRACT SERV
211 ACERS, TRISHA	5/1/2007	\$525.00	E	45500	302 Story Hour January - March	CONTRACT SERV
211 TRU-CLEAN MAINTENANCE	5/1/2007	\$1,875.00	E	45500	302 Cleaning Svc - March & April	CONTRACT SERV
211 OFFICE OF ENT TECHNOLO	5/1/2007	\$63.76	E	45500	321 Local phone service	COMMUNICATION
211 INTEGRA TELECOM	5/1/2007	\$19.72	E	45500	321 Acct Number 123264	COMMUNICATION
211 LEAGUE OF MN CITIES INS T	4/24/2007	\$882.00	E	45500	360 Workers Compensation Insurance	INSURANCE
211 LEAGUE OF MN CITIES INS T	4/24/2007	\$28.51	E	45500	360 Workers Compensation Insurance	INSURANCE
211 XCEL	5/1/2007	\$8.13	E	45500	380 Acct No 51-4651028-5	ELECTRIC SERVI
211 XCEL	5/1/2007	\$869.84	E	45500	380 Acct No 51-4651027-4	ELECTRIC SERVI
211 XCEL	4/6/2007	-\$93.06	E	45500	380 Acct 51-4651027-4	ELECTRIC SERVI
211 XCEL	4/6/2007	\$771.70	E	45500	380	ELECTRIC SERVI
211 XCEL	5/1/2007	\$207.91	E	45500	381 Acct No 51-4651027-4	FUEL FOR HEAT
211 XCEL	4/6/2007	\$443.33	E	45500	381 Acct 51-4651027-4	FUEL FOR HEAT
211 WASHINGTON COUNTY LIBR	5/1/2007	\$46.36	E	45500	391 Grove Art Online Database	SHARED AUTOMA

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211 WASHINGTON COUNTY LIBR	5/1/2007	\$206.25 E	45500	391 Q1 2007 Special Services	SHARED AUTOMA
211 NOVA COMMUNICATIONS	5/1/2007	\$297.00 E	45500	416 Suppl Labor Maint - Toshiba	REPAIR/MAINT O
211 TOSHIBA BUSINESS SOLUTI	5/1/2007	\$16.91 E	45500	416 Copier service contract	REPAIR/MAINT O
211 TOSHIBA BUSINESS SOLUTI	5/1/2007	\$24.57 E	45500	416 Copier service contract	REPAIR/MAINT O
211 SCHWAB-VOLLHABER-LUBR	5/1/2007	\$887.00 E	45500	420 05/01/07 - 04/30/07	R & M BLDGS, ST
211 DERO BIKE RACK COMPANY	5/1/2007	\$453.23 E	45500	420 Landscape Project	R & M BLDGS, ST
211 PLUNKETT'S PEST CONTRO	5/1/2007	\$93.60 E	45500	420 Insects and Mice - March	R & M BLDGS, ST
211 LINNER ELECTRIC	5/1/2007	\$271.70 E	45500	420 Landscape Project	R & M BLDGS, ST
211 LINNER ELECTRIC	5/1/2007	\$313.90 E	45500	420 Landscape Project	R & M BLDGS, ST
211 MINNESOTA ELEVATOR	5/1/2007	\$122.12 E	45500	420 April Service Billing	R & M BLDGS, ST
211 J H LARSON CO	5/1/2007	\$47.71 E	45500	420 Light bulbs	R & M BLDGS, ST
211 ECOWATER	5/1/2007	\$25.50 E	45500	420 Bottled water	R & M BLDGS, ST
211 RELIABLE APPLIANCE SERVI	5/1/2007	\$150.75 E	45500	420 Fix Hoover Vac	R & M BLDGS, ST
211 R. J. IRRIGATION	4/11/2007	\$250.00 E	45500	530 Install Sprinkler System	CAPITAL OUTLAY
DEPT 45500 LIBRARY		\$23,151.89			
FUND 211 LIBRARY		\$23,151.89			
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
DEPT 41903 DEBT SERVICE					
303 U S BANK TRUST N.A.	4/24/2007	\$23,802.50 E	41903	860 Debt Svc Interest - June 2007	DEBT SERVICE - I
DEPT 41903 DEBT SERVICE		\$23,802.50			
FUND 303 GO TIF BOND 1990 DEBT SERVICE		\$23,802.50			
FUND 601 WATER					
DEPT 46110 WATER-PUMPHOUSE					
601 XCEL	4/24/2007	\$1,042.97 E	46110	380 Acct 51-4460740-3	ELECTRIC SERVI
601 XCEL	5/2/2007	\$1,172.41 E	46110	380 Acct No 51-4460740-3	ELECTRIC SERVI
601 XCEL	5/2/2007	\$155.70 E	46110	381 Acct No 51-4460740-3	FUEL FOR HEAT
601 XCEL	4/24/2007	\$223.01 E	46110	381 Acct 51-4460740-3	FUEL FOR HEAT
601 FASTENAL	5/2/2007	\$78.48 E	46110	419 Parts	REPAIR & MAINT
601 FASTENAL	5/2/2007	\$33.94 E	46110	419 Parts	REPAIR & MAINT
601 FASTENAL	5/2/2007	\$44.79 E	46110	419 Parts	REPAIR & MAINT
601 GENERAL REPAIR SERVICE	5/2/2007	\$144.87 E	46110	419 Pump House #2	REPAIR & MAINT
601 PETTY CASH	4/16/2007	\$66.81 E	46110	419 Petty Cash Drawer	REPAIR & MAINT
601 MCCARTHY WELL COMPANY	5/2/2007	\$5,352.70 E	46110	419 Second half of bid - Well #2	REPAIR & MAINT
601 MCCARTHY WELL COMPANY	4/24/2007	\$4,845.70 E	46110	419 Remove Pump at Well #2	REPAIR & MAINT
601 MINNESOTA PIPE & EQUIPM	5/2/2007	\$192.77 E	46110	419 Parts	REPAIR & MAINT
DEPT 46110 WATER-PUMPHOUSE		\$13,354.15			
DEPT 46120 WATER					
601	4/5/2007	\$2,958.07 E	46120	101 Labor Distribution	WAGES AND SAL
601	4/19/2007	\$2,958.07 E	46120	101 Labor Distribution	WAGES AND SAL
601	4/19/2007	\$184.91 E	46120	121 Labor Distribution	P E R A
601	4/5/2007	\$184.91 E	46120	121 Labor Distribution	P E R A
601	4/19/2007	\$176.09 E	46120	122 Labor Distribution	CONT TO RET., S
601	4/5/2007	\$176.09 E	46120	122 Labor Distribution	CONT TO RET., S
601	4/5/2007	\$1,035.67 E	46120	131 Labor Distribution	CONT TO EMPLO
601	4/19/2007	\$41.20 E	46120	170 Labor Distribution	MEDICARE
601	4/5/2007	\$41.20 E	46120	170 Labor Distribution	MEDICARE
601 HOLIDAY FLEET	4/24/2007	\$334.22 E	46120	212 Account 000-108-553	MOTOR FUELS &
601 STILLWATER TESTING INC	5/2/2007	\$170.00 E	46120	216 Bacteria Tests - Well #2	CHEMICALS AND
601 STILLWATER TESTING INC	5/2/2007	\$120.00 E	46120	216 Bacteria Test - vacant lot	CHEMICALS AND
601 HAWKINS WATER	5/2/2007	\$53.40 E	46120	216 Chemicals	CHEMICALS AND
601 HAWKINS WATER	5/2/2007	\$10.00 E	46120	216 Chemicals	CHEMICALS AND
601 HAWKINS WATER	5/2/2007	\$53.40 E	46120	216 Chemicals	CHEMICALS AND
601 U S BANK VISA	4/6/2007	\$12.55 E	46120	216 Acct 4798175443002009 PW	CHEMICALS AND
601 QUANTUM DIGITAL	5/2/2007	\$36.43 E	46120	220 Laminate supplied maps	OPERATING SUP

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601 GRAINGER	5/2/2007	\$70.05 E	46120	220 Eye Wear	OPERATING SUP
601 BLUESTONE ENGINEERING	5/2/2007	\$483.95 E	46120	301 Water Conservation Plan	PROF SER-ENGIN
601 S E H	5/1/2007	\$423.39 E	46120	301 SEH 160002-Well House Review	PROF SER-ENGIN
601 MANAGEMENT SERVICES	4/4/2007	\$1,344.57 E	46120	302 Period Ending 03-31-07	CONTRACT SERV
601 MANAGEMENT SERVICES	4/17/2007	\$1,306.69 E	46120	302 Period Ending 04-14-07	CONTRACT SERV
601 ONE CALL CONCEPTS	5/2/2007	\$46.40 E	46120	307 March service	GOPHER STATE
601 LEAGUE OF MN CITIES INS T	4/24/2007	\$1,715.19 E	46120	360 Workers Compensation Insurance	INSURANCE
601 XCEL	5/2/2007	\$398.68 E	46120	380 Acct No 51-4460740-3	ELECTRIC SERVI
601 XCEL	4/24/2007	\$382.90 E	46120	380 Acct 51-4460740-3	ELECTRIC SERVI
601 XCEL	5/2/2007	\$448.72 E	46120	381 Acct No 51-4460740-3	FUEL FOR HEAT
601 XCEL	4/24/2007	\$876.86 E	46120	381 Acct 51-4460740-3	FUEL FOR HEAT
601 DISCOUNT TIRE CO	5/2/2007	\$34.08 E	46120	412 Spin Balancing	REP & MAINT VE
601 U S BANK VISA	4/6/2007	\$335.50 E	46120	419 Acct 4798175443002009 PW	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/2/2007	-\$770.00 E	46120	419 Credit for city labor - paint hydrant	REPAIR & MAINT
601 MILLER EXCAVATING	5/2/2007	\$187.50 E	46120	419 Locate conduit	REPAIR & MAINT
601 METRO PAVING	5/2/2007	\$1,242.00 E	46120	421 Driveway Addition	REPAIR & MAINT
601 T. A. SCHIFSKY & SONS INC	5/2/2007	\$92.44 E	46120	421 Base Asphalt	REPAIR & MAINT
DEPT 46120 WATER		\$17,165.13			
FUND 601 WATER		\$30,519.28			
FUND 602 SEWER					
DEPT 46200 SEWER - OPERATING					
602	4/19/2007	\$3,858.02 E	46200	101 Labor Distribution	WAGES AND SAL
602	4/5/2007	\$3,858.02 E	46200	101 Labor Distribution	WAGES AND SAL
602	4/19/2007	\$241.07 E	46200	121 Labor Distribution	P E R A
602	4/5/2007	\$241.07 E	46200	121 Labor Distribution	P E R A
602	4/19/2007	\$229.86 E	46200	122 Labor Distribution	CONT TO RET., S
602	4/5/2007	\$229.86 E	46200	122 Labor Distribution	CONT TO RET., S
602	4/5/2007	\$1,303.78 E	46200	131 Labor Distribution	CONT TO EMPLO
602	4/5/2007	\$53.73 E	46200	170 Labor Distribution	MEDICARE
602	4/19/2007	\$53.73 E	46200	170 Labor Distribution	MEDICARE
602 HOLIDAY FLEET	4/24/2007	\$127.20 E	46200	212 Account 000-108-553	MOTOR FUELS &
602 MENARDS-STILLWATER	5/2/2007	\$44.30 E	46200	240 Supplies	SMALL TOOLS-E
602 MANAGEMENT SERVICES	4/4/2007	\$1,344.57 E	46200	302 Period Ending 03-31-07	CONTRACT SERV
602 MANAGEMENT SERVICES	4/17/2007	\$1,306.69 E	46200	302 Period Ending 04-14-07	CONTRACT SERV
602 LEAGUE OF MN CITIES INS T	4/24/2007	\$1,715.19 E	46200	360 Workers Compensation Insurance	INSURANCE
602 XCEL	5/2/2007	\$66.03 E	46200	380 Acct No 51-4460740-3	ELECTRIC SERVI
602 XCEL	4/6/2007	\$40.58 E	46200	380 Acct 51-8131407-6	ELECTRIC SERVI
602 XCEL	4/6/2007	\$195.91 E	46200	380 Acct 51-8051841-2	ELECTRIC SERVI
602 XCEL	5/1/2007	\$65.80 E	46200	380 Acct 51-8131407-6	ELECTRIC SERVI
602 XCEL	5/1/2007	\$173.04 E	46200	380 Acct No 51-8051841-2	ELECTRIC SERVI
602 XCEL	4/24/2007	-\$32.83 E	46200	380 Acct 51-4460740-3	ELECTRIC SERVI
602 XCEL	4/6/2007	\$186.33 E	46200	381 Acct 51-8051841-2	FUEL FOR HEAT
602 XCEL	5/1/2007	\$112.58 E	46200	381 Acct No 51-8051841-2	FUEL FOR HEAT
602 EISINGER, JOSH	4/6/2007	\$116.40 E	46200	402 MPCA Sewer Schoole & Test	CONFERENCES &
602 ST CROIX TREE SERVICE	5/2/2007	\$165.00 E	46200	419 Chip stumps	REPAIR & MAINT
602 GRAINGER	5/2/2007	\$39.26 E	46200	419 Parts	REPAIR & MAINT
602 GRAINGER	5/2/2007	\$9.43 E	46200	419 Plate	REPAIR & MAINT
602 U S BANK VISA	4/6/2007	\$216.15 E	46200	419 Acct 4798175443002009 PW	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		\$15,960.77			
DEPT 46990 SEWER - NON-OPERATING					
602 METROPOLITAN COUNCIL (S	4/6/2007	\$24,019.57 E	46990	434 May 2007 - Monthly flow charge	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$24,019.57			
FUND 602 SEWER		\$39,980.34			
FUND 803 P & Z ESCROWS					

CITY OF BAYPORT

05/02/07 10:20 AM

Page 8

MONTHLY EXPENSES

Period Name: APRIL

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 80003 BAYTOWN ANNEXATION						
803 BAYTOWN TOWNSHIP	4/24/2007	\$262.50	E	80003	815 Magnuson - Orderly Annexation	ESCROW EXPEN
DEPT 80003 BAYTOWN ANNEXATION		\$262.50				
DEPT 80008 CHARLES LUTZ STREET VACATION						
803 WASHINGTON COUNTY REC	4/24/2007	\$46.00	E	80008	815 Record Lutz Variance	ESCROW EXPEN
DEPT 80008 CHARLES LUTZ STREET VACATI		\$46.00				
FUND 803 P & Z ESCROWS		\$308.50				
		\$310,814.79				

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: April, 2007

Printed:4/30/2007

Page1 of 3

Permit Number: BP2007-16	Filing Date: 4/6/2007
Parcel Address: 165 4th Ave. N.	BAYPORT, MN 55003
Applicant: OWNER	Applicant Phone:
OWNER OWNER	
Construction Value: \$2,200.00	Total Fees: \$89.60
<hr/>	
Permit Number: BP2007-17	Filing Date: 4/10/2007
Parcel Address: 930 INSPIRATION PARKWAY S.	BAYPORT, MN 55003
Applicant: AMERICAN CLASSIC HOMES, LLC	Applicant Phone: 651-351-0995
AMERICAN CLASSIC HOMES, LLC RESIDENTIAL	
Construction Value: \$367,520.00	Total Fees: \$9,355.60
<hr/>	
Permit Number: BP2007-18	Filing Date: 4/11/2007
Parcel Address: 713 5 Ave. N.	BAYPORT, MN 55003
Applicant: JUDY LIND	Applicant Phone: 651-439-6154
OWNER OWNER	
Construction Value: \$9,000.00	Total Fees: \$181.50
<hr/>	
Permit Number: BP2007-19	Filing Date: 4/12/2007
Parcel Address: 925 Osprey Blvd.	Bayport, MN 55003
Applicant: WALTER HOMES INC.	Applicant Phone: 612-328-0868
WALTER HOMES INC. RESIDENTIAL BUILDER	
Construction Value: \$101,000.00	Total Fees: \$1,804.04
<hr/>	
Permit Number: BP2007-20	Filing Date: 4/19/2007
Parcel Address: 602 MINNESOTA St. S.	BAYPORT, MN 55003
Applicant: PETER REESE	Applicant Phone: 651-430-0893
OWNER OWNER	
Construction Value: \$1,900.00	Total Fees: \$71.45

Building Permit Log

For: April, 2007

Printed:4/30/2007

Page3 of 3

Permit Number: MC2007-17
Parcel Address: 1209 PIONEER TRAIL
Applicant:AUTOMATIC GARAGE DOOR &
AUTOMATIC GARAGE DOOR & FIREPLACES, INC.
Construction Value:\$950.00

Filing Date: 4/17/2007
BAYPORT, MN 55003
Applicant Phone: 763-576-7200
Total Fees: \$75.50

Permit Number: MC2007-18
Parcel Address: 925 Osprey Blvd.
Applicant:BINDER HEATING & AIR
BINDER HEATING & AIR CONDITIONING, INC.
Construction Value:

Filing Date: 4/23/2007
Bayport, MN 55003
Applicant Phone: 651-457-8781
Total Fees: \$75.50

Permit Number: MC2007-19
Parcel Address: 531 MARINER DRIVE
Applicant:ANDERSON HEATING, INC.
ANDERSON HEATING, INC. MECHANICAL
Construction Value:\$7,980.00

Filing Date: 4/24/2007
BAYPORT, MN 55003
Applicant Phone: 715-549-6297
Total Fees: \$75.50

Permit Number: PL2007-10
Parcel Address: 1209 PIONEER TRAIL
Applicant:PLYMOUTH PLUMBING &
PLYMOUTH PLUMBING & HEATING, INC.
Construction Value:\$11,805.00

Filing Date: 4/10/2007
BAYPORT, MN 55003
Applicant Phone: 763-496-6100
Total Fees: \$75.50

Permit Number: PL2007-8
Parcel Address: 215 PRAIRIE WAY N.
Applicant:MARTIN PLUMBING, INC.
MARTIN PLUMBING, INC. Plumber
Construction Value:\$12,990.00

Filing Date: 4/2/2007
BAYPORT, MN 55003
Applicant Phone: 651-770-0100
Total Fees: \$75.50

Permit Number: PL2007-9
Parcel Address: 467 PRAIRIE WAY S.
Applicant:CODY PLUMBING, INC.
CODY PLUMBING, INC. Plumber
Construction Value:\$16,590.00

Filing Date: 4/4/2007
BAYPORT, MN 55003
Applicant Phone: 715-749-3354
Total Fees: \$75.50



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

Date: April 19, 2007
To: City Council members and City Administrator Mike McGuire
From: Acting Chief of Police Laura Eastman
Subject: Police Department grant agreement for Safe & Sober Communities project

BACKGROUND

Please consider this memorandum as my request for authorization to enter into a grant agreement with the Commissioner of Public Safety, Office of Traffic Safety, Safe & Sober Communities project which seeks to increase protection by enhancement of enforcement of drivers under the influence of alcohol. The enhancement enforcement duration is October 1, 2007 thru September 30, 2008.

RECOMMENDATION

It is recommended that the City Council approve a request to designate Officer Jay Jackson of the Bayport Police Department to execute the agreements and amendments as necessary, to implement the project on the behalf of the Bayport Police Department. In addition, staff wishes to designate Washington County Sheriffs Office as the fiscal agent and administer this grant on the behalf of the Bayport Police Department.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the Bayport Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety, for the project entitled SAFE & SOBER COMMUNITIES during the period from October 1, 2007 through September 30, 2008.

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

Be it further resolved that the Washington County Sheriff's Office is hereby authorized to be the fiscal agent and administer this grant on behalf of the Bayport Police Department.

I certify that the above resolution was adopted by the Bayport City Council of Bayport, Minnesota, on May 7, 2007.

SIGNED:

WITNESSETH:

Jon Nowaczek

Mike McGuire

(Title)

(Title)

(Date)

(Date)



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

Date: April 19, 2007
To: City Council members and City Administrator Mike McGuire
From: Acting Chief of Police Laura Eastman
Subject: Police Department grant agreement for Safe & Sober Communities project

BACKGROUND

Please consider this memorandum as my request for authorization to enter into a grant agreement with the Commissioner of Public Safety, Office of Traffic Safety, for May Mobilization, Safe & Sober Communities project which seeks to increase passenger protection by enhancement of enforcement of seat belt and child seat laws. The enhancement enforcement duration is May 21, 2007 thru June 3, 2007.

RECOMMENDATION

It is recommended that the City Council approve a request to enter into a grant agreement for the May Mobilization and Safe & Sober project. Staff wishes to designate Sgt. Paul Hoppe of the Oak Park Heights Police Department as the fiscal agent and administrator of the project grant, on the behalf of the Bayport Police Department.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the Bayport Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety, for the project entitled MAY MOBILIZATION - SAFE & SOBER COMMUNITIES during the period from May 21, 2007 through June 3, 2007.

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

Be it further resolved that Sergeant Paul Hoppe of the Oak Park Heights Police Department is hereby authorized to be the fiscal agent and administer this grant on behalf of the Bayport Police Department.

I certify that the above resolution was adopted by the Bayport City Council of Bayport, Minnesota, on May 7, 2007.

SIGNED:

WITNESSETH:

Jon Nowaczek

Mike McGuire

(Title)

(Title)

(Date)

(Date)



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

Date: April 11, 2007
To: City Council members and City Administrator Mike McGuire
From: Acting Chief of Police Laura Eastman
Subject: Hiring of Part-time Peace Officer - consent agenda

Please consider this memorandum as my request for authorization to hire Zachary Lund as a part-time peace officer. Lund will be replacing Officer Loperfido who has accepted a position with Washington County as a deputy sheriff. Lund has passed the background check and all pre-hiring requirements.

Lund has volunteered time as a reserve for our department for over three years and has recently completed his AS in law Enforcement at Vermilion Community College in Ely, Minnesota. Lund's hiring date would be effective May 8, 2007 and his pay would be \$ 11.33 per hour.



April 13, 2007

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

RE: Bayport Fire Department

Tracking #: SP-07-001415

Please reference this tracking number in all future correspondence.

Dear Mr. McGuire:

I am pleased to inform you that The Saint Paul Foundation has accepted the recommendation of the advisors to Katherine B. Andersen Fund and has approved a grant to your organization as stated in the following resolution:

RESOLVED that a grant of \$1,000, to the City of Bayport, Minnesota, from the Katherine B. Andersen Fund of The Saint Paul Foundation, for general operating support for the Bayport Fire Department, is approved.

Enclosed are two copies of the Terms of Grant agreement related to this grant. Please make special note of all the provisions and procedures indicated. Sign both copies, retaining one for your records and returning the other to the Foundation as soon as possible to indicate acceptance.

Before payment(s) can be made, the signed Terms of Grant agreement must be returned to the Foundation.

The grant payment is scheduled as follows:

April 2007 \$1,000

This payment schedule is subject to modification.

By accepting this grant, your organization acknowledges that this gift is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other private benefit as a result of this gift.

A Senior Program Officer, Carrie Jo Short, has been assigned to assist the Katherine B. Andersen Fund advisors. If you have questions feel free to contact her at (651) 325-4261. It is not necessary to send a receipt for tax deduction purposes to The Saint Paul Foundation or the advisors to the Katherine B. Andersen Fund. However, you are encouraged to send a letter of acknowledgement to the advisors at the following addresses:

Mr. Paul A. Verret
919 Lafond Avenue
Saint Paul, MN 55104

Mr. John T. Westrom
10112 Girard Avenue South
Bloomington, MN 55431

My best wishes for the continued success of your organization.

Sincerely,



John G. Couchman
Vice President, Grants and Program

JGC:mkm
Enclosure

CC: Mr. John Westrom
Mr. Paul Verret



Katherine B. Andersen Fund of
The Saint Paul Foundation

TERMS OF GRANT

A. ACCEPTANCE OF GRANT

This grant is for the explicit purpose(s) described in the Grant Resolution and is subject to acceptance of the following terms.

GRANTEE: City of Bayport, Minnesota

DATE AUTHORIZED: April 09, 2007

TRACKING #: SP-07-001415 AMOUNT GRANTED: \$1,000

GRANT RESOLUTION:

RESOLVED that a grant of \$1,000, to the City of Bayport, Minnesota, from the Katherine B. Andersen Fund of The Saint Paul Foundation, for general operating support for the Bayport Fire Department, is approved.

GRANT PERIOD:

Begins: January 01, 2007
Terminates: December 31, 2007

PROGRAM OFFICER ASSIGNED
TO THIS GRANT: Carrie Jo Short

Reports:

Interim: None
Final: None

In accepting this grant, the grantee accepts the terms stated in this agreement, including the grant provisions found on the reverse side of this agreement.

For the Grantee:

Signature of Authorized
Representative

Print Name, Title, Date

Please return a signed copy of this Terms of Grant to our organization. Please keep a copy for your files. Please refer to the tracking number and title in all communications concerning this grant.

55 Fifth Street East
Suite 600
Saint Paul, MN 55101-1797
www.saintpaulfoundation.org
Main 651.224.5463
Toll Free 800.875.6167
Fax 651.224.8123

B. GRANT PROVISIONS

1. Funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as proposed to the Foundation at the time of the grant or as modified later with the Foundation's approval.
2. Public Announcement of this grant may be made by the grantee if desired. If a public announcement is made, the grantor should be identified as the Katherine B. Andersen Fund of The Saint Paul Foundation.
3. No part of this grant may be used for political campaigns or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research.
4. The Foundation reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate.
5. Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date without the foundation's prior approval. Expenses may be incurred only as necessary to carry out the purposes and activities described in the Grant Resolution.
6. The grantee is responsible for expenditure of funds and for maintaining adequate supporting records.
7. Revolving funds, endowment gifts, equipment or property purchased with this grant are property of the grantee so long as the amount granted is not diverted from the purpose for which the grant is made. If the purpose of the grantee organization or the use of grant funds is changed, or if the grantee organization ceases to exist, funds granted by the Foundation (and any equipment or property purchased with such funds) shall revert to the Foundation, unless the Foundation formally agrees otherwise.
8. The grantee will return any unexpended funds to the Foundation at the close of the grant period.
9. Funds also will be promptly returned:
 - (a) If the Foundation determines that the grantee has not performed in accordance with the Terms of Grant or met the specific grant conditions of the approved program.
 - (b) If the grantee loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.
10. Unless otherwise stated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.



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

DATE: April 30, 2007
TO: Mayor and City Council
FROM: Mike McGuire, City Administrator
RE: Lakeside Park to be used for YMCA summer programs

BACKGROUND

The attached is a memo from the YMCA requesting the use of Lakeside Park for their summer youth program. The park would be used for daily drop-off and pick-up of youth, as well as various recreation activities, as follows:

Monday	6:30 a.m. – 11:00 a.m. and 4:00 p.m. – 6:00 p.m.
Tuesday	6:30 a.m. – 9:30 a.m. and 4:00 p.m. – 6:00 p.m.
Wednesday	6:30 a.m. – 11:00 a.m. and 4:00 p.m. – 6:00 p.m.
Thursday	All day
Friday	6:30 a.m. – 9:30 a.m. and 4:00 p.m. – 6:00 p.m.

The program director has assured staff that the summer program is very flexible and would not interfere with general public use of the park, nor scheduled group reservations. The use of park shelters is not being requested, as the program activities will move to the YMCA in Hudson during inclement weather.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the request for the YMCA to use Lakeside Park for their summer youth program, as delineated above.

Memorandum

To: Mike McGuire
From: David Rodriguez
Date: 4/23/2007
Re: Lakeside Park Proposal

The St. Croix Valley YMCA would propose that the town of Bayport consider a usage agreement of the Lakeside park area for a YMCA Summer Program.

The YMCA Summer Program runs from June 11th, 2007 through August 31st, 2007. Our program hours are 6:30 am to 6:00 pm, Monday through Friday. Drop off is generally from 6:30 am to 8:30 am. Pick up is generally from 3:30 pm to 6 pm.

Our program is a field trip based program, so children would be gone for the majority of the day on Monday, Tuesday, Wednesday and Friday. Youth will have the opportunity to visit many exciting places around the Twin Cities metro area – including Twins Games, water parks, zoos, museums, etc. While at the park children would be engaged in group games, art projects, large muscle play on the playground and fellowship.

The cost of the program to families will be 3 days a week: \$78; 4 days a week: \$104; 5 days a week: \$130.

The park will always be open to any that wish to use it.

Kristen Shouman, Child Care Programs Director would be the contact for this program. She can be reached at 715-531-1833 or via email at kshouman@YMCAstpaul.org.



YMCA

We build strong kids,
strong families, strong communities.



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

City of Bayport SPECIAL EVENT APPLICATION

Important Requirements

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting which is typically held the first Monday of the month. For example, if the proposed event is to be held on March 15, 2009, the special event application form and fee must be submitted by March 20, 2009 in order to be considered at the April 3, 2009 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Address: <i>Lerro Park</i>	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip: <i>Contact: Jackie Savage 2651-402-7371 or Debbie Mullenford</i>	

Applicant Name: <i>People's Congregational / Bethlehem Lutheran Church</i>	
Home Phone Number: <i>439-3450 (Bethlehem)</i>	Work/Cell Phone Number: <i>439-5667 (People's)</i>
Address: <i>293 N. 3rd St.</i>	<i>490 N. 4th St.</i>
City/State/Zip: <i>Bayport, Mn. 55003</i>	<i>Bayport, Mn. 55003</i>

<i>A night for Dane's Place</i>	<i>St. Charles Catholic</i>
<i>see cover letter</i>	<i>403 N. 3rd St.</i>
	<i>439-4511</i>

Start Date: <i>5/18</i>	End Date: <i>5/19</i>					
Days of Operation (check all that apply)						
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday
Hours of Operation:						
Weekdays:						
Weekends: <i>Friday Evening 5:00 p.m. thru SAT. A.M. 8:00 (a.m.)</i>						

See cover letter

Application Process and Fees

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNeil O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: *Debra J. Alenford* Date: 4-12-07

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	4/24/07	CK# 5481	gh
Escrow or cost incurred				

City of Bayport
294 N. 3rd St.
Bayport, Mn. 55003

People's Congregational Church
293 N. 3rd St.
Bayport, Mn. 55003

Bayport City Council,

We are planning a fundraising event for the youth of Bayport. This youth event is part of the week-end festivities with the Pig Roast for Dane's Place. We are asking to use Perro Park, the space & hockey arena next to People's church.

A Night for Dane's Place is an overnight service experience for youth from People's Congregational, Bethlehem Lutheran and St. Charles churches. The youth will sleep outside with only a cardboard box as shelter, learning firsthand about the challenges of being homeless. This experience is not just to learn about homelessness but to be part of the solution. Each teen will receive a pledge envelope prior to the event with a goal to collect \$100.00 in donations.

Volunteers will be present and awake during the entire event. In addition we will have chaperones that will stay the night with each group of 7 youth. We will have the perimeters covered to keep the youth contained in the park. We anticipate around 30 youth will be in attendance.

We would like very much if the Bayport police could be apart of this night. The homeless are often met and questioned by the police. It would be great if an officer could stop during the night and "question" the teens. I do have a call into Officer Laura Eastman to talk to her about this event.

The youth will eat all meals (soup kitchen and breakfast) in People's Fellowship hall. There will be no other food allowed. The park will be left as clean if not cleaner than when we arrived.

The following is the schedule for the evening:

5:00 P.M.	Sign In	
5:30	Soup Kitchen	People's Fellowship Hall
6:00	Opening & Worship	People's Sanctuary
6:30	Directions/Rules	
6:30-8:00	Stations in the Park	
	Art, Guest Speaker, Interactive Learning Game	
8:00-9:00	Music	
9:00-10:00	Service Project	Putting together kits for a homeless shelter
10:00-10:30	Free Time	

Fire time

10:30-11:30 Prayer Time Labyrinth

11:30-midnight Devotions *around barrel fire in park*

12:00-6:30 a.m. Box City Time to Sleep

6:30-7:00 a.m. Wake up

7:00-7:30 a.m. Breakfast People's Fellowship Hall

7:30-8:00 a.m. Closing Worship People's Sanctuary

8:00 a.m. Time to Go Home

We appreciate your consideration of this request.

Thank you,

Debbie

Debbie Muhlenkord
Director of Youth Ministry
People's Congregational Church

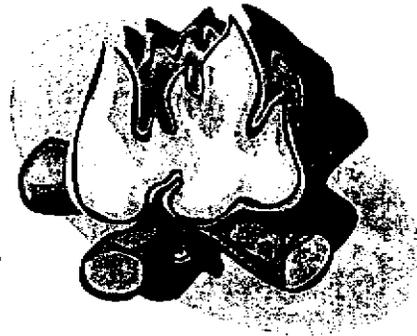
*We meet the City of Bayport
Code for Recreational Fires per
attached. The barrel for the
fire does not exceed 30" in
diameter. We will comply with
all rules.*

Debbie Muhlenkord

RECREATIONAL FIRES

Recreational fires are allowed without a permit when the following guidelines and the Fire Prevention Code are observed. Burning permits are issued through the Bayport Fire Department for fires that do not meet these requirements:

- Fire is contained in a pit made of non-combustible material, not exceeding 30 inches in diameter or 30 inches in height
- Fire is 10 feet from any property line and 15 feet from buildings and structures
- Fire is constantly attended by a responsible adult
- Fire is not used to burn yard waste, construction debris, or garbage
- An operable water hose or fire extinguisher is within 15 feet of fire
- Fire is conducted when area winds are less than 15 miles per hour
- All fire bans in Washington County are observed
- Fire is conducted between 5:00 p.m. and 12:00 a.m. and does not burn for more than 4 consecutive hours at a time.





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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	
Address: 263 3rd St. North	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: BAYPORT AMERICAN LEGION	
Home Phone Number:	Work/Cell Phone Number: 651-439-5463
Owner Address:	
City/State/Zip:	

Applicant Information	
Applicant Name: JIM MENARD	
Home Phone Number: 439-9207	Work/Cell Phone Number:
Address:	
City/State/Zip: 555 N 2nd St. BAYPORT MN 55003	

Description of Request	
BAYPORT MEMORIAL DAY PARADE & CEREMONY @ HAZELWOOD CEMETERY - 7 AM TO 11 AM	

Event Information	Start Date: MAY 28th 07	End Date: MAY 28th 07
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: 7 AM to 11 AM		
Weekends:		

Requested City Assistance and/or Services

POLICE DEPT TO PERFORM TRAFFIC CONTROL AS IN YEARS PAST -

Application Process and Fees

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNeil O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: _____

[Signature] *Chairman*

Date: _____

4/10/07

Property Owner: _____

Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00			
Escrow or cost incurred				

Bayport Memorial Day Parade

March 19th 2007

Dear Friend of the St. Croix Valley:

On behalf of the Bayport American Legion Post 491 and Sons of the American Legion Squadron, I would like to invite you to participate in the Bayport Memorial Day Parade and Memorial Ceremony. The Parade will take place on Monday, May 28th, 2007, stepping off at 8:30 a.m. The ceremony at Hazelwood Cemetery follows the conclusion of the parade.

The Bayport Memorial Day Parade will advance north on Minnesota highway 95 from Central Avenue to 7th Avenue North, then west one block to 4th Street, then south 2 blocks to Fifth Avenue, then west to the conclusion at Hazelwood Cemetery.

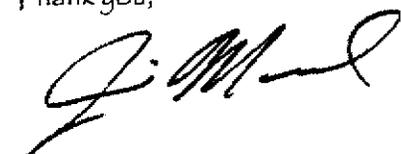
This Event attracts not only crowds of Bayport residents but participants and spectators from neighboring communities. As a Friend of the St. Croix Valley, we invite you to enter your float, convertible, flat-bed truck, or "what-have-you" into the Parade. You also can be a sponsor of the parade. This occasion is a fun way to get involved in your community.

We are working hard to recruit bands and interesting entrants - most of which cost money. We are hoping to offset the costs with Parade entry fees and generous donations from organizations and people through out the St. Croix Valley. Any contribution you can make will be greatly appreciated and will help ensure a successful parade. All donations \$30 and over received by May 11th, 2007 will be recognized on the back of the Ceremony program, unless anonymity is requested.

We would appreciate everyone participating in the parade to be in place by 8:00a.m.

Please fill out and mail the attached Parade participation entry form. I would appreciate your returning the completed form as soon as conveniently possible. Should you have any questions, my cell-phone number is 651-245-8374

Thank you,



Jim Menard
Parade Chairman



Bayport Memorial Day Parade

INFORMATION TO ALL PARTICIPANTS

The Bayport Memorial Day Parade and Ceremony is being held to Honor our Nations War Veterans. It is an opportunity to come together as a community and is open to resident and organizations in the St. Croix Valley area. We anticipate a large gathering and your group is invited to participate in the parade. Please complete and return the Application Form, by Friday May 11th 2007. Please remember that your donation helps us put on a superior parade.

DATE OF PARADE: May 28th 2007
PARADE FORMATION TIME: 8:00 a.m.
STEP-OFF TIME: 8:30 a.m.

PARADE ROUTE: the Bayport Memorial Day Parade will advance north on Minnesota highway 95 from Central Avenue to 7th Avenue North, then west one block to 5th Street, then south 2 blocks to Fifth Avenue, then west to the conclusion at Hazelwood Cemetery.

PARADE PARTICIPATION POLICIES

1. **Application Process.** Complete the Bayport Memorial Day Parade Application Form and return it to the address below, along with the any donation (optional), made payable to the Bayport American Legion Post 491. Applications arriving after May 11th 2007 will be placed on a standby list.
2. **Entry Fee.** Parade entries will not be charged a fee; however a donation of money from any commercial/business or Individual units would be appreciated to offset costs. Please *indicate donation amount on application form.*
3. **Distribution of materials and candy from the unit.** Because of safety concerns, no candy, printed matter, or materials of any kind can be thrown, tossed, presented, given, or otherwise distributed from floats, cars, fire trucks or other parade units while on the parade route. Items may only be handed out by walkers during the parade or prior to the parade. Violator's materials may be confiscated and your unit may be asked to leave the parade.



Bayport Memorial Day Parade

4. *Order of Appearance.* The Parade Chairman will determine the order of appearance for units in the parade. The order is determined to establish variety and the best use of the participants.

5. *Assembly Procedures.* Your unit should report to the Bayport American Legion, 263 north 3rd street, before 8:00 a.m. Parade staff will be on hand starting at 7:30am to direct your unit to the proper line-up location in the assembly areas. It is the responsibility of the contact person for each parade unit to notify the unit's members that they should report to the Legion.

6. *Mechanical Equipment; Licensed Drivers; Decorations and Signs.* Cars, trucks and mechanical equipment must be in good working order. All drivers and vehicles must be licensed and insured. Drivers must be adequately trained to safely drive their car, truck or float. Decorations and signs should be made of sturdy material that will hold up under adverse weather conditions.

7. *Insurance.* All motorized units must be covered by automobile insurance for bodily injury and property damage. Parade units must have comprehensive general liability insurance having a combined single limit of no less than \$250,000, covering bodily injury, personal injury, and property damage.

8. *Mailing Address:* Bayport Memorial Day Parade
C/O Jim Menard
555 North Second Street
Bayport Minnesota 55003

9. The American Legion and Sons of The American Legion as private organizations and as sponsors of this parade, reserve the right to control the content and message of this parade. If the Parade Chairman determines a unit or participant's message or behavior is contrary to the sponsoring organizations principles, the unit or participant may be barred entry or removed from the parade. While the sponsoring organizations strongly encourage participation in the electoral process, they do not feel that this parade is an appropriate time or place for campaigning. Politicians and Political campaigning is not allowed in this parade.



Bayport Memorial Day Parade

May 28th 2007

April 25, 2007

City of Bayport
294 north 3rd street
Bayport Minnesota 55003

Honorable Mayor and Council Members,

On behalf of the Hesley Jensen American Legion Post 491, I respectfully make application for annual financial assistance for an amount of \$300.00 from the City of Bayport.

The Bayport Memorial Day Parade and Ceremony is being held to Honor our Nations War Veterans. It is an opportunity to come together as a community and is open to resident and organizations in the St. Croix Valley area. This Event attracts not only crowds of Bayport residents but participants and spectators from neighboring communities.

I am working hard to recruit bands and interesting entrants – most of which cost money. I am hoping to offset the costs with Parade entry fees and generous donations from organizations and people through out the St. Croix Valley. Any contribution you can make will be greatly appreciated and will help ensure a successful parade.

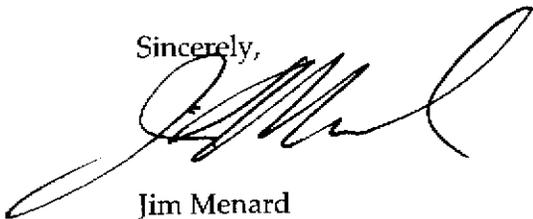
We take this opportunity to thank you for your contribution and support given to our Post over the years, which has been use to offset the expenses associated with the organization and execution of the annual Memorial Day Parade.

If your decision is to contribute, please make contribution payable to:

Hesley Jensen American Legion Post 491
Box 187
Bayport MN 55003

Thank you very much for your consideration of this request.

Sincerely,



Jim Menard
Parade Chairman





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

Date: May 1, 2007
To: Mayor and City Council
From: Mike McGuire, City Administrator
Gloria Sell, Finance Officer
Subject: 2007 Refuse Hauling Licenses

In January, seven refuse hauling companies were approved to do business in the City of Bayport. The following companies have additionally completed the application and fee process to be licensed as a refuse hauler in the city:

- Max Todo Marine Service, Inc.
Stillwater, Minnesota
- Waste Technology, Inc.
Brooklyn Park, Minnesota

RECOMMENDATION

Staff recommends the City Council approve licenses for the above-named businesses to provide refuse hauling services within the City of Bayport during 2007.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-439-2530 FAX 651-439-7188

Date: April 30, 2007
To: Mayor and City Council
Mike McGuire, City Administrator
From: Gloria Se11, Finance Officer
Subject: Budgeted and unbudgeted fund transfers

BACKGROUND

Special request for fund transfer from Street Reconstruction Fund to Street Department:

The budget for seal coating city streets was set at \$60,000. The actual cost was \$75,300. Significant price fluctuations can occur when petroleum based products are budgeted. In this case, the budget was established in 2005, nearly one year before the purchase was made; the cost difference was not known until bids were awarded in June 2006. At that time, Mel Horak, the Public Works Supervisor, requested council authorize a transfer of up to \$15,000 from the Street Reconstruction Fund to the General Fund.

- Transfer \$15,000 from the Street Reconstruction Fund to the General Fund, Street Department.

Establish new Fund to track "developer reimbursed projects"

The Baytown and Inspiration Trunk Extension, Reservoir, and Booster Station construction projects were paid for by the Developers of those subdivisions. The city acted as fiscal agent, paying the contractors, engineers, etc. for work performed; each contractor was charged for its proportional share of the costs. In prior years, all payments to contractors and reimbursements from developers were transacted in the City's General Fund. This process resulted in inflated expenses for city departments and large amounts in revenue identified as "Refunds and Reimbursements."

As the projects approached completion during 2006, it became apparent that a final reconciliation required separation of all costs and revenues into a separate Fund. This new Fund 209 was created to track these "Developer Reimbursed Projects". All current year transactions were re-entered into this fund and \$15,000 of prior year revenue was reclassified (this was necessary because developers paid deposits of \$15,000 in 2005 and applied those deposits to amounts payable to the city in 2006).

- Transfer all 2006 expenses and revenue related to Baytown and Inspiration to one Fund.

Establish new fund for projects not related to City activities:

In May, 2005, the Middle St. Croix Watershed Management Organization (WSCWMO) signed an agreement with Short Elliott Hendrickson, Inc. (S E H), to provide services for the Storm Sewer Replacement Project at the State Correctional Facility at Stillwater. The understanding was that the City of Bayport would act as fiscal agent on that project. In this capacity, the city has paid invoices, tracked expenses, billed the state, and collected reimbursements for the project. The city incurred no expenses for the project; however, expenses were recorded in city records and reimbursements were recorded as revenue. This method resulted in inflated costs to the city and large amounts of revenue identified as "Refunds and Reimbursements". A new Fund 208 was created to track the "Prison Sewer Project." All current year transactions were re-entered into this fund and a final reconciliation prepared to close out the project. The fund will be kept open in case another similar project is started in which the city acts as fiscal agent, but has no financial interest in the project.

- Transfer all 2006 expenses and revenue related to the Prison Sewer Project to one Fund.

RECOMMENDATION

Staff recommends the City Council approve the budgeted fund transfers listed above.



City of Bayport
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003

Date: April 30, 2007
To: Mayor and City Council
From: Mike McGuire, City Administrator
Gloria See, Finance Officer
Subject: A.J. Gallagher Insurance Brokerage Agreement

BACKGROUND

A.J. Gallagher acts as broker for property, liability, and workers compensation insurance coverage required by the City of Bayport. Their "service renewal fee" for 2007 is \$5,000, which is an increase of \$500 over the 2006 charge.

The City has retained the services of A.J. Gallagher for a number of years. We believe that we continue to receive good service from this company.

RECOMMENDATION

Staff recommends authorizing renewal of city's brokerage agreement with A.J. Gallagher in the amount of \$5,000.



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

Date: April 30, 2007

To: Mayor and City Council
Mike McGuire, City Administrator

From: Gloria Sell, Finance Officer

Subject: 2007 Workers Compensation Invoice

BACKGROUND

Working with the Arthur J Gallagher, the City of Bayport obtains workers' compensation insurance from the League of Minnesota Cities Insurance Trust. The current policy is up for renewal in April. The League has provided a quote of \$29,272 for 2007-2008, which is an increase of \$3,743 over last year's premium. The policy covers all city employees and persons who are un-paid volunteers. The premium is based upon payroll, claims experience, and options selected. The city received a 4% experience modification credit and a 2% credit for selecting the \$250 deductible option.

RECOMMENDATION

Staff recommends the City Council approve payment of the League of Minnesota Cities Insurance Trust 2007 workers compensation invoices in the amount of \$29,272.



May 3, 2007

RE: Bayport, Minnesota
Well No. 2 Air Stripping System
SEH No. A-BAYPO0603.00 14.00

Mr. Mike McGuire
City Administrator
City of Bayport
294 North Third Street
Bayport, MN 55003

Dear Mike:

Please find enclosed three original copies of proposed Change Order No. 1 for the Well No. 2 Air Stripping System. We reviewed the change order proposal and recommend approving it. We are also working with MPCA to determine if this work can be covered under the grant. When approved please sign all three copies the change order and return two copies to either Barry Peters or me.

Change Order No. 1 includes additional programming and operational functions provided by Automatic Systems to optimize the operation of the air stripper system. These programming changes were recommended by the air stripper manufacture, Carbonair, during the start-up of the system. The change order also includes a credit of \$840 for specified services that were not provided by Automatic Systems. These services include a preliminary meeting with City staff that was not provided to discuss the computer screens and a reduction in the operator training which still meets the City's needs.

Please contact us at your convenience if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg F. Johnson".

Greg F. Johnson, PE
Project Manager

C: Mel Horak, City of Bayport
Barry Peters, SEH

s:\u0000bayport\06030007-cm\71-gen\change orders\eo 1 transmittal letter.doc



SEH CHANGE ORDER

City of Bayport, Minnesota	April 30, 2007
OWNER	DATE
OWNER'S PROJECT NO.	CHANGE ORDER NO.
Well No. 2 Air Stripping System	A-BAYPO0603.00
PROJECT DESCRIPTION	SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Provide additional programming and operational functions as described in the attached document to optimize the operation of the air stripper system. Provide a credit for not providing the specified meeting with the Owner for identifying screen layouts, etc.. Provide a credit for six hours of unused operator training time.

Purpose of Change Order:

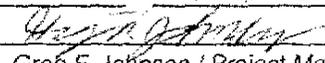
The programming additions were recommended by the air stripper manufacturer, Carbonair, during the start-up of the system to optimize the operation of the system. The cost to add these changes is \$2,919.28. A credit of \$840 is provided for not providing the specified meeting with the Owner and for reducing the operator training hours to the minimum number of hours required by City staff. The net increase or change order amount is \$2,079.28.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

Attached programming additions from Kaeding and Associates and proposed quotation from Magney Construction dated 4/27/07.

Contract Status	<i>Time</i>	<i>Cost</i>
Original Contract	_____	\$806,900.00
Net Change Prior C.O.'s _____ to _____	_____	\$0
Change this C.O.	_____	\$2,079.28
Revised Contract	_____	\$808,979.28

Recommended for Approval: **Short Elliott Hendrickson Inc.** by 
Greg F. Johnson / Project Manager

Agreed to by Contractor:	Approved for Owner:
Magney Construction	City of Bayport, Minnesota
BY _____	BY _____

TITLE _____ TITLE _____

Distribution Contractor 2 Owner 1 Project Representative 1 SEH Office 1

KAEDING AND ASSOCIATES, INC.
7300 France Avenue South
Suite 330
Minneapolis, Minnesota 55435-4545

Phone: (952) 831-0317

E-Mail: info@kaeding.com

Fax: (952) 831-2179

MEMORANDUM

TO: **SHORT, ELLIOTT, HENDRICKSON, INC.**
Attn: Mr. Greg Johnson, P.E.

FROM: Mark Ziemer

DATE: April 3, 2007

RE: **BAYPORT, MN – WELL No. 2 STRIPPING STATION**
KAI No. 06339

Greg,

Per our visit to the site yesterday, some items came up in the course of checking out the control system. Please make a request regarding the following changes to Magney Construction and Automatic Systems:

1. Provide a "Hand-Off-Auto" switch on station control panel to enable control of Well No. 2.
 - In "Hand", Well No. 2 shall be called to operate (over-rides Well No. 2 required signal at the master). See blower control modification below. This is subject to the master being in "Auto", and "Auto" at Well No. 2.
 - In "Off" the well will not run, regardless of master or Well No. 2 switch positions. Provide "status" bar to indicate this at the master.
 - In "Auto", Well No. 2 runs as called for by the master.
2. Modify blower start sequence as described in Specification Section 40 90 00, 1.09.F. When Well No. 2 is called to operate, first send start signal to blower. When "Blower Running" status is returned to the master, then send Well No. 2 start signal, which will begin the pre-lube process. Provide an adjustable time period initially set at 5 minutes, before sending the Well No. 2 start signal. (Alarm programming, etc., remains as before).
3. If flow signal indicates zero flow (or less than 50 gpm) for an adjustable time initially set at 2 minutes after the well called signal has been given, alarm at the master and shut down the blower.
4. Blower stop sequence similarly to be modified such that the blower shall remain running after Well No. 2 has been shut down. Provide an adjustable time-span of 0-10 minutes after well shut-down.

FAX QUOTATION

MAGNEY CONSTRUCTION, INC.

1401 Park Road
Chanhassen, MN 55317

Phone (952)474-1674
Fax (952)474-1679

SEND TO Company name S.E.H.	From Mark Magney
Attention Greg Johnson	Date 4/27/2007

Urgent Please comment Please review For your information

Total pages, including cover: 4

COMMENTS

Re: Bayport Air Stripper

Greg,

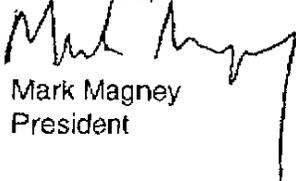
We are offering the following revised price quotation to make programming changes as described in Mark Ziemer's memo, dated April 3, 2007. In addition we have included a credit from Automatic Systems to reduce the service provided as requested by Mark Ziemer's 4/25/07 memo.

Subcontractor: Total Construction	\$	<u>1,951.00</u>
Subtotal	\$	1,951.00
Markup	\$	97.55
Bond & Insurance Premiums	\$	<u>30.73</u>
Total	\$	2,079.28

Please review and let me know whether or not to proceed with this change.

Please contact me if you have any questions.

Thank You,


Mark Magney
President

TOTAL CONSTRUCTION & EQUIPMENT, INC.

10195 Inver Grove Trail • Inver Grove Heights, MN 55076 • 651-451-1384

CHANGE ORDER PROPOSAL #3

PROJECT: Well No. 2 Air Stripping System **DATE:** 04/17/2007
 SEH Project Number: A-BAYPO0603.00
 Bayport, MN

ATTN: Mark Magney
 Magney Construction, Inc.
 4701 Park Road
 Chanhassen, MN 55317

RE: Modifications per Mark Ziemer

Dear Mark,

This letter is in regards to the above reference project. Per Mark Ziemer's memo, the following is a list of revisions including HOA Switch, Interlock at well 2, PLC programming, Operator Interface Terminal programming, Wonderware programming and engineering.

Total	\$2,614.00	- 840 =	1,774.00
+ 10%	\$ 261.80		177.00
GRAND TOTAL (ADDER)	\$2,875.00		* 1,951.00

LESS ASC DEDUCT FOR SERVICE:

$$\begin{array}{r}
 1,774.00 \\
 + 177.00 \\
 \hline
 * 1,951.00
 \end{array}$$

If you have any question or concerns, please don't hesitate to contact our office at 651-451-1384.
Sincerely,
TOTAL CONSTRUCTION AND EQUIPMENT, INC.

Jon Wahlberg
Project Manager

To proceed, please sign two copies and return one. Quotes are valid for see above

Notice to Proceed Date: _____ Authorized / Accepted By: _____

Declined Date: _____ Declined By: _____

"An Equal Opportunity Employer"

Mark Magney

From: Lane Stewart [Lane@automaticsystemsco.com]
Sent: Friday, April 27, 2007 12:06 PM
To: Mark Magney
Subject: Re: FW: Bayport Well #2 stripping station

Jon & Mark,

Taking into account spec. 40-90-00 3.03C, 3.05A1 and 3.06A there are a total of 20 hours of services in the contract. To date ASC has used 10 hours to incorporate items B.3 and B.5 of the submittal comments and to make spec. item 40-90-00 1.09F2 operator configurable.

Your deduct for the screen review hours (item 1) is \$480.00. Your deduct to eliminate 6 training hours (item 2) is the \$360.00.

Lane Stewart
Automatic Systems Co.

From: "Mark Magney" <mark@magneyconstruction.com>
To: "Lane Stewart" <lane@automaticsystemsco.com>,
"Jon Wahlberg" <JWahlberg@total-const.com>
Subject: FW: Bayport Well #2 stripping station
Date sent: Thu, 26 Apr 2007 08:21:45 -0500

Jon,
Please offer a credit as described below.
Thanks,
Mark Magney, P.E.
President
Magney Construction, Inc.
1401 Park Road
Chanhassen, MN 55317
(952)474-1674 office
(952)474-1679 Fax
(612)865-9297 Cell
mark@magneyconstruction.com

-----Original Message-----
From: Greg Johnson [mailto:gjohnson@sehinc.com]
Sent: Wednesday, April 25, 2007 5:11 PM
To: mark@magneyconstruction.com
Cc: mziemer@kaeding.com; Barry Peters
Subject: Fw: Bayport Well #2 stripping station

Mark -
Please propose a credit for items 1 and 2 listed below. This will be sent along with the other two change order proposals to be mailed this week to the city. Therefore, we request a proposal by Friday, April 27th. E-mail is fine.

Greg F. Johnson, PE
Sr. Project Manager / Principal
Sr. Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110-5196
Direct - 651.490.2074
Fax - 651-490-2150

----- Forwarded by Greg Johnson/seh on 04/25/2007 05:02 PM -----
"Mark Ziemer" <mziemer@kaeding.com>
04/25/2007 04:47 PM

To: <gjohnson@sehinc.com>
cc:
Subject: Bayport Well #2 stripping station

Greg,

As requested we reviewed the specifications for the I&C items which can be reduced in scope:

- 1) Page 40 90 00-5, 1.09.E.# - a 4 hour meeting specified w/Owner to identify screen layouts, etc. was not provided/scheduled as far as we know.
- 2) Page 40 90 00-11, 3.05 - On Site Services - 8 hour day specified for training. This can probably be reduced to 2 hours.
- 3) Same page, 3.06 - Call-Back Services - 8 hour day during first year. The City could forgo this provision and bring ASC in on a separate contract basis in the future.

Let me know if you need any further detail regarding these.

Mark Ziemer
KAEDING & ASSOCIATES
phone 952/831-0317
fax 952/831-2179



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

MEMORANDUM

TO: Sara Taylor

FROM: Larry Wacker

SUBJECT: Design Development - Lakeside Park Improvements

DATE: May 1, 2007

CC: Mike McGuire

Sanders Wacker Bergly, Inc. recommends the following improvements to the Lakeside Park Play Area based on discussions with City Staff, City Council Members.

1. Remove the existing wood boat play feature located at the north end of the play area in its entirety because it does not conform with current safety standards and wood timbers have begun to decay.
2. Remove the existing dome-shaped jungle jim and teeter totter located at the north end of the play area because they don't meet current safety standards.
3. Remove the existing wood climbing feature and log roller located in the south portion of the play area because it doesn't meet current safety standards.
4. Remove a portion of the large wood platform structure at the south end of the play area to provide an adequate safety zone for the adjacent swing set.
5. Salvage existing swings and slide located at the north end of the play area for possible reuse at Barker's Alps Park.
6. Retain 4 existing spring animals located in the north end of the play area.
7. Retain existing tire swings, belt swings and the majority of the platform play structure located at the south end of the play area.
8. Sand wood surfaces of the existing platform structure (by city crews) to help protect children from splinters. Replace the structure as soon as funds become available.
9. Install a new platform play system at the north end of the play area, for 2 to 5 year old children, that provides assorted opportunities for climbing, sliding, crawling and general play.
10. Install new swings, for 2 to 5 year old children, with belt seats, tot seat and handicapped accessible seat.
11. Install a freestanding crawl tube and synthetic climbing rock for 2 to 5 year old children.
12. Install a handicapped accessible, wood fiber safety surface over as much of the play area as the budget will allow.

365 EAST KELLOGG BOULEVARD - SAINT PAUL MINNESOTA 55101-1411
PHONE: 651-221-0401 FAX: 651-297-6817
VISIT OUR WEBSITE: WWW.SWBINC.COM

C:\DOCUMENTS AND SETTINGS\WLINDQUIST\LOCAL SETTINGS\TEMPORARY
INTERNET FILES\OLK10\CITY COUNCIL WRITE-UP\043007REVISED.DOC

13. Position play equipment so additional pieces may be added, for 2 to 5 year old children in the future.

PLAY EQUIPMENT COST ESTIMATE

Platform play system	\$38,500.00
Swings	\$3,600.00
Climbing rock	\$1,500.00
Crawl tube	\$700.00
Handicapped accessible safety surfacing	<u>\$20,700.00</u>
TOTAL	\$65,000.00

If city crews are able to install the safety surfacing, it is possible that the majority of the play area (north and south ends) may be covered by the new surfacing.

If this design concept is acceptable, we will proceed in seeking competitive bids from qualified play equipment suppliers.



LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

Loss Control Services Administration:

c/o Berkley Risk Administrators Company, LLC
222 South Ninth Street, Suite 1300, Minneapolis, Minnesota 55402-3332

Phone: (612) 766-3172 Fax: (612) 766-3199

Web Site: www.lmnc.org

April 20, 2007

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

Re: Loss Control Meeting and Lakeside Park Playground survey – 4/10/2007

Dear Mr. McGuire:

On the above date, I met with you to update the LMCIT Workers' Compensation Loss Control Survey, discuss future loss control service and to conduct a loss control survey at Lakeside Park. This meeting was in conjunction with the City of Bayport's participation in the **League of Minnesota Cities Insurance** Trust workers compensation and property and casualty insurance program.

Discussion:

As you recall, we discussed the services of your safety contact through Arthur Gallagher Risk Management Services, Inc., as well as the benefits of a Contractor Safety Program. I then conducted a loss control survey of the playground at Lakeside Park with Mel Horak, Public Works Supervisor.

Please refer to the Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, for detailed specifications relating to playground safety requirements. This handbook will serve as the main guide to playground inspections by your appointed park and recreational staff.

The two primary safety documents used for playground safety guidelines and requirements, and that are referenced in this letter's recommendations are:

- Consumer Product Safety Commission (CPSC) Publication No. 325, 1997 – Handbook for Public Playground Safety
- American Society for Testing and Materials International (ASTM) F1487-05 – Standard Consumer Safety Performance Specification for Playground Equipment for Public Use

Lastly, I have included a LMCIT memo entitled "Play it Safe – Developing an Effective Playground Safety Program", for more information.

Future Service:

As we discussed, I will be conducting a loss control survey at the **Public Works building**, as well as review progress made on the recommendations in this letter, during my next visit. I will contact you to make that next appointment.

In addition, in the future, the following areas should be surveyed: City Hall/Police Department, Fire Hall, Public Library, park system, 2 lift stations, 3 pump houses, Wastewater Treatment Plant, booster station building and 3 water reservoirs, throughout the city.

Recommendations:

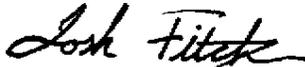
As a result of our discussion and park survey, I do have recommendations for your consideration. These recommendations are in the attached appendix. Attention to recommendations is an important part of your overall safety program and can reduce your potential for loss. All should be carefully considered.

60 Day Response:

I would like to be kept informed of the steps taken as a result of these recommendations. Therefore, I ask that you respond within 60 days to let me know what progress you are making on each of the recommendations. Feel free to email or fax your response to me. I look forward to hearing from you.

Thank you for the time and courtesy extended to me at the time of my loss control visit. If you have any questions, please contact me.

Sincerely,



Josh Fitch, M.S.

Loss Control Consultant

(612) 766-3161; Fax: (612) 766-3199

jfitch@berkleyrisk.com

c: Ann Stanton, Arthur Gallagher Risk Management Services, Inc.
11010 Prairie Lakes Dr., Suite 350, Eden Prairie, MN 55344

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

APPENDIX

Recommendations:

1-4/07 Update the Public Entity WC Loss Control Survey tool with your Gallagher Safety Consultant.

Because Gallagher helps to develop some city safety policies as well as provide other safety-related duties for the city, it would be a good idea to meet with this person to update the LMCIT survey, in order to have an accurate picture of what level the city's safety programs, training and documentation are at. I will review the updated version at our next meeting.

2-4/07 A written Contractor Safety Program should be established and practiced

This policy should reflect how the City of Bayport only retains qualified contractors with a demonstrated record of employee safety and health and regulatory compliance. Contractors should be required to observe (or exceed) the city's safety and health policies, procedures and practices before and during work operations.

A sample Contractor Safety Program and a Contractor Safety Program Verification form were provided at our last meeting. Electronic versions of these samples are also available, upon request.

Lakeside Park

3-4/07 Bring the playground to within compliance of the Americans with Disabilities Act (ADA) Accessibility Guidelines for Play Areas guidelines.

Upon inspection, the playground does not meet ADA requirements. There is currently no wheelchair access onto the playground or to the equipment. In addition, sand would not be considered ADA compliant for wheelchair usage. Please refer to the *Guide to ADA/ABA Accessibility Guidelines for Play Areas*, U.S. Architectural & Transportation Barriers Compliance Board (July 2004), when addressing this recommendation. This guide can be downloaded from www.access-board.gov.

4-4/07 Ensure that sand is the appropriate surfacing material for the equipment at the playground.

Sand has a critical height of between 4 and 5 feet for a compressed depth of 9 inches. Meaning, that your playground equipment should not have fall heights above 5 feet. Having fall heights above 5 feet would mean that there is a greater chance for a life-threatening head injury.

- Refer to Table 1 – Critical Heights of Tested Materials in the handbook for Playground Safety.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

In the future, if the city changes the protective surfacing at the park, consider using the following:

<u>Material</u>	<u>Critical Height at a compressed depth of 9 inches</u>
Wood Chips	10 feet
Double Shredded Bark Mulch	7 feet
Engineered Wood Fibers	6 feet

5-4/07 Install playground signage.

There is currently no safety signage at this playground. Information to be included on the sign(s) may include, but are not limited to:

- Ages of use (pre-school 2-5yrs old or school age 5-12 yrs old)
- Direct playground users to age-appropriate equipment
- Playground Rules
- Hours of operation
- Parental supervision required
- Alcohol and tobacco prohibited
- Emergency phone number(s)

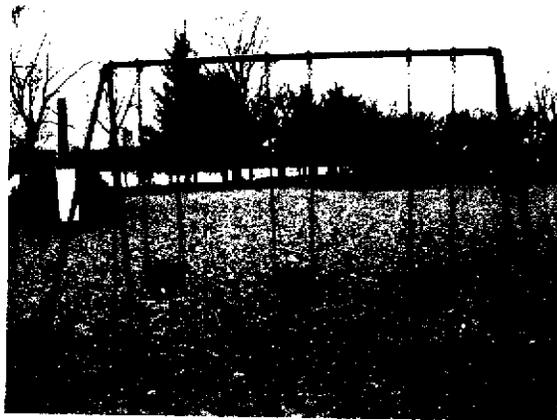
Signs can also direct citizens to report broken equipment, suspicious behavior vandalism, etc. In addition, as it relates to appropriate age of use, the following items (among others) of playground equipment are *not* recommended for preschool-age children, according to the Handbook for Public Safety:

- Log Rolls
- Long Spiral Slides
- Parallel Bars
- Vertical Sliding Poles
- Fulcrum Seesaws (Teeter Totter)

The city has the above listed equipment in this playground.

6-4/07 Reinstall the swing's chain brackets.

The brackets are installed upside down. The bolt should be faced downwards. Currently there is a strangulation and entanglement hazard from the bolts at their upward angle, as indicated in the bottom right portion of the picture.

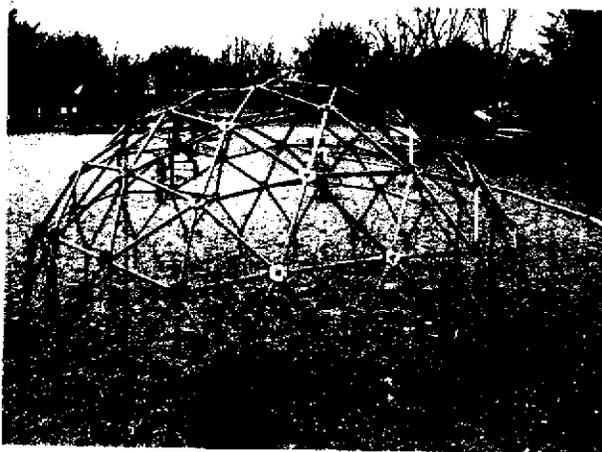


7-4/07 If moving the slide to another location, try to make sure that it is not installed in direct sunlight.

Currently, the metal slide is exposed to direct sunlight for the entirety of the day. This causes the slide to become extremely hot and has been a source of claims in the past.

8-4/07 Remove and discard the Geodesic Dome Climber.

Upon inspection, the bar connectors on the climber are not flush with the bars they connect and therefore present multiple entanglement hazards throughout the structure. Entanglements are the most common causes of playground fatalities. ASTM 6.4



9-4/07 Remove or repair Teeter Totter.

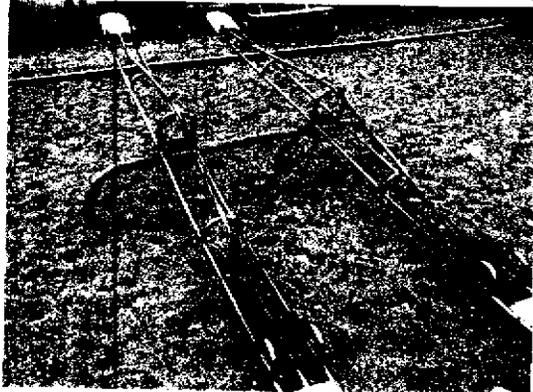
If the Teeter Totter is not removed, the following maintenance items need to be addressed:

1. Secure the bolts at the fulcrum. – upon inspection, the bolts were coming loose on the underside of the fulcrum.

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2. Install automobile tires in the ground at each end of the Teeter Totter. The tires should be installed vertically and each seat should come in contact with the tire.
3. Install some type of cushioning material on each seat.

Please refer to CPSC Publication No. 325, 1997 – Handbook for Public Playground Safety 12.3



10-4/07 Remove the Wooden Climbing Tower.

The Climbing Tower is too tall for the surfacing material (see recommendation #4). In addition, there is great potential for falls to come in contact with other wooden parts of this structure.



11-4/07 Increase the use zone in the “back” of the swing set.

Currently, the use zone appears short of the recommended clearance distances. In addition, because 68% of all playground injuries are from falls to the surface area, and grass is not an adequate playground surfacing material, it is important that this use zone be extended to its recommended distance.

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- Use zones in front and to the rear of swings should be twice the height of the pivot point of the swing. ASTM 5.1.3
- The use zone should also extend a minimum of 6 feet on the sides of the structure. ASTM 5.1.3



12-4/07 Reinstall the missing bolt nut on the top of the slide on the South side of the Wooden Apparatus.

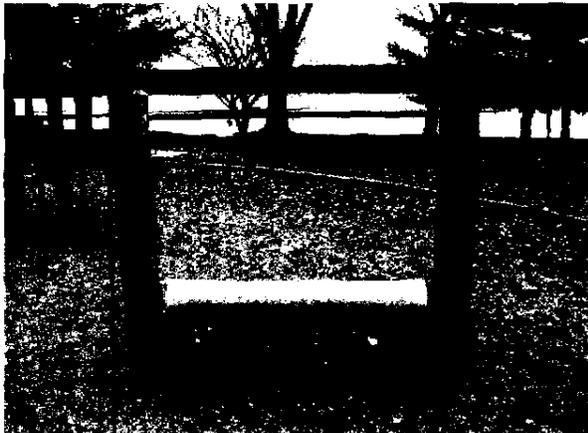
The exposed bolt at the top of the Wooden Apparatus presents an entanglement hazard. More than two exposed bolt threads is an entanglement hazard, ASTM 6.4.3.



13-4/07 Remove the Log Roll.

The Log Roll is a hazardous piece of equipment because of its instability, and is not intended for use by preschool-age children. I recommend removing the Log Roll because of the opportunities to fall back onto the log during play.

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14-4/07 Install wooden posts to the water spigots throughout the playground area.

These water spigots are difficult to see, and a person or child could easily run into, trip and fall and injure themselves. Either by installing wooden posts or by some other means, the city should attempt to make these spigots more visible to the public.



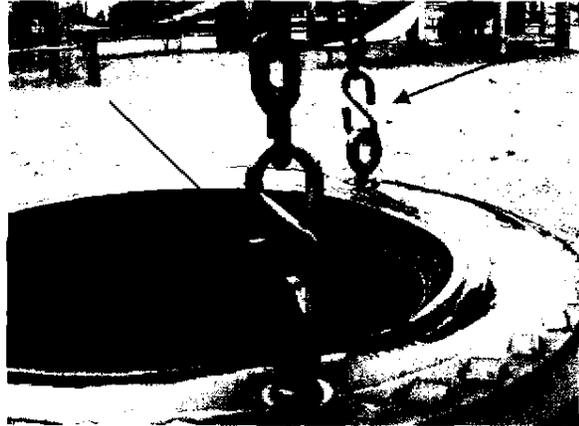
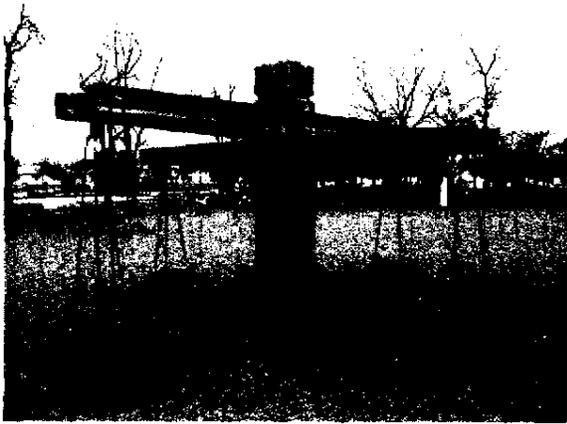
15-4/07 Fix all opened S-Hooks on the Tire Swings.

Open S-Hooks are a cause of child strangulation.

- S-Hooks must not have ends protruding beyond the upper loop, ASTM 6.4.5.1: Fig A1.19.

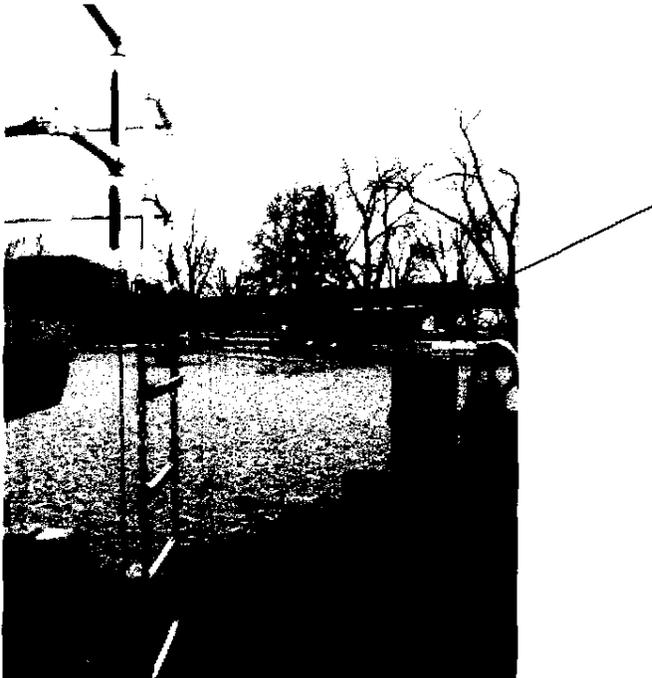
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- The maximum opening dimension of an S-Hook must not exceed .04 inch, ASTM 12.6.1 (the width of a credit card is a good check)



16-4/07 Remove or relocate the steering wheel pole on the Wooden Ship.

There is currently a fall and striking hazard from the ladder to the steering wheel pole on the Wooden Ship. The distance between these two objects is too short. In addition, the ladder is not stable, which could make a person fall easier.



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17-4/07 The wooden posts should be removed from the Wooden Ship.

Because a designated playing surface is defined as any flat surface 2 inches by 2 inches, and because children more-than-likely climb up and jump off of these posts, there is the potential to fall onto lower posts which could cause significant injury. Therefore, the wooden posts should be removed. (ASTM 3.1.9)



18-4/07 Eventually, the city should begin to work on replacing all of the wooden playground structures.

Because of the higher maintenance required for wooden structures, the chance for injuries due to splinters, deterioration of wood, exposed hardware, etc., I would develop a plan to replace the equipment at this park with more user-friendly and CPSC compliant equipment.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.



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

DATE: April 25, 2007
TO: Mayor and City Council
Mike McGuire, City Administrator
FROM: Acting Chief Eastman
RE: Proposal of revised ordinances (continued from April meeting)

BACKGROUND

The following sections have been revised to reflect the changes recommended by the City Council at the April meeting:

- 38-1. Definition of general weapon.
- 38-2. Regulation of possession and discharge of weapons (as recommended by the city attorney)
- 38-26. Posting on public property.
- 54-27. 2 Parking of commercial motor vehicles.
- 54-52. Definition of a personal transportation device.
- 54-57. Prohibited acts related to personal transportation devices.

The deletions suggested by the City Council are indicated in ~~double strikethrough~~ and additions are in ***bold italic underline*** on the attached resolutions.

RECOMMENDATION

Staff recommends the City Council review the proposed revisions and adopt a motion to approve the ordinances.

CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. _____

**ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 38 OF THE BAYPORT CITY CODE
REGARDING OFFENSES AND MISCELLANEOUS PROVISIONS**

Please note: The proposed deletions presented at the April meeting are indicated in ~~strickethrough~~ and additions are indicated in **bold underline**. Deletions recommended by the City Council at the April meeting are indicated in ~~double strickethrough~~ and additions are indicated in ***bold italic underline***.

Section 1. Chapter 38 of the Bayport Code of Ordinances regarding offenses and miscellaneous provisions is hereby amended by deleting the same in its entirety and substituting the following therefore:

~~Sec. 38-1. Discharge of firearms prohibited; exceptions.~~

~~(a) No person shall fire or discharge any gun or firearm of any description within the corporate limits of the city.~~

~~(b) Nothing in this section shall be construed to embrace any firing of a gun or firearm when done in the lawful defense of person, property or family, or the necessary enforcement of the law.~~

~~Sec. 38-2. Discharging air rifles or BB guns or using slingshots.~~

~~No person shall use or discharge air rifles or BB guns, or use slingshots, within the corporate limits of the city.~~

Article I. Firearms and weapons

Sec. 38-1. Definitions.

As used in this chapter, the following words and terms shall have the meaning ascribed thereto, except where the context clearly indicates a different meaning:

Encased weapons. Persons in possession of any weapon that is unloaded and properly encased and is being stored, transported or displayed within a residence.

General weapons. Any gun, pistol, revolver, wrist rocket, slingshot, ~~and club~~, metal knuckles, dagger, Bowie knife, ~~razor~~, air rifle, air gun, BB gun, paintball gun, spring gun, stun gun, ~~nun~~ chucks, throwing stars, bow and arrow, switchblade, firearm or any similar device for the propulsion of shot or other metal pellet by whatever means and any other dangerous or deadly weapon or instrument. A weapon is concealed within the meaning of

this section whenever such weapon is not readily ascertainable when another person is observing the person carrying the weapon.

Licensed persons. Persons licensed pursuant to state or federal law, if the activity or conduct is permitted by the license.

Police officers. Duly authorized police officers of the city when in the course and scope of their duties, any officer of any court whose duty is to serve warrants or to make arrests, or any person who has obtained from the city police department or some other appropriate law enforcement agency, a license or permit to handle or have in their possession or control any weapon.

Sale in regular course of business. Persons in possession or control of a weapon for the purpose of the sale of the weapon in the regular course of the person's lawfully authorized business.

Seizure and confiscation. Taking of any weapon by a police officer for unlawful conduct and holding in the custody of the city police department pending appropriate action.

Target ranges. Target ranges lawfully authorized by the city council, county, state or federal government.

Sec. 38-2. Regulation of possession and discharge of weapons.

Except as otherwise provided, it is unlawful for any person other than a police officer to:

(1) Fire, discharge, release, throw or in any other manner propel a general weapon, as defined, ~~within the city~~ anywhere within the city in a manner that creates a nuisance or impairs the health, safety, or welfare of the general public.

(2) Wear under one's clothes or conceal about one's person any weapon, or to carry a loaded weapon in any bag, sack, box, knapsack, purse or other such carrying device which hides the presence of the weapon.

(3) Wear or carry a loaded weapon for hunting or other purposes in the city.

If any police officer personally observes conduct violating this section, the weapon may be immediately seized and held in the custody of the city police department pending appropriate court action. If the court determines a violation of this section has occurred, the weapon involved in the violation is forfeited to the city. In addition to the forfeiture a violation of this section is a misdemeanor.

State law references: Discharge of weapons, M.S.A. § 609.60.

Article II. Illegal posting.

Sec. 38-26. Posting on public property prohibited.

(1) Except as otherwise permitted by this Code, no person may post, stick, stamp, paint or otherwise affix or cause the same to be done by any person, any notice, placard, bill, card, poster, advertisement or other paper or device calculated to attract the attention of the public to or upon any public property, including but not limited to, any sidewalk, crosswalk, curb or curbstone, flagstone, or any other portion or part of any public way or public place or any lamppost, electric light, telephone pole, railway structure, hydrant, shade tree, or upon the piers, columns, trusses, girders, railings, gates or other parts of any public bridge or other public structure or building or upon any pole, box or fixture except as may be authorized or required by federal, state or local law.

(2) Any person who violates any provision of this section is guilty of a misdemeanor.

Cross reference: Appendix B, Zoning, Section 727 – Signs.

Section 2. 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 7th day of May, 2007.

Jon Nowaczek, Mayor

Attest:

Michael McGuire, City Administrator

CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. _____

ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 54, SECTIONS 54-27, 54-30, 54-32, 54-52, 54-57
OF THE BAYPORT CITY CODE REGARDING TRAFFIC AND VEHICLES

Please note: The proposed deletions presented at the April meeting are indicated in ~~striketrough~~ and additions are indicated in **bold underline**. Deletions recommended by the City Council at the April meeting are indicated in ~~double striketrough~~ and additions are indicated in ***bold italic underline***.

Section 1. Chapter 54, Article II, Section 54-27 of the Bayport Code of Ordinances regarding restricted areas is hereby amended as follows:

Sec. 54-27. Restricted areas.

No person shall stop, park or leave standing any **motor or recreational** vehicle ~~on the streets of the city~~, whether attended or unattended, except in the act of receiving or discharging passengers, in the following places:

(3) **On streets, in** excess of 12 hours in any continuous 24-hour period.

(8) Alley parking. No vehicles or property should encroach onto the alley way, thus impeding the flow of traffic or blocking visibility.

(9) In designated loading or permit zones.

Sec. 54-27.2. Unlawful parking of commercial motor vehicles.

It shall be unlawful to park any motor vehicle over one-ton capacity, bearing a commercial license, or any commercially licensed trailer, on any public street, alley, or right-of-way in an area in the city which is zoned residential, except when such vehicle is engaged in loading and unloading or rendering a service in the area involved for a period not to exceed 2 hours.

~~**It shall be unlawful to park any commercially licensed trailer, whether or not attached to a motor vehicle, on any public street, alley, or right of way in the city at all times.**~~

Sec. 54-27.3. Unlawful parking of motor or recreational vehicles for sale.

It shall be unlawful to park any vehicle upon any public street, alley, or right-of-way for the purpose of displaying it for sale.

Section 2. Chapter 54, Article II, Section 54-30 of the Bayport Code of Ordinances regarding the penalty for violation of article is hereby amended as follows:

Sec. 54-30. Penalty for violation of article.

Current penalty is as follows: A violation of this article is a petty misdemeanor punishable by a fine of not more than \$100.00.

Section 3. Chapter 54, Article II, Section 54-32 of the Bayport Code of Ordinances regarding seasonal and snow emergency parking is hereby added as follows:

Sec. 54-32 Seasonal and snow emergency parking.

The city has adopted seasonal odd-even parking on all city streets from November 1 through April 1 of each year between the hours of 2:00 a.m. and 2:00 p.m., unless other more restrictive no parking regulations are posted or in effect. "Odd-even" parking shall mean vehicles must be parked on the odd side of the street designated by the property addresses on odd days of the month and on the even side of the street on even days of the month. Alley parking is strictly prohibited.

Section 4. Chapter 54, Article III, Section 54-52 of the Bayport Code of Ordinances regarding definitions is hereby amended as follows:

Sec. 54-52. Definitions.

~~Self-propelled device~~ Personal transportation device means any non-motorized platform, footboard, ski-like device, shoe, boot, or similar object mounted on wheels and designed and intended to propel the rider by human power or force or by gravity, including, but not limited to: skateboards, roller skis, scooters, roller skates and in-line skates. The definition does not include a wheel chair operated by a disabled person, bicycles, wagons or strollers.

Section 5. Chapter 54, Article III, Section 54-57 of the Bayport Code of Ordinances regarding prohibited acts is hereby added as follows:

Sec. 54-57. Prohibited acts.

It shall be unlawful to commit the following acts related to recreational vehicles:

(1) Post, mutilate, or remove any notice or sign that prohibits the uses of recreational vehicles upon any lands or waters over which he has no right, title, interest or license.

(2) Knowingly or negligently allow a juvenile to operate a recreational vehicle in violation of this section.

(3) Attach a rider of any ~~self-propelled device~~ personal transportation device to any motor or recreational vehicle upon any street or public way in the city.

(4) Obstruct any sidewalk, lane, alley, public ground, public landing, wharf or pier, or any other public place by placing any building materials, carriages, carts, boxes, lumber, firewood, posts or rails or any other materials to be used as ramps or guides for other skateboards or other ~~self-propelled devices~~ personal transportation device.

State law references: Off-road vehicles, Minn. Stat. § 84.797 et seq.

Section 6. 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 7th day of May, 2007.

Jon Nowaczek, Mayor

Attest:

Michael McGuire, City Administrator



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

Date: May 2, 2007
To: Mayor and City Council
Mike McGuire, City Administrator
From: Mel Horak, Public Works Supervisor
Subject: **Hazelwood Cemetery**

CREMAINS AREA

As a follow-up to the cemetery advisory group's recommendation to create a cremains burial area, staff solicited quotes from 4 companies for replatting of Block 18 into a cremains only burial area. Currently, Block 18 is vacant, measures 40 feet wide by 80 feet deep, and is platted into 96 gravesites measuring 40 inches by 120 inches each. The city's intent is to replat Block 18 into 512 gravesites measuring 30 inches by 30 inches.

Quote Results:

Two quotes for the required professional services were received for the project and two companies declined to provide quotes. The results are as follows:

- | | |
|---|------------|
| • BDM Consulting Engineers, St. Paul, Minnesota | \$4,500.00 |
| • Landmark Surveying, Scandia, Minnesota | \$2,075.00 |
| • Stack Land Surveying, Stillwater, Minnesota | Declined |
| • SEH, St. Paul, Minnesota | Declined |

A verbal quote option was offered to the low quoter, Landmark Surveying, to replat some additional adjacent grave areas into cremains gravesites. The area in question is the north one-half of Block 17 and an alley area, 17A. This area measures 30 feet wide by 80 feet deep and would contain 384 cremains gravesites. Landmark Surveying quoted an additional \$600.00 to replat this area, bringing the total project cost to \$2,675.00.

Recommendation

Staff recommends awarding the replatting project, including the verbal option, to Landmark Surveying, Scandia, Minnesota for the quoted amount of \$2,675.00. Funding for this project would be from the contingency fund.

CEMETERY FENCE

The advisory group also recommended the replacement of the failing southern portion of the cemetery fence. This fence is located close to 5th Avenue North and salt spray off the avenue has severely rusted the bottom portion of the fence to the point where it is structurally failing. An informal preliminary best guess quote for replacement of the fence was obtained. The ballpark quote to replace the existing fence with a modular, 20-year warranted finished fence (installed) is approximately \$37.00 per lineal foot by 420 lineal feet, or \$15,500.00.

Staff would like the City Council to discuss this issue and recommend action with sources of funding.

SOIL CONDITION

Another issue related to the replatting of the cremains area is an existing questionable soil condition located in the west portion of the cemetery. This area is very uneven, rough, and has poor drainage. Two test holes were dug recently to determine the cause of this condition. Unstable rocky peat soil was encountered in both test holes to depths of 1 foot to 1 ½ feet below existing grade. Beneath this material was a course granular subgrade. Advice was solicited for the correction of the problem and is as follows:

1. Strip the questionable soils of the area.
2. Compact the subgrade.
3. Process the removed soil to remove rock and blend it with imported sand and topsoil.
4. Place blended soil and finish grade area for drainage.

Estimated costs for this project are \$10,000.00 for the cremains area and \$25,000.00 to \$30,000.00 for the entire west portion of the cemetery.

At this point in time, there are no burials in the cremains area to contend with and the project could be easily completed. The other west portion area has a few burials, but staff believes the project could be completed.

Staff would like the City Council to discuss the situation and give staff direction on which way to proceed, as well as identifying a funding source.

UTILITY SHED

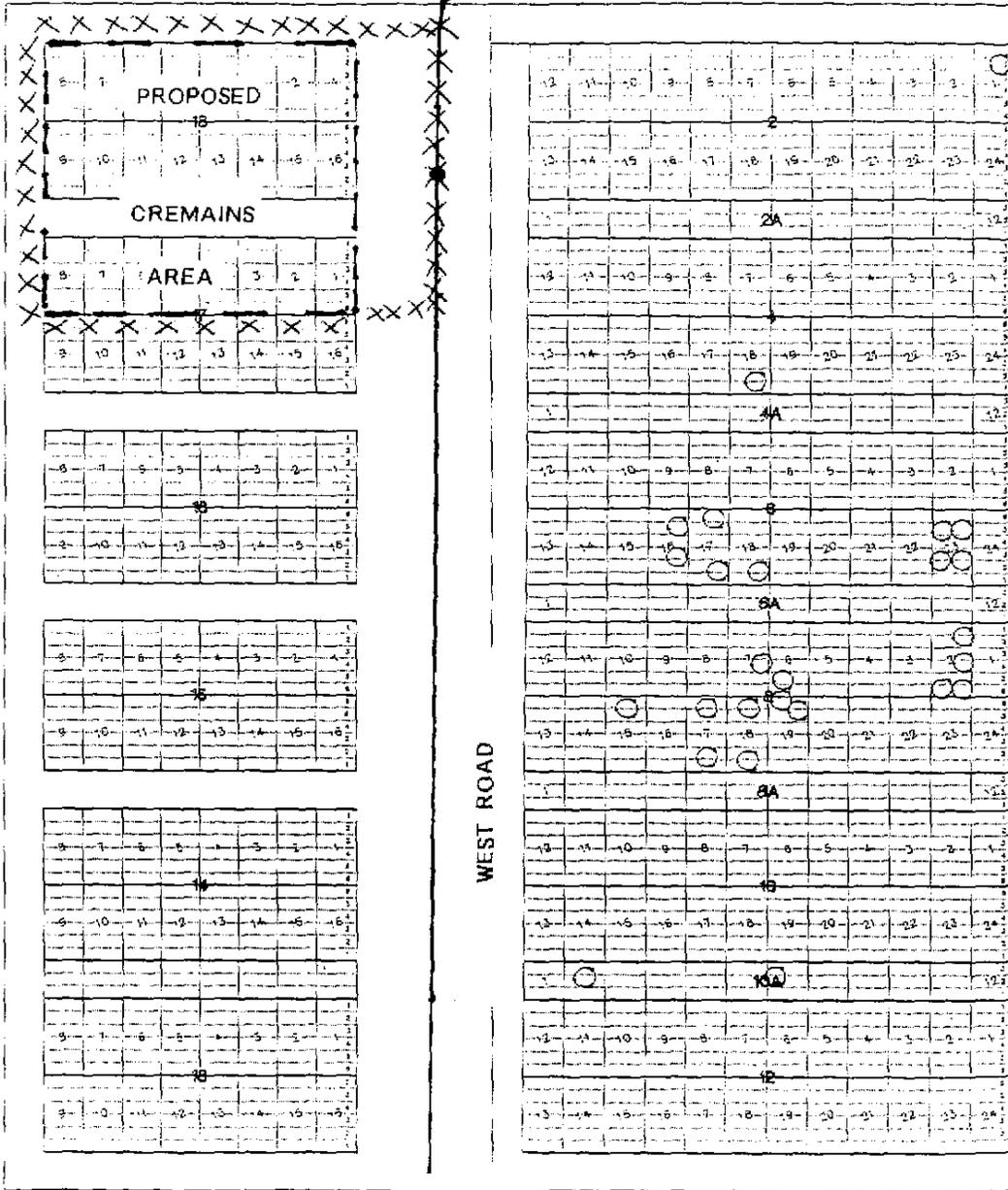
NORTH ↑

6TH AVENUE NORTH

CEREMONY STAND

PROPOSED CREMAINS AREA

SOIL CORRECTION AREA XXXXX



WEST ROAD

ENTRANCE

5TH AVENUE NORTH

MAIN ENTRANCE

DRAFT

AGREEMENT FOR BUILDING INSPECTION SERVICES

THIS AGREEMENT made and entered into this ____ day of _____, 2007 by and between the CITY OF BAYPORT, State of Minnesota (hereinafter referred to as "Bayport"), and the CITY OF LAKELAND, (hereinafter referred to as "Lakeland").

WITNESSETH:

WHEREAS, Lakeland has requested Bayport to provide building inspection services to be performed within its service area; and,

WHEREAS, Bayport wishes to contract with Lakeland to perform building inspection services within the service areas; and,

NOW, THEREFORE, IT IS MUTUALLY AGREED by and between Bayport and Lakeland as follows:

I.

SCOPE OF SERVICES

1. Bayport agrees to provide building inspection services for Lakeland. Except as otherwise specifically set forth herein, building inspection services shall only include those types of duties and functions customarily rendered by the building officials under law, and shall not include services which are normally provided by the State of Minnesota such as electrical inspections and issuances of electrical permits nor shall it include such services which are normally provided by Washington County Department of Health including, but not limited to, hazardous property inspection for the purposes of Minnesota Statute §463.15, et. seq., nor shall it provide for septic system inspection or permit issuance therefore.

2. Services shall include maintaining regular office hours at offices of the City of Lakeland, plan review, preparation of documentation required for the filing of State Surcharge reports and fee calculations.

3. The standards of performance, method of providing building inspection services and other matters incident to the performance of services under this Agreement, including personnel to be employed, shall be those established by the Department of Administration for the State of Minnesota.

4. Under this Agreement, Bayport will receive all applications for building permits for all projects within Lakeland as required by existing laws, codes and ordinances, with such applications being received by Bayport after they have been first reviewed by Lakeland for purposes of planning, zoning, subdivision and other local code regulations and requirements. All applications for permits whether or not they require variances, conditional use permits or other special permits under existing ordinances of Lakeland shall first be approved by Lakeland prior to submission of applications for building permits to the Building Official. The Building Official for Bayport shall examine such applications to determine compliance with the existing building code.

5. All applications for permits which require variances, conditional use permits or other special permits under existing ordinances of Lakeland shall first be resolved by Lakeland prior to the issuance of building permits by the building official. No building permit shall be issued until the office of Lakeland City Clerk or other Lakeland designated official has executed a written consent to issuance thereon.

6. Bayport shall provide and issue all building permits as required by the existing building codes and shall maintain a duplicate record of all such permits and inspections related thereto. Bayport shall on a monthly basis submit a report to Lakeland as to individual building permits issued, but shall not be required to compile statistic data or otherwise submit reports on behalf of Lakeland to the State of Minnesota, the Metropolitan Council or other state agencies and departments except as otherwise provided herein.

7. Pursuant to this Agreement, Bayport shall provide necessary plan check services as required by laws, regulations and ordinances.

8. Bayport shall provide all job site inspections on projects under permit as is required by existing building codes and City ordinances and such other reasonable inspections as may be deemed necessary by him or her in order to ensure compliance with the building code, and upon completion of each project shall issue a certificate of occupancy for said project. No certificate of occupancy shall be issued until any and all fees and charges due the City of Lakeland have been paid in full.

9. Bayport shall collect all fees for building applications and charges to be collected incident to the administration of building inspection services contained herein according to the schedule of fees and charges agreed by both parties which is annexed hereto as Exhibit "A" and incorporated by reference herein. All such fees shall be remitted to the City Treasurer of Lakeland.

10. Bayport shall collect all building permit surcharge fees, sewer availability charges and city fees as may be required by statute, regulation, or ordinance and shall remit same to the City Treasurer of Lakeland pursuant to this agreement.

11. Bayport shall not be required to routinely attend Lakeland's staff, Planning Commission, City Council or review meetings except for preconstruction meetings on projects; however, the City Council may periodically require attendance at said meetings. Lakeland shall provide input from their fire department(s), police department(s), zoning administrator(s) and other staff members appropriate to each building permit application to Bayport as may be reasonably required.

12. Bayport shall have the exclusive authority to determine interpretations and applications of the building code to projects within Lakeland. Notwithstanding the forgoing, the Building Inspector shall confer with the City Zoning Administrator of Lakeland before issuing any such interpretations and applications of the building code on projects within Lakeland. Bayport shall also have the right to issue stop orders on any project determined not to be in compliance with the terms and provisions of the building code. Enforcement of building code requirements by way of judicial action for either criminal or civil sanction shall remain the exclusive responsibility of Lakeland.

13. Building inspection services shall include heating, ventilation, air conditioning inspections as well as plumbing inspections associated with building permits to be issued on residential or commercial projects.

14. Upon completion of any project, the Building Official shall issue a certificate of occupancy and forward a copy thereof to the Lakeland City Clerk's office.

II.

SCHEDULE OF FEES AND CHARGES

1. Fees and charges shall be collected by the Building Official from the Applicant upon issuance of the building permit and shall be collected by the Building Official from the Applicant by either cash or check made payable to Lakeland. Where building applicants submit a building permit with a cash application fee, an appropriate receipt shall be issued by Bayport to acknowledge its receipt.

2. The valuation for permit purposes shall be determined by the Building Official and shall be calculated by multiplying the square foot area of the proposed structure times the building valuation factor as published annually by the Building Codes and Standards Division of the State of Minnesota Department of Administration. The building permit fees shall be those listed in 1997 edition of the Uniform Building Code.

3. Where work for which a permit is required has been started or proceeded prior to obtaining said permit, special investigation shall be made before a permit may be issued for such work and the investigation fee shall be equal to the amount of permit fee required by the code and shall be collected whether or not a permit is subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the code nor from any penalty prescribed by law. All such investigation fees shall be treated as any other building permit fees collected under this contract.

4. The fees and charges set forth on Exhibit "A" are exclusive of fees and charges required by the State of Minnesota for electrical permits and inspections. All work on sites where building permits have been issued prior to this contract shall be paid in the amount of \$49.00 per inspection.

5. At the discretion of the Building Official, additional charges not to exceed actual expenses received may be made in instances where repeated violations of the building code and/or ordinances necessitate a number of compliance re-inspections. Such charges shall be payable by the permittee prior to the issuance of the certificate of occupancy and shall remain the exclusive property of Bayport.

6. Bayport and Lakeland agree that the fees for building inspection services contained

herein shall be as is set forth within Exhibit "A" annexed hereto and incorporated by reference herein. Bayport shall collect all fees on behalf of Lakeland for applications for building inspection services and building permits and account for same to Lakeland.

7. Bayport shall also conduct plumbing, heating, ventilation and air conditioning inspections pursuant to the building code within Lakeland. Fees for plumbing, heating, ventilation, and air conditioning inspections as well as fire protection systems, shall be those adopted by Lakeland during the term of this Contract. HVAC and plumbing fees shall be treated as building fees for the purpose of this contract.

8. During the term of this contract, Bayport shall receive 35% of the gross building permit fees and 100% of the plan check fees annually collected within Lakeland.

9. Payment to Bayport by Lakeland shall be made monthly, as with all municipal bills. For purposes of administrative processing of payments, the parties shall use a reporting cutoff date as of the second Tuesday of each month. The City Treasurer may require Bayport to provide and sign documentation as may be required by law prior to issuing any payment to him/her under the terms of this contract.

III.

GENERAL TERMS AND CONDITIONS

The parties further agree as follows:

1. Lakeland shall not assume any liability for the direct payment of any salary, wage or other compensation to Bayport or any employee or assistant s/he uses to perform building inspection services pursuant to this Agreement.

2. Bayport shall not assume any liability to supervise or enforce regulations of Lakeland or the State affecting zoning, planning, subdivision, wetland or surface water management. Lakeland shall also be solely responsible to determine compliance with regulations of the Minnesota Department of Natural Resources, the Middle St. Croix Valley Water Management Organization, Minnesota Department of Transportation, Washington County and other regulatory bodies and political subdivisions having jurisdictional authority within the cities affecting development of lands.

3. Lakeland shall assume full responsibility for providing to Bayport a current and up-

to-date copy of their zoning and subdivision regulations, zoning and subdivision maps, comprehensive plans, and other regulations on development adopted within the cities.

4. All contractors performing construction services within Lakeland shall be required to provide evidence of licensing and insurance as required by City Ordinance or State law. Lakeland shall confirm with Bayport all such license and insurance compliance prior to authorizing issuance of a permit to any contractor performing work within the jurisdictional limits of Lakeland.

5. Lakeland shall be solely responsible for direct payment of any fees or charges to the State of Minnesota or any of its subdivisions and Washington County as may be required by law affecting development and issuance of building permits within its borders.

6. Lakeland and its employees shall cooperate with Bayport in the orderly performance of services to be provided for herein.

7. All applications for building permits and building inspection forms to be utilized hereunder shall be maintained at the Lakeland City offices.

8. Lakeland, its officers, agents and employees shall not assume liability for any intentional or negligent act of Bayport or any of its officers, agents or employees; and Bayport herewith agrees to hold Lakeland, their officers, agents and employees harmless from any intentional or negligent act of any employee of Bayport, his/her assistants and agents and further agrees to defend Lakeland, its officers, agents and employees, from any claim for damages resulting from the negligent act of Bayport, its officers, agents or employees in performance of this Agreement.

9. Bayport, its officers, agents and employees shall not assume liability for any intentional or negligent act of Lakeland or any of their officers, agents or employees and Lakeland herewith agrees to hold Bayport, its officers, agents and employees harmless from any intentional or negligent act of any employee of Lakeland, their officers, agents and further agree to defend Bayport, its officers, agents and employees, from any claim for damages resulting from the negligent act of Lakeland, its officers, agents or employees in performance of this Agreement.

10. It is understood this Agreement contains the entire agreement between Lakeland and Bayport and that no statement, promise or inducements have been made to any party hereto, or any

officer, agent or employee of either party hereto which is not contained within this written Agreement. This Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed herein. It is expressly understood between the parties hereto and this understanding should be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain and ensure the purpose of this Agreement, and any change to the original provisions of the Agreement mutually acceptable to both parties shall be written and attached to this Agreement as provided above and any such revision, addition or deletion shall only apply to the provision so revised, added or deleted, and the remainder of this Agreement shall remain in full force and effect.

IV.

EFFECTIVE AND TERMINATION DATES

1. Effective Date. This Agreement shall be in effect as of the date of its execution between the parties as set forth above.
2. Termination. This Agreement shall continue unless otherwise terminated by either party upon sixty (60) days written notice to the other.

V.

ADDITIONAL PROVISIONS

1. Arbitration. In the event of any dispute arising between the parties as it affects the interpretation, construction or application of this Agreement to the extent the same cannot be resolved by negotiation between the parties, the same shall be submitted to the American Arbitration Association for purposes of binding arbitration and the cost thereof shall be equally born by the parties.
2. Insurance. Bayport shall maintain insurance in the minimum amounts as specified by Minnesota Statute §466.04 and shall designate Lakeland as an additional insured under any and all such policies. Bayport shall annually provide a certificate of insurance to Lakeland verifying all such coverage's. In the event of a notice of claim being filed with either party affecting or arising out of the operation of this Agreement for the provision of building inspection services to the cities by Bayport, copies of all notices of

claim shall be provided both parties to this Agreement.

3. Storage of Closed Files. All original building records shall remain the exclusive property of Lakeland. Upon the completion of building inspection services as it affects individual projects, Bayport may retain Lakeland's files for temporary storage purposes for a reasonable period of time as may be determined in the discretion of Lakeland. Notwithstanding the foregoing, all files shall be delivered to the office of the City Clerk of Lakeland on request of Lakeland. All open and closed files affecting building inspection services to be provided to Lakeland pursuant to the terms and provisions of this Agreement shall remain the exclusive property of Lakeland from which the file was generated, and Lakeland shall remain as the exclusive and responsible authority to respond to request for public or private data as is otherwise specified and provided for within Minnesota Statute §13.01, et seq.

CITY OF BAYPORT

Mike McGuire, City Administrator

CITY OF LAKELAND

Brian Zeller, Mayor

Attest:

Chris Wallberg, City Clerk

EXHIBIT A
FEES AND CHARGES

Building Permit Fees (Extracted from 1997 Uniform Building Code Table 1-A):

Total Valuation	Fee
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.00 to 1,000,000.00	\$3,23.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

See Page 2 For More Information

Building Permit Fees (Extracted from 1997 Uniform Building Code Table 1-A):

Other Inspections and Fees:
(1) Inspections outside of normal business hours \$47.00 per hour*
(2) Reinspection fees \$47.00 per hour*
(3) Inspections for which no fee is specifically \$47.00 per hour* indicated (minimum charge—one-half hour)
(4) Additional plan review required by changes, \$47.00 per hour* additions or revisions to plans
(5) For use of outside consultants for plan Actual costs** checking and inspections or both
(6) Plan review fees shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be 65% of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees specified in 1997 UBC Table 1-A and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate shown in Table 1 A.
(7) Plan review fee for similar plans 25% of plan review fee for master plan
(8) Whenever any work for which a permit is required by this code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in Table 1-A. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor any penalty prescribed by law.
(9) The building official may authorize a refunding of any fee paid hereunder which was erroneously paid or collected or according to the following:
(a) No more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code
(b) No more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan review is done.
(c) No refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.
(10) Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.
(11) Minor improvements per statute <u>16B.665</u> , that 5% of the cost of the improvement, comply with the following: installation, or replacement or \$15, whichever is greater, plus \$.50
(a) no modification to electric/gas service state surcharge
(b) total cost of \$500.00 or less, excluding the cost of the fixture or appliance
(c) is improved, installed, or replaced by the homeowner or licensed contractor

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs



Colin Goulettes Leadership project



BOY SCOUTS  OF AMERICA[®]

Eagle Scout Leadership Service Project

**Scout's name:
Colin Goulette**

**Address:
204 North 5th St.
Bayport MN, 55003
Telephone Number: (651) 439-3300**

**Unit Number:
Troop 113**

**District:
Riverwood**

**Local council:
Northern Star Council**

**Unit leader's name:
Terry Spawn**

**Address:
2125 Oriole Ave. North
West Lakeland Township MN, 55082
Telephone Number: 651-436-7646**

**Unit advancement committee person's name:
Stacy Nelson**

**Address:
267 3rd St. South
Bayport MN, 55003
Telephone Number: 651-351-1260**

PROJECT DESCRIPTION

Describe the project you plan to do.

My project is to revive some of the lesser known history of Bayport. In the early 1900's there was a button factory located where Lakeside Park is today. I will be building a structure with information and history from the old factory. In order to do this, the Bayport City Administrator and I will be selecting a site in the park around the area where the factory was once located. We will then mark off a 5 foot by 6 foot rectangle where the structure will be constructed. Then I will proceed with building a display case structure.

What group will benefit from the project?

The groups that will benefit from this project are the residents of Bayport, The City of Bayport, District 834 Schools, and visitors to the St. Croix Valley.

Name of religious institution, school, or community:

Bayport MN,
City Administrator: Mike McGuire
Work: (651) - 275 - 4404
E-mail: mmcguire@ci.bayport.mn.us

This concept was discussed with my unit leader on (Date): 08/01/06

The project concept was discussed with the following representative of the group that will benefit from the project.

Representative's name: Mike McGuire
Representative's Title: City Administrator
Phone No: (651) - 275 - 4404
Date of meeting: 07/26/06



Minnesota Department of Labor and Industry Occupational Safety and Health Division

post

In the matter of:
City of Bayport

INSPECTION NO.: 311077119
OSHI ID/ OPTIONAL REPORT NO.: 10690 01707

EXPEDITED INFORMAL SETTLEMENT AGREEMENT

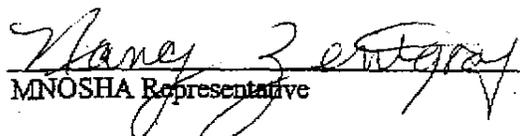
City of Bayport (EMPLOYER), by its undersigned representative and Minnesota Occupational Safety and Health Division (MNOSHA) by its undersigned representative, in settlement of the above referenced Citation and Notification of Penalty (CITATION), hereby agree to the disposition of this matter on the following terms:

1. The EMPLOYER agrees to abate the violations as cited, on or before the abatement dates set out in the CITATION.
2. The EMPLOYER agrees to provide evidence of the actions taken to abate the violations by submitting written progress reports to MNOSHA by the latest abatement date on the citation or within 30 days of citation issuance, whichever is earlier. If all violations were abated at the time of inspection, a progress report does not need to be returned to MNOSHA.
3. Upon correction of all violations, the EMPLOYER agrees to post for a period of fifteen days a copy of the final progress report certifying that all violations have been abated in the place where the CITATION is posted.
4. MNOSHA agrees that the total penalty amount is amended to \$840.00. The EMPLOYER agrees to submit full payment of the amended amount along with this original signed Settlement Agreement within 20 days following the EMPLOYER'S receipt of the CITATION.
5. In consideration of the foregoing amendment, the EMPLOYER hereby waives its right to contest the CITATION pursuant to MN Statutes § 182.661. It is understood and agreed by MNOSHA and the EMPLOYER that the CITATION as amended by this agreement shall be deemed a final order of the Commissioner not subject to review by any court or agency.
6. The EMPLOYER agrees to immediately post a copy of this Settlement Agreement in the same manner and place as the CITATION is required to be posted. The signature of the EMPLOYER representative on this Settlement Agreement is understood to be certification of this posting.
7. In addition to action MNOSHA may take against the EMPLOYER pursuant to Minn. Stat. ch. 182 and other remedies provided by law, the EMPLOYER agrees that its failure to comply with any term of this agreement shall cause the original penalty amount of \$1200.00 to become due and owing to MNOSHA.

Expedited Informal Settlement Agreement
Page 2

Post

8. Each party hereby agrees to bear its own fees and other expenses incurred with this proceeding and the EMPLOYER further agrees to waive all claims it may have, now and in the future, under MN Statutes §15.472 for fees and expenses arising out of this case.

 EMPLOYER Representative	 MNOSHA Representative
<i>City Administrator</i> Title	OMT Director Title
<i>4-27-07</i> Date Signed	<i>4-12-07</i> Date Signed

NOTICE TO EMPLOYEES

Any employee or authorized employee representative who has an objection to the above referenced Citation and Notification of Penalty may contest the citation within 20 calendar days of the employer's receipt of it, in accordance with the instructions on page 3 of the Citation and Notification of Penalty.

In addition, any employee or authorized employee representative who has an objection to the Citation and Notification of Penalty as amended by this agreement may contest the amended citation within 20 calendar days of the posting of this Settlement Agreement.



MANDATORY PROGRESS REPORT

Return to: Minnesota OSH Division
443 Lafayette Road
St. Paul, Minnesota 55155

Telephone: 651/284-5050
Fax: 651/284-5741
www.doli.state.mn.us

In accordance with MN Rule 5210.0532, this report **MUST** be returned to the Area Office designated above. Failure to submit all required progress reports will result in an additional citation, penalty, and/or follow-up inspection. The completed Progress Report Form is to be mailed by the latest abatement date on the citation, or within 30 days after receipt of the citation, whichever is earlier. Additional reports (if necessary) are to be sent at 30 day intervals until all items have been fully abated.

From: **MIKE MCGUIRE - CITY ADMINISTRATOR**
CITY OF BAYPORT
294 N 3RD ST
BAYPORT MN 55003
311077119 10960 017.07

Inspection No. 311077119	OSHI ID 10690	Optional Report No. 01707
Job Site 294 N 3RD ST, BAYPORT, MN 55003		

(Attach an additional sheet, if necessary)

Citation and Item No.	Action Taken	Abatement Date on Citation	FILL IN ONE		OFFICE USE ONLY Abated (Initials)
			Date Abated (Corrected)	Anticipated Completion Date (See Note)	
1A	GUARD WAS INSTALLED (OEM PART)	4/22/07	4/17/07		
1B	SPREADER WAS INSTALLED (OEM)	"	"		
1C	KICK BACK FINGERS INSTALLED (OEM)	"	"		
2	BELT GUARD WAS INSTALLED (OEM)	"	"		
3	REPLACED NON COMPLIANT UNITS WITH NEW	"	"		
2-1	MONTHLY PROCEDURE INSPECTION PROCESS ESTABLISHED "	"	"		

NOTE: If the anticipated completion date is beyond the date by which the alleged violation must be abated, you must submit a separate written Petition for Modification of Abatement Date (PMA) to request an extension of time allowed for completion. See the instructions for a PMA on page 2 of the Citation and Notification of Penalty.

A copy of this Progress Report must be posted for 15 days where the citation and notification of penalty is posted and all affected employees and their representatives must be informed of their right to examine and copy all abatement documents submitted to the Commissioner.

I hereby certify that this information is accurate.

Completed by 	Title Administrator
Phone 651-275-4414	Date 4/17/07

(Revised 12/04)

Additional copies of this form are available on-line at www.doli.state.mn.us/osh/forms.htm

Minnesota Department of Labor and Industry
Occupational Safety and Health Division
443 Lafayette Road
St. Paul, MN 55155-4307
Phone: (651)284-5050 FAX: (651) 284-5741



INVOICE

Company Name: City of Bayport
Inspection Site: 294 N. 3rd St., Bayport, MN 55003
Mailing Address: 294 N. 3rd St., Bayport, MN 55003
Issuance Date: 04/12/2007
OSHI ID#: I0690
Optional Report No.: 01707
Establishment No.: 59675
Summary of Penalties for Inspection Number 311077119

Citation 1, Serious	= \$	1100.00
Citation 2, Nonserious	= \$	100.00
TOTAL PENALTIES	= \$	1200.00

Penalty Payment - Payment of all penalties is to be made by check or money order payable to the order of "Minnesota Department of Labor and Industry" and remitted with a copy of this invoice to the Occupational Safety and Health Division at the address above within 20 calendar days following receipt of this Citation. After 60 days, unpaid penalties shall increase 25 percent and shall accrue an additional interest of 10 percent per month compounded monthly until the fine is paid in full.

If any portion of this Citation and Notification of Penalty is contested, that portion of the penalty is not due and payable until the resolution of the contestation. However, you are still obligated to pay the penalty on the uncontested portion of the citation within 20 calendar days following receipt of this Citation.

If the employer fails to file the Notice of Contest form on time, this Citation and Notification of Penalty becomes a final order of the Commissioner which is not subject to review by any court or agency and the Occupational Safety and Health Division may file and enforce the penalty as a district court judgement without further notice or additional proceedings pursuant to Minnesota Statutes 16D.17.

NOTE: The penalties shown above have already been adjusted for Good Faith, Size and History credits.

You have the option to pay your penalty on-line at www.doli.state.mn.us/paycenter. If you choose to do so, please add the proceeding '8' and following 'I' to the inspection number.
For example: 8307222999I.

POST

Minnesota
Department of Labor and Industry
Occupational Safety and Health Division



Subject: **CITATION AND NOTIFICATION OF PENALTY** for Alleged Occupational Safety and Health Violations and Eligibility for **Expedited Informal Settlement Agreement (EISA)**

A recent inspection of a place of employment under your operation, ownership, or control has resulted in the enclosed Citation and Notification of Penalty which describes alleged violations of the Minnesota Occupational Safety and Health Act of 1973. Please read carefully and follow instructions listed under **EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES** on the citation and the following discussion of your eligibility for an EISA.

This inspection revealed no instances of Repeated, Willful, or Failure-to Abate violations, nor were there more than two high gravity Serious violations. Additionally, the Occupational Safety and Health Investigator has reported that you have a good understanding of the actions necessary to correct the violations that were cited, and that you are willing to make those corrections by the dates specified in the Citation and Notification of Penalty.

These factors, along with the good faith you have exhibited, make your company eligible for an Expedited Informal Settlement Agreement (EISA). Under this program, an employer can obtain a 30 percent penalty reduction by entering into an informal settlement agreement with MNOSHA, without going through the formal contestation procedure.

However, if you decide to enter into an Expedited Informal Settlement Agreement, you should be aware that you waive your right to contest any part of the Citation and Notification of Penalty. You cannot both contest a portion of the Citation and Notification of Penalty and obtain an EISA on the remaining portion.

The EISA can be used only where the sole issue of dispute is the dollar amount of the MNOSHA penalty. If you wish to discuss, change, or object to any other aspect of the inspection or citations, then the EISA cannot be used. Under those circumstances, you may file a notice of contest according to the instructions contained on the Citation and Notification of Penalty and the attached Notice of Contest form.

You should carefully read the enclosed EISA to determine whether the terms of the agreement are acceptable to you. Key elements of the agreement include:

- MNOSHA agrees to a 30% reduction in the total penalty amount;
- The employer agrees to post the EISA with the citation;
- The employer agrees to abate the violations by the date shown in the citations (an employer acting in good faith may request an extension of the original abatement date);
- The employer agrees to provide evidence of corrective action and submit a written progress report to MNOSHA within 30 days of citation issuance and every 30 days thereafter until all items are abated;
- The employer agrees to pay the full amount of the reduced penalty at the time that the signed original EISA is returned to MNOSHA.

The original signed EISA and payment of reduced penalty (70% of the total original penalty amount) must be received by MNOSHA within 20 calendar days following your receipt of the Citation and Notification of Penalty. Written progress reports must be submitted to MNOSHA to show that you have completed all corrections as of the date by which the violation must be abated shown on the citation.

You should be aware that Federal OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to your inspection will be available 30 calendar days after the Citation Issuance Date. You are encouraged to review the information concerning your establishment at WWW.OSHA.GOV. If you have any dispute with the accuracy of the information displayed, please contact this office.

If you have any questions regarding the citation or this Expedited Informal Settlement Agreement offer, please contact me at (651) 284-5050.

Sincerely,

Nancy Zentgraf
Metro Area Safety Supervisor

Minnesota Department of Labor and Industry
Occupational Safety and Health Division
443 Lafayette Road
St. Paul, MN 55155-4307
Phone: (651)284-5050 FAX: (651) 284-5741



Citation and Notification of Penalty

To:
City of Bayport
294 N. 3rd St.
Bayport, MN 55003

Inspection Number: 311077119
OSHI ID: 10690
Optional Report No.: 01707
Inspection Date(s): 03/29/2007 - 03/29/2007
Issuance Date: 04/12/2007

Inspection Site:
294 N. 3rd St.
Bayport, MN 55003

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Minnesota Occupational Safety and Health Act of 1973 (the Act). The penalty amounts listed herein are based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties, unless within 20 calendar days from your receipt of this Citation you file a Notice of Contest with the Commissioner of the Department of Labor and Industry. Your contestation rights and other employer and employee rights and responsibilities are set out in the first three pages of this Citation. The description of alleged violations begins on page 4 of this Citation.

EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES

Posting - The Act requires that a copy of this Citation shall be promptly posted at or near each place that an alleged violation referred to in the citation occurred or, if not practicable, in a prominent place where it will be readily visible by all affected employees. If uncontested, this Citation must remain posted until all alleged violations cited therein are corrected, or for 20 days, whichever is longer. If contested, this Citation must remain posted until the contestation is resolved.

Penalty Payment - Payment of all penalties is to be made by check or money order payable to "Minnesota Department of Labor and Industry, MNOSHA", and remitted to the Occupational Safety and Health Division at the address above within 20 calendar days following receipt of this Citation. After 60 days, unpaid penalties shall increase 25 percent and shall accrue an additional interest of 10 percent per month compounded monthly until the fine is paid in full.

Effective August 1, 2003, the minimum \$25,000 penalty issued to employers with fewer than 50 employees for serious citations connected to the death of an employee may be made in five payments of \$5,000. The first \$5,000 payment is due within 20 calendar days following receipt of this Citation. The 2nd-5th payments of \$5,000 are due on the next four anniversary dates of this Citation becoming a Final Order. The Commissioner may elect to waive the 2nd-5th \$5,000 payment if in the preceding year the employer receives no serious, willful, repeat or failure-to-abate citations. MNOSHA will provide written notice of the 2nd-5th payments dates or of any penalty waiver.

Notification of Corrective Action - Progress reports on correction of alleged violations not immediately abated as observed by the occupational safety and health investigator shall be submitted on the Progress Report form provided with this Citation. Written progress reports must be submitted to the Area Office indicated in the cover letter accompanying this Citation within 30 calendar days of the issuance date. Reports must state the specific corrective action taken on each cited item, the date of such action and the anticipated abatement date of uncompleted items. Additional written progress reports shall be submitted every thirty days until the items are fully abated. Facsimile (FAX) transmittal is acceptable.

All alleged violations not contested must be corrected by the abatement date specified in this Citation. A followup inspection may be made for the purpose of ascertaining that the employer has corrected the alleged violations and posted this Citation as required by the Act. Failure to correct an alleged violation by the abatement date on this Citation may result in further penalties for each day the alleged violation has not been corrected.

Petition for Modification of Abatement Date (PMA) - If, due to factors beyond reasonable control, compliance cannot be achieved by the abatement day on the citation, the employer may file a Petition for Modification of Abatement Date (PMA) to obtain an extension of the abatement time period. The PMA must be in writing and received by the Area Office at the address indicated in the cover letter prior to the expiration of the abatement date on the citation. Facsimile (FAX) transmittal of a PMA is acceptable. A copy of the PMA must be posted for ten days in the location where this Citation is posted. A copy of the PMA must also be served upon authorized employee representatives.

The employer's written petition must describe:

- 1) The action that has been taken so far to achieve compliance;
- 2) The amount of additional time needed for compliance;
- 3) The reasons why additional time is needed;
- 4) A description of the interim steps that will be taken to safeguard employees against the cited hazard;
- 5) A statement that employees have been notified of the PMA filing.

Employees have the right to file a written objection to the Commissioner regarding the employer's PMA request. A copy of the objection must be served on the employer within 10 days of the employer's posting of the PMA. The employee objection must be received by the Commissioner within 15 days of the employer's PMA request. Facsimile (FAX) transmittal is acceptable.

Employer Right to Contest - The employer has the right to a hearing to contest any or all parts of this Citation. If the employer wishes to contest, the employer must fully complete and notarize the attached NOTICE OF CONTEST AND SERVICE TO AFFECTED EMPLOYEES (Notice of Contest form) and file it with the Commissioner at the address shown on page 1 of this Citation within 20 calendar days of receiving the citation.

Important: To be considered filed, all parts of the Notice of Contest form must be completed and the completed form must be deposited in the United States mail and postmarked, or otherwise timely received by the Commissioner at the above address within 20 days after the date this Citation is received by the

employer. Facsimile (FAX) transmittal is acceptable, followed by the mailed original within 5 days. If the employer fails to file the Notice of Contest form on time, this Citation and Notification of Penalty becomes a final order of the Commissioner which is not subject to review by any court or agency and the Occupational Safety and Health Division may file and enforce the penalty as a district court judgment without further notice or additional proceedings pursuant to Minnesota Statute § 16D.17.

Employee Right to Contest - An employee or authorized representative of employees has the right to a hearing to contest this Citation by filing a letter with the Commissioner of the Department of Labor and Industry at the address shown on page 1 within 20 calendar days of the employer's receipt of this Citation.

Important: To be considered filed, an employee letter of contest must be deposited in the United States mail and postmarked, or otherwise timely received by the Commissioner at the above address within 20 days after the date this Citation is received by the employer. Facsimile (FAX) transmittal is acceptable, followed by the mailed original within 5 days. If the employee fails to file a letter of contest on time, this Citation and Notification of Penalty becomes a final order of the Commissioner which is not subject to review by any court or agency and the Occupational Safety and Health Division may file and enforce the penalty as a district court judgment without further notice or additional proceedings pursuant to Minnesota Statute § 16D.17.

Employee Right to Party Status - Affected employees or their authorized employee representatives may elect to participate as parties in the formal contested case hearing before the start of the hearing by filing written notice with the Commissioner at the address shown above. The notice must contain the employees' names, addresses, authorized employee representatives, if any, and a statement that they are affected employees of the cited employer.

Employer Discrimination Unlawful - Employees who believe that they have been discharged or otherwise discriminated against by any person because the employees have exercised any right authorized under the provisions of Minnesota Statute § 182.674, may, within 30 days after such alleged discrimination occurs, file a complaint with the Commissioner of the Department of Labor and Industry at the address shown above, alleging the discriminatory act.

PENALTY INFORMATION

Types of Violations - There are 5 types of violations that may be cited by MNOSHA. They are: Nonserious, Serious, Willful, Repeat and Failure to Abate.

Penalties - In cases not involving the death of an employee, the law allows the following maximum penalties: Nonserious, \$7,000; Serious, \$7,000; Willful, \$70,000; Repeat, \$70,000; and Failure to Abate, \$7,000 per day the violation remains unabated. If a Willful or Repeat violation caused or contributed to the death of an employee, however, MNOSHA is compelled by law to assess the employer a total non-negotiable penalty of at least \$50,000 for all citations connected to the employee's death. If there are no Willful or Repeat violations among the violations that caused or contributed to the employee's death, MNOSHA must assess the employer a total non-negotiable penalty of at least \$25,000 for all citations connected to the employee's death. The following violations are not subject to these minimums and will be processed according to MNOSHA's ordinary penalty system: (a) any serious violations issued to an employer with fewer than 50 employees when the victim of a workplace fatality owned a controlling interest in the business unless the Commissioner determines that a fine shall be assessed, and (b) any violations found during a fatality investigation but determined not to be connected to the death of an employee.

Credits - A penalty for a violation may be credited by as much as 95 percent, depending on the employer's good faith (up to 30%), size of business (up to 55%), and previous violation history (up to 10%). The penalties which appear on the Citation and Notification of Penalty have been reduced by the credits described.

Minnesota
Department of Labor and Industry
Occupational Safety and Health Division

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Inspection Dates: 03/29/2007 - 03/29/2007
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CSHO ID: 10690
Optional Inspection Nbr: 01707



Citation and Notification of Penalty

Completed 4/17/07

Company Name: City of Bayport
Inspection Site: 294 N. 3rd St., Bayport, MN 55003

The alleged violations below have been grouped because they involve similar or related hazards that may increase the potential for injury resulting from an accident.

Citation 1 Item 1a Type of Violation: **Serious**

29 CFR 1910.213(c)(1): Circular hand-fed rip saw(s) were not guarded by an automatically adjusting hood which completely enclosed that portion of the saw above the table and above the material being cut, and;

Date By Which Violation Must be Abated:	04/22/2007
Penalty:	\$ 400.00

Citation 1 Item 1b Type of Violation: **Serious**

29 CFR 1910.213(c)(2): Hand-fed circular rip saw(s) were not furnished with a spreader to prevent material from squeezing the saw or being thrown back on the operator, and;

Date By Which Violation Must be Abated:	04/22/2007
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See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

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Company Name: City of Bayport
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Completed 4-17-07

Citation 1 Item 1c Type of Violation: **Serious**

29 CFR 1910.213(c)(3): Hand-fed rip saw(s) did not have non-kickback fingers or dogs so located as to oppose the thrust or tendency of the saw to pick up the material or to throw it back toward the operator:

The Delta Contractor 10 inch table saw located in the Public Works Building was not equipped with a hood guard, non-kickback fingers, a spreader or any device that would prevent wood from kicking back and injuring the operator.

Date By Which Violation Must be Abated: 04/22/2007

Citation 1 Item 2 Type of Violation: **Serious**

The alleged violations below have been grouped because they involve similar or related hazards which may increase the potential for injury resulting from an accident:

29 CFR 1910.219(d)(1) & (e)[(1)(i) or (2)(i) or (3)(i)]: Pulley(s) with parts seven feet or less from the floor or work platform and component belt(s) were not guarded in accordance with the requirements specified in 29 CFR 1910.219(m) and (o):

The belt and pulley system on the Delta Contractor 10 inch table saw located in the Public Works Building was not guarded.

Date By Which Violation Must be Abated: 04/22/2007

Penalty: \$ 400.00

*Completed 4-17-07
few items improved
will be done
prior to
next*

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Citation 1 Item 3 Type of Violation: **Serious**

Jore
4-17-07

29 CFR 1910.242(b): Compressed air used for cleaning purposes was not reduced to less than 30 p.s.i. when dead-ended:

The air pressure for the air nozzle used in the Public Works Building for cleaning was measured by the investigator to be over 90 p.s.i.

Date By Which Violation Must be Abated:	04/22/2007
Penalty:	\$ 300.00

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Company Name: City of Bayport
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*Completed
Out side factory yearly
(we do monthly)*

Citation 2 Item 1 Type of Violation: Nonserious

Minn. Rules 5205.1200 subp. 3 & 4: Cranes and hoists were not inspected on regular intervals and deficiencies corrected before placing the units in service:

Frequent and periodic inspections were not conducted for the 1/4 ton Coffing underhung hoist located in the Public Works Building.

Abatement Guidelines: Inspections shall be conducted on the following hoist components:

- a) All functional operating mechanisms for maladjustment interfering with proper operation - daily;
- b) Lines, tanks, valves, drain pumps, and other part of air or hydraulic systems for deterioration or leakage - daily;
- c) Hooks, with deformation or cracks - visual inspection daily; monthly inspection with signed reports;
- d) Hoist chains, including end connections, for excessive wear, twist, distorted links, or stretched beyond manufacturer's recommendations - visual inspection daily;
- e) All functional operating mechanisms for excessive wear recommendations; and
- f) Rope reeving for noncompliance with manufacturer's recommendations.

Date By Which Violation Must be Abated:	04/22/2007
Penalty:	\$ 100.00

M. Scott Brener, Commissioner
MN Department of Labor and Industry

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



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

DATE: April 30, 2007
TO: Mayor and City Council
Mike McGuire, City Administrator
FROM: Gloria Sell, Finance Officer
RE: Special Assessments for 2006 Improvement Projects

BACKGROUND

In 2006, Council approved special assessments for Bayport properties that benefited from improvements to curbs, sidewalks, and alleys and for extension of utilities to South Minnesota Street.

In each case, assessments were to be paid over ten years, with one-tenth of the total (plus interest) added to the property tax statement each year, beginning in 2007.

The deadline for reporting these special assessments to Washington County was missed. As a result, the special assessments do not appear on Statements of Property Taxes Payable in 2007 that have been sent to residents.

The city can invoice residents for the special assessments. The amount due in 2007 is one-tenth of the total assessment plus interest. Interest is calculated from 30 days after approval by council of the special assessments through the end of 2007. Residents can pay the invoice any time up to November 15. Prepayments received by the city will be reported to Washington County and the remaining special assessments balances will be certified for inclusion on the Property Tax Statements for 2008.

Council can allow residents to defer payment of the first installment of their assessments until 2008. The amount due in 2008 would be two years' principal plus interest through December 31, 2008. The city will certify the assessment to the county for inclusion on the Statement of Property Taxes Payable in 2008.

RECOMMENDATION

Staff recommends that the City Council approve invoicing residents for the 2007 portion of special assessments plus interest. Staff further recommends that residents be told that they can defer payment of the 2007 assessment until 2008 at which time two year's principal plus interest will be added to property taxes.

CITY OF BAYPORT

Schedule 8 D - ^{Not} Certified Special Assessments

Calculation to be reviewed for accuracy.

Parcel #	Name	Amount	Principal Due in 2007	Interest Due in 2007	Total Due in 2007
South Minnesota Street Utility Project					
11-029-20-33-0035	Bean	24,400.00	2,440.00	2,461.56	4,901.56
11-029-20-33-0036	Smith	24,400.00	2,440.00	2,461.56	4,901.56
11-029-20-33-0037	Smith	24,400.00	2,440.00	2,461.56	4,901.56
14-029-20-22-0015	St Croix View Partners	24,400.00	2,440.00	2,461.56	4,901.56
			<u>9,760.00</u>	<u>9,846.24</u>	<u>19,606.24</u>
2006 Sidewalk and Curb Project					
11.029.20.23.0038	East Enterprises	1,558.00	155.80	142.06	297.86
11.029.20.23.0059	Hodgdon	1,755.00	175.50	160.02	335.52
11.029.20.23.0068	Lenz	560.00	56.00	51.06	107.06
11.029.20.23.0068	Lenz	86.00	8.60	7.84	16.44
11.029.20.23.0067	Universal Financil Svc	534.00	53.40	48.69	102.09
11.029.20.23.0067	Universal Financil Svc	1,883.00	188.30	171.69	359.99
11.029.20.23.0074	Smith	223.00	22.30	20.33	42.63
	Andersen Corp	604.00	60.40	55.07	115.47
11.029.20.23.0052	Carlstrom/Strand	140.00	14.00	12.76	26.76
11.029.20.23.0051	Bliss	948.00	94.80	86.44	181.24
11.029.20.23.0007	Hogberg	469.00	46.90	42.76	89.66
11.029.20.23.0024	Reliable Appliance	219.00	21.90	19.97	41.87
11.029.20.23.0023	Not Just a Café	<u>89.00</u>	<u>8.90</u>	<u>8.11</u>	<u>17.01</u>
			<u>906.80</u>	<u>826.80</u>	<u>1,733.60</u>
2006 City Alley Improvement Project					
10-029-20-11-0015	Stockwell	1,164.00	116.40	111.73	228.13
10-029-20-11-0017	Johnson	1,164.00	116.40	111.73	228.13
10-029-20-14-0071	Langness	1,019.03	101.90	97.81	199.72
10-029-20-41-0022	Harms	1,631.49	163.15	156.60	319.75
10-029-20-41-0023	Corrigan	788.55	78.86	75.69	154.54
10-029-20-41-0024	Corrigan	244.72	24.47	23.49	47.96
11-029-20-32-0001	Kraftson	619.97	62.00	59.51	121.51
11-029-20-32-0002	Corrigan	1,011.52	101.15	97.09	198.24
11-029-20-32-0005	Hanf	815.75	81.58	78.30	159.88
11-029-20-32-0006	Wilmes	271.92	27.19	26.10	53.29
11-029-20-32-0007	Wilmes	543.83	54.38	52.20	106.58
11-029-20-32-0008	Johnson	652.60	65.26	62.64	127.90
11-029-20-32-0009	Glaam	870.13	87.01	83.52	170.53
			<u>1,079.75</u>	<u>1,036.41</u>	<u>2,116.16</u>