

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
January 7, 2008**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

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

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

- 1 December recycling award to Kristi Schulze
- 2.

**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 13**

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

**PUBLIC HEARINGS**

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

- |                                                                                                                                                                                 |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1 Consider a draft of the updates to the city's comprehensive plan and authorization to forward the draft to surrounding communities and the public school district for comment | 14 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

**TAB #**

- 2 Discuss estimates on the undergrounding of utilities at Lakeside Park 15

**NEW BUSINESS**

1. Consider changes to refuse hauling contract with Allied Waste 16
2. Set City Council meeting dates for 2008 17
3. Consider appointments, designations, and assignments for 2008 18
4. Consider appointments to Library Board and Planning Commission 19
5. Designate an upcoming workshop date 20

**COUNCIL ITEMS AND ANNOUNCEMENTS**

- 1
- 2.

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

- 1
- 2

**ADJOURNMENT**

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JANUARY 7, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7<sup>th</sup> day of January, 2008, at 6:00 p m

The following members were present:

The following members were absent:

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

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE  
JANUARY 7, 2008 CITY COUNCIL AGENDA**

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

The motion for 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 7<sup>th</sup> day of January 2008.

ATTEST:

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

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

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBER  
DECEMBER 3, 2007  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of December 3, 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, Planning Consultant Mike Darrow, Police Chief Laura Eastman, Finance Officer Wanda Madsen, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Mark Vierling

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The recycling award for November went to Dennis Dickinson.
2. Mayor Nowaczek read a proclamation recognizing Carroll "Hap" Jenson for his many civic-minded efforts, including his service on the Bayport Public Library Board

**OPEN FORUM**

1. Corey Mohan, 380 4<sup>th</sup> Street South, requested the City Council consider amending the city's zoning ordinances regarding farm animals, to allow limited and responsible pet hen ownership. He cited examples from other cities that permit up to four hens in residential areas. Staff was directed to bring this matter to the Planning Commission.

**PRESENTATION OF POTENTIAL BUILDING SITE FOR ST. CROIX PREPARATORY ACADEMY**

Ed Kodet, Kodet Architectural Group, Ltd., presented information on a proposed K-12 school for 975 students on approximately 50 acres in Baytown Township, across from the Inspiration development. St. Croix Preparatory Academy requested that the City Council consider revising its Joint Powers Agreement with the Town of Baytown in order to provide water and sanitary sewer service to the proposed school. In connection with this request, authorization was also requested for a feasibility study to be completed to extend the public utilities to the proposed location. John Guiterras, superintendent for the academy, stated that the school has a letter of intent with Andersen Corporation to purchase the property and is actively working on finalizing a purchase agreement, based on approval processes with the appropriate local governments. They anticipate construction starting next summer. Engineer Peters explained that there is an existing water main that crosses Stagecoach Trail, but the sanitary sewer line ends in Inspiration. He believes the city will be able to provide the requested utilities to the site.

Consider revising the Joint Powers Agreement (JPA) to provide public utilities to Baytown Township

It was noted that the original JPA did not include the extension of municipal sewer service into Baytown Township.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to revise the Joint Powers Agreement with the Town of Baytown, as specified in Addendum No. 2, which would extend Bayport's municipal sewer and water to the proposed St. Croix Preparatory Academy. Motion carried.

Consider authorizing a feasibility study to be completed for public utility extension to the proposed location of St. Croix Preparatory Academy:

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to authorize a feasibility study to be completed for the public utility extension to the proposed location of the St. Croix Preparatory Academy. Motion carried.

### **CONSENT AGENDA**

Mayor Nowaczek read items 1-16 on the consent agenda.

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 07-29**

### **RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE DECEMBER 3, 2007 CITY COUNCIL AGENDA**

1. November 5, 2007 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits
4. Tobacco license renewals for 2008
5. Liquor license renewals for 2008
6. Certification of past due water bills to 2007 property taxes
7. Certification of past due waste collection bills to 2007 property taxes
8. Designating January 7, 2008 as the next City Council meeting date
9. Middle St. Croix River Watershed Management Organization funding for 2008
10. Special event application for Holiday at the Village Green
11. Annual adjustment to the city employee salary step schedule
12. Sale of the 1986 Fire Department pumper truck
13. Accepting a matching grant from the DNR for the Fire Department
14. Renewal of employee dental insurance policy
15. Towing and storage lease agreement for drug forfeiture vehicles
16. Special event application for Polebender Outdoors fishing tournament weigh-in at Lakeside Park

The motion for adopting the foregoing resolution was duly seconded by Councilmember Ridgway 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    |                      |

### **TRUTH IN TAXATION HEARING**

Administrator McGuire introduced Wanda Madsen, the city's new finance officer. He noted that the preliminary 2008 budget and capital improvement plan (CIP) were approved at the September 10, 2007 meeting. The proposed 2008 tax levy of \$985,470.00 was also approved, which is an increase of \$55,079.00 from 2007 (5.6%). No impact on city taxes is anticipated. Mr. McGuire reviewed the proposed final budget, 2008 and 2009-2012 CIPs, and levy in detail.

Patrick and Angelina Corbett, owners of La Cosinita Restaurant, 338 5<sup>th</sup> Avenue North, stated the city portion of their commercial property taxes nearly doubled last year, with their total tax increasing by 71% after a property re-evaluation by Washington County. It was recommended that the Corbett's contact Mr. McGuire and then follow-up with Washington County regarding appeal of the new valuation.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to close the truth in taxation hearing. Motion carried.

As a result of the discussion and action at tonight's truth in taxation hearing, the December 10, 2007 follow-up meeting for the truth in taxation hearing and levy certification will be cancelled.

Discuss and consider adoption of 2008 budget:

Councilmember Kraftson introduced the following resolution and moved its adoption.

**Resolution 07-30**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND, DRUG FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND TRUNK SEWER UTILITY CAPITAL IMPROVEMENT FUND, FIRE EQUIPMENT REPLACEMENT FUND, PUBLIC WORKS EQUIPMENT REPLACEMENT FUND, TAX STABILIZATION FUND, RECREATION CAPITAL EQUIPMENT MAINTENANCE FUND, AND PARK IMPROVEMENT FUND FOR THE YEAR 2008**

The motion for adopting the foregoing resolution was duly seconded by Councilmember Ridgway 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 and consider adoption of 2008-2012 capital improvement plan (CIP):

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 07-31**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ADOPTING THE 2008-2012 CAPITAL IMPROVEMENT PLAN**

The motion for adopting the foregoing resolution was duly seconded by Councilmember Ridgway 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 and consider adoption of 2008 tax levy:

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 07-32**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE YEAR 2008 BUDGET AT \$985,470.00**

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

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

Discuss and consider creating new budget fund accounts:

Councilmember Kraftson introduced the following resolution and moved its adoption.

**Resolution 07-33**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ESTABLISHING A CEMETERY CAPITAL IMPROVEMENT FUND, A POLICE EQUIP-  
MENT REPLACEMENT FUND, A MUNICIPAL BUILDINGS MAINTENANCE FUND, AND  
AN OFFICE AUTOMATION FUND, EFFECTIVE JANUARY 1, 2008**

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

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

Discuss and consider funding request by Belwin Athletics for the Lucy Winton Bell Athletic Field by contributing \$8.00 per child for 5 years: This item was continued from the October meeting when Belwin Athletics requested a contribution for athletic fields in Afton, used by Stillwater area school students. With an estimated 300 school age children in Bayport, the organization has requested an annual contribution of \$2,400.00, with a 5-year pledge. Administrator McGuire stated this expense has not been budgeted, however it could be taken out of the contingency fund or park dedication fees. He noted park dedication fees have slowed considerably and feels it may be difficult to make a 5-year commitment. Councilmember Carlson reported three communities have pledged and would like the City of Bayport to support the program. Councilmembers voiced their general support for the athletics program, however were concerned with making a long-term pledge. Mayor Nowaczek voiced concern with using public funds for a program that is not open to the public, when the city has plans in place to improve its public parks.

It was moved by Commissioner Kraftson and seconded by Commissioner Carlson to contribute \$2,400.00 from the city's contingency fund to Belwin Athletics for the Lucy Winton Bell Athletic Field for 2008, and to review the request for budget year 2009. Motion carried 4-1, with Mayor Nowaczek opposed.

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

Consider a draft of the updates to the city's comprehensive plan and authorization to forward the draft to surrounding communities and the public school district for comment: Planning consultant Mike Darrow noted that a public open house was held November 7, 2007, to present the city's comprehensive plan draft update, and a public hearing was held at the Planning Commission meeting on November 19, 2007. Mr. Darrow provided an overview of the proposed update changes, including those recommended by the Planning Commission. Discussion followed on challenging population and traffic forecasts projected by the Metropolitan Council, incorporating information from the recent community survey, readability of the maps, text errors, adding language regarding support of light rail opportunities, impact of a new St. Croix River bridge, adding specific bicycle and pedestrian trail goals, adding all sidewalks to the trails and park map, adding language regarding upgrading our public water mains, adding language explaining why the city has extended water service into Baytown Township, reworking wording regarding the city's surface water management plan, modifying the future land use map, and how to designate lots owned by Xcel Energy. The City Council requested that the changes discussed be incorporated into the document and brought back for further action at the January meeting.

Revisions to employee health insurance policy: Administrator McGuire explained that the city's insurance consultant recommended that the city switch from a traditional health insurance plan to a pre-tax, high-deductible Health Savings Account (HSA) plan. The premium rates for both plans were reviewed, as well as the projected savings for the city and benefits for employees. Discussion followed on the pros and cons of switching to an HSA plan. Staff recommended switching to the new plan.

It was moved by Councilmember Kraftson and seconded by Councilmember Johnson to approve the city's switch from its current traditional health insurance plan to a high-deductible Health Savings Account plan, with an increase of 8.7% for 2008. Motion carried.

Consider safety consulting services and training for city employees for 2008: Administrator McGuire reviewed the city's safety committee function, noting that a new safety manual is being prepared. The safety committee and its safety consultant recently decided to part ways. Staff interviewed three potential consulting firms and recommended entering into a two year agreement with Complete Health, Environmental and Safety Services (CHESS), Inc., at a cost of \$6,000.00 for the first year and \$4,500.00 for the second year. Mr. McGuire reviewed the scope of services that would be provided. He indicated the city will pursue sharing training costs with nearby cities. It was recommended that a termination clause be part of the contract.

It was moved by Commissioner Kraftson and seconded by Commissioner Ridgway to authorize the city to enter into a two year agreement with Complete Health, Environmental and Safety Services (CHESS), Inc., Woodbury, Minnesota, at a cost of \$6,000.00 for the first year and \$4,500.00 for the second year, to provide safety consultant services for the city. Motion carried.

Consider authorization to enter into an agreement with HLB Tautges Redpath, Ltd. to prepare 2007 audit work papers: Administrator McGuire reviewed staff's request to hire the city's former audit firm, HLB Tautges Redpath, to provide audit work paper preparation and account reconciliation assistance. The cost for these services would be offset by a decrease in the audit fee agreement with our new audit firm and a lower salary for our new finance officer. Staff recommended entering into an agreement with HLB Tautges Redpath, Inc., for a not-to-exceed fee of \$10,000.00.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to enter into an agreement with HLB Tautges Redpath, Ltd., White Bear Lake, Minnesota, to prepare the 2007 audit work papers, for a not-to-exceed cost of \$10,000.00. Motion carried.

## **COUNCIL LIAISON REPORTS**

Councilmember Ridgway reported the next Cable Commission meeting is scheduled for Wednesday, December 12, 2007, 7:00 p.m., at the cable studio in the Valley Ridge Mall.

Councilmember Kraftson reported that the Middle St. Croix Watershed Management Organization (MSCWMO) approved their 2008 budget at the November 8, 2007 meeting. The next meeting is scheduled for December 13, 2007, where amendments to the watershed plan will be reviewed for approval.

Councilmember Johnson reported on the Bayport Public Library Foundation Board meeting of November 15, 2007. Hap Jenson is finishing his term as president of the library board, and volunteers are needed to serve on this important community board. Interested residents should contact City Hall to apply. The next meeting is scheduled for Thursday, December 27, 2007, 6:00 p.m., at the library, and is open to the public.

Councilmember Carlson reported on the Lower St. Croix Partnership meeting of November 21, 2007. The main topic of discussion was insuring that local governments are aware of regulations before issuing river view permits. Infiltration of zebra mussels into the St. Croix River was also discussed. The next meeting is scheduled for January 16, 2008, 7:00 p.m., at the St. Croix County Government Center.

### **COUNCIL ITEMS/ANNOUNCEMENTS**

1. Councilmember Carlson stated that the Bayport Legion would be hosting a fund-raising pancake breakfast on Saturday, December 8<sup>th</sup>, 8 a.m. – 12:00 p.m., to benefit an Andersen Elementary school teacher who suffered a recent stroke. The cost is \$5.00.
2. The public is encouraged to attend the Lighting of the Village Green event on Thursday, December 6<sup>th</sup>, beginning at 6:00 p.m., with story time at the library. Lighting will occur at 6.30 p.m., followed by Santa's arrival at 6:45 p.m. The Bayport Community Action League and the Greater Stillwater Chamber of Commerce are sponsoring the event.

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

Hiring of Wanda Madsen as Finance Officer: Wanda Madsen was previously introduced as the City's new Finance Officer.

City Council workshop to discuss the Lakeside Park projects and Barkers Alps master park plan on Monday, December 10, 2007, at 5:00 p.m.: The public is encouraged to attend this workshop at City Hall.

Discuss topics and dates for future workshops: The City Council discussed meeting in a workshop setting to review specific projects/concerns. Topics include planning and funding big ticket projects that are not included in the CIP, as well as reviewing use of the tax stabilization fund and the restricted fund set up when the city sold its electricity transfer station in the 1950s. Mayor Nowaczek also recommended scheduling a quarterly department review in early 2008, specifically for the library now that their strategic plan has been completed.

### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 8:12 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 12/31/2007

| FUND | FUND Descr                      | 2007<br>Budget | 2007<br>YTD Amt | 2007<br>% of Budget |
|------|---------------------------------|----------------|-----------------|---------------------|
| 101  | GENERAL                         | 52,135,799 00  | \$1,852,095 15  | 86 72%              |
| 102  | STREET RECONSTRUCTION           | \$0 00         | \$22,047 42     | 0 00%               |
| 103  | GO TIF BD FUND 1990 CAP PROJ    | \$0 00         | \$15,552 08     | 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         | \$15,552 10     | 0 00%               |
| 1200 | FIRE EQUIPMENT REPLACEMENT FUN  | \$0 00         | \$245,182 24    | 0 00%               |
| 1201 | D A R E                         | \$0 00         | \$0 00          | 0 00%               |
| 1202 | DRUG FORFEITURE                 | \$0 00         | \$20,753 68     | 0 00%               |
| 1203 | PUBLIC WORKS EQUIPMENT REPL     | \$0 00         | \$0 00          | 0 00%               |
| 1204 | RECREATION CAP EQUIP & MAINT    | \$0 00         | \$3,687 44      | 0 00%               |
| 1205 | TAX STABILIZATION FUND          | \$0 00         | \$0 00          | 0 00%               |
| 1206 | WATER/SEWER IMPROVEMENT FUND    | \$0 00         | \$486,270 73    | 0 00%               |
| 1207 | PARK IMPROVEMENT FUND           | \$0 00         | \$38,000 00     | 0 00%               |
| 1208 | PRISON SEWER PROJECT            | \$0 00         | \$0 00          | 0 00%               |
| 1209 | DEVELOPER REIMBURSED PROJECTS   | \$0 00         | \$31,320 00     | 0 00%               |
| 1211 | LIBRARY                         | \$285,574 00   | \$226,512 19    | 79 32%              |
| 1303 | GO TIF BOND 1990 DEBT SERVICE   | \$0 00         | \$89,217 11     | 0 00%               |
| 1307 | DEBT SERVICE GO BONDS \$710,000 | \$0 00         | \$0 00          | 0 00%               |
| 1601 | WATER                           | \$299,600 00   | \$206,854 03    | 69 04%              |
| 1602 | SEWER                           | \$561,117 00   | \$518,565 55    | 92 42%              |
| 1800 | INVESTMENTS-POOLED              | \$0 00         | \$534,523 50    | 0 00%               |
| 1803 | P & Z ESCROWS                   | \$0 00         | \$11,300 00     | 0 00%               |
| 1851 | NON EXP TRUST                   | \$0 00         | \$0 00          | 0 00%               |
|      |                                 | \$3,282,090 00 | \$4,317,433 22  | 131 55%             |

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: DECEMBER

| FUND                    | Tran Date  | Amount       | Refer Comments                          | Account Descr              |
|-------------------------|------------|--------------|-----------------------------------------|----------------------------|
| <b>FUND 101 GENERAL</b> |            |              |                                         |                            |
| 101                     | 12/6/2007  | \$361,119.93 | 14473 TAX SETTLEMENT                    | R 101-00000-31000 GENERAL  |
| 101                     | 12/31/2007 | \$19,901.55  | 14544 MARKET VALUE CREDIT REAL          | R 101-00000-31000 GENERAL  |
| 101                     | 12/31/2007 | \$94.91      | 14544 PRIOR YEAR MARKET VALUE           | R 101-00000-31000 GENERAL  |
| 101                     | 12/17/2007 | \$0.50       | 14494 copies                            | R 101-00000-33100 ADMINIST |
| 101                     | 12/20/2007 | \$0.25       | 14506 COPIES                            | R 101-00000-33100 ADMINIST |
| 101                     | 12/20/2007 | \$1.50       | 14507 FLOODPLAIN ORDINANCE              | R 101-00000-33100 ADMINIST |
| 101                     | 12/20/2007 | \$1.75       | 14510 COPIES                            | R 101-00000-33100 ADMINIST |
| 101                     | 12/31/2007 | \$219,863.00 | 14544 LOCAL GOVERNMENT AID              | R 101-00000-33401 LOCAL G  |
| 101                     | 12/31/2007 | \$1,330.00   | 14544 PERA RATE INCREASE AID            | R 101-00000-33402 PERA RA  |
| 101                     | 12/5/2007  | \$4.00       | 14469 COPIES                            | R 101-00000-34105 USER FE  |
| 101                     | 12/6/2007  | \$2,044.07   | 14473 TAX SETTLEMENT                    | R 101-00000-36101 SPECIAL  |
| 101                     | 12/5/2007  | \$1,004.40   | 14470 2007 SIDEWALK ASSESSMENT - FULL P | R 101-00000-36102 SPECIAL  |
| 101                     | 12/6/2007  | \$810.00     | 14474 SIDEWALK ASSESSTMENT              | R 101-00000-36102 SPECIAL  |
| 101                     | 12/6/2007  | \$10.24      | 14473 TAX SETTLEMENT                    | R 101-00000-36103 SPEC AS  |
| 101                     | 12/5/2007  | \$9.18       | 14470 2007 SIDEWALK ASSESSMENT - FULL P | R 101-00000-36104 SPEC AS  |
| 101                     | 12/6/2007  | \$1.68       | 14474 SIDEWALK ASSESSTMENT              | R 101-00000-36104 SPEC AS  |
| 101                     | 12/17/2007 | \$10,949.00  | 14489 2007 PROPERTY/CASUALTY DIVIDEND   | R 101-00000-36250 REFUND - |
| 101                     | 12/5/2007  | \$1.05       | 14463 BUILDING PERMIT                   | G 101-20102 S A C CHARGE   |
| 101                     | 12/5/2007  | \$0.50       | 14464 MECH PERMIT                       | G 101-20102 S A C CHARGE   |
| 101                     | 12/17/2007 | \$0.90       | 14487 BUILDING PERMIT 2007-85           | G 101-20104 STATE SURCHA   |
| 101                     | 12/18/2007 | \$0.50       | 14503 NEW MECH PER# PL-29               | G 101-20104 STATE SURCHA   |
| 101                     | 12/26/2007 | \$0.75       | 14526 BUILDING PERMIT                   | G 101-20104 STATE SURCHA   |
| 101                     | 12/28/2007 | \$250.00     | 14534 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$250.00     | 14535 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$2,200.00   | 14536 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$400.00     | 14537 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$100.00     | 14538 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$2,200.00   | 14539 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$2,300.00   | 14540 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$100.00     | 14541 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$2,300.00   | 14542 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/28/2007 | \$2,300.00   | 14543 DEFERRED REVENUE                  | G 101-22102 DEFERRED REV   |
| 101                     | 12/6/2007  | \$33.25      | 14478 HEALTH/DENTAL/LIFE INSURANCES     | G 101-27107 DELTA DENTAL   |
| 101                     | 12/17/2007 | \$33.25      | 14492 HEALTH/DENTIAL INS                | G 101-27107 DELTA DENTAL   |
| 101                     | 12/28/2007 | \$9.58       | 14529 BALANCE OF JAN 08 HEALTH INSURAN  | G 101-27107 DELTA DENTAL   |
| 101                     | 12/5/2007  | \$53.53      | 14461 HEALTH INSURACE                   | G 101-27109 MEDICA         |
| 101                     | 12/6/2007  | \$443.08     | 14478 HEALTH/DENTAL/LIFE INSURANCES     | G 101-27109 MEDICA         |
| 101                     | 12/17/2007 | \$443.08     | 14488 HEALTH INS                        | G 101-27109 MEDICA         |
| 101                     | 12/17/2007 | \$443.08     | 14492 HEALTH/DENTIAL INS                | G 101-27109 MEDICA         |
| 101                     | 12/18/2007 | \$53.53      | 14496 insurance                         | G 101-27109 MEDICA         |
| 101                     | 12/6/2007  | \$14.50      | 14478 HEALTH/DENTAL/LIFE INSURANCES     | G 101-27118 LINCOLN LIFE   |
| 101                     | 12/19/2007 | \$1,627.48   | 14504 REIMBURSEMENT-ELECTION EXPENSE    | R 101-41200-36240 REFUND   |
| 101                     | 12/26/2007 | \$200.00     | 14516 2008 REFUSE HAULER LICENSE        | R 101-41240-32100 BUSINES  |
| 101                     | 12/26/2007 | \$200.00     | 14517 2008 REFUSE HAULER LICENSE        | R 101-41240-32100 BUSINES  |
| 101                     | 12/26/2007 | \$200.00     | 14521 2008 REFUSE HAULER LICENSE        | R 101-41240-32100 BUSINES  |
| 101                     | 12/26/2007 | \$200.00     | 14522 2008 REFUSE HAULING FEE           | R 101-41240-32100 BUSINES  |
| 101                     | 12/5/2007  | \$6.00       | 14468 LEAF STICKERS                     | R 101-41240-34105 USER FE  |
| 101                     | 12/5/2007  | \$30.00      | 14462 2008 SPECIALITY CONTRACTOR        | R 101-41910-32100 BUSINES  |
| 101                     | 12/6/2007  | \$50.00      | 14475 SPECIAL EVENT APPLICATION         | R 101-41910-32100 BUSINES  |
| 101                     | 12/18/2007 | \$200.00     | 14497 RAY ANDERSEON, REFUSE LIC         | R 101-41910-32100 BUSINES  |
| 101                     | 12/18/2007 | \$30.00      | 14498 2008 LICENSE                      | R 101-41910-32100 BUSINES  |
| 101                     | 12/18/2007 | \$30.00      | 14499 2008 LICENSE                      | R 101-41910-32100 BUSINES  |
| 101                     | 12/18/2007 | \$30.00      | 14500 RAY WELTER 2008 LICENSE           | R 101-41910-32100 BUSINES  |
| 101                     | 12/18/2007 | \$30.00      | 14501 AREA MECH, 2008 LICENSE           | R 101-41910-32100 BUSINES  |
| 101                     | 12/19/2007 | \$60.00      | 14505 NEW MECH, LICENSE                 | R 101-41910-32100 BUSINES  |
| 101                     | 12/20/2007 | \$60.00      | 14508 2008 LICENSE                      | R 101-41910-32100 BUSINES  |
| 101                     | 12/20/2007 | \$30.00      | 14509 2008 LICENSE                      | R 101-41910-32100 BUSINES  |
| 101                     | 12/26/2007 | \$30.00      | 14511 2008 LICENSE                      | R 101-41910-32100 BUSINES  |
| 101                     | 12/26/2007 | \$30.00      | 14512 2008 BUSINESS LICENSE             | R 101-41910-32100 BUSINES  |
| 101                     | 12/26/2007 | \$30.00      | 14513 2008 BUSINESS LICENSE             | R 101-41910-32100 BUSINES  |

**CITY OF BAYPORT**  
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| FUND                                           | Tran Date  | Amount       | Refer Comments                         | Account Descr                 |
|------------------------------------------------|------------|--------------|----------------------------------------|-------------------------------|
| 101                                            | 12/26/2007 | \$50 00      | 14514 2008 BUSINESS LICENSE            | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14515 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14518 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14519 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14520 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14523 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/26/2007 | \$30 00      | 14524 2008 CONTRACTOR LICENSE          | R 101-41910-32100 BUSINES     |
| 101                                            | 12/5/2007  | \$88 50      | 14463 BUILDING PERMIT                  | R 101-41910-32210 BUILDING    |
| 101                                            | 12/17/2007 | \$67 25      | 14487 BUILDING PERMIT 2007-85          | R 101-41910-32210 BUILDING    |
| 101                                            | 12/18/2007 | \$46 62      | 14503 NEW MECH PER# PL-29              | R 101-41910-32210 BUILDING    |
| 101                                            | 12/26/2007 | \$57 50      | 14526 BUILDING PERMIT                  | R 101-41910-32210 BUILDING    |
| 101                                            | 12/18/2007 | \$186 88     | 14503 NEW MECH PER# PL-29              | R 101-41910-32220 PLUMBING    |
| 101                                            | 12/5/2007  | \$75 00      | 14464 MECH PERMIT                      | R 101-41910-32230 MECHANICAL  |
| 101                                            | 12/17/2007 | \$10 00      | 14485 2008 PET LICENSE                 | R 101-42100-34105 USER FEES   |
| 101                                            | 12/6/2007  | \$2,859 41   | 14479 WASH CO COURT FINES              | R 101-42100-35101 COURT FINES |
| 101                                            | 12/31/2007 | \$2,034 71   | 14545 COURT FINES                      | R 101-42100-35101 COURT FINES |
| 101                                            | 12/17/2007 | \$106 50     | 14483 TOW FEE - POLICE DEPT            | R 101-42100-36241 REFUND      |
| 101                                            | 12/28/2007 | \$2 000 00   | 14544 FIRE PREVENTION & ED FUNDS       | E 101-42200-217 MATERIALS     |
| 101                                            | 12/18/2007 | \$20 00      | 14495 burning permit, s russell        | R 101-42200-32200 NONBUSINESS |
| 101                                            | 12/18/2007 | \$25 00      | 14502 BURNING PERMIT                   | R 101-42200-32200 NONBUSINESS |
| 101                                            | 12/17/2007 | \$629 67     | 14491 FIRE PERMITS - NOVEMBER          | R 101-42200-34202 FIRE CON    |
| 101                                            | 12/6/2007  | \$200 00     | 14471 BURIAL FEES FOR EVA LECLAIRE     | R 101-43300-34940 CEMETERY    |
| 101                                            | 12/6/2007  | \$250 00     | 14471 WINTER FEE                       | R 101-43300-34940 CEMETERY    |
| 101                                            | 12/26/2007 | \$200 00     | 14525 VIOLET SCHLANDER BURIAL - SPRING | R 101-43300-34940 CEMETERY    |
| FUND 101 GENERA                                |            | \$643,237 06 |                                        |                               |
| <b>FUND 102 STREET RECONSTRUCTION</b>          |            |              |                                        |                               |
| 102                                            | 12/6/2007  | \$4,519 00   | 14473 TAX SETTLEMENT                   | R 102-00000-36101 SPECIAL     |
| 102                                            | 12/6/2007  | \$13 06      | 14473 TAX SETTLEMENT                   | R 102-00000-36103 SPEC AS     |
| 102                                            | 12/17/2007 | \$7 12       | 14490 ALLEY ASSESS JOSH CORRIGAN 380 S | R 102-41601-36102 SPECIAL     |
| FUND 102 STREET                                |            | \$4 539 18   |                                        |                               |
| <b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>  |            |              |                                        |                               |
| 103                                            | 12/6/2007  | \$15,552 08  | 14473 TAX SETTLEMENT                   | R 103-00000-31000 GENERAL     |
| FUND 103 G O TIF                               |            | \$15 552 08  |                                        |                               |
| <b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b> |            |              |                                        |                               |
| 200                                            | 12/8/2007  | \$4,500 00   | 14476 SALE OF FIRE EQUIP 1986 FORD PUM | R 200-00000-37300 SALE OF     |
| FUND 200 FIRE EQ                               |            | \$4 500 00   |                                        |                               |
| <b>FUND 202 DRUG FORFEITURE</b>                |            |              |                                        |                               |
| 202                                            | 12/6/2007  | \$6,096 53   | 14477 DRUG FORFEITURE - SALE OF CAR    | R 202-00000-36249 DRUG FO     |
| 202                                            | 12/28/2007 | \$250 00     | 14527 DRUG FORFEITURE                  | R 202-42102-36249 DRUG FO     |
| 202                                            | 12/28/2007 | \$1,667 15   | 14528 WEISS FORFEITURE                 | R 202-42102-36249 DRUG FO     |
| FUND 202 DRUG F                                |            | \$8,013 68   |                                        |                               |
| <b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>   |            |              |                                        |                               |
| 206                                            | 1/3/2008   | \$6,597 71   | 0 UB AR Surc 23 TRUNK SEWER            | R 206-00000-37106 TRUNK W     |
| 206                                            | 12/6/2007  | \$234 48     | 0 UB Receipt Serv 26 TRUNK W/RESI      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 12/6/2007  | \$165 71     | 0 UB Receipt Serv 36 TRUNK S/RESI      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 12/6/2007  | \$1 159 59   | 0 UB Receipt Serv 27 TRUNK W/COMM      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 12/6/2007  | \$1 70       | 0 UB Receipt Serv 37 TRUNK S/COMM      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 1/2/2008   | \$31 94      | 0 UB Receipt Serv 26 TRUNK W/RESI      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 1/2/2008   | \$27 77      | 0 UB Receipt Serv 36 TRUNK S/RESI      | G 206-12103 A/R GEN BILLIN    |
| 206                                            | 1/3/2008   | -\$154 28    | 0 UB AR Serv Adj 26 TRUNK W/RESI       | R 206-41900-37106 TRUNK W     |
| 206                                            | 1/3/2008   | \$9 30       | 0 UB AR Serv 26 TRUNK W/RESI           | R 206-41900-37106 TRUNK W     |
| 206                                            | 1/3/2008   | \$5 82       | 0 UB AR Serv 36 TRUNK S/RESI           | R 206-41900-37206 TRUNK S     |
| 206                                            | 1/3/2008   | -\$38 36     | 0 UB AR Serv Adj 36 TRUNK S/RESI       | R 206-41900-37206 TRUNK S     |

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: DECEMBER

| FUND                                          | Tran Date  | Amount       | Refer Comments                      | Account Descr              |
|-----------------------------------------------|------------|--------------|-------------------------------------|----------------------------|
| FUND 206 WATER/                               |            | \$8,041.38   |                                     |                            |
| <b>FUND 211 LIBRARY</b>                       |            |              |                                     |                            |
| 211                                           | 12/6/2007  | \$56,374.91  | 14473 TAX SETTLEMENT                | R 211-45500-31000 GENERAL  |
| 211                                           | 12/28/2007 | \$77.80      | 14532 SERVICE CHARGES               | R 211-45500-34760 LIBRARY  |
| 211                                           | 12/28/2007 | \$130.00     | 14530 RENTAL INCOME                 | R 211-45500-36220 RENTAL I |
| 211                                           | 12/28/2007 | \$130.00     | 14531 RENTAL INCOME                 | R 211-45500-36220 RENTAL I |
| 211                                           | 12/28/2007 | \$100.00     | 14533 REIMBURSEMENT                 | R 211-45500-36240 REFUND   |
| FUND 211 LIBRARY                              |            | \$56,812.71  |                                     |                            |
| <b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b> |            |              |                                     |                            |
| 303                                           | 12/6/2007  | \$42,944.45  | 14473 TAX SETTLEMENT                | R 303-00000-31000 GENERAL  |
| 303                                           | 12/31/2007 | \$1,549.00   | 14547 MARKET VALUE CREDIT TIF       | R 303-00000-31001 MARKET   |
| FUND 303 GO TIF B                             |            | \$44,493.45  |                                     |                            |
| <b>FUND 601 WATER</b>                         |            |              |                                     |                            |
| 601                                           | 12/6/2007  | \$93.07      | 14473 TAX SETTLEMENT                | R 601-00000-36104 SPEC AS  |
| 601                                           | 12/6/2007  | \$25.63      | 0 UB Receipt Serv 106 RECON DAY RC  | R 601-00000-37005 MISC RE  |
| 601                                           | 12/6/2007  | \$42.90      | 0 UB Receipt Serv 8 SAFE WTR FE     | G 601-14601 WATER BILLING  |
| 601                                           | 1/2/2008   | \$5.20       | 0 UB Receipt Surc 19 STATE SER CH   | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$1,953.68   | 0 UB Receipt Serv 1 WATER           | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$96.02      | 0 UB Receipt Serv Pen 1 WATER       | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$32.63      | 0 UB Receipt Serv Pen 5 COMM WATER  | G 601-14601 WATER BILLING  |
| 601                                           | 1/2/2008   | \$12.15      | 0 UB Receipt Serv Pen 1 WATER       | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$47.47      | 0 UB Receipt Surc 19 STATE SER CH   | G 601-14601 WATER BILLING  |
| 601                                           | 1/2/2008   | \$266.20     | 0 UB Receipt Serv 1 WATER           | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$9,547.58   | 0 UB Receipt Serv 5 COMM WATER      | G 601-14601 WATER BILLING  |
| 601                                           | 12/6/2007  | \$1,511.18   | 14473 TAX SETTLEMENT                | G 601-14604 CERTIFIED BILL |
| 601                                           | 12/6/2007  | \$697.69     | 0 UB Receipt Surc 20 STATE TAX      | G 601-14605 SALES TAX REC  |
| 601                                           | 1/3/2008   | \$95.00      | 0 UB AR Serv 106 RECON DAY RC       | R 601-46120-34601 WATER H  |
| 601                                           | 1/3/2008   | \$77.50      | 0 UB AR Serv 1 WATER                | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$19,366.12 | 0 UB AR Serv Adj 1 WATER            | R 601-46120-37110 WATER R  |
| 601                                           | 12/6/2007  | \$199.26     | 0 UB UR Receipt Group 01 CITY WIDE  | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$6,802.47  | 0 UB AR Serv Adj 5 COMM WATER       | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$177.50    | 0 UB AR Serv Adj 6 WATER METER2     | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$1,285.58  | 0 UB AR Serv Adj 1 WATER            | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$5.21      | 0 UB AR Serv Adj 8 SAFE WTR FE      | R 601-46120-37110 WATER R  |
| 601                                           | 1/2/2008   | \$73.20      | 0 UB UR Receipt Group 01 CITY WIDE  | R 601-46120-37110 WATER R  |
| 601                                           | 1/3/2008   | -\$13.39     | 0 UB AR Serv Pen Adj 1 WATER        | R 601-46120-37111 LATE CH  |
| 601                                           | 1/3/2008   | -\$2.50      | 0 UB AR Serv Pen Adj 5 COMM WATER   | R 601-46120-37111 LATE CH  |
| 601                                           | 1/3/2008   | -\$106.74    | 0 UB AR Serv Pen Adj 1 WATER        | R 601-46120-37111 LATE CH  |
| 601                                           | 1/3/2008   | \$3.90       | 0 UB AR Surc 19 STATE SER CH        | R 601-46120-37120 STATE S  |
| 601                                           | 1/3/2008   | -\$8.21      | 0 UB AR Surc Adj 19 STATE SER CH    | R 601-46120-37120 STATE S  |
| FUND 601 WATER                                |            | -\$12,987.46 |                                     |                            |
| <b>FUND 602 SEWER</b>                         |            |              |                                     |                            |
| 602                                           | 12/6/2007  | \$93.07      | 14473 TAX SETTLEMENT                | R 602-00000-36103 SPEC AS  |
| 602                                           | 12/6/2007  | \$14.17      | 0 UB Receipt Serv 25 COMM SEWER     | G 602-14602 SEWER BILLIN   |
| 602                                           | 12/6/2007  | \$93.64      | 0 UB Receipt Serv Pen 10 SEWER      | G 602-14602 SEWER BILLIN   |
| 602                                           | 12/6/2007  | \$1,381.29   | 0 UB Receipt Serv 10 SEWER          | G 602-14602 SEWER BILLIN   |
| 602                                           | 1/2/2008   | \$12.15      | 0 UB Receipt Serv Pen 10 SEWER      | G 602-14602 SEWER BILLIN   |
| 602                                           | 1/2/2008   | \$231.43     | 0 UB Receipt Serv 10 SEWER          | G 602-14602 SEWER BILLIN   |
| 602                                           | 12/6/2007  | \$2.19       | 0 UB Receipt Serv Pen 25 COMM SEWER | G 602-14602 SEWER BILLIN   |
| 602                                           | 12/6/2007  | \$15,132.33  | 14480 PRISON SEWER                  | G 602-14602 SEWER BILLIN   |
| 602                                           | 12/6/2007  | \$1,511.18   | 14473 TAX SETTLEMENT                | G 602-14604 CERTIFIED BILL |
| 602                                           | 1/3/2008   | -\$7,673.44  | 0 UB AR Serv Adj 25 COMM SEWER      | R 602-46200-37210 SEWER R  |
| 602                                           | 1/3/2008   | \$58.50      | 0 UB AR Serv 10 SEWER               | R 602-46200-37210 SEWER R  |
| 602                                           | 1/3/2008   | -\$2,708.33  | 0 UB AR Serv Adj 10 SEWER           | R 602-46200-37210 SEWER R  |
| 602                                           | 1/3/2008   | -\$319.67    | 0 UB AR Serv Adj 10 SEWER           | R 602-46200-37210 SEWER R  |

CITY OF BAYPORT

MONTHLY RECEIPTS

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| FUND                              | Tran Date  | Amount       | Refer Comments                     | Account Descr              |
|-----------------------------------|------------|--------------|------------------------------------|----------------------------|
| 602                               | 1/3/2008   | -\$2 56      | 0 UB AR Serv Pen Adj 25 COMM SEWER | R 602-46200-37211 SEWER L  |
| 602                               | 1/3/2008   | -\$98 18     | 0 UB AR Serv Pen Adj 10 SEWER      | R 602-46200-37211 SEWER L  |
| 602                               | 1/3/2008   | -\$13 39     | 0 UB AR Serv Pen Adj 10 SEWER      | R 602-46200-37211 SEWER L  |
| 602                               | 1/3/2008   | \$15 132 33  | 0 UB AR Serv 19 PRISON SEWER       | R 602-46200-37220 PRISON S |
| 602                               | 1/3/2008   | \$54,980 90  | 0 UB AR Serv 17 PLANT              | R 602-46200-37240 ANDERS   |
| FUND 602 SEWER                    |            | \$77,827 61  |                                    |                            |
| <b>FUND 803 P &amp; Z ESCROWS</b> |            |              |                                    |                            |
| 803                               | 12/17/2007 | \$4 000 00   | 14486 FEASIBILITY STUDY ESCROW     | R 803-80012-34100 P & Z PE |
| FUND 803 P & Z ES                 |            | \$4,000 00   |                                    |                            |
|                                   |            | \$854 029 69 |                                    |                            |

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 12/31/07

| DEPT                                          | DEPT Descr               | 2007 Budget           | 2007 YTD Amt          | Balance             | 2007 % of Budget Remain |
|-----------------------------------------------|--------------------------|-----------------------|-----------------------|---------------------|-------------------------|
| <b>FUND 101 GENERAL</b>                       |                          |                       |                       |                     |                         |
| 00000                                         | GENERAL GOVERNMENT       | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 41100                                         | ELECTIONS                | \$3,950 00            | \$2 064 04            | \$1,885 96          | 47 75%                  |
| 41200                                         | MAYOR & COUNCIL          | \$140,584 70          | \$133,879 19          | \$6,705 51          | 4 77%                   |
| 41240                                         | RECYCLING                | \$12,259 00           | \$5 969 74            | \$6 289 26          | 51 30%                  |
| 41400                                         | ADMINISTRATION           | \$133 519 00          | \$155 714 98          | -\$22 195 98        | -16 62%                 |
| 41903                                         | DEBT SERVICE             | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 41910                                         | PLANNING & ZONING        | \$188,965 80          | \$182,713 15          | \$6,252 65          | 3 31%                   |
| 41940                                         | MUNICIPAL BUILDINGS      | \$36,379 00           | \$38 281 06           | -\$1,902 06         | -5 23%                  |
| 42100                                         | POLICE                   | \$629 608 20          | \$612 869 99          | \$16 738 21         | 2 66%                   |
| 42200                                         | FIRE PROTECTION          | \$375,742 76          | \$270,444 30          | \$105,298 46        | 28 02%                  |
| 43100                                         | STREET MAINT             | \$304,157 00          | \$215,162 99          | \$88,994 01         | 29 26%                  |
| 43160                                         | STREET LIGHTING          | \$0 00                | \$21,371 20           | -\$21,371 20        | 0 00%                   |
| 43200                                         | PARKS                    | \$76 265 18           | \$83 312 30           | -\$7 047 12         | -9 24%                  |
| 43300                                         | CEMETERY                 | \$6 400 00            | \$10 338 32           | -\$3 938 32         | -61 54%                 |
| 44100                                         | PROJECT                  | \$150,000 00          | \$0 00                | \$150,000 00        | 100 00%                 |
| 44200                                         | TRANSFER OUT-DEBT SERVIC | \$49,380 00           | \$0 00                | \$49,380 00         | 100 00%                 |
| <b>FUND 101 GENERAL</b>                       |                          | <b>\$2,107 210 64</b> | <b>\$1 732 121 26</b> | <b>\$375 089 38</b> | <b>17 80%</b>           |
| <b>FUND 208 PRISON SEWER PROJECT</b>          |                          |                       |                       |                     |                         |
| 44100                                         | PROJECT                  | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| <b>FUND 208 PRISON SEWER PROJECT</b>          |                          | <b>\$0 00</b>         | <b>\$0 00</b>         | <b>\$0 00</b>       | <b>0 00%</b>            |
| <b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b> |                          |                       |                       |                     |                         |
| 41911                                         | BAYTOWN DEVELOPMENTS     | \$0 00                | \$36 734 38           | -\$36 734 38        | 0 00%                   |
| 41912                                         | INSPIRATION              | \$0 00                | \$5 389 05            | -\$5 389 05         | 0 00%                   |
| 41913                                         | EMERALD FALLS            | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| <b>FUND 209 DEVELOPER REIMBURSED PR</b>       |                          | <b>\$0 00</b>         | <b>\$42,123 43</b>    | <b>-\$42,123 43</b> | <b>0 00%</b>            |
| <b>FUND 211 LIBRARY</b>                       |                          |                       |                       |                     |                         |
| 45500                                         | LIBRARY                  | \$284,574 00          | \$272,765 29          | \$11,808 71         | 4 15%                   |
| <b>FUND 211 LIBRARY</b>                       |                          | <b>\$284,574 00</b>   | <b>\$272 765 29</b>   | <b>\$11 808 71</b>  | <b>4 15%</b>            |
| <b>FUND 601 WATER</b>                         |                          |                       |                       |                     |                         |
| 44100                                         | PROJECT                  | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 46110                                         | WATER-PUMPHOUSE          | \$37,000 00           | \$49 778 55           | -\$12 778 55        | -34 54%                 |
| 46120                                         | WATER                    | \$212 224 00          | \$218 246 46          | -\$6 022 46         | -2 84%                  |
| <b>FUND 601 WATER</b>                         |                          | <b>\$249,224 00</b>   | <b>\$268,025 01</b>   | <b>-\$18,801 01</b> | <b>-7 54%</b>           |
| <b>FUND 602 SEWER</b>                         |                          |                       |                       |                     |                         |
| 44100                                         | PROJECT                  | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 46200                                         | SEWER - OPERATING        | \$320,673 00          | \$185,586 59          | \$135,086 41        | 42 13%                  |
| 46990                                         | SEWER - NON-OPERATING    | \$290,000 00          | \$287,899 88          | \$2,100 12          | 0 72%                   |
| <b>FUND 602 SEWER</b>                         |                          | <b>\$610 673 00</b>   | <b>\$473 486 47</b>   | <b>\$137,186 53</b> | <b>22 46%</b>           |
| <b>FUND 800 INVESTMENTS-POOLED</b>            |                          |                       |                       |                     |                         |
| 00000                                         | GENERAL GOVERNMENT       | \$0 00                | \$517 35              | -\$517 35           | 0 00%                   |
| <b>FUND 800 INVESTMENTS-POOLED</b>            |                          | <b>\$0 00</b>         | <b>\$517 35</b>       | <b>-\$517 35</b>    | <b>0 00%</b>            |
| <b>FUND 803 P &amp; Z ESCROWS</b>             |                          |                       |                       |                     |                         |
| 41910                                         | PLANNING & ZONING        | \$0 00                | \$37 35               | -\$37 35            | 0 00%                   |
| 80001                                         | ANDERSEN ESCROW          | \$0 00                | \$283 13              | -\$283 13           | 0 00%                   |
| 80002                                         | CPDC SENIOR COOP         | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 80003                                         | BAYTOWN ANNEXATION       | \$0 00                | \$9,443 72            | -\$9 443 72         | 0 00%                   |
| 80004                                         | CROIXDALE                | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 80005                                         | HARRIS CO - MCF          | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 80006                                         | OSTERTAG VARIANCE        | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |
| 80007                                         | JEFF NELSON ESCROW       | \$0 00                | \$0 00                | \$0 00              | 0 00%                   |

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 12/31/07

| DEPT                    | DEPT Descr               | 2007<br>Budget | 2007<br>YTD Amt | Balance      | 2007 %<br>of Budget<br>Remain |
|-------------------------|--------------------------|----------------|-----------------|--------------|-------------------------------|
| '80008                  | CHARLES LUTZ STREET VACA | \$0 00         | \$1 071 92      | -\$1 071 92  | 0 00%                         |
| '80009                  | DON THRON VARIANCE       | \$0 00         | \$0 00          | \$0 00       | 0 00%                         |
| '80010                  | JERRY PETERSON ESCROW    | \$0 00         | \$117 10        | -\$117 10    | 0 00%                         |
| '80011                  | CAPTAINS CORNER          | \$0 00         | \$137 05        | -\$137 05    | 0 00%                         |
| 'FUND 803 P & Z ESCROWS |                          | \$0 00         | \$11 090 27     | -\$11 090 27 | 0 00%                         |
|                         |                          | \$3 251,681 64 | \$2 800,129 08  | \$451,552 56 | 13 89%                        |

**CITY OF BAYPORT**  
**MONTHLY EXPENSES**

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Period Name: DECEMBER

| FUND Search Name                      | Tran Date  | Amount            | Act Typ | DEPT  | OBJ Comments                   | OBJ Descr       |
|---------------------------------------|------------|-------------------|---------|-------|--------------------------------|-----------------|
| <b>FUND 101 GENERAL</b>               |            |                   |         |       |                                |                 |
| <b>DEPT 41100 ELECTIONS</b>           |            |                   |         |       |                                |                 |
| 101 U S BANK EP-MN-WS41               | 12/14/2007 | \$41 63           | E       | 41100 | 220 CITY OF BAYPORT ADMIN      | OPERATING SUP   |
| 101 U S BANK EP-MN-WS41               | 1/8/2008   | \$12 32           | E       | 41100 | 220 ADM- LATE PAYMENT          | OPERATING SUP   |
| <b>DEPT 41100 ELECTIONS</b>           |            | <b>\$53 95</b>    |         |       |                                |                 |
| <b>DEPT 41200 MAYOR &amp; COUNCIL</b> |            |                   |         |       |                                |                 |
| 101                                   | 12/20/2007 | \$1 175 00        | E       | 41200 | 101 Labor Distribution         | WAGES AND SAL   |
| 101                                   | 12/20/2007 | \$11 25           | E       | 41200 | 121 Labor Distribution         | P E R A         |
| 101 P E R A                           | 12/5/2007  | \$10 00           | E       | 41200 | 121 PAST DUE                   | P E R A         |
| 101                                   | 12/20/2007 | \$72 85           | E       | 41200 | 122 Labor Distribution         | CONT TO RET , S |
| 101                                   | 12/20/2007 | \$17 03           | E       | 41200 | 170 Labor Distribution         | MEDICARE        |
| 101 INNOVATIVE OFFICE SOLUTI          | 1/8/2008   | \$21 95           | E       | 41200 | 201 ADM-NAME PLATE             | OFFICE SUPPLIE  |
| 101 ECKBERG LAMMERS BRIG              | 1/8/2008   | \$87 50           | E       | 41200 | 300 ICE ROAD EASEMENT          | PROF SER-LEGAL  |
| 101 ECKBERG LAMMERS, BRIG             | 1/8/2008   | \$559 00          | E       | 41200 | 300 MEETINGS                   | PROF SER-LEGAL  |
| 101 ECKBERG, LAMMERS, BRIG            | 1/8/2008   | \$187 50          | E       | 41200 | 300 XCEL FRANHISE EXPIRATION   | PROF SER-LEGAL  |
| 101 ECKBERG, LAMMERS BRIG             | 1/8/2008   | \$237 50          | E       | 41200 | 300 1659 - GENERAL FILE        | PROF SER-LEGAL  |
| 101 ECKBERG LAMMERS, BRIG             | 1/8/2008   | \$487 10          | E       | 41200 | 300 PERA - MCGIRE              | PROF SER-LEGAL  |
| 101 ECKBERG, LAMMERS, BRIG            | 1/8/2008   | \$235 87          | E       | 41200 | 300 SELL TERMINATION           | PROF SER-LEGAL  |
| 101 ECKBERG, LAMMERS BRIG             | 1/8/2008   | \$2,028 66        | E       | 41200 | 300 PD-PROSECUTION             | PROF SER-LEGAL  |
| 101 ECKBERG, LAMMERS BRIG             | 1/8/2008   | \$20 00           | E       | 41200 | 300 PD - 200 CHRYSLER LHS      | PROF SER-LEGAL  |
| 101 BRIGGS AND MORGAN                 | 1/8/2008   | \$3,250 00        | E       | 41200 | 306 PROFESSIONAL SERVICES      | PROF SER-OTHE   |
| 101 TAYLOR, SARA                      | 12/20/2007 | \$139 68          | E       | 41200 | 402 MILEGE REINBURUSTMENT      | CONFERENCES &   |
| 101 LEAGUE OF MINNESOTA CIT           | 1/8/2008   | \$40 00           | E       | 41200 | 402 2007 REGIONAL MTG FIRST RE | CONFERENCES &   |
| 101 US INTERNET                       | 1/8/2008   | \$46 00           | E       | 41200 | 416 SECURENCE - MONTHLY        | REPAIR/MAINT O  |
| 101 COLIN GOULETTE                    | 1/8/2008   | \$546 00          | E       | 41200 | 444 CONSTRUCT AND PLACE AN IN  | COMMUNITY PRO   |
| <b>DEPT 41200 MAYOR &amp; COUNCIL</b> |            | <b>\$9,172 89</b> |         |       |                                |                 |
| <b>DEPT 41240 RECYCLING</b>           |            |                   |         |       |                                |                 |
| 101 MANAGEMENT SERVICES               | 12/28/2007 | \$160 11          | E       | 41240 | 302 CONSULTING                 | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES               | 12/31/2007 | \$15 49           | E       | 41240 | 302 CONSULTING                 | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES               | 12/14/2007 | \$160 11          | E       | 41240 | 302 CONTRACT                   | CONTRACT SERV   |
| <b>DEPT 41240 RECYCLING</b>           |            | <b>\$335 71</b>   |         |       |                                |                 |
| <b>DEPT 41400 ADMINISTRATION</b>      |            |                   |         |       |                                |                 |
| 101                                   | 12/13/2007 | \$2,028 79        | E       | 41400 | 101 Labor Distribution         | WAGES AND SAL   |
| 101                                   | 11/30/2007 | \$1 984 87        | E       | 41400 | 101 Labor Distribution         | WAGES AND SAL   |
| 101                                   | 11/30/2007 | \$124 06          | E       | 41400 | 121 Labor Distribution         | P E R A         |
| 101                                   | 12/13/2007 | \$126 81          | E       | 41400 | 121 Labor Distribution         | P E R A         |
| 101                                   | 11/30/2007 | \$122 37          | E       | 41400 | 122 Labor Distribution         | CONT TO RET S   |
| 101                                   | 12/13/2007 | \$125 09          | E       | 41400 | 122 Labor Distribution         | CONT TO RET S   |
| 101 LINCOLN MUTUAL LIFE INS           | 12/3/2007  | \$14 50           | E       | 41400 | 131 LIFE INSURANCE             | CONT TO EMPLO   |
| 101 DELTA DENTAL OF MINNES            | 1/8/2008   | \$17 50           | E       | 41400 | 131 INSURANCE                  | CONT TO EMPLO   |
| 101                                   | 12/13/2007 | \$736 35          | E       | 41400 | 131 Labor Distribution         | CONT TO EMPLO   |
| 101 DELTA DENTAL OF MINNES            | 1/8/2008   | \$27 30           | E       | 41400 | 131 INSURANCE                  | CONT TO EMPLO   |
| 101 DELTA DENTAL OF MINNES            | 12/3/2007  | -\$33 25          | E       | 41400 | 131 DENTAL INSURANCE           | CONT TO EMPLO   |
| 101 MEDICA                            | 12/3/2007  | \$138 77          | E       | 41400 | 131 HEALTH INSURANCE           | CONT TO EMPLO   |
| 101                                   | 12/13/2007 | \$29 26           | E       | 41400 | 170 Labor Distribution         | MEDICARE        |
| 101                                   | 11/30/2007 | \$28 62           | E       | 41400 | 170 Labor Distribution         | MEDICARE        |
| 101 QUILL                             | 1/8/2008   | \$170 85          | E       | 41400 | 201 OFFICE SUPPLIES            | OFFICE SUPPLIE  |
| 101 ADVANCED IMAGING SOLUT            | 1/8/2008   | \$114 84          | E       | 41400 | 201 EMS - PER COPY CHARGE      | OFFICE SUPPLIE  |
| 101 U S BANK EP-MN-WS41               | 12/14/2007 | \$8 00            | E       | 41400 | 201 CITY OF BAYPORT ADMIN      | OFFICE SUPPLIE  |
| 101 U S BANK EP-MN-WS41               | 1/8/2008   | \$12 34           | E       | 41400 | 201 ADM- LATE PAYMENT          | OFFICE SUPPLIE  |
| 101 J P COOKIE COMPANY                | 1/8/2008   | \$37 35           | E       | 41400 | 201 N12 CUSTOM XSTAMPER        | OFFICE SUPPLIE  |
| 101 MANAGEMENT SERVICES               | 12/31/2007 | \$144 61          | E       | 41400 | 302 CONSULTING                 | CONTRACT SERV   |
| 101 FIRST STATE BANK OF BAY           | 1/8/2008   | \$120 00          | E       | 41400 | 302 BOX RENTAL                 | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES               | 12/28/2007 | \$1,494 35        | E       | 41400 | 302 CONSULTING                 | CONTRACT SERV   |
| 101 NASH JOHN                         | 12/14/2007 | \$3 100 00        | E       | 41400 | 302 CONTRACT HOURS             | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES               | 12/14/2007 | \$1,494 35        | E       | 41400 | 302 CONTRACT                   | CONTRACT SERV   |
| 101 BANYON DATA SYSTEMS               | 1/8/2008   | \$780 01          | E       | 41400 | 302 WINPAY SUPPORT             | CONTRACT SERV   |

## CITY OF BAYPORT

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## MONTHLY EXPENSES

Period Name. DECEMBER

| FUND Search Name                        | Tran Date  | Amount      | Act Typ | DEPT  | OBJ Comments                    | OBJ Descr       |
|-----------------------------------------|------------|-------------|---------|-------|---------------------------------|-----------------|
| 101 BANYON DATA SYSTEMS                 | 1/8/2008   | \$780 01    | E       | 41400 | 302 WINFUND SUPPORT             | CONTRACT SERV   |
| 101 MAMA                                | 1/8/2008   | \$20 00     | E       | 41400 | 402 MAMA/APMP OF MN HOLIDAY L   | CONFERENCES &   |
| 101 TR COMPUTER SALES LLC               | 1/8/2008   | \$28 75     | E       | 41400 | 416 TROUBLESHOOT KAREN'S DO     | REPAIR/MAINT O  |
| 101 MN GFOA                             | 1/8/2008   | \$60 00     | E       | 41400 | 433 2008 MEMBERSHIP RENEWAL     | DUES & MEMBER   |
| 101 STILLWATER COURIER                  | 1/8/2008   | \$28 00     | E       | 41400 | 433 PAPER RENEWAL-12 MONTHS     | DUES & MEMBER   |
| 101 MENARDS-STILLWATER                  | 1/8/2008   | \$79 86     | E       | 41400 | 570 HUMIDIFIER                  | OFFICE EQUIPME  |
| DEPT 41400 ADMINISTRATION               |            | \$13,944 36 |         |       |                                 |                 |
| <b>DEPT 41910 PLANNING &amp; ZONING</b> |            |             |         |       |                                 |                 |
| 101                                     | 12/13/2007 | \$3 807 37  | E       | 41910 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                                     | 11/30/2007 | \$3 763 45  | E       | 41910 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                                     | 12/13/2007 | \$237 97    | E       | 41910 | 121 Labor Distribution          | P E R A         |
| 101                                     | 11/30/2007 | \$235 22    | E       | 41910 | 121 Labor Distribution          | P E R A         |
| 101                                     | 12/13/2007 | \$235 76    | E       | 41910 | 122 Labor Distribution          | CONT TO RET S   |
| 101                                     | 11/30/2007 | \$233 04    | E       | 41910 | 122 Labor Distribution          | CONT TO RET , S |
| 101                                     | 12/13/2007 | \$1 356 73  | E       | 41910 | 131 Labor Distribution          | CONT TO EMPLO   |
| 101 MEDICA                              | 12/3/2007  | \$138 77    | E       | 41910 | 131 HEALTH INSURANCE            | CONT TO EMPLO   |
| 101                                     | 11/30/2007 | \$54 50     | E       | 41910 | 170 Labor Distribution          | MEDICARE        |
| 101                                     | 12/13/2007 | \$55 14     | E       | 41910 | 170 Labor Distribution          | MEDICARE        |
| 101 HOLIDAY FLEET                       | 1/8/2008   | \$147 52    | E       | 41910 | 212 FUEL                        | MOTOR FUELS &   |
| 101 MANAGEMENT SERVICES                 | 12/28/2007 | \$1 334 24  | E       | 41910 | 302 CONSULTING                  | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES                 | 12/31/2007 | \$129 12    | E       | 41910 | 302 CONSULTING                  | CONTRACT SERV   |
| 101 MANAGEMENT SERVICES                 | 12/14/2007 | \$1,334 24  | E       | 41910 | 302 CONTRACT                    | CONTRACT SERV   |
| 101 BAYPORT PRINTING HOUSE,             | 1/8/2008   | \$317 73    | E       | 41910 | 350 NEW LETTER                  | PRINTING & PUBL |
| 101 BAYPORT PRINTING HOUSE              | 1/8/2008   | \$317 73    | E       | 41910 | 350 NEW LETTER                  | PRINTING & PUBL |
| 101 UNIVERSITY OF MINNESOTA             | 12/14/2007 | \$255 00    | E       | 41910 | 402 P/Z/ BUILDING TRAINING CONF | CONFERENCES &   |
| DEPT 41910 PLANNING & ZONING            |            | \$13,953 53 |         |       |                                 |                 |
| <b>DEPT 41940 MUNICIPAL BUILDINGS</b>   |            |             |         |       |                                 |                 |
| 101 KIMBERLY A REIL                     | 12/14/2007 | \$400 00    | E       | 41940 | 302 NOVEMBER 12TH PAYMENT       | CONTRACT SERV   |
| 101 KIMBERLY A REIL                     | 1/8/2008   | \$400 00    | E       | 41940 | 302 CLEANING SERVICE-CITY HALL  | CONTRACT SERV   |
| 101 KIMBERLY A REIL                     | 12/20/2007 | \$400 00    | E       | 41940 | 302 CLEANING SERVICE            | CONTRACT SERV   |
| 101 XCEL                                | 12/20/2007 | \$533 16    | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                                | 12/20/2007 | \$8 52      | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                                | 12/20/2007 | \$8 52      | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                                | 12/20/2007 | \$39 63     | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                                | 12/20/2007 | \$8 52      | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                                | 12/20/2007 | \$8 61      | E       | 41940 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 MINNESOTA ELEVATOR                  | 1/8/2008   | \$132 44    | E       | 41940 | 420 CITY HALL                   | R & M BLDGS, ST |
| 101 J H LARSON CO                       | 1/8/2008   | \$78 34     | E       | 41940 | 420 U BEND FLUOR BULBS          | R & M BLDGS, ST |
| 101 SCHMIDT MECHANICAL                  | 1/8/2008   | \$1,307 00  | E       | 41940 | 420 FURNISHED AND INSTALLED N   | R & M BLDGS, ST |
| 101 SCHMIDT MECHANICAL                  | 1/8/2008   | \$160 00    | E       | 41940 | 420 POLICE STATION NO HEAT      | R & M BLDGS ST  |
| 101 CHRIS AMDAHL LOCKSMITH,             | 1/8/2008   | \$411 00    | E       | 41940 | 420 PER BID                     | R & M BLDGS ST  |
| DEPT 41940 MUNICIPAL BUILDINGS          |            | \$3,895 74  |         |       |                                 |                 |
| <b>DEPT 42100 POLICE</b>                |            |             |         |       |                                 |                 |
| 101                                     | 11/30/2007 | \$808 47    | E       | 42100 | 050 Labor Distribution          | SEASONAL/PART   |
| 101                                     | 12/13/2007 | \$1 433 39  | E       | 42100 | 050 Labor Distribution          | SEASONAL/PART   |
| 101                                     | 12/13/2007 | \$11,346 76 | E       | 42100 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                                     | 12/13/2007 | \$8,552 64  | E       | 42100 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                                     | 11/30/2007 | \$11 533 10 | E       | 42100 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                                     | 11/30/2007 | \$405 55    | E       | 42100 | 102 Labor Distribution          | OVERTIME        |
| 101                                     | 12/13/2007 | \$1,363 04  | E       | 42100 | 102 Labor Distribution          | OVERTIME        |
| 101                                     | 11/30/2007 | \$1,436 17  | E       | 42100 | 121 Labor Distribution          | P E R A         |
| 101                                     | 12/13/2007 | \$1 554 87  | E       | 42100 | 121 Labor Distribution          | P E R A         |
| 101                                     | 12/13/2007 | \$1 000 65  | E       | 42100 | 121 Labor Distribution          | P E R A         |
| 101                                     | 12/13/2007 | \$55 28     | E       | 42100 | 122 Labor Distribution          | CONT TO RET , S |
| 101                                     | 11/30/2007 | \$33 90     | E       | 42100 | 122 Labor Distribution          | CONT TO RET S   |
| 101 MEDICA                              | 12/3/2007  | \$842 75    | E       | 42100 | 131 HEALTH INSURANCE            | CONT TO EMPLO   |
| 101 MEDICA                              | 12/3/2007  | \$138 72    | E       | 42100 | 131 HEALTH INSURANCE            | CONT TO EMPLO   |

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: DECEMBER

| FUND Search Name             | Tran Date  | Act Amount Typ | DEPT  | OBJ Comments                   | OBJ Descr       |
|------------------------------|------------|----------------|-------|--------------------------------|-----------------|
| 101                          | 12/13/2007 | \$3,773 00 E   | 42100 | 131 Labor Distribution         | CONT TO EMPLO   |
| 101                          | 11/30/2007 | \$152 64 E     | 42100 | 170 Labor Distribution         | MEDICARE        |
| 101                          | 12/13/2007 | \$167 75 E     | 42100 | 170 Labor Distribution         | MEDICARE        |
| 101                          | 12/13/2007 | \$91 86 E      | 42100 | 170 Labor Distribution         | MEDICARE        |
| 101 UNIFORMS UNLIMITED       | 1/8/2008   | \$19 95 E      | 42100 | 202 PD-RESERVE BADGES          | UNIFORMS - MISC |
| 101 UNIFORMS UNLIMITED       | 1/8/2008   | \$14 95 E      | 42100 | 202 PD-RESERVE BADGES          | UNIFORMS - MISC |
| 101 STREICHERS               | 1/8/2008   | \$92 85 E      | 42100 | 208 CUSTOM CUTOUT'S            | UNIFORMS - JAY  |
| 101 GALLES CORPORATION       | 1/8/2007   | \$119 99 E     | 42100 | 210 COLDGEAR RELAX FIT BASE    | UNIFORMS - LOG  |
| 101 GALLES CORPORATION       | 1/8/2007   | \$112 21 E     | 42100 | 210 COLDGEAR RELAX FIT BASE    | UNIFORMS - LOG  |
| 101 HOLIDAY FLEET            | 1/8/2008   | \$1 575 40 E   | 42100 | 212 FUEL                       | MOTOR FUELS &   |
| 101 INTOXIMETERS             | 1/8/2008   | \$47 93 E      | 42100 | 220 PD - MOUTHPIECE AS4        | OPERATING SUP   |
| 101 MINNESOTA SUPREME COU    | 1/8/2008   | \$7 40 E       | 42100 | 220 2007 COST PER CITATION     | OPERATING SUP   |
| 101 U S BANK EP-MN-WS41      | 1/8/2008   | \$79 99 E      | 42100 | 220 TEAMELECTRONICS            | OPERATING SUP   |
| 101 STILLWATER TOWING INC    | 1/8/2008   | \$79 88 E      | 42100 | 220 PD-ICR 107501850           | OPERATING SUP   |
| 101 U S BANK EP-MN-WS41      | 12/14/2007 | \$118 55 E     | 42100 | 220 CITY OF BAYPORT ADMIN      | OPERATING SUP   |
| 101 COMPUTYPE INC            | 1/8/2008   | \$509 70 E     | 42100 | 220 PD-EVIDENCE LABEL'S        | OPERATING SUP   |
| 101 U S BANK EP-MN-WS41      | 1/8/2008   | \$53 24 E      | 42100 | 220 CARTIDGE WORLDSTILLWATE    | OPERATING SUP   |
| 101 ECKBERG, LAMMERS, BRIG   | 1/8/2008   | \$2,006 20 E   | 42100 | 300 PD-PROSECUTION             | PROF SER-LEGAL  |
| 101 U S BANK EP-MN-WS41      | 1/8/2008   | \$12 34 E      | 42100 | 306 ADM- LATE PAYMENT          | PROF SER-OTHE   |
| 101 EASTMAN, LAURA           | 1/8/2008   | \$108 50 E     | 42100 | 306 LICENSE TABS - POLICE DEPT | PROF SER-OTHE   |
| 101 U S BANK EP-MN-WS41      | 1/8/2008   | \$48 20 E      | 42100 | 306 ADM- LATE PAYMENT          | PROF SER-OTHE   |
| 101 STILLWATER TOWING INC    | 1/8/2008   | \$90 53 E      | 42100 | 306                            | PROF SER-OTHE   |
| 101 LAKEVIEW MEMORIAL HOSP   | 1/8/2008   | \$40 00 E      | 42100 | 306 PD-BLOOD DRAW              | PROF SER-OTHE   |
| 101 MINNESOTA CHIEFS OF POL  | 1/8/2008   | \$130 00 E     | 42100 | 306 PD-2008 MEMBERSHIP DUES    | PROF SER-OTHE   |
| 101 HIGH POINTE SURGERY CE   | 1/8/2008   | \$39 47 E      | 42100 | 306 MEDICIAL RECORDS           | PROF SER-OTHE   |
| 101 U S BANK EP-MN-WS41      | 12/14/2007 | \$135 84 E     | 42100 | 306 CITY OF BAYPORT ADMIN      | PROF SER-OTHE   |
| 101 NEXTEL COMMUNICATIONS    | 1/8/2008   | \$840 48 E     | 42100 | 321 PD-CELL PHONES             | COMMUNICATION   |
| 101 ANCOM COMMUNICATIONS I   | 1/8/2008   | \$590 63 E     | 42100 | 323 MOTOROLA - POLICE DEPART   | RADIOS-REPAIR   |
| 101 MINNESOTA SUPREME COU    | 1/8/2008   | \$118 40 E     | 42100 | 350 PD - CITATION SEQUENCE     | PRINTING & PUBL |
| 101 WASH CO CHIEF'S OF POLIC | 1/8/2008   | \$1 140 00 E   | 42100 | 391 PD-RECORDS BILLING/ALERTS  | SHARED AUTOMA   |
| 101 WASH CO CHIEF'S OF POLIC | 1/8/2008   | \$3 462 00 E   | 42100 | 391 PD-RECORDS BILLING/ALERTS  | SHARED AUTOMA   |
| 101 WASH CO CHIEF'S OF POLIC | 1/8/2008   | \$3 462 00 E   | 42100 | 391 PD-RECORDS BILLING/ALERTS  | SHARED AUTOMA   |
| 101 WASH CO CHIEF'S OF POLIC | 1/8/2008   | \$1,140 00 E   | 42100 | 391 QTR 2 2007 MDT S           | SHARED AUTOMA   |
| 101 U S BANK EP-MN-WS41      | 12/14/2007 | \$166 28 E     | 42100 | 391 CITY OF BAYPORT ADMIN      | SHARED AUTOMA   |
| 101 WYNIA DAVID              | 12/20/2007 | \$94 58 E      | 42100 | 403 REIMBURSTMENT COST FOR T   | POLICE TRAININ  |
| 101 CENTURY COLLEGE          | 1/8/2008   | \$1 190 00 E   | 42100 | 403 PD-LAW ENFORCEMENT TRAIN   | POLICE TRAININ  |
| 101 EASTMAN, LAURA           | 12/20/2007 | \$2 115 87 E   | 42100 | 403 MSUSA FEE - POLICE         | POLICE TRAININ  |
| 101 MINNESOTA DEPT OF TRAN   | 12/20/2007 | \$364 62 E     | 42100 | 412 ACCIDENT BP 505            | REP & MAINT VE  |
| 101 KISS'S INCORPORATED SAF  | 12/14/2007 | \$1,717 47 E   | 42100 | 412 2005 DODGE DURANGO REPAI   | REP & MAINT VE  |
| 101 CASPERSON MOTORS         | 1/8/2008   | \$28 85 E      | 42100 | 412 OIL-FILTER                 | REP & MAINT VE  |
| 101 CASPERSON MOTORS         | 1/8/2008   | \$167 43 E     | 42100 | 412 RELACE BATTERY             | REP & MAINT VE  |
| 101 CASPERSON MOTORS         | 1/8/2008   | \$28 85 E      | 42100 | 412 OIL-FILTER                 | REP & MAINT VE  |
| 101 CASPERSON MOTORS         | 1/8/2008   | \$73 84 E      | 42100 | 412 REPLACE HEADLIGHT          | REP & MAINT VE  |
| 101 STILLWATER TOWING INC    | 1/8/2008   | \$152 48 E     | 42100 | 412 PD-RIVARD                  | REP & MAINT VE  |
| 101 CASPERSON MOTORS         | 1/8/2008   | \$197 13 E     | 42100 | 412 REPLACE BATTERY & DRIVER   | REP & MAINT VE  |
| 101 EMERGENCY AUTOMOTIVE     | 1/8/2008   | \$212 24 E     | 42100 | 416 PD-MAPLIGHT/LABOR          | REPAIR/MAINT O  |
| 101 ST PAUL STAMP WORKS IN   | 1/8/2008   | \$55 66 E      | 42100 | 427 STAMPED ANIMAL TAGS - 2008 | ANIMAL EXPENSE  |
| DEPT 42100 POLICE            |            | \$67,472 47    |       |                                |                 |
| DEPT 42200 FIRE PROTECTION   |            |                |       |                                |                 |
| 101                          | 12/20/2007 | \$733 33 E     | 42200 | 101 Labor Distribution         | WAGES AND SAL   |
| 101                          | 12/20/2007 | \$12 92 E      | 42200 | 122 Labor Distribution         | CONT TO RET , S |
| 101                          | 12/20/2007 | \$7 01 E       | 42200 | 170 Labor Distribution         | MEDICARE        |
| 101 HOLIDAY FLEET            | 1/8/2008   | \$910 90 E     | 42200 | 212 FUEL                       | MOTOR FUELS &   |
| 101 U S BANK EP-MN-WS41      | 12/20/2007 | \$47 01 E      | 42200 | 212 CREDIT CARD CHARGES - FIRE | MOTOR FUELS &   |
| 101 U S BANK EP-MN-WS41      | 12/20/2007 | \$58 41 E      | 42200 | 212 CREDIT CARD CHARGES - FIRE | MOTOR FUELS &   |
| 101 U S BANK EP-MN-WS41      | 12/20/2007 | \$7 44 E       | 42200 | 212 CREDIT CARD CHARGES - FIRE | MOTOR FUELS &   |
| 101 SPARTAN PROMOTIONAL G    | 1/8/2008   | \$3,442 00 E   | 42200 | 217 LOT FIRE PREVENTION MATERI | MATERIALS & PR  |
| 101 BOUND TREE MEDICAL, LLC  | 1/8/2008   | \$21 45 E      | 42200 | 240 LATEX GLOVES - FIRE DEPART | SMALL TOOLS-E   |
| 101 U S BANK EP-MN-WS41      | 1/8/2008   | \$61 13 E      | 42200 | 306 FEDEX SHIPPING & LATE FEE  | PROF SER-OTHE   |
| 101 CHRIS AMDAHL LOCKSMITH,  | 1/8/2008   | \$157 00 E     | 42200 | 306 REPLACE POP MACHINE LOCK   | PROF SER-OTHE   |

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|----------------------------|------------|----------------|-------|---------------------------------|-----------------|
| 101 MOTORSPORT GRAPHICS &  | 1/8/2008   | \$124 00 E     | 42200 | 306 DECALS FOR CHIEF VEHICLE    | PROF SER-OTHE   |
| 101 MOTORSPORT GRAPHICS &  | 1/8/2008   | \$74 00 E      | 42200 | 306 DECALS FOR CHIEF VEHICLE    | PROF SER-OTHE   |
| 101 ANCOM COMMUNICATIONS I | 1/8/2008   | \$12 00 E      | 42200 | 323 MINITOR IV - FIRE DEPARTMEN | RADIOS-REPAIR   |
| 101 ANCOM COMMUNICATIONS I | 1/8/2008   | \$923 99 E     | 42200 | 323 REMOVED VHF IN OLD AND INT  | RADIOS-REPAIR   |
| 101 ANCOM COMMUNICATIONS I | 1/8/2008   | \$12 00 E      | 42200 | 323 MINITOR IV - FIRE DEPT      | RADIOS-REPAIR   |
| 101 DISTRICT 2             | 1/8/2008   | \$88 29 E      | 42200 | 412 DIR/ID AMBER LIGHT          | REP & MAINT VE  |
| 101 U S BANK EP-MN-WS41    | 12/20/2007 | \$21 29 E      | 42200 | 412 CREDIT CARD CHARGES - FIRE  | REP & MAINT VE  |
| 101 U S BANK EP-MN-WS41    | 1/8/2008   | \$25 12 E      | 42200 | 430 HOILDAY -- LATE PAYMENT     | MISC            |
| 101 U S BANK EP-MN-WS41    | 12/20/2007 | \$87 68 E      | 42200 | 430 CREDIT CARD CHARGES - FIRE  | MISC            |
| 101 U S BANK EP-MN-WS41    | 12/20/2007 | \$45 21 E      | 42200 | 430 CREDIT CARD CHARGES - FIRE  | MISC            |
| 101 METRO FIRE             | 1/8/2008   | \$8,031 35 E   | 42200 | 530 VEHICLE STABLIZATION KIT/MA | CAPITAL OUTLAY  |
| DEPT 42200 FIRE PROTECTION |            | \$14,903 53    |       |                                 |                 |
| DEPT 43100 STREET MAINT    |            |                |       |                                 |                 |
| 101                        | 11/30/2007 | \$132 00 E     | 43100 | 050 Labor Distribution          | SEASONAL/PART   |
| 101                        | 12/13/2007 | \$1,603 20 E   | 43100 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                        | 11/30/2007 | \$1 603 20 E   | 43100 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                        | 12/13/2007 | \$2 052 45 E   | 43100 | 102 Labor Distribution          | OVERTIME        |
| 101                        | 11/30/2007 | \$100 21 E     | 43100 | 121 Labor Distribution          | P E R A         |
| 101                        | 12/13/2007 | \$228 46 E     | 43100 | 121 Labor Distribution          | P E R A         |
| 101                        | 11/30/2007 | \$107 58 E     | 43100 | 122 Labor Distribution          | CONT TO RET , S |
| 101                        | 12/13/2007 | \$226 12 E     | 43100 | 122 Labor Distribution          | CONT TO RET , S |
| 101                        | 12/13/2007 | \$766 09 E     | 43100 | 131 Labor Distribution          | CONT TO EMPLO   |
| 101 MEDICA                 | 12/3/2007  | \$138 77 E     | 43100 | 131 HEALTH INSURANCE            | CONT TO EMPLO   |
| 101                        | 11/30/2007 | \$25 16 E      | 43100 | 170 Labor Distribution          | MEDICARE        |
| 101                        | 12/13/2007 | \$52 89 E      | 43100 | 170 Labor Distribution          | MEDICARE        |
| 101 HOLIDAY FLEET          | 1/8/2008   | \$538 98 E     | 43100 | 212 FUEL                        | MOTOR FUELS &   |
| 101 U S BANK EP-MN-WS41    | 1/8/2008   | \$22 26 E      | 43100 | 220 OXYGEN SERVICE              | OPERATING SUP   |
| 101 WASHINGTON CO TRANSP   | 1/8/2008   | \$555 38 E     | 43100 | 225 SNOW & ICE CONTROL          | SALT & SAND PU  |
| 101 WASHINGTON CO TRANSP   | 1/8/2008   | \$1,148 64 E   | 43100 | 225 SNOW & ICE CONTROL          | SALT & SAND PU  |
| 101 WASHINGTON CO TRANSP   | 1/8/2008   | \$1 791 65 E   | 43100 | 225 SNOW & ICE CONTROL          | SALT & SAND PU  |
| 101 STILLWATER MEDICAL GRO | 1/8/2008   | \$64 00 E      | 43100 | 306 HIPPO MD CHARLES            | PROF SER-OTHE   |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 92 FORD 1FDYK82A5NVA22132   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 66 INTL 416070G211311       | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 88 FORD 1FDYK80J2JVA58853   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 93 FORD 1FDYY82E7PVA17051   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 94 FORD 1FDXK82E8RVA38037   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 90 FORD 2FDLF47G2LCB00809   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 95 FORD 2FTHF26H4SCA78223   | REP & MAINT VE  |
| 101 H&L MESABI             | 1/8/2007   | \$234 99 E     | 43100 | 412 CURB RUNNER CURB SIDE PLO   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 97 CHEV 1GCEC14W5VZ108392   | REP & MAINT VE  |
| 101 DVS RENEWAL            | 1/8/2008   | \$14 50 E      | 43100 | 412 07 STRG 2FZAAWDC97AY56634   | REP & MAINT VE  |
| 101 BUBERL BLACK DIRT      | 1/8/2008   | \$656 04 E     | 43100 | 423 56 YDS BLK DIRT             | SIDEWALKS, CUR  |
| 101 MENARDS-STILLWATER     | 1/8/2008   | \$78 11 E      | 43100 | 423 DRIVEWAY MARKER FLEX        | SIDEWALKS, CUR  |
| 101 BAILEY, CHUCK          | 1/8/2008   | \$26,255 00 E  | 43100 | 423 SIDEWALK PROJECT - 4TH ST   | SIDEWALKS, CUR  |
| DEPT 43100 STREET MAINT    |            | \$38,511 68    |       |                                 |                 |
| DEPT 43160 STREET LIGHTING |            |                |       |                                 |                 |
| 101 XCEL                   | 12/20/2007 | \$41 27 E      | 43160 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 101 XCEL                   | 12/20/2007 | \$33 96 E      | 43160 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| DEPT 43160 STREET LIGHTING |            | \$75 23        |       |                                 |                 |
| DEPT 43200 PARKS           |            |                |       |                                 |                 |
| 101                        | 12/13/2007 | \$900 00 E     | 43200 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                        | 11/30/2007 | \$900 00 E     | 43200 | 101 Labor Distribution          | WAGES AND SAL   |
| 101                        | 12/13/2007 | \$56 25 E      | 43200 | 121 Labor Distribution          | P E R A         |
| 101                        | 11/30/2007 | \$56 25 E      | 43200 | 121 Labor Distribution          | P E R A         |
| 101                        | 11/30/2007 | \$53 79 E      | 43200 | 122 Labor Distribution          | CONT TO RET , S |
| 101                        | 12/13/2007 | \$54 05 E      | 43200 | 122 Labor Distribution          | CONT TO RET , S |
| 101                        | 12/13/2007 | \$233 23 E     | 43200 | 131 Labor Distribution          | CONT TO EMPLO   |

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|-------------------------------------------|------------|--------------|---------|-------|--------------------------------|----------------|
| 101                                       | 11/30/2007 | \$12 58      | E       | 43200 | 170 Labor Distribution         | MEDICARE       |
| 101                                       | 12/13/2007 | \$12 64      | E       | 43200 | 170 Labor Distribution         | MEDICARE       |
| 101 GRAINGER                              | 1/8/2008   | \$124 23     | E       | 43200 | 201 MAT, ENTRANCE, BURGUNDY    | OFFICE SUPPLIE |
| 101 ARAMARK                               | 1/8/2008   | \$29 25      | E       | 43200 | 204 PW-UNIFORM                 | UNIFORMS - VER |
| 101 HOLIDAY FLEET                         | 1/8/2008   | \$6 92       | E       | 43200 | 212 FUEL                       | MOTOR FUELS &  |
| 101 U S BANK EP-MN-WS41                   | 1/8/2008   | \$12 62      | E       | 43200 | 220 STILLWATER FARM STORE      | OPERATING SUP  |
| 101 U S BANK EP-MN-WS41                   | 1/8/2008   | \$209 01     | E       | 43200 | 412 POLFUS GOPHER,INDUSTRIAL   | REP & MAINT VE |
| 101 CARQUEST AUTO PARTS                   | 1/8/2008   | \$6 28       | E       | 43200 | 412 MINIATURE BULB             | REP & MAINT VE |
| 101 CARQUEST AUTO PARTS                   | 1/8/2008   | \$44 40      | E       | 43200 | 412 REMAN ALTERNATOR           | REP & MAINT VE |
| 101 U S BANK EP-MN-WS41                   | 12/14/2007 | \$37 23      | E       | 43200 | 420 PUBLIC WORK CREDIT CARD    | R & M BLDGS ST |
| 101 AIR FRESH PORTABLE TOIL               | 1/8/2008   | \$167 74     | E       | 43200 | 425 MONTHLY RENTAL             | SATILLITIES    |
| DEPT 43200 PARKS                          |            | \$2,916 47   |         |       |                                |                |
| DEPT 43300 CEMETERY                       |            |              |         |       |                                |                |
| 101 HOLIDAY FLEET                         | 1/8/2008   | \$41 12      | E       | 43300 | 212 FUEL                       | MOTOR FUELS &  |
| DEPT 43300 CEMETERY                       |            | \$41 12      |         |       |                                |                |
| FUND 101 GENERAL                          |            | \$165 276 68 |         |       |                                |                |
| FUND 202 DRUG FORFEITURE                  |            |              |         |       |                                |                |
| DEPT 42102 EXPENDITURE OF FORFEITURE MONE |            |              |         |       |                                |                |
| 202 WASH CO CHIEF'S OF POLIC              | 1/8/2008   | \$5 994 29   | E       | 42102 | 530 DOCKING STATION            | CAPITAL OUTLAY |
| 202 WASH CO CHIEF'S OF POLIC              | 1/8/2008   | \$148 74     | E       | 42102 | 530 PD-RECORDS BILLING/ALERTS  | CAPITAL OUTLAY |
| DEPT 42102 EXPENDITURE OF FORFEITURE      |            | \$6,143 03   |         |       |                                |                |
| FUND 202 DRUG FORFEITURE                  |            | \$6,143 03   |         |       |                                |                |
| FUND 207 PARK IMPROVEMENT FUND            |            |              |         |       |                                |                |
| DEPT 44100 PROJECT                        |            |              |         |       |                                |                |
| 207 SANDERS WACKER BERGLY                 | 1/8/2008   | \$2,380 25   | E       | 44100 | 306 BARKER'S ALPS              | PROF SER-OTHE  |
| 207 SANDERS WACKER BERGLY                 | 1/8/2008   | \$9 930 24   | E       | 44100 | 306 LAKESIDE PARK - DESIGN DEV | PROF SER-OTHE  |
| 207 INDUSTRIAL LIGHTING SUPP              | 1/8/2008   | \$250 67     | E       | 44100 | 444 INDUSTRIAL FAN BLADES      | COMMUNITY PRO  |
| 207 XCEL                                  | 12/7/2007  | -\$4,059 68  | E       | 44100 | 530 REVERSING CHECK-PROJECT    | CAPITAL OUTLAY |
| 207 SANDERS WACKER BERGLY                 | 1/8/2008   | \$7,752 00   | E       | 44100 | 530 ROCK CLIMBER               | CAPITAL OUTLAY |
| 207 JANSEN BUILDERS INC                   | 1/8/2008   | \$27 130 86  | E       | 44100 | 530 LAKESIDE PARK PMT # 5      | CAPITAL OUTLAY |
| DEPT 44100 PROJECT                        |            | \$43,384 34  |         |       |                                |                |
| FUND 207 PARK IMPROVEMENT FUND            |            | \$43 384 34  |         |       |                                |                |
| FUND 209 DEVELOPER REIMBURSED PROJECTS    |            |              |         |       |                                |                |
| DEPT 41911 BAYTOWN DEVELOPMENTS           |            |              |         |       |                                |                |
| 209 ECKBERG, LAMMERS, BRIG                | 1/8/2008   | \$312 50     | E       | 41911 | 300 WATER EXTENTION TO BAYTO   | PROF SER-LEGAL |
| DEPT 41911 BAYTOWN DEVELOPMENTS           |            | \$312 50     |         |       |                                |                |
| DEPT 41912 INSPIRATION                    |            |              |         |       |                                |                |
| 209 ECKBERG, LAMMERS BRIG                 | 1/8/2008   | \$63 72      | E       | 41912 | 300 INSPIRATION DEVELOPMENT    | PROF SER-LEGAL |
| DEPT 41912 INSPIRATION                    |            | \$63 72      |         |       |                                |                |
| FUND 209 DEVELOPER REIMBURSED PROJECTS    |            | \$376 22     |         |       |                                |                |
| FUND 211 LIBRARY                          |            |              |         |       |                                |                |
| DEPT 45500 LIBRARY                        |            |              |         |       |                                |                |
| 211                                       | 11/30/2007 | \$2,642 31   | E       | 45500 | 050 Labor Distribution         | SEASONAL/PART  |
| 211                                       | 12/13/2007 | \$2,612 13   | E       | 45500 | 050 Labor Distribution         | SEASONAL/PART  |
| 211                                       | 11/30/2007 | \$2,549 81   | E       | 45500 | 101 Labor Distribution         | WAGES AND SAL  |
| 211                                       | 12/13/2007 | \$2 549 81   | E       | 45500 | 101 Labor Distribution         | WAGES AND SAL  |

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| 211                          | 12/13/2007 | \$307 97    | E       | 45500 | 121 Labor Distribution           | P E R A         |
| 211                          | 11/30/2007 | \$306 46    | E       | 45500 | 121 Labor Distribution           | P E R A         |
| 211                          | 12/13/2007 | \$313 85    | E       | 45500 | 122 Labor Distribution           | CONT TO RET S   |
| 211                          | 11/30/2007 | \$315 72    | E       | 45500 | 122 Labor Distribution           | CONT TO RET S   |
| 211                          | 12/13/2007 | \$554 32    | E       | 45500 | 131 Labor Distribution           | CONT TO EMPLO   |
| 211                          | 12/13/2007 | \$73 39     | E       | 45500 | 170 Labor Distribution           | MEDICARE        |
| 211                          | 11/30/2007 | \$73 83     | E       | 45500 | 170 Labor Distribution           | MEDICARE        |
| 211 BAKER & TAYLOR           | 1/8/2008   | \$941 79    | E       | 45500 | 217 LIBRARY - MATERIAL           | MATERIALS & PR  |
| 211 BAKER & TAYLOR           | 1/8/2008   | \$308 46    | E       | 45500 | 217 LIBRARY - MATERIAL           | MATERIALS & PR  |
| 211 BAKER & TAYLOR           | 1/8/2008   | \$102 00    | E       | 45500 | 217 LIBRARY - MATERIAL           | MATERIALS & PR  |
| 211 WASHINGTON COUNTY LIBR   | 1/8/2008   | \$846 45    | E       | 45500 | 217 LIB- REFERENCE INVOICES      | MATERIALS & PR  |
| 211 INNOVATIVE OFFICE SOLUTI | 1/8/2008   | \$14 72     | E       | 45500 | 220 LIB-NYLON RIBBON FOR PANA    | OPERATING SUP   |
| 211 GAYLORD BROS             | 1/8/2008   | \$52 49     | E       | 45500 | 220 LIB - ID CARD VINYL SLEEVE   | OPERATING SUP   |
| 211 DEMCO                    | 1/8/2008   | \$224 25    | E       | 45500 | 240 LIB- THIN LINE 3 SHELF BOOKT | SMALL TOOLS-E   |
| 211 TRU-CLEAN MAINTENANCE    | 1/8/2008   | \$1 350 00  | E       | 45500 | 302 LIB- CLEANING                | CONTRACT SERV   |
| 211 ACERS, TRISHA            | 1/8/2008   | \$1,200 00  | E       | 45500 | 302 LIB - STORY HOUR READINGS    | CONTRACT SERV   |
| 211 OFFICE OF ENT TECHNOLO   | 1/8/2008   | \$60 50     | E       | 45500 | 321 LIB-COMMUNICATIONS           | COMMUNICATION   |
| 211 INTEGRA TELECOM          | 1/8/2008   | \$19 72     | E       | 45500 | 321 LIB- COMMUNICATION           | COMMUNICATION   |
| 211 XCEL                     | 12/20/2007 | \$8 33      | E       | 45500 | 380 ELECTRIC/GAS                 | ELECTRIC SERVI  |
| 211 TOSHIBA BUSINESS SOLUTI  | 1/8/2008   | \$18 16     | E       | 45500 | 416 LIB- BAND 1                  | REPAIR/MAINT O  |
| 211 ECOWATER                 | 1/8/2008   | \$8 25      | E       | 45500 | 420 LIB-MONTHLY RENT ON COOLE    | R & M BLDGS ST  |
| 211 MINNESOTA ELEVATOR       | 1/8/2008   | \$133 67    | E       | 45500 | 420 LIB - SPLS/NLT               | R & M BLDGS ST  |
| 211 PLUNKETT'S PEST CONTRO   | 1/8/2008   | \$93 60     | E       | 45500 | 420 LIB- CRWLING INSECTS & MICE  | R & M BLDGS ST  |
| DEPT 45500 LIBRARY           |            | \$17,681 99 |         |       |                                  |                 |
| FUND 211 LIBRARY             |            | \$17 681 99 |         |       |                                  |                 |
| FUND 601 WATER               |            |             |         |       |                                  |                 |
| DEPT 46110 WATER-PUMPHOUSE   |            |             |         |       |                                  |                 |
| 601 XCEL                     | 12/20/2007 | \$308 12    | E       | 46110 | 380 ELECTRIC/GAS                 | ELECTRIC SERVI  |
| 601 XCEL                     | 12/20/2007 | \$487 88    | E       | 46110 | 380 ELECTRIC/GAS                 | ELECTRIC SERVI  |
| 601 XCEL                     | 12/20/2007 | \$558 44    | E       | 46110 | 380 ELECTRIC/GAS                 | ELECTRIC SERVI  |
| DEPT 46110 WATER-PUMPHOUSE   |            | \$1,354 44  |         |       |                                  |                 |
| DEPT 46120 WATER             |            |             |         |       |                                  |                 |
| 601                          | 12/13/2007 | \$2,920 44  | E       | 46120 | 101 Labor Distribution           | WAGES AND SAL   |
| 601                          | 11/30/2007 | \$2,876 52  | E       | 46120 | 101 Labor Distribution           | WAGES AND SAL   |
| 601                          | 11/30/2007 | \$179 82    | E       | 46120 | 121 Labor Distribution           | P E R A         |
| 601                          | 12/13/2007 | \$182 57    | E       | 46120 | 121 Labor Distribution           | P E R A         |
| 601                          | 11/30/2007 | \$171 20    | E       | 46120 | 122 Labor Distribution           | CONT TO RET , S |
| 601                          | 12/13/2007 | \$173 92    | E       | 46120 | 122 Labor Distribution           | CONT TO RET , S |
| 601 MEDICA                   | 12/3/2007  | \$138 77    | E       | 46120 | 131 HEALTH INSURANCE             | CONT TO EMPLO   |
| 601                          | 12/13/2007 | \$940 61    | E       | 46120 | 131 Labor Distribution           | CONT TO EMPLO   |
| 601                          | 11/30/2007 | \$40 05     | E       | 46120 | 170 Labor Distribution           | MEDICARE        |
| 601                          | 12/13/2007 | \$40 68     | E       | 46120 | 170 Labor Distribution           | MEDICARE        |
| 601 BUSINESS FORMS & ACCOU   | 1/8/2008   | \$132 73    | E       | 46120 | 201 LASER W 2 s                  | OFFICE SUPPLIE  |
| 601 HOLIDAY FLEET            | 1/8/2008   | \$276 10    | E       | 46120 | 212 FUEL                         | MOTOR FUELS &   |
| 601 U S BANK EP-MN-WS41      | 12/14/2007 | \$12 57     | E       | 46120 | 216 PUBLIC WORK CREDIT CARD      | CHEMICALS AND   |
| 601 U S BANK EP-MN-WS41      | 1/8/2008   | \$14 10     | E       | 46120 | 216 MAPLE ISLAND HARDWARE        | CHEMICALS AND   |
| 601 HAWKINS WATER            | 1/8/2008   | \$20 00     | E       | 46120 | 216 WATER DEPT CHEMICALS         | CHEMICALS AND   |
| 601 HAWKINS WATER            | 1/8/2008   | \$75 10     | E       | 46120 | 216 WATER DEPT CHEMICALS         | CHEMICALS AND   |
| 601 U S BANK EP-MN-WS41      | 12/14/2007 | \$2 15      | E       | 46120 | 216 PUBLIC WORK CREDIT CARD      | CHEMICALS AND   |
| 601 HAWKINS WATER            | 1/8/2008   | \$4,953 07  | E       | 46120 | 216 WATER DEPT CHEMICALS         | CHEMICALS AND   |
| 601 HAWKINS WATER            | 1/8/2008   | \$72 29     | E       | 46120 | 216 WATER DEPT CHEMICALS         | CHEMICALS AND   |
| 601 U S BANK EP-MN-WS41      | 12/14/2007 | \$11 09     | E       | 46120 | 220 PUBLIC WORK CREDIT CARD      | OPERATING SUP   |
| 601 MENARDS-STILLWATER       | 1/8/2008   | \$71 74     | E       | 46120 | 220 MAGNE LIGHT/SILVEROZIDE &    | OPERATING SUP   |
| 601 U S BANK EP-MN-WS41      | 12/14/2007 | \$294 25    | E       | 46120 | 220 PUBLIC WORK CREDIT CARD      | OPERATING SUP   |
| 601 BLUESTONE ENGINEERING    | 1/8/2008   | \$1,086 03  | E       | 46120 | 301 CONSULTING                   | PROF SER-ENGIN  |
| 601 BLUESTONE ENGINEERING    | 1/8/2008   | \$380 00    | E       | 46120 | 301 CONSULTING                   | PROF SER-ENGIN  |
| 601 S E H                    | 1/8/2008   | \$103 47    | E       | 46120 | 301 COUNCIL MTG                  | PROF SER-ENGIN  |

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| 601 BLUESTONE ENGINEERING        | 1/8/2008   | \$225 00 E     | 46120 | 301 CONSULTING                  | PROF SER-ENGIN  |
| 601 MANAGEMENT SERVICES          | 12/31/2007 | \$113 63 E     | 46120 | 302 CONSULTING                  | CONTRACT SERV   |
| 601 MANAGEMENT SERVICES          | 12/28/2007 | \$1,174 13 E   | 46120 | 302 CONSULTING                  | CONTRACT SERV   |
| 601 MANAGEMENT SERVICES          | 12/14/2007 | \$1,174 13 E   | 46120 | 302 CONTRACT                    | CONTRACT SERV   |
| 601 ONE CALL CONCEPTS            | 1/8/2008   | \$37 70 E      | 46120 | 307 GOPHER STATE ONE CALL       | GOPHER STATE    |
| 601 POSTMASTER                   | 12/31/2007 | \$91 11 E      | 46120 | 322 WS BILLS                    | POSTAGE         |
| 601 BAYPORT PRINTING HOUSE,      | 1/8/2008   | \$317 72 E     | 46120 | 350 NEW LETTER                  | PRINTING & PUBL |
| 601 XCEL                         | 12/20/2007 | \$15 70 E      | 46120 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 601 XCEL                         | 12/20/2007 | \$128 71 E     | 46120 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 601 XCEL                         | 12/20/2007 | \$539 10 E     | 46120 | 380 ELECTRIC/GAS                | ELECTRIC SERVI  |
| 601 DVS RENEWAL                  | 1/8/2008   | \$14 50 E      | 46120 | 412 97 CHEV 1GCEC19W2VE148719   | REP & MAINT VE  |
| 601 HD SUPPLY WATERWORKS         | 1/4/2008   | -\$67 67 E     | 46120 | 419 WATER SUPPLIES AND MATERI   | REPAIR & MAINT  |
| 601 HD SUPPLY WATERWORKS         | 1/4/2008   | \$3,448 12 E   | 46120 | 419 WATER SUPPLIES AND MATERI   | REPAIR & MAINT  |
| 601 U S BANK EP-MN-WS41          | 12/14/2007 | \$13 27 E      | 46120 | 419 PUBLIC WORK CREDIT CARD     | REPAIR & MAINT  |
| 601 MINNESOTA PIPE & EQUIPM      | 1/8/2008   | \$676 82 E     | 46120 | 419 ANGLE METER VALVE S         | REPAIR & MAINT  |
| 601 MILLER EXCAVATING            | 1/8/2008   | \$4,185 12 E   | 46120 | 419 LOCATED WATER MAIN          | REPAIR & MAINT  |
| 601 MINNESOTA RURAL WATER        | 1/4/2008   | \$210 00 E     | 46120 | 433 MEMBERSHIP 2/2008-2/2009    | DUES & MEMBER   |
| DEPT 46120 WATER                 |            | \$27 466 36    |       |                                 |                 |
| FUND 601 WATER                   |            | \$28,820 80    |       |                                 |                 |
| FUND 602 SEWER                   |            |                |       |                                 |                 |
| DEPT 46200 SEWER - OPERATING     |            |                |       |                                 |                 |
| 602                              | 11/30/2007 | \$3 776 48 E   | 46200 | 101 Labor Distribution          | WAGES AND SAL   |
| 602                              | 12/13/2007 | \$3,820 41 E   | 46200 | 101 Labor Distribution          | WAGES AND SAL   |
| 602                              | 11/30/2007 | \$235 98 E     | 46200 | 121 Labor Distribution          | P E R A         |
| 602                              | 12/13/2007 | \$238 73 E     | 46200 | 121 Labor Distribution          | P E R A         |
| 602                              | 11/30/2007 | \$224 95 E     | 46200 | 122 Labor Distribution          | CONT TO RET , S |
| 602                              | 12/13/2007 | \$227 95 E     | 46200 | 122 Labor Distribution          | CONT TO RET , S |
| 602 MEDICA                       | 12/13/2007 | \$138 83 E     | 46200 | 131 HEALTH INSURANCE            | CONT TO EMPLO   |
| 602                              | 12/13/2007 | \$1,173 78 E   | 46200 | 131 Labor Distribution          | CONT TO EMPLO   |
| 602                              | 11/30/2007 | \$52 59 E      | 46200 | 170 Labor Distribution          | MEDICARE        |
| 602                              | 12/13/2007 | \$53 29 E      | 46200 | 170 Labor Distribution          | MEDICARE        |
| 602 BUSINESS FORMS & ACCOU       | 1/8/2008   | \$132 72 E     | 46200 | 201 LASER W 2 s                 | OFFICE SUPPLIE  |
| 602 U S BANK EP-MN-WS41          | 12/14/2007 | \$78 38 E      | 46200 | 201 PUBLIC WORK CREDIT CARD     | OFFICE SUPPLIE  |
| 602 ARAMARK                      | 1/8/2008   | \$153 26 E     | 46200 | 206 PW-UNIFORM                  | UNIFORMS - PW   |
| 602 ARAMARK                      | 1/8/2008   | \$132 05 E     | 46200 | 206 PW-UNIFORM                  | UNIFORMS - PW   |
| 602 ARAMARK                      | 1/8/2008   | \$118 41 E     | 46200 | 206 PW-UNIFORM                  | UNIFORMS - PW   |
| 602 HOLIDAY FLEET                | 1/8/2008   | \$212 88 E     | 46200 | 212 FUEL                        | MOTOR FUELS &   |
| 602 MANAGEMENT SERVICES          | 12/14/2007 | \$1,174 13 E   | 46200 | 302 CONTRACT                    | CONTRACT SERV   |
| 602 MANAGEMENT SERVICES          | 12/31/2007 | \$113 63 E     | 46200 | 302 CONSULTING                  | CONTRACT SERV   |
| 602 MANAGEMENT SERVICES          | 12/28/2007 | \$1,174 13 E   | 46200 | 302 CONSULTING                  | CONTRACT SERV   |
| 602 POSTMASTER                   | 12/31/2007 | \$91 10 E      | 46200 | 322 WS BILLS                    | POSTAGE         |
| 602 CARQUEST AUTO PARTS          | 1/8/2008   | \$32 72 E      | 46200 | 412 LUBE DIESEL FUEL            | REP & MAINT VE  |
| 602 CARQUEST AUTO PARTS          | 1/8/2008   | \$135 33 E     | 46200 | 412 CABLE TIE ELECT TAPE, FITTI | REP & MAINT VE  |
| 602 CARQUEST AUTO PARTS          | 1/8/2008   | \$4 20 E       | 46200 | 412 HEATER HOSE                 | REP & MAINT VE  |
| 602 U S BANK EP-MN-WS41          | 1/8/2008   | \$27 36 E      | 46200 | 419 ACE HARDWARE                | REPAIR & MAINT  |
| 602 NEENAH FOUNDRY COMPAN        | 1/8/2007   | \$253 47 E     | 46200 | 419 FRAME / SOLID PLATEN LD     | REPAIR & MAINT  |
| 602 FASTENAL                     | 1/8/2008   | \$45 54 E      | 46200 | 419 SUPPLIES                    | REPAIR & MAINT  |
| 602 U S BANK EP-MN-WS41          | 1/8/2008   | \$139 26 E     | 46200 | 419 CMC - ROBERTS               | REPAIR & MAINT  |
| 602 OVERHEAD DOOR COMPAN         | 1/8/2008   | \$2,889 51 E   | 46200 | 419 BROKEN SPRING ON SO MAIN    | REPAIR & MAINT  |
| 602 MENARDS-STILLWATER           | 1/8/2008   | \$24 03 E      | 46200 | 419 FAST SET CONCRETE MIX       | REPAIR & MAINT  |
| 602 ENGINEERED PRESSURE W        | 1/8/2008   | \$187 50 E     | 46200 | 419 SERVICE CALL CHEMICAL INJE  | REPAIR & MAINT  |
| 602 ACTION RENTAL                | 1/8/2008   | \$34 08 E      | 46200 | 419 DRILL POT HAM, EL BOSC SD   | REPAIR & MAINT  |
| 602 ELECTRO WATCHMAN, INC        | 1/8/2008   | \$60 00 E      | 46200 | 420 98 2ND ST SO                | R & M BLDGS, ST |
| 602 JOHN J MORGAN COMPANY        | 1/8/2007   | \$954 77 E     | 46200 | 420 STAINLESS STEEL TUBES AND   | R & M BLDGS ST  |
| DEPT 46200 SEWER - OPERATING     |            | \$18 111 45    |       |                                 |                 |
| DEPT 46990 SEWER - NON-OPERATING |            |                |       |                                 |                 |
| 602 METROPOLITAN COUNCIL (S      | 1/8/2008   | \$23,684 61 E  | 46990 | 434 MONTHLY CHARGE ON ANNUA     | STATE FEES FOR  |

CITY OF BAYPORT

01/04/08 12:54 PM

Page 8

MONTHLY EXPENSES

Period Name DECEMBER

| FUND Search Name                 | Tran Date | Amount       | Act Typ | DEPT  | OBJ Comments                | OBJ Descr    |
|----------------------------------|-----------|--------------|---------|-------|-----------------------------|--------------|
| DEPT 46990 SEWER - NON-OPERATING |           | \$23,684.61  |         |       |                             |              |
| FUND 602 SEWER                   |           | \$41,796.06  |         |       |                             |              |
| FUND 803 P & Z ESCROWS           |           |              |         |       |                             |              |
| DEPT 80001 ANDERSEN ESCROW       |           |              |         |       |                             |              |
| 803 WASHINGTON COUNTY            | 1/8/2008  | \$46.00      | E       | 80001 | 815 EASEMENT                | ESCROW EXPEN |
| DEPT 80001 ANDERSEN ESCROW       |           | \$46.00      |         |       |                             |              |
| DEPT 80011 CAPTAINS CORNER       |           |              |         |       |                             |              |
| 803 WASHINGTON COUNTY            | 12/7/2007 | -\$62.00     | E       | 80011 | 815 REVERSING CHECK-ALREADY | ESCROW EXPEN |
| DEPT 80011 CAPTAINS CORNER       |           | -\$62.00     |         |       |                             |              |
| FUND 803 P & Z ESCROWS           |           | -\$16.00     |         |       |                             |              |
|                                  |           | \$303,463.12 |         |       |                             |              |

## City of Bayport

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

---

### Building Permit Log

For: December, 2007

Printed 12/28/2007

Page 1 of 1

---

**Permit Number:** PL2007-29

**Parcel Address:** 101 2nd Avenue So Bldg 13S

**Applicant:** NEW MECH COMPANIES  
NEW MECH COMPANIES

**Construction Value:** \$18,688 00

**Filing Date:** 12/10/2007

Bayport, MN 55003

**Applicant Phone:** 651-645-0451

**Total Fees:** \$234 10

---



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

---

Date January 2, 2008  
To Mayor and City Council  
From Mike McGuire, City Administrator

**Subject: 2008 Refuse Hauling Licenses**

The following companies have successfully completed the application and fee process to be licensed as a refuse hauler in the City of Bayport.

- Allied Waste Services of North America  
Inver Grove Heights, Minnesota
- Horak, Inc., d/b/a River City Services  
Bayport, Minnesota
- Max Todo Marine Services, Inc.  
Stillwater, Minnesota
- Ray Anderson & Sons Co., Inc., d/b/a/ Dumpster Box Services  
St. Paul, Minnesota
- Shamrock Disposal, Inc.  
Blaine, Minnesota
- Tennis Roll Off, LLC  
St. Paul Park, Minnesota

In addition, the following companies have indicated their application is being processed:

- Maroney's Sanitation  
Stillwater, Minnesota
- Waste Management of Minnesota, Inc.  
Blaine, 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 2008, provided all application materials are received and fees paid.



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

---

Date: December 10, 2007  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Subject: Non-unionized employee paid holidays for 2008

### ***BACKGROUND***

The City Council shall establish the number of employee paid holidays for 2008. In the past, the City Council has approved 11 designated paid holidays and 1 paid personal holiday each year. The suggested designated holidays are as follows.

|                              |             |
|------------------------------|-------------|
| New Year's Day               | January 1   |
| Martin Luther King Jr. Day   | January 21  |
| President's Day              | February 18 |
| Memorial Day                 | May 26      |
| Independence Day             | July 4      |
| Labor Day                    | September 1 |
| Veteran's Day                | November 11 |
| Thanksgiving Day             | November 27 |
| Friday after Thanksgiving    | November 28 |
| Christmas Eve Day - 1/2 day  | December 24 |
| Christmas Day                | December 25 |
| Friday after Christmas       | December 26 |
| New Year's Eve Day - 1/2 day | December 31 |

The City Council has included Columbus Day as a paid holiday in the past, but employees prefer to forego this holiday in exchange for 1/2 day on Christmas Eve (December 24<sup>th</sup>) and 1/2 day on New Year's Eve (December 31<sup>st</sup>). In addition, employees wish to designate their 1 paid personal holiday to be used the day after Christmas (December 26<sup>th</sup>).

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion to approve the employee designated paid holidays listed above for 2008.

BUDGET YEAR 2008

FAIR SHARE FORMULA

= COST X % USE + % OF TOTAL VALUE

|                   | TAX CAPACITY VALUE (2007)<br>(Per Washington County Web Site) | % OF TOTAL     |
|-------------------|---------------------------------------------------------------|----------------|
| Bayport           | 2,854,490                                                     | 13.46%         |
| Oak Park Heights  | 8,471,738                                                     | 39.96%         |
| Baytown Township  | 3,325,599                                                     | 15.69%         |
| West Lakeland Twp | 6,550,530                                                     | 30.90%         |
| <b>TOTAL</b>      | <b>21,202,357</b>                                             | <b>100.00%</b> |

ANNUAL FIRE AND RESCUE RUNS (Provided by Mike Bell & Scott Radke)

|                   | 2003 | 2004 | 2005 | 2006 | AVG        | % OF TOTAL     |
|-------------------|------|------|------|------|------------|----------------|
| Bayport           | 207  | 150  | 170  | 155  | 171        | 26.39%         |
| Oak Park Heights  | 286  | 313  | 366  | 421  | 347        | 53.64%         |
| Baytown Township  | 44   | 26   | 42   | 42   | 39         | 5.96%          |
| West Lakeland Twp | 91   | 98   | 93   | 80   | 91         | 14.01%         |
| <b>TOTAL</b>      |      |      |      |      | <b>646</b> | <b>100.00%</b> |

**2008 Budget for Fire Department = 288,469**

|                | BAYPORT   | OAK PARK HEIGHTS | BAYTOWN TOWNSHIP | WEST LAKELAND |           |
|----------------|-----------|------------------|------------------|---------------|-----------|
| ASSESSED VALUE | 13.46%    | 39.96%           | 15.69%           | 30.90%        |           |
| % OF USE       | 26.39%    | 53.64%           | 5.96%            | 14.01%        |           |
|                | 39.86%    | 93.59%           | 21.64%           | 44.90%        |           |
| DIVIDED BY 2   | 19.93%    | 46.80%           | 10.82%           | 22.45%        | 100.00%   |
| FAIR SHARE =   | \$57,486  | \$134,995        | \$31,219         | \$64,768      | \$288,469 |
| REVENUE =      | \$230,983 |                  |                  |               |           |

\*\*Fire and Rescue Runs" include false alarms and Carbon Monoxide alarms



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

---

DATE: January 1, 2008  
TO: Mayor and City Council  
FROM: Mike McGuire, City Administrator  
RE: Annual step increase for Building Official

***BACKGROUND***

Employees are eligible to earn step increases, based on performance, according to years employed with the city. As of January 2, 2008, John Buckley has been Building Official for 2 years and is eligible for an annual step increase. I met with John to discuss his performance and I am recommending a step increase.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving an annual step increase for John Buckley, Building Official, from step 7 to step 8, to reflect a salary of \$66,693.00, effective January 2, 2008.



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

---

DATE: January 1, 2008  
TO: Mayor and City Council  
FROM: Mike McGuire, City Administrator  
RE: Annual step increase for Assistant City Administrator

***BACKGROUND***

Employees are eligible to earn step increases, based on performance, according to years employed with the city. As of October 27, 2007, Sara Taylor has been with the city for 4 years, most recently in the position of Assistant City Administrator, which was reclassified January 1, 2007. As such, she is eligible for an annual step increase. I met with Sara to discuss his performance and I am recommending a step increase.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving an annual step increase for Sara Taylor, Assistant City Administrator, from step 2 to step 3, to reflect a salary of \$56,297.00, effective January 1, 2008.



# AIA®

# Document G701™ - 2001

## Change Order

|                                                                                                                                        |                                                                                                                                   |                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT</b> <i>(Name and address)</i><br>Lakeside Park Phase I<br>2 Central Avenue, Bayport, Minnesota<br>55003                     | <b>CHANGE ORDER NUMBER:</b> 002<br><b>DATE:</b> November 29, 2007                                                                 | <b>OWNER</b> <input checked="" type="checkbox"/><br><b>ARCHITECT</b> <input checked="" type="checkbox"/><br><b>CONTRACTOR</b> <input checked="" type="checkbox"/><br><b>FIELD</b> <input type="checkbox"/><br><b>OTHER</b> <input type="checkbox"/> |
| <b>TO CONTRACTOR</b> <i>(Name and address)</i><br>Jansen Builders Inc<br>1323 Southview Blvd<br>Suite 203<br>South St. Paul, Mn. 55075 | <b>ARCHITECT'S PROJECT NUMBER:</b> 06-1004 00<br><b>CONTRACT DATE:</b> June 06, 2007<br><b>CONTRACT FOR:</b> General Construction |                                                                                                                                                                                                                                                     |

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

- |                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| 1 Provide solid plastic urinal screen at toilet room                     | \$436 00  |
| 2 Provide WWF and dowels at concrete patio                               | \$563 50  |
| 3 Install (2) owner provided ceiling fans and associated control wiring  | \$1200 00 |
| 4 Provide (2) coats of wood sealer at interior of wood windows and doors | \$2420 00 |
| 5 Correct Change Order #1 calculation error                              | ( \$8 00) |

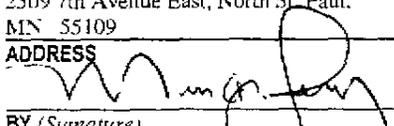
|                                                                          |    |            |
|--------------------------------------------------------------------------|----|------------|
| The original Contract Sum was                                            | \$ | 298,300 00 |
| The net change by previously authorized Change Orders                    | \$ | 5,488 20   |
| The Contract Sum prior to this Change Order was                          | \$ | 303,788 20 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ | 4,611 50   |
| The new Contract Sum including this Change Order will be                 | \$ | 308,399 70 |

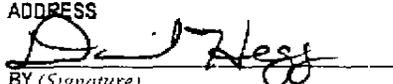
The Contract Time will be unchanged by Zero ( 0 ) days

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor in which case a Change Order is executed to supersede the Construction Change Directive

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MLA Architects  
**ARCHITECT** *(Firm name)*  
2509 7th Avenue East, North St. Paul,  
MN 55109  
**ADDRESS**  
  
**BY** *(Signature)*  
Mark A. Lenz AIA  
*(Typed name)*  
11/29/07  
**DATE**

Jansen Builders Inc  
**CONTRACTOR** *(Firm name)*  
1323 Southview Blvd, Suite 203, South St.  
Paul, Mn 55075  
**ADDRESS**  
  
**BY** *(Signature)*  
David Hegg  
*(Typed name)*  
12/3/07  
**DATE**

City of Bayport  
**OWNER** *(Firm name)*  
294 North 3rd Street, Bayport, Minnesota  
55003  
**ADDRESS**  
  
**BY** *(Signature)*  
Mike McGuire  
*(Typed name)*  
**DATE**



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

---

**Date:** December 27, 2007

**To:** Mayor and City Council  
City Administrator Mike McGuire

**From:** Chief of Police Laura Eastman

**Subject:** Police Department Grant Agreement for Operation NightCAP 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 Operation NightCAP which seeks to increase protection by enhancement of enforcement of DUI laws. The enhancement enforcement duration is January 1, 2008 thru September 30, 2008.

#### **RECOMMENDATION**

It is recommended that the City Council approve a request to enter into a grant agreement for the Operation NightCAP project. I wish to designate Jay Jackson as the administrator of the project grant, on 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 Operation NightCAP during the period of January 1, 2008 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 authorized representative, Lt. Bruce Brynell with the Department of Public Safety, is hereby authorized to be the fiscal agent and administer this grant on behalf of the Bayport Police Department.

I certify that the above resolution was adopted by the Bayport City Council of Bayport, Minnesota on January 7, 2008.

**SIGNED:**

**WITNESSETH:**

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

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

Jon Nowaczek, Mayor

(Name/Title)

Mike McGuire, Administrator

(Name/Title)

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

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



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

---

Date December 26, 2007

To Mayor and City Council  
City Administrator Michael McGuire

From: Police Chief Laura Eastman

**Subject: First State Bank and Trust Donation**

Please consider this memorandum as a request to accept \$250.00 from the First State Bank and Trust of Bayport. Bank President Pete Clements mailed a letter thanking the police department for "protecting and serving the bank" in 2007. I would like to place the donation in the Capital Improvement Plan for future department needs.

### SETTLEMENT AGREEMENT AND RELEASE

This **AGREEMENT** is made by and between the City of Bayport, a Minnesota municipal corporation, including its current and former officers, trustees, employees, agents, representatives, and independent contractors, (hereinafter the "EMPLOYER") and Gloria Sell, (hereinafter the "EMPLOYEE"), as of the date provided below as indicated by the parties.

**WHEREAS**, the EMPLOYEE was employed by the EMPLOYER as EMPLOYER'S Finance Officer; and

**WHEREAS**, the EMPLOYEE was relieved of her duties as Finance Officer by City Administrator, Michael McGuire, on August 30, 2007; and

**WHEREAS**, EMPLOYEE'S employment with EMPLOYER terminated as of September 10, 2007 upon a unanimous vote by the City Council for the City of Bayport; and

**WHEREAS**, the EMPLOYER denies that the EMPLOYEE'S employment and departure from employment gave rise to any violations of the law or other valid claims and maintains that the EMPLOYEE was paid all amounts which were due and owing to EMPLOYEE during her employment tenure, as well as upon her departure from the EMPLOYER;

**NOW THEREFORE**, in consideration of the foregoing and in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Upon the full execution of this Agreement, EMPLOYER agrees to pay the EMPLOYEE her regular compensation for the time period beginning on August 31, 2007 and ending September 10, 2007.

2. Upon the full execution of this Agreement, EMPLOYER agrees to ensure that EMPLOYEE is retroactively listed as an insured under its health insurance policy for the month of September, 2007.
3. EMPLOYEE shall be solely responsible for the tax consequences of the payment identified above and shall defend, indemnify and hold harmless EMPLOYER and the released persons and entities from and against any and all tax-related claims, penalties, or any other liability associated with the above payments.
4. EMPLOYEE acknowledges that she will not be reinstated or reemployed by the EMPLOYER.
5. EMPLOYEE specifically waives all claims, remedies, awards and rights to any further compensation, payments, attorney's fees, costs, benefits and/or expenses related in any way to her employment or departure from employment with the EMPLOYER.
6. EMPLOYEE represents that she will not further file any complaint, charge or claim against the EMPLOYER with any local, state or federal agency or court that is related in any way to the EMPLOYEE'S employment or termination of employment with the EMPLOYER, and that if any agency or court assumes jurisdiction of any such complaint or charge against the EMPLOYER on behalf of the EMPLOYEE, she will request that such agency or court dismiss such matter.
7. EMPLOYEE agrees to not make any oral or written communication to any person or entity which has the effect of damaging the reputation of, or otherwise working in any way to the detriment of, EMPLOYER. EMPLOYER agrees to not make any oral or written communication to any person or entity which has the effect of damaging the reputation of, or otherwise working in any way to the detriment of, EMPLOYEE. EMPLOYER further agrees that if contacted for an employment reference, it will only

confirm EMPLOYEE'S dates of employment and compensation rate. EMPLOYER agrees to make no further representations regarding EMPLOYEE'S employment status

8. As a material inducement to the EMPLOYER to enter this Settlement Agreement and Release, the EMPLOYEE hereby irrevocably and unconditionally releases, acquits and forever discharges the EMPLOYER and each of the EMPLOYER'S predecessors, successors, assigns, current and former agents, trustees, officers, employees, representatives, independent contractors, affiliates and all other persons acting by, through, under or in concert with any of them (collectively "Releases") from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, actions, damages, expenses (including attorney's fees and costs actually incurred) or rights of any and every kind or nature, accrued or unaccrued, known or unknown, which the EMPLOYEE now has or claims to have or which she at any time hereinafter may have or claim to have, through the date of the execution of this Agreement, against each or any of the Releases that is in any way related to the EMPLOYEE'S employment with the EMPLOYER, including but not limited to, compensation and benefits allegedly due and owing including but not limited to: any claims for wrongful discharge, claims for retaliation, claims for sexual harassment, claims for defamation, claims under the Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act, the Rehabilitation Act of 1973, the Americans With Disabilities Act; the Minnesota Human Rights Act, the Age Discrimination in Employment Act, or any other state or federal laws.
9. This Settlement Agreement and Release shall be binding upon the parties and their heirs, administrators, representatives, executors, successors and assigns and shall inure to their respective benefit and to the benefit of their heirs, administrators, representatives, executors, successors and assigns.

10. The parties understand and agree that this Settlement Agreement and Release is final and binding and constitutes the complete and exclusive statement of the terms and conditions of settlement, that no representations or commitments were made by the parties to induce this Agreement other than as expressly set forth herein. EMPLOYEE further represents that she has had the opportunity and time to consult with legal counsel of her choice concerning the provisions of this Agreement and that she has been given sufficient time in which to consider this Agreement.

11. The EMPLOYEE acknowledges that:

- a. she has carefully read this document;
- b. a copy of the document was available to him prior to the execution;
- c. she has been given adequate time in which to execute the Agreement,
- d. she knows and understands the provisions of the document; and that she has signed the document at her own free act and deed.

12. This Agreement may not be modified or supplemented except by a subsequent written agreement signed by both parties.

13. It is understood and agreed that the construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Minnesota.

14. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

**IN WITNESS WHEREOF**, the parties herein execute this Settlement Agreement and Release as of the date appearing next to their signatures.

**[Signatures on Following Page]**

CITY OF BAYPORT:

By: [Signature] Date: [Signature]  
Jonathan Nowaczek, Mayor

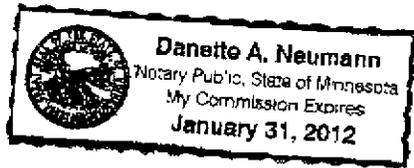
THIS IS A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS. BY SIGNING BELOW, THE EMPLOYEE REPRESENTS AND AGREES THAT SHE HAS CAREFULLY READ THIS ENTIRE DOCUMENT AND FULLY UNDERSTANDS THE PROVISIONS OF THIS FIVE (5) PAGE AGREEMENT. THAT A COPY OF THIS DOCUMENT WAS AVAILABLE AND PROVIDED TO HER PRIOR TO EXECUTION AND, TO THE EXTENT SHE DESIRES, SHE HAS AVAILED HERSELF OF THE OPPORTUNITY TO DISCUSS THIS AGREEMENT WITH A PRIVATE ATTORNEY OF HER CHOOSING, AND THAT SHE HAS VOLUNTARILY ENTERED TO THIS AGREEMENT.

[Signature] Date: 12/28/07  
Gloria Sell

State of Minnesota )  
                                  ) ss.  
County of Washington)

On this 29<sup>th</sup> day of December, 2007, Gloria Sell appeared before me and after being duly sworn, did say that she acknowledged this instrument to be her voluntary act.

[Signature]  
Notary Public, State of Minnesota  
My Commission Expires: 1/31/2012







## MEMORANDUM

TO: Mike McGuire, City Administrator

FROM: Michael Darrow

DATE: December 26, 2007

RE: Bayport-Comprehensive Plan Update  
SEH No. A-BAYPO0703.00

Below is a brief review of the changes made to the 2008 Comprehensive Plan draft document

### Text

Page 3- Included information pertaining to the City's future population  
Page 21- Placed Functional Classification table on one page  
Page 23- Provided goals for bicycle and pedestrian systems within the City  
Page 25- Included a paragraph regarding light rail and commuter rail service  
Page 29- Included language regarding public water and private wells  
Page 34- Provided information with regard to the lift station west of Stagecoach  
Page 37- Incorporated text pertaining to the City's Storm Water Management Ordinance  
Page 38- Provided information regarding water system improvements

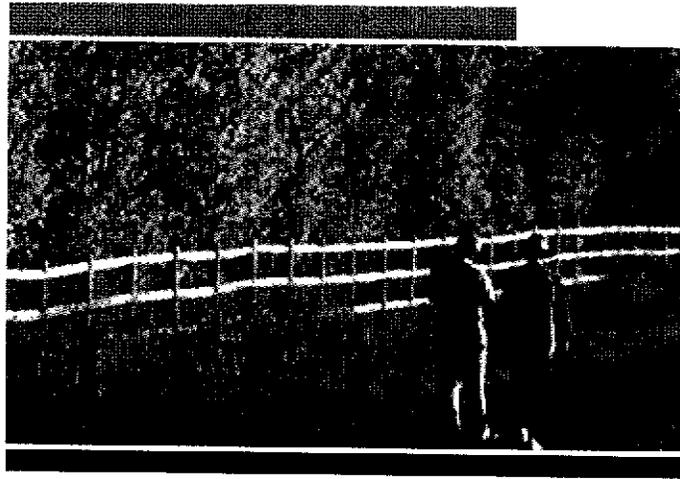
### Maps

Cleaned up maps and map titles  
Expanded the natural features area north of Point Road on the Future Land Use Map  
Included "Proposed Trails" on the Park, Existing & Proposed Trails, Sidewalk and Path map

*Comprehensive Plan Update  
for*

## **City of Bayport, Minnesota**

*November, 2007*



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# Background

## Policies and Objectives

### *Authority to Plan*

Chapter 462 of Minnesota Statutes, Municipal Planning and Development, authorizes cities to prepare and implement a comprehensive plan. This statute enables a municipality to carry on comprehensive municipal planning activities to guide the future development and improvement of the municipality. It further enables the City to prepare, adopt, and amend a comprehensive municipal plan and implement such plan by ordinance and other official actions.

In addition to Chapter 462, the Metropolitan Land Use Planning Act, Chapter 473, requires local units of government in the metropolitan area to either adopt or update their comprehensive plans to make them consistent with certain standards and policies as established by the Metropolitan Council. The intent of this state statute is to control and guide urban development in the metropolitan area.

Bayport's Comprehensive Plan Update is presented in this document. It is primarily written in response to the Metropolitan Council's System Statement for the City of Bayport and takes into account new growth projections and policies published in the 2030 Regional Development Framework. This plan update also factors in policies of other State and regional plans such as The 2030 Transportation Policy Plan, the 2030 Water Resources Management Policy Plan, and the 2030 Regional Parks Policy Plan.

### *Purpose*

The purpose of this Comprehensive Plan Update is to demonstrate compliance with the Regional Council's 2030 Regional Development Framework in a way that reflects the City of Bayport's vision. The policies in this plan will guide Bayport's land use, housing, resource protection and infrastructure decisions in the coming years.

### *Scope*

The comprehensive plan update is a statement of public policy based on a common vision of where the City wants to go and how it intends to get there. It is intended to be a general update consisting of policies, objectives, concepts and relationships in response to the System Statement and the 2030 Regional Development Framework. It is intended to be flexible, to serve as a frame of reference for future development and investment decisions. If interpreted too literally, it serves no purpose other than that of a zoning ordinance. If interpreted too generally, its value as a guide will be compromised.

### *Process*

Comprehensive planning is a process, not a product. The update is a written guideline in response to changing public needs. The City Council will adopt the update after careful public review by all



stakeholders, including adjoining jurisdictions as well as the Metropolitan Council

**Application**

The comprehensive plan update will be used as a guide for making land use changes, preparing and implementing ordinances, preparing capital improvement programs and influencing the rate, timing and location of future growth. This document should be used when a development decision is being made, changes or deviations are made to the Zoning Ordinance, and when the City budget is being prepared.

**Regional Planning Area Designations**

Bayport is classified as a “developing community” in the 2030 Regional Development Framework, indicating that greater than 15 percent of land within its borders was identified as vacant or available for development in 2000.



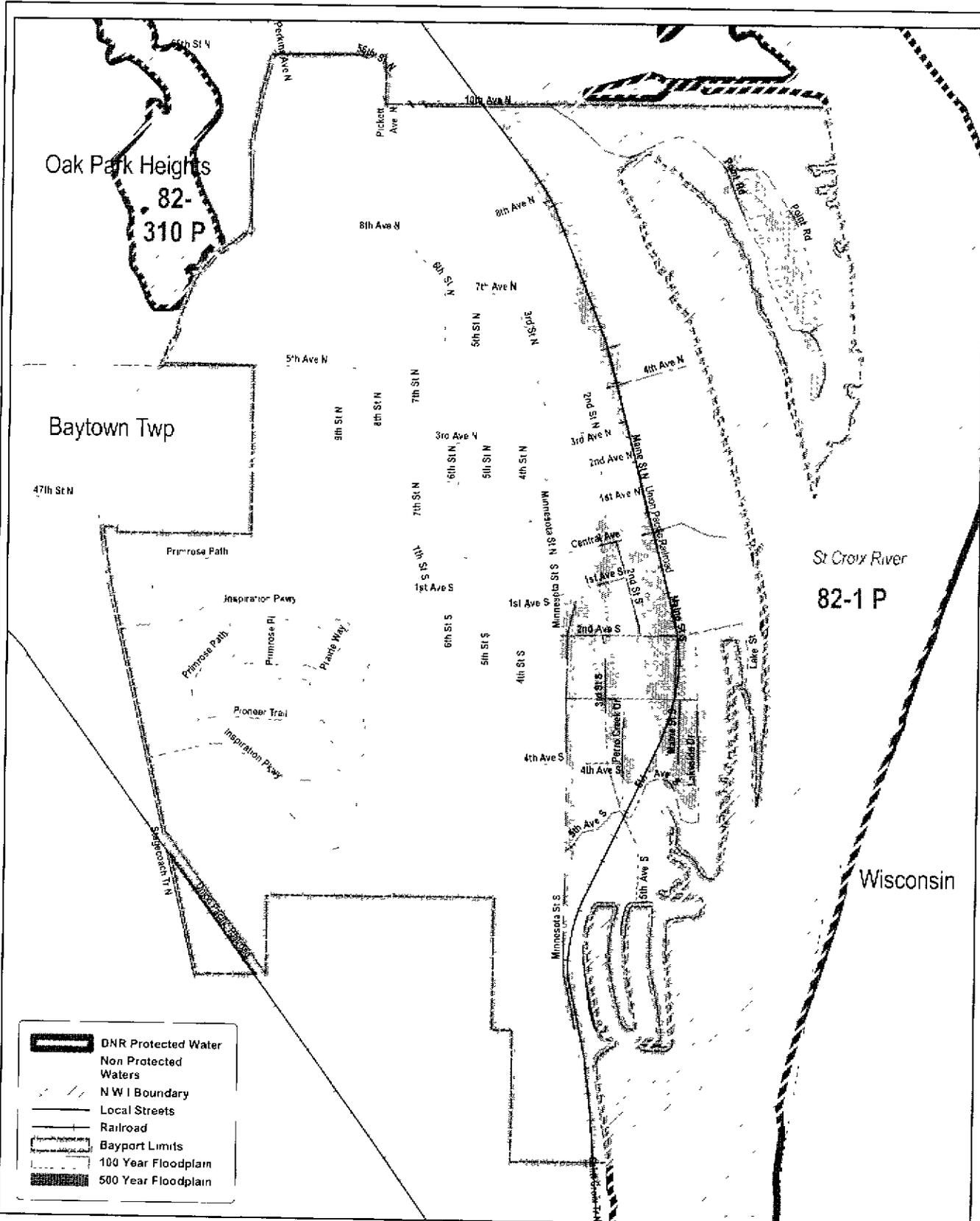
## Population, Household, and Employment Forecasts

As of August, 2005, Bayport's growth was forecast at the following levels by the 2030 Regional Development Framework

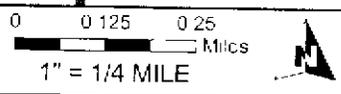
|                      | 1990  | 2000  | 2010   | 2020  | 2030  | Change 2000-2030 |
|----------------------|-------|-------|--------|-------|-------|------------------|
| Total population     | 3,200 | 3,162 | 4,600  | 5,300 | 6,000 | 89.8%            |
| All other population | 1,736 | 1,781 | 3,220  | 3,920 | 4,620 | 159.4%           |
| Prison population    | 1,464 | 1,381 | 1,380  | 1,380 | 1,380 | 0%               |
| Total households     | 743   | 763   | 1,140  | 1,300 | 1,500 | 96.6%            |
| Total employment     | 3,200 | 4,478 | 5,200* | 5,700 | 6,300 | 40.7%            |

*Source: 2030 Regional Development Framework, Metropolitan Council, updated January 2007. \*Andersen recently approved a layoff of 400 workers effective January 2, 2007. This is not accounted for in 2030 RDT projections.*

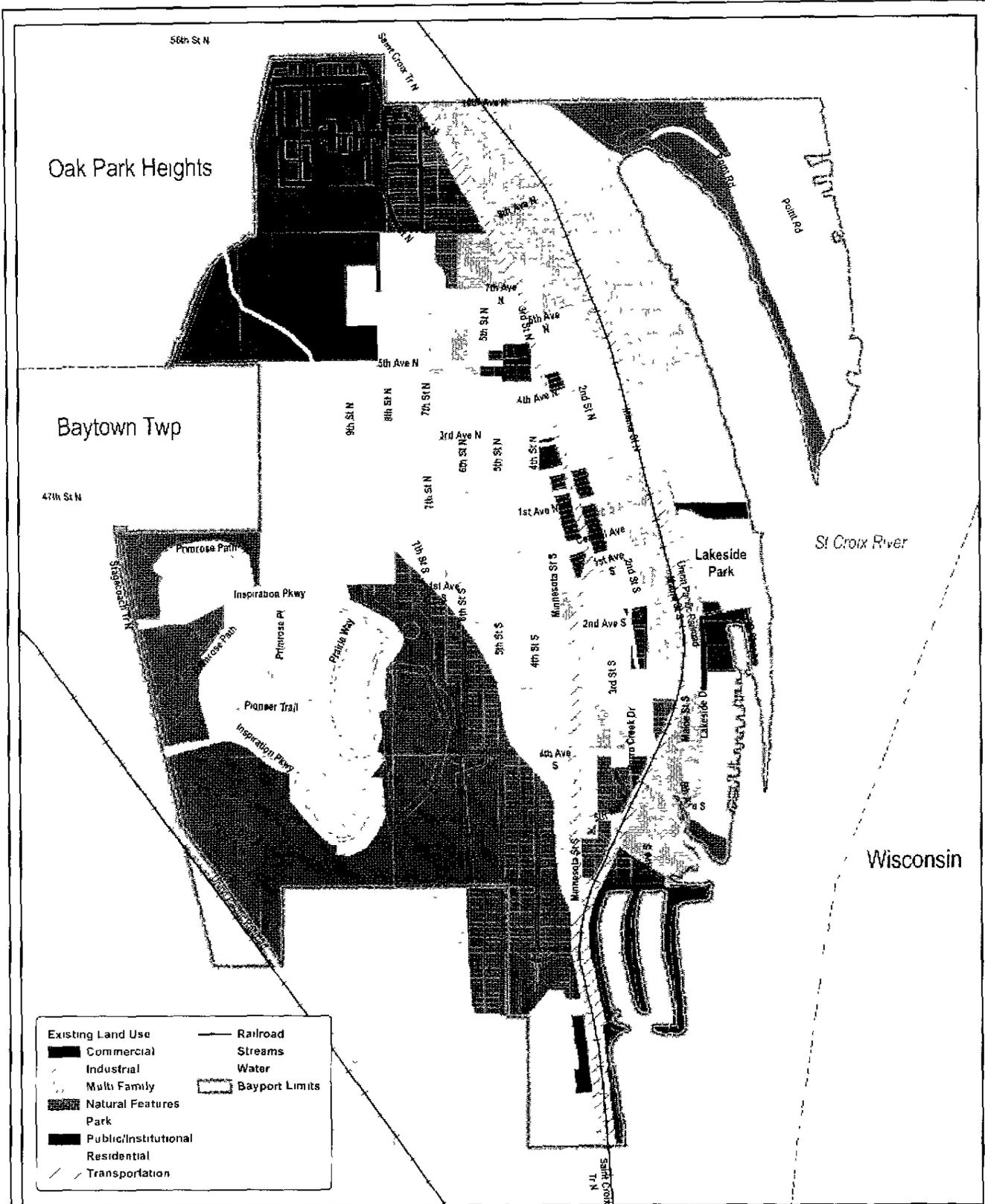
Information pertaining to the City's future population has been taken from the Metropolitan Council's 2030 Plan. The population numbers forecasted by the Metropolitan Council are high and do not reflect past population trends. The City of Bayport will develop new population forecasts that are consistent with past trends and existing demographics. These numbers will be developed and attached as an addendum to this plan.



SOURCE MnDOT, MnDNR, MetroGIS & SEH



# Hydrological Features



| Existing Land Use |                      |
|-------------------|----------------------|
|                   | Commercial           |
|                   | Industrial           |
|                   | Multi Family         |
|                   | Natural Features     |
|                   | Park                 |
|                   | Public/Institutional |
|                   | Residential          |
|                   | Transportation       |
|                   | Railroad             |
|                   | Streams              |
|                   | Water                |
|                   | Bayport Limits       |

0 0.125 0.25  
 Miles  
 1" = 1/4 MILE



Existing Land Use



## Existing and Planned Land Use Table

| L.U. Category                                    | # Dwelling Units | Acres                              | Net Residential Density |
|--------------------------------------------------|------------------|------------------------------------|-------------------------|
| <b>2000 (Census)</b>                             |                  |                                    |                         |
| <b>Residential</b>                               |                  |                                    |                         |
| Low Density                                      | 634              | 354                                | 1.8 units per acre      |
| Medium Density                                   | 129              | 13                                 | 9.9 units per acre      |
| High Density                                     | n/a              | n/a                                | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245 (170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                    |                         |
| Commercial                                       | n/a              | 22                                 | n/a                     |
| Industrial                                       | n/a              | 87                                 | n/a                     |
| Business Park                                    | n/a              | n/a                                | n/a                     |
| Mixed Use                                        | n/a              | 25                                 | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                    |                         |
| Public (Parks)                                   | n/a              | 63                                 | n/a                     |
| Institutional (Prison)                           |                  | 145                                |                         |

| L.U. Category                                    | # Dwelling Units | Acres                              | Net Residential Density |
|--------------------------------------------------|------------------|------------------------------------|-------------------------|
| <b>2005 (Est)</b>                                |                  |                                    |                         |
| <b>Residential</b>                               |                  |                                    |                         |
| Low Density                                      | 791              | 354                                | 2.2 units per acre      |
| Medium Density                                   | 161              | 13                                 | 12.4 units per acre     |
| High Density                                     | n/a              | n/a                                | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245 (170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                    |                         |
| Commercial                                       | n/a              | 22                                 | n/a                     |
| Industrial                                       | n/a              | 87                                 | n/a                     |
| Business Park                                    | n/a              | n/a                                | n/a                     |
| Mixed Use                                        | n/a              | 25                                 | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                    |                         |
| Public (Parks)                                   | n/a              | 63                                 | n/a                     |
| Institutional (Prison)                           |                  | 145                                |                         |



| L.U. Category                                    | # Dwelling Units | Acres                                 | Net Residential Density |
|--------------------------------------------------|------------------|---------------------------------------|-------------------------|
| <b>2005-2010</b>                                 |                  |                                       |                         |
| <b>Residential</b>                               |                  |                                       |                         |
| Low Density                                      | 946              | 354                                   | 2.7 units per acre      |
| Medium Density                                   | 194              | 13                                    | 14.9 units per acre     |
| High Density                                     | n/a              | n/a                                   | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245<br>(170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                       |                         |
| Commercial                                       | n/a              | 22                                    | n/a                     |
| Industrial                                       | n/a              | 87                                    | n/a                     |
| Business Park                                    | n/a              | n/a                                   | n/a                     |
| Mixed Use                                        | n/a              | 25                                    | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                       |                         |
| Public (Parks)                                   | n/a              | 63                                    | n/a                     |
| Institutional (Prison)                           |                  | 145                                   |                         |

| L.U. Category                                    | # Dwelling Units | Acres                                 | Net Residential Density |
|--------------------------------------------------|------------------|---------------------------------------|-------------------------|
| <b>2010-2015</b>                                 |                  |                                       |                         |
| <b>Residential</b>                               |                  |                                       |                         |
| Low Density                                      | 1013             | 354                                   | 2.9 units per acre      |
| Medium Density                                   | 207              | 13                                    | 15.9 units per acre     |
| High Density                                     | n/a              | n/a                                   | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245<br>(170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                       |                         |
| Commercial                                       | n/a              | 22                                    | n/a                     |
| Industrial                                       | n/a              | 87                                    | n/a                     |
| Business Park                                    | n/a              | n/a                                   | n/a                     |
| Mixed Use                                        | n/a              | 25                                    | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                       |                         |
| Public (Parks)                                   | n/a              | 63                                    | n/a                     |
| Institutional (Prison)                           |                  | 145                                   |                         |



| L.U. Category                                    | # Dwelling Units | Acres                                 | Net Residential Density |
|--------------------------------------------------|------------------|---------------------------------------|-------------------------|
| <b>2015-2020</b>                                 |                  |                                       |                         |
| <b>Residential</b>                               |                  |                                       |                         |
| Low Density                                      | 1079             | 354                                   | 3.0 units per acre      |
| Medium Density                                   | 221              | 13                                    | 17.0 units per acre     |
| High Density                                     | n/a              | n/a                                   | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245<br>(170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                       |                         |
| Commercial                                       | n/a              | 22                                    | n/a                     |
| Industrial                                       | n/a              | 87                                    | n/a                     |
| Business Park                                    | n/a              | n/a                                   | n/a                     |
| Mixed Use                                        | n/a              | 25                                    | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                       |                         |
| Public (Parks)                                   | n/a              | 63                                    | n/a                     |
| Institutional (Prison)                           |                  | 145                                   |                         |

| L.U. Category                                    | # Dwelling Units | Acres                                 | Net Residential Density |
|--------------------------------------------------|------------------|---------------------------------------|-------------------------|
| <b>2020-2025</b>                                 |                  |                                       |                         |
| <b>Residential</b>                               |                  |                                       |                         |
| Low Density                                      | 1162             | 354                                   | 3.3 units per acre      |
| Medium Density                                   | 238              | 13                                    | 18.3 units per acre     |
| High Density                                     | n/a              | n/a                                   | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245<br>(170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                       |                         |
| Commercial                                       | n/a              | 22                                    | n/a                     |
| Industrial                                       | n/a              | 87                                    | n/a                     |
| Business Park                                    | n/a              | n/a                                   | n/a                     |
| Mixed Use                                        | n/a              | 25                                    | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                       |                         |
| Public (Parks)                                   | n/a              | 63                                    | n/a                     |
| Institutional (Prison)                           |                  | 145                                   |                         |



| L.U. Category                                    | # Dwelling Units | Acres                                 | Net Residential Density |
|--------------------------------------------------|------------------|---------------------------------------|-------------------------|
| <b>2025-2030</b>                                 |                  |                                       |                         |
| <b>Residential</b>                               |                  |                                       |                         |
| Low Density                                      | 1245             | 354                                   | 3.5 units per acre      |
| Medium Density                                   | 255              | 13                                    | 19.6 units per acre     |
| High Density                                     | n/a              | n/a                                   | n/a                     |
| Mixed Use - Primarily Residential* (Inspiration) | 328              | 245<br>(170 consisting of open space) | 1.5 units per acre      |
| <b>C/I Land Uses</b>                             |                  |                                       |                         |
| Commercial                                       | n/a              | 22                                    | n/a                     |
| Industrial                                       | n/a              | 87                                    | n/a                     |
| Business Park                                    | n/a              | n/a                                   | n/a                     |
| Mixed Use                                        | n/a              | 25                                    | n/a                     |
| <b>Public/Semi Public Land Uses</b>              |                  |                                       |                         |
| Public (Parks)                                   | n/a              | 63                                    | n/a                     |
| Institutional (Prison)                           |                  | 145                                   |                         |

### **Residential Development Staging Plan**

Bayport is a near-developed community with a very limited supply of land for new development. In the last few years the most significant development has been the completion of the rebuilt Crowdale senior citizen housing complex with approximately 100 units and the Inspiration housing development which will ultimately have 253 single family houses, of which 121 are currently platted. Housing supply should be able to accommodate seniors, renters and home owners. Commercial development will most likely be infill along the commercial corridor.

The City's current goals are to limit growth - for example, forgoing annexation of surrounding townships. In the fall of 2006 both the City of Bayport and Baytown Township agreed to an orderly annexation agreement for a 26.76 acre site west of Barkers Alps Park. The agreement was the first step in an anticipated development proposal, however, the initial proposal was not advanced by the developer. The City of Bayport has no future plans for annexation nor does it desire to actively seek lands outside of its incorporated boundary. This is consistent with both the City's goals and its neighbors - preserving other municipalities' independence while working together, in everyone's best interest, to accommodate growth in the future.

As this demonstrates, the need for major capital programs to add infrastructure - i.e. roads, sewer, water, is not a significant priority for the City in the near term. Further studies are being done at this time to fully assess and analyze future water and sewer infrastructure requirements in cooperation with the Regional Council in the long-term.



## **Residential Development and Housing Plan**

### ***Current Conditions***

The City of Bayport has not seen significant population growth in over a decade and until recently its slow residential growth has reflected this trend. Much of the development that has occurred within the City has occurred through infill development. The Croixdale development, an 111-unit assisted living and senior housing complex, was completed in 2005. Other examples of growth in housing stock include small lot, single family housing rehabilitation projects, minor subdivisions and lot splits, and (small 12-units and under) PUD twin-home developments.

Following the completion of the Inspiration Development which will add 328 units, the total number of housing units in the City will reach 1,225. Currently, 72.8 percent of housing units in Bayport are single family units, 2.0 percent are duplexes, and the remaining 25.2 percent are multifamily units. Housing tenure is fairly evenly distributed, with between 10 and 20 percent of households being occupied by current householder per census period.

The 2000 U.S. Census shows a residential vacancy rate of 3% in Bayport. Of the remaining units, 22.5 percent are renter-occupied and 77.5 percent are owner-occupied. Housing values in Bayport tend towards the lower end of the market spectrum for the seven county metropolitan area, with a median value in 2005 of \$223,180. This may be due in part to the fact that until the construction of housing units in the Inspiration and Croixdale developments, only 6.2 percent of homes in Bayport were built after 1990. Nearly two thirds of Bayport's housing stock was constructed prior to 1960.

### ***Housing Strategy***

The City of Bayport has negotiated housing goals with the Metropolitan Council as they relate to the Livable Communities Act. The City of Bayport supports the following principals for providing housing within the community:

1. A balanced housing supply with housing available for people at all income levels
2. The accommodation of all racial and ethnic groups in the purchase, sale, rental and location of housing within the community
3. A variety of housing types for all people of all ages
4. A community of well-maintained housing and neighborhoods including ownership and rental housing
5. Housing development that respects the natural environment of the community while striving to accommodate the need for a variety of housing types and counts



- 6 The availability of a full range of services and facilities for its residents, and the improvement of access to and linkage between housing and employment

The Comprehensive Plan states that the following design standards are necessary for all residential areas

- Establish design guidelines which encourage developments that are architecturally compatible with historic neighborhoods and are in keeping with traditional design standards
- Encourage buildings to be designed and/or renovated in character and size with the historical nature of the City. Buildings that are out of context with surrounding buildings due to additional size or height will be discouraged
- Define standards to regulate the bulk, height, area and density of buildings in new residential areas to create consistency with existing residential neighborhoods
- Provide financial incentives for building renovation and replacement in keeping with the area's historical architecture
- Reduce the number of direct driveway accesses to the arterial and collector street system as part of the development and redevelopment process
- Encourage stormwater on-site infiltration (i.e. rain gardens)

It is also the policy of the Comprehensive Plan to broaden housing options by supporting the following

- Encourage innovative zoning and land use approaches to encourage the development of diverse and affordable housing for persons of all ages
- Facilitate the redevelopment and replacement of blighted residential properties to satisfy community housing needs
- Promote mixed housing and clustering by planned unit development but maintain overall densities in circumstances where it is advantageous to protect natural features such as woodlands, wetlands, and the bluffs
- Require parkland dedication or, at the discretion of the City, cash payments in lieu of land to satisfy the needs of the developing residential areas. Land dedication should correlate with parklands shown on the Comprehensive Plan. Dedication should not include lands that are unsuitable for recreation purposes.

### **Residential Development Conforms to Regional Plans**

Bayport's available residential land supply is limited. Projections predict population growth between 2000 and 2030 at nearly 500 percent. As a designated developing community, Bayport seeks a flexible approach to accommodate this growth or any changes in actual population growth - given the nature of long-term forecasting.

Current policies anticipate predicated growth and will increase densities while preserving parks and natural resources by using strategies designed to utilize innovative zoning and land uses. Traditional approaches, such as infill development, are also encouraged.

Policies are designed to make sure regional services and infrastructure will be efficiently provided, and that development and growth will be coordinated with other local communities and the Metropolitan Council.

### **Solar Access Protection**

Since 1978, the Metropolitan Land Planning Act has required communities to include an element in their plans to protect access to direct sunlight for solar energy systems. The purpose of this provision is to protect solar collectors from shading by adjacent structures and/or landscaping.

The City of Bayport recognizes the value of solar access protection and energy conservation in general; however, the community is experiencing limited new construction in urbanized areas. In addition, while a considerable amount of new development will occur throughout the City in the future, the application of this provision will be difficult within the context of an established land use pattern and natural topography. For this reason, the City will look beyond solar accessibility to address the conservation of energy in general through its comprehensive planning efforts.

### **Aggregate Resource Protection**

Some mineral deposits, primarily sand and gravel, exist to the west and south of Bayport. Mining of these materials occurs in two areas southwest and south of the City. The mines are located far enough away from the slopes, so as not to cause erosion to the bluffs. While some rock formations exist along the bluffs, mining of these rocks would be regulated by the City and Washington County's Lower St. Croix River Bluff Land and Shoreland Management Ordinance.

# Transportation

## Existing Transportation System

This section describes in detail the existing transportation system and identifies deficiencies and opportunities for this system.

### Existing Streets

The City of Bayport's transportation connections are limited by the St. Croix River on the east and the bluffs in the middle of the City and County State Aid Highway 21 (CSAH 21) to the west. State Highway 95 represents the principal north-south access road through Bayport and provides connections to Trunk Highway (TH) 36 to the north and I-94 to the south. Because of this, almost all traffic is compelled to pass through the core area of Bayport. On the west boundary of Bayport, Stagecoach Road (County State Aid Highway (CSAH) 21) is the only other major north-south road. Stagecoach Road provides access to Baytown Township and connects to communities south of Bayport. Stagecoach Road extends to the north of Bayport to 59th St. N., where it connects to the south end of CSAH 23. CSAH 23 is also a north-south road (located to the north of Bayport) which provides access to State TH 36. CSAH 23 provides direct access into Oak Park Heights and Stillwater and indirect access to Bayport via CSAH 21.

CSAH 14 and 28 are the primary east-west access roads in the northern part of Bayport, however, they provide limited access to the City. CSAH 14 does connect to TH 95 and provides access to Lake Elmo, West Lakeland and Baytown Township. CSAH 28 is located at the north City limits and serves as a connection between TH 95 and CSAH 21. There are no accessible east-west roads in the southern portion of Bayport except 22nd Street North which is several miles south of the city limits.

All other roads in Bayport are local roads which provide connections to and between neighborhoods in Bayport. Several new local roads were added as part of the Inspiration Development on the western portion of the City. These new roads all feed to CSAH 21.

Developing additional corridors in the future may be limited because of the land ownership and bluff constraints. In particular, future east-west corridors which could connect the existing City to future growth areas to the west of the community will be limited. Because of this, existing roads that provide access to Bayport and surrounding communities may need to be upgraded and widened to accommodate future traffic volumes.

### Transportation Congestion

The City of Bayport is relatively free from traffic congestion except for several intersections along Highway 95 which experience congestion problems between 2:30 and 3:30 p.m. This congestion is due to the



shift changes at Andersen Corporation. The intersections which receive the most traffic are

- 3rd Ave. South
- 2nd Ave. South
- Central Ave
- 1st Ave. North
- 2nd Ave. North
- 3rd Ave. North
- 4th Ave. North
- 5th Ave. North
- 6th Ave. North

Since traffic is traveling to and from the Andersen Corporation, congestion at these intersections is occurring on the east side of Highway 95. This congestion problem increases during the May to October season when Andersen Windows is manufacturing and selling more of its products.

#### ***Existing Railroad***

The City currently has one spur line and one main line which traverse the eastern boundary and southwest corner of Bayport. Both of these rail lines are owned and operated by the Union Pacific Railroad Company. The spur line starts at the Lakeland Junction and runs north/south along the St. Croix River to an area just north of the Xcel A. S. King Plant in Oak Park Heights. Lakeland Junction is located along the St. Croix River just north of the City of Lakeland. This spur line services both the Xcel Plant and the Andersen Corporation and as such is used solely for the loading and unloading of industrial materials and products. Only one to two trains per day travel along this spur line presently.

Bayport also has a portion of the Union Pacific main line running through the recently annexed portion (Inspiration Development) of its community. This main line runs east-west from Eau Claire to St. Paul and is known as the Eau Claire Subdivision. Six to eight trains run along this main line per day.

The location of these railroad lines present certain challenges to the existing and future land uses of the City. Loading and unloading of cars along the spur railroad line occurs daily. Because of this activity traffic flow is disrupted and noise pollution is increased. As development occurs along the main line (to the west of the City), opportunities to reduce the physical, social and environmental impacts should be encouraged.

#### ***Existing Water Transportation***

In the past, a ferry boat operated between Bayport and North Hudson for several years until the City of Hudson erected a bridge across the



St. Croix River at Hudson. Today, barge activity does occur on the St. Croix River; however, there are no barge terminals in Bayport that transport either passengers or materials. The majority of water transportation that occurs along Bayport's shore is recreational. Private boats are kept at the marinas and a public boat launch site is available for fishing and recreational boating. The public boat launch facility consists of 4th Avenue North which dead ends into the St. Croix River. Access to this site is poor and parking for cars and boat trailers is inadequate. Due to problems with nonresidents parking boat trailers on streets to access the water, the City has worked with Andersen Corporation to provide for limited permit parking in their adjacent lot and has put a ban on boat trailer street parking. In the future, efforts should be made to encourage more convenient use of the launch facility by making it more accessible and a more prominent part of the community.

### Transportation Plan

Bayport's proposed street and highway system consists of a functional hierarchy of arterial, collector and local streets. Arterials are under the jurisdiction of the County and/or State; collectors are under the jurisdiction of the County. Local streets are those roads that are not a major street and are under the responsibility of the City.

### Traffic Analysis Zone

The City of Bayport's population, household, and employment forecasts are allocated into one Traffic Analysis Zone (TAZ). The zone is displayed in the table and figure below.

**Allocation of Forecasts to Traffic Analysis Zone (TAZ)**

| TAZ # | 2000 |     |      | 2010 |      |      | 2020 |      |      | 2030 |      |      |
|-------|------|-----|------|------|------|------|------|------|------|------|------|------|
|       | Pop  | HH  | Emp  | Pop  | HH   | Emp  | Pop  | HH   | Emp  | Pop  | HH   | Emp  |
| 1     | 3162 | 763 | 4478 | 4600 | 1140 | 5200 | 5800 | 1300 | 5700 | 6000 | 1500 | 6800 |

Pop = Population forecasts

HH = Households forecasts

Emp = Employment forecasts

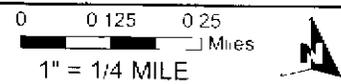
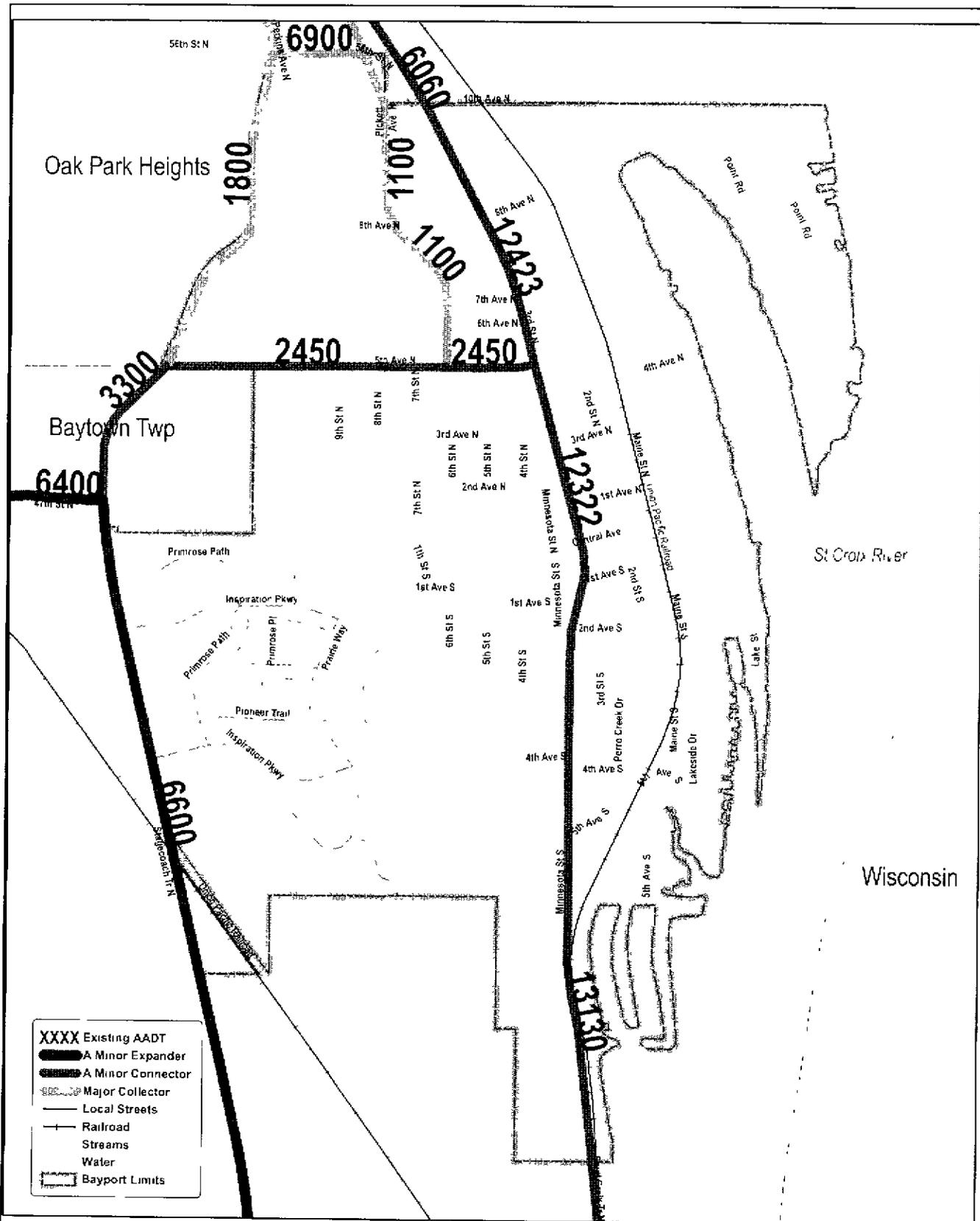




### ***Functional Classification and Traffic Volumes***

The Functional Classifications and Traffic Volumes Map identifies the jurisdictional classifications and traffic volumes for the primary roads in Bayport. The current AADT volumes indicated on this map are based on 2005 counts performed by Mn, DOT. A two percent annual increase was used to forecast 2030 AADT volumes.





*Functional Classifications and Existing  
AADT (2005)*

### ***Planned Highway Improvements***

This section identifies some of the improvements that are programmed to occur between now and the year 2008 according to Mn/DOT, Washington County, and the City of Bayport.

**TH 36 St. Croix Bridge** The Highway 36 St. Croix Bridge Project is currently in process. This new bridge will be constructed at the junction of Highway 36 and 95, where it will expand east across the St. Croix River and connect to the future extension of Highway 64 at the Wisconsin border. This new bridge is meant to reduce congestion and increase safety by allowing more through trips to bypass narrow downtown streets.

Turn lanes will be constructed along CSAH 21 with the second phase of the Inspiration Development. As warrants are met, a traffic control signal will be constructed at the CSAH 14 and CSAH 21 intersection.

### ***Transportation – Land Use Relationship***

The City does not have any current plans to annex or develop any additional land. The only foreseeable development in or adjacent to the City would be residential development by private developers. Any future development in the City of Bayport would need to comply with land use, natural resource protection, and transportation planning requirements outlined in the Transportation Policy Plan.

### ***Capacity and Safety Issues***

Because of the unique natural features and land use patterns, Bayport's transportation system will have to be planned carefully to ensure maximum use of its roads to eliminate congestion and access problems. While the existing roads will need to be preserved, maintained, and in some cases widened, new local roads will also need to be built to meet development and future traffic needs. Any new or existing roads that are built, upgraded, or reconstructed should be built according to the designated design standards and access control guidelines identified in this section. It is not anticipated that any additional local streets that would be built as part of future developments would create enough additional traffic to exceed capacity of the regional road network.

Safety has always been a concern of the City of Bayport. With a State highway (TH 95) running through the middle of the City and Andersen Elementary School fronting the highway, pedestrian safety and crossing is a major concern. The City has initiated a crossing program. At major intersections with TH 95, flags have been installed on both sides of the highway. Pedestrians, including students going to and from the school or using Perro Park, are encouraged to take a flag, use it to help drivers see them and leave the flag on the opposite side of the street.

Future traffic volumes may require the addition of a traffic signal at



the intersection of CSAH 21 and CSAH 14 as a result of the additional traffic created by the Inspiration Development. The developer was required to escrow funds for a portion of the future traffic signal.

Dedicated bicycle/pedestrian paths are one means of attempting to reduce pedestrian/vehicle accidents by physically separating bicycles and vehicles. The intersection of CSAH 21 and CSAH 14 as a result of the additional traffic created by the Inspiration Development. The developer was required to escrow funds for a portion of the future traffic signal.

The inclusion of bicycle/pedestrian paths will be encouraged with any new development that occurs. Mn/DOT has also included the construction of a bicycle/pedestrian path as a part of the new St. Croix River crossing bridge. This path will link the existing sidewalk located along the west side of TH 95 at the north end of the City with proposed paths along the bridge and northward into Stillwater.

The following table shows the City of Bayport's Standards for Functional Classifications, Design, and Access Control. These standards are to be used with new developments.

| <b>City of Bayport<br/>Functional Classification System</b> |                                                                                                               |                                                                                                                   |                                                                                                |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|                                                             | <b>Aerial</b>                                                                                                 | <b>Collector</b>                                                                                                  | <b>Local</b>                                                                                   |
| <b>Spacing</b>                                              | 0.5-2 miles                                                                                                   | 0.25-1 mile                                                                                                       | 1 block                                                                                        |
| <b>Location</b>                                             | On edges of development and neighborhoods                                                                     | On edges or within neighborhoods                                                                                  | Within neighborhoods and other homogeneous land use areas                                      |
| <b>Intersection Characteristics</b>                         | Limited signals and cross street stops                                                                        | Some limitations on direct land access                                                                            | Direct access                                                                                  |
| <b>On-street parking</b>                                    | Restricted as necessary                                                                                       | Restricted as necessary                                                                                           | As required                                                                                    |
| <b>Large Trucks</b>                                         | Restricted as necessary                                                                                       | Restricted as necessary                                                                                           | Permitted as necessary                                                                         |
| <b>Management Tools</b>                                     | Traffic signal timing, land access spacing, preferential treatment for transit                                | Continuity, number of lanes, traffic signal, timing, land access                                                  | Stop signs, cul-de-sacs, diverters                                                             |
| <b>Accessibility Focus</b>                                  | Connects adjacent subregions and activity centers within subregions                                           | Connects neighborhoods within and between regions                                                                 | Connects blocks within neighborhoods and specific activities within homogeneous land use areas |
| <b>Level of Mobility</b>                                    | Provides mobility within and between two subregions                                                           | Provides mobility between neighborhoods and other land uses                                                       | Provides mobility within neighborhoods and other homogeneous land use areas                    |
| <b>System Access</b>                                        | To interstate freeways, major arterials, other minor arterials, and collectors, restricted direct land access | To minor arterials, other collectors, local streets, land access                                                  | To collectors, other local streets, land access                                                |
| <b>Trip-making Service Performed</b>                        | Medium to short trips at moderate to low speed<br>Local transit trips                                         | Primarily serves collector and distribution function for the arterial system at low speeds<br>Local transit trips | Almost exclusively collection and distribution<br>Short trips at low speeds                    |

Source: Metropolitan Council



| <b>Transportation Design Standards</b> |                 |                  |              |
|----------------------------------------|-----------------|------------------|--------------|
| <b>Design Element</b>                  | <b>Arterial</b> | <b>Collector</b> | <b>Local</b> |
| Number of Traffic Lanes                | 4               | 2-4              | 2            |
| Traffic Lane Widths (ft)               | 12-14'          | 12'              | 10-12'       |
| Curb Parking or Shoulder Width         | No parking      | 8-10'            | 8'           |
| Minimum Pavement Width                 | 32'             | 40'              | 28'          |
| Median Width (ft) if applicable        | 16'             | NA               | NA           |
| ROW Width (ft)                         | 100-200'        | 80'              | 50-60'       |
| Design Speed (mph)                     | 35-50           | 30-40            | 30           |
| Grade (%)                              | 4-4             | 1-6              | 4-7          |

| <b>Transportation Access Control Guidelines</b>     |                                   |                  |                                 |                                                             |
|-----------------------------------------------------|-----------------------------------|------------------|---------------------------------|-------------------------------------------------------------|
| <b>General types of Access Control</b>              |                                   | <b>Arterial</b>  | <b>Collector</b>                | <b>Local</b>                                                |
|                                                     |                                   | Minimum          | Some access of major generators | Access carefully planned                                    |
| <b>Desirable spacing of crossing public roadway</b> | Desirable                         | Limited          | Limited                         |                                                             |
|                                                     | Arterial                          | ½ mile           | ½ mile                          | ½ mile                                                      |
|                                                     | Collector                         | ¼ mile           | 1/8 mile                        | 1/8 mile                                                    |
|                                                     | Continuous Local                  | No direct access | 1/8 mile                        | Use other criteria - sight distance, speed, traffic volumes |
| Non-continuous Local                                | 1/8 miles with no median openings |                  |                                 |                                                             |
| <b>Private entrance spacing</b>                     | Minimum                           | 200'             | 100'                            | 50'                                                         |
|                                                     | Desirable                         | 500'             | 300'                            | 100'                                                        |
| <b>Corner clearance to non-public entrance</b>      | Minimum                           | 50'              | 30'                             | 30'                                                         |
|                                                     | Desirable                         | 100'             | 100'                            | 100'                                                        |

### **Access Management**

Future access and congestion concerns can be met by reducing the number of direct driveway access points to the arterial and collector street system as part of the development and redevelopment of buildings and also, requiring that residences back or side to major streets. In addition to this, the City should work with Andersen Corporation to determine how to address the existing and future congestion problems that result from the large number of workers coming and going to work during shift changes. Andersen Corporation has tried staggering shift changes to help reduce congestion. It appears that this change has helped congestion to some extent.

## ***Bicycle and Pedestrian Requirements***

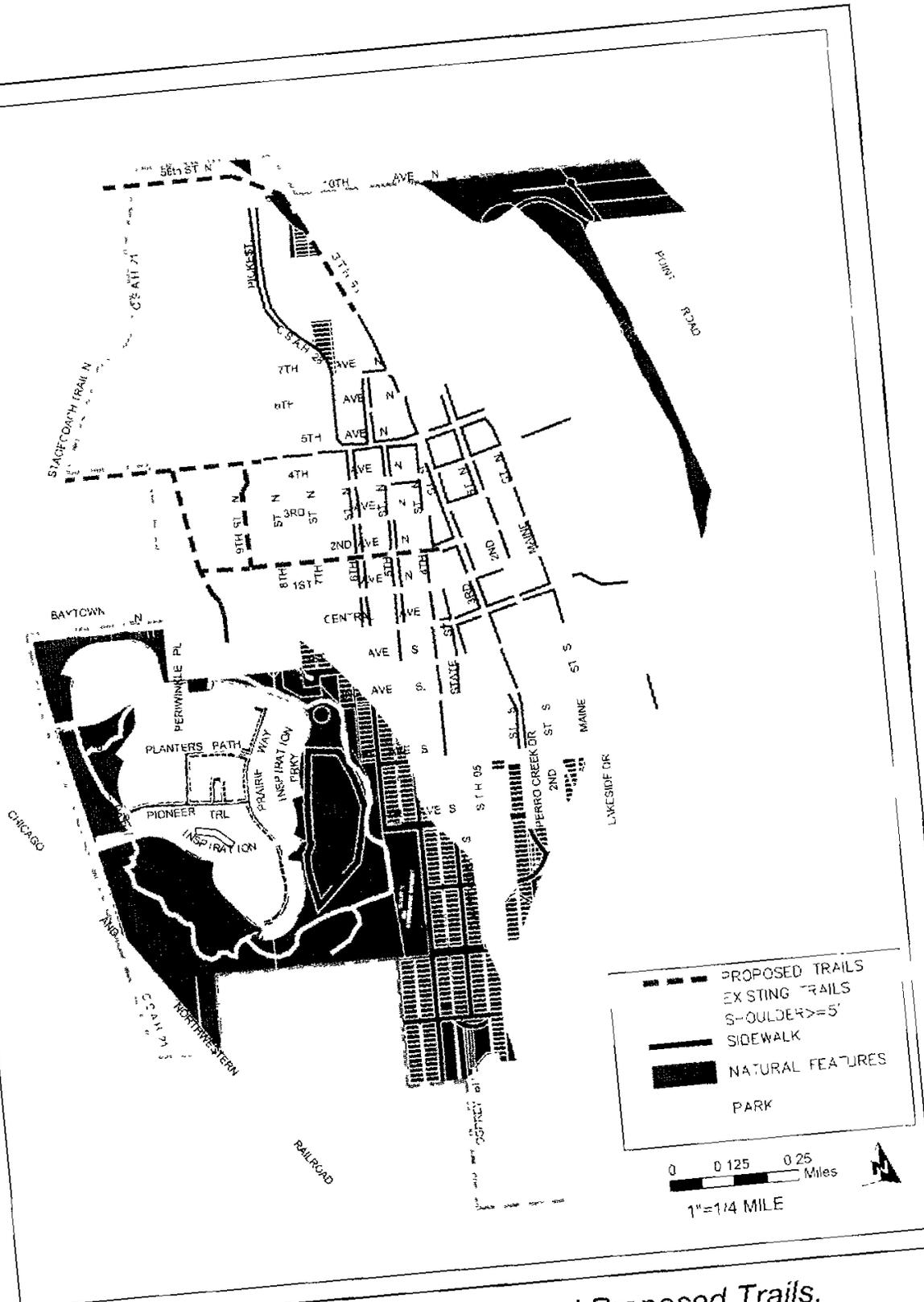
Bayport has few designated bicycle trails and some non-continuous sidewalks throughout the City. Bayport's small size and the variety of parks dispersed throughout the community may represent opportunities for future connections within the City.

Whenever major roads are constructed or expanded, the City typically incorporates new bicycle/ pedestrian trails with the project if funding is available. The Inspiration Development has a trail system that has been constructed as part of the development. Plans for bicycle/ pedestrian paths are also proposed as part of Washington County's linear park corridors. These trails are proposed as regional connections linking Bayport to the other communities via trails along TH 95 and CSAH 21. Washington County has plans to upgrade CSAH 21 (Stagecoach Trail) in the future as traffic increases. With the added developments along Stagecoach Trail in Baytown Township and the trails located within these developments, the City of Bayport will work with the County to incorporate trails into any plans for Stagecoach Trail improvements.

The City has established four goals to provide for a safe and integral bicycle and pedestrian system:

- To provide safe pedestrian access along and across TH 95. This can be accomplished with the continued use of the intersection flags, installation of a pedestrian bridge or underpass and installation of traffic control signals.
- To provide pedestrian access between Bakers Alps and Inspiration and Baytown Township.
- To provide a bicycle and pedestrian connection to Stillwater and Oak Park Heights. A portion of this connection will be provided when the Highway 36/ St. Croix River Bridge project is undertaken.
- In cooperation with Washington County and adjacent communities, obtain unused railroad right of ways for trail purposes.

Currently, there is no bicycle/ pedestrian access to any transit corridors/ facilities in Bayport since no transit facilities exist. The City of Bayport will work with adjoining communities, encouraging the installation of bicycle/ trails with new developments and with street improvements projects.



Parks, Existing and Proposed Trails,  
Sidewalks and Paths



### **Transit Requirements**

Bayport is currently in the Metropolitan Transit Market Area III. The residents of Bayport however are currently not provided with local and regional bus transit service by the Metropolitan Council Transit Operation (MCTO). MCTO does provide bus service to the City of Stillwater.

Senior citizen and handicap services are provided by Human Services Inc (HSI). In addition to this, the Community Volunteer Service (CVS) provides service to elder persons who are ambulatory.

There are no plans for expansion of the bus service by the MCTO in the near future. However, as the transit dependent increase in the future due to the growing elderly population, the City of Bayport will need to work with and support agencies who provide transit services to meet these needs.

There are currently no plans for light rail or commuter rail service to the Bayport area. It is estimated that the cost to extend light rail service to the area will make this project prohibitive. Commuter rail service on the existing Chicago and Northwestern railroad is feasible. The City of Bayport will work with adjacent communities and the Washington County Rail Authority to encourage commuter rail service.

### **Aviation Requirements**

There are no airports or special aviation facilities in Bayport and the City is not directly influenced by any of the airports near Bayport. Lake Elmo Airport is the closest and is over four miles to the southwest of Bayport.

The City of Bayport has no existing structures that exceed a height of 500 feet above ground level. In order to minimize future influence by airports, the City intends to protect the life and safety of residents and property and maximize aviation safety. The following are the City's policies for Aviation:

- To protect all primary, horizontal, conical, approach, and transitional airspace zones from vertical intrusions and prohibit general obstructions to air navigation per Minnesota Department Transportation Rule 14 MCAR 1.3015 Subdivisions C and D.
- To require that sponsors notify the FAA using FAA Form 7460-1 at least 30 days in advance of any proposed construction or alteration of structures that would exceed a height of 200 feet above ground level at the site.
- To require that all structures exceeding a height of 200 feet above the ground be the subject of Conditional Use Permit (CUP) procedures as defined by the Zoning Ordinance.



- To require that heliports comply with the licensing requirements of Mn DOT, the approach and altitude standards established by the Federal Aviation Administration (FAA) and noise standards established by the Minnesota Pollution Control Agency (MPCA) as requirements of CUP approval

***Rail Requirements***

There are no major railroad modifications expected for either the main or spur lines. Rail service will continue in Bayport to service the needs of Andersen Corporation and Xcel Energy



## Public Utilities

### Existing Public Utilities

The City of Bayport provides sanitary sewer collection and public water services to its residents. In the past, the City provided sanitary sewer and electricity to its residents. Bayport's wastewater is now treated at the Metropolitan Council Environmental Service (MCES) St. Croix Valley treatment facility in Oak Park Heights and Xcel now provides electric service to the City.

#### **On-site Sewer Facilities**

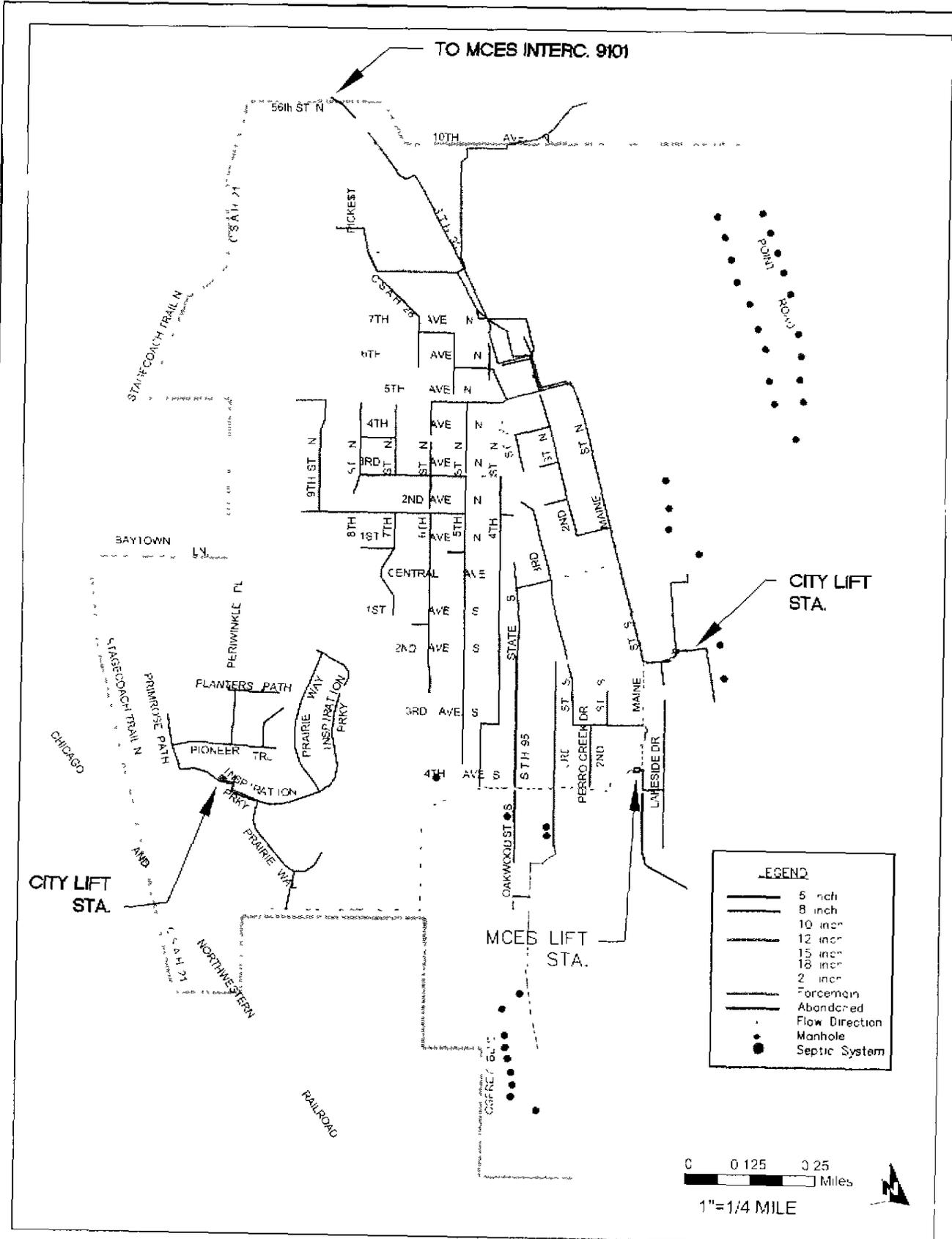
Approximately 40 residences have on-site sewer facilities in Bayport. The primary locations of these systems are Point Road, Osprey Boulevard and along the St. Croix River north of Lakeside Park. These sites are located on soil classified as Chetek or Burkhardt sandy loams which are suitable for on-site sewer facilities. The design and installation of the on-site sewer facilities are regulated by the City according to Washington County Standards. Permits and inspection were provided by Washington County during the construction of these systems. In the year 2000, Washington County began implementing an ISTS management program which tracks inspections and pumping.

#### **Sanitary Sewer**

Until April 1994, Bayport's Waste Water Treatment Plant (WWTP) was a secondary treatment activated sludge facility which treated the wastewater for the City of Bayport, the Minnesota Correctional Facility in Bayport and Xcel's Alan S. King generating plant. This facility was constructed in 1939 and was built as a trickling filter treatment plant. Several modifications and expansions occurred after it was built. Because the plant was near capacity in 1993, it was phased out. Now Bayport's wastewater flows to a MCES lift station located in the southerly portion of the City, then pumped northerly to the St. Croix Valley WWTP located in Oak Park Heights via an interceptor sewer.

Due to septic system failure possibilities to the west and south of Bayport, new demands may be placed on the current sanitary system. If connects are required from developments to the west in Baytown Township, studies will need to be conducted to address the exact sewer needs to ensure that the MCES can handle these and other community increases.





Existing Sanitary Sewer System

### **Public Water**

Bayport receives its water from three local wells. While the majority of residents receive City water, approximately 42 residents including Point Road, north of Lakeside Park, and Osprey Boulevard have their own water well service.

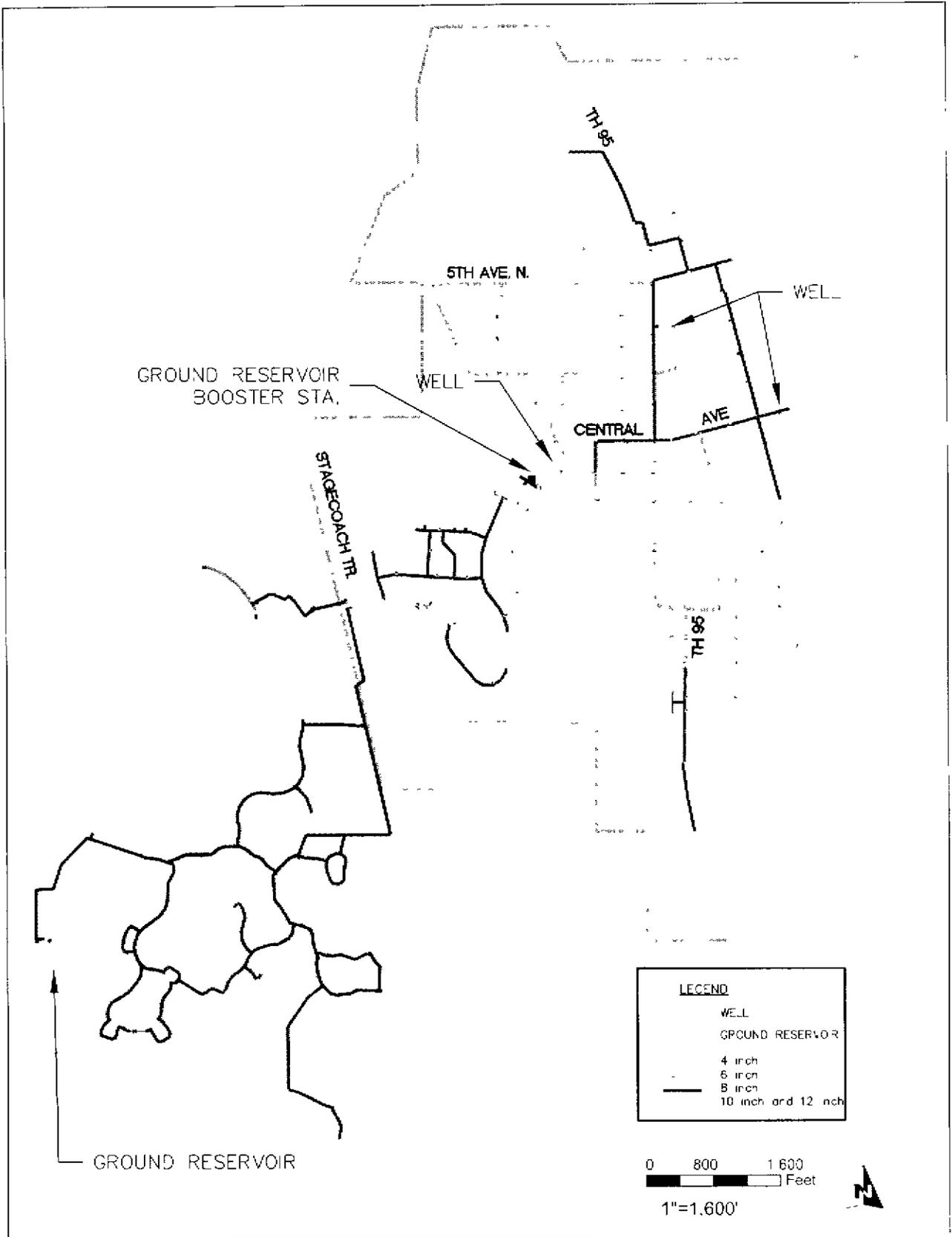
The City of Bayport has a 750,000 gallon above ground storage reservoir located at the top of the bluff, northeast of the Inspiration Development and a 300,000 gallon ground reservoir tank located to the south of the City in Baytown Township. With the detection of trichloroethylene (TCE) contamination within aquifers in Baytown Township, the City of Bayport through a Cooperative Agreement with the Township, has agreed to provide water to new developments along the eastern portion of the township. This extension will help to minimize the number of private wells that would be drilled into the TCE contaminated aquifer. As development occurs within the Baytown Township service area, additional wells may be required.

The City's water distribution system consists of approximately 17.6 miles of water mains which vary from 4-12 inches in diameter. The lowest point in Bayport is at an elevation of 671 feet and the highest is 1052 at the new ground reservoir in Baytown Township. Well No. 4 is at 690 feet. The 750,000 gallon ground storage tank has a water elevation of 898 feet and the 300,000 gallon ground reservoir has a water elevation of 1060.

With the detection of TCE in Well No. 2, the City in cooperation with the Minnesota Pollution Control Agency (MPCA) has constructed a treatment plant for this well. Since TCE is a volatile organic chemical which will evaporate or volatilize when exposed to air, the Air Stripper Treatment Plant exposes the water to relatively high rates of air before it is introduced into the public water system.

<sup>2</sup> Source: July 16, 2004 Comprehensive Water Study





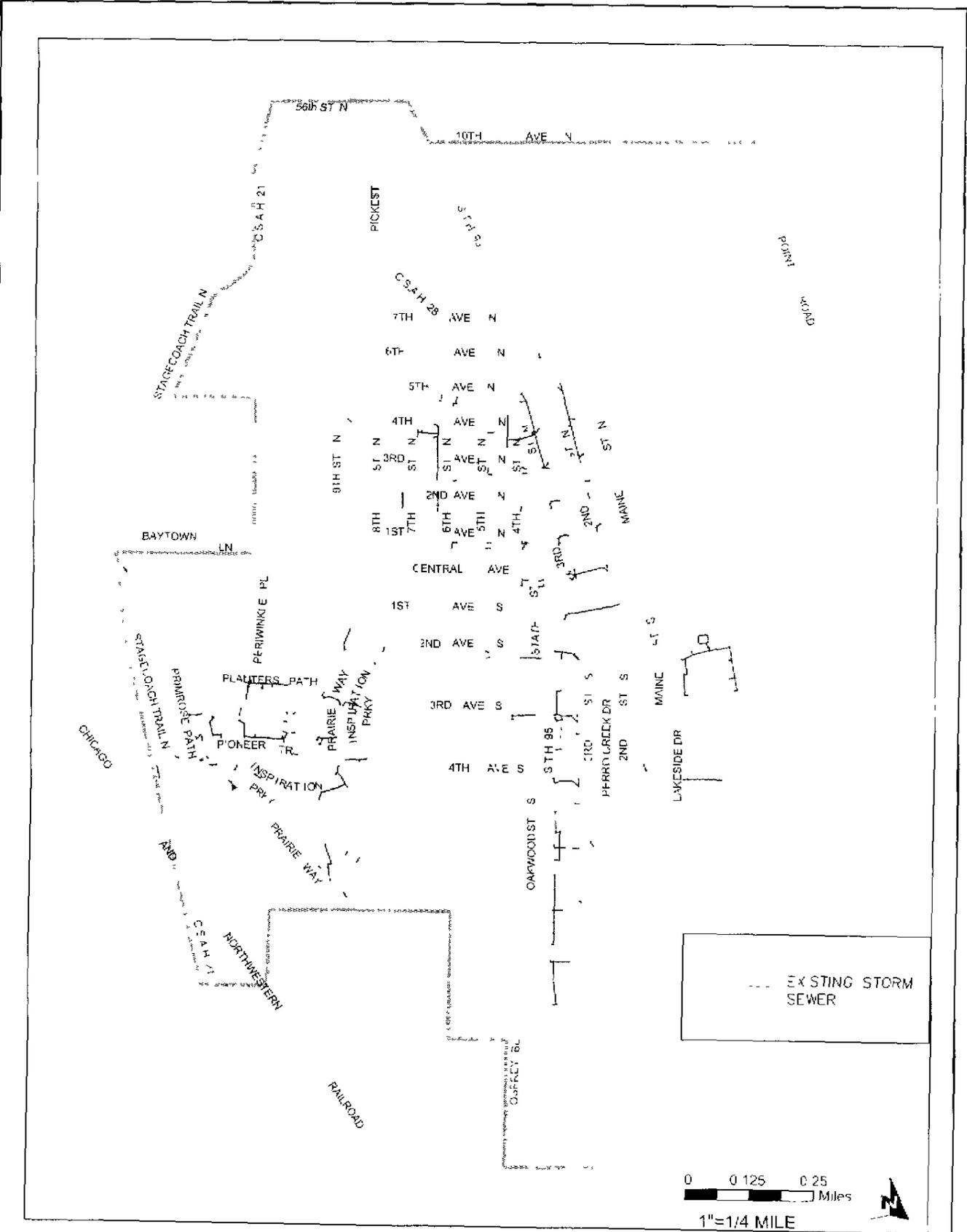
## Existing Water System

### **Storm Water**

Surface water for the original part of the City drains from the bluffs, easterly to the urban areas in the valley and is then directed by open ditches and storm sewers to Perro Creek and ultimately into the St Croix River. Because there are no retention ponds, except at the Prison, surface water is generally discharged directly to the river. Dense vegetation along the bluffs helps minimize heavy runoff.

Surface water for the newer area of the City, the Inspiration Development, is collected by storm sewers or open ditches and directed into retention ponds. The development has an elaborate "storm water train" system of ponding that retains and treats runoff prior to discharge to the CSAH 21 ditch. This ditch ultimately drains to the Prison Pond and is discharged into Perro Creek and the St Croix River.





## Existing Storm Sewer

## **Solid Waste**

Bayport does not have a solid waste dump site for the community's garbage. The City contracts out for solid waste services. The City reviews these contracts every two years. The waste hauler vendor hauls all solid waste to the Xcel Energy RFD Plant in Newport.

Recyclables that are collected include newspapers, glass, metal cans, corrugated cardboard, mixed paper and junk mail, periodicals, plastics, No. 1 and No. 2 phone books, and motor oil. The City's contractor also collects refrigerators, furniture, tires, and yard waste for an additional charge.

A Hazardous Waste Reduction and Disposal Center is located within the City of Oakdale at 1900 Hadley Avenue North. Items that can be disposed of at this center include building products, automotive, petroleum products, household cleaners, pesticides, and materials such as acids and corrosive chemicals. This service is provided by Washington County.

## **Sewer and Wastewater Plans**

### ***Wastewater Plan Requirements***

The City of Bayport has a very limited supply of land available to be developed. Because of political and natural limits to the north and east, all possible future expansion would occur to the west and south into Baytown Township. New developments within the township that abut the City of Bayport are constructing individual septic systems or small community septic systems. It is anticipated that no private treatment facilities will be built to service any future expansion areas. The area most easily serviced by sanitary sewer is that located immediately west of the existing City limits on the west side of CSAH 21 in Baytown Township.

A small area lying southeast of the intersection of 5th Avenue North and CSAH 21, currently outside of the Metropolitan Urban Service Area (MUSA) line, can be serviced via the extension of an existing sanitary sewer. This area lies below the bluff line and represents the only area adjacent to the City and can be gravity served by the existing system. This area comprises approximately 38 acres and is located outside of Bayport's City limits and outside the MUSA. Baytown Township and the City of Bayport have an orderly annexation for this area if development occurs that will allow these parcels to be annexed.

### ***Projected Sewer Flow Volume***

The following table forecasts population, households, employment, and wastewater flows for the City of Bayport as contained in Appendix B-1 of the adopted *Water Resources Management Policy Plan*.

### MCES Population, Employment, and Sewer Flow Projections

| Year                                 | 2010  | 2020  | 2030  |
|--------------------------------------|-------|-------|-------|
| Sewered Population                   | 4,606 | 5,322 | 6,000 |
| Sewered Households                   | 1,138 | 1,298 | 1,500 |
| Sewered Employment                   | 5,200 | 5,700 | 6,300 |
| Average Annual Wastewater Flow (MGD) | 0.67  | 0.72  | 0.78  |
| Allowable Peak Hourly Flow (MGD)     | 2.21  | 2.38  | 2.57  |

#### System Capacity Description

The City of Bayport has two lift stations and two segments of trunk sanitary sewers. An 18" trunk was constructed from the Metropolitan Council Environmental Services (MCES) lift station located along Maine Street to serve the Inspiration Development area and was sized at the time to provide service to approximately 798 acres within Baytown Township. It is expected that there will be limited use of this trunk from the township since the adjacent areas have developed with private septic systems. The second segment of trunk is along Maine Street which collects the sewage from the original City limits and directs it to the MCES at the south end of the City.

There are two existing City lift stations serving Bayport. One is located within the Inspiration Development and is sized to serve 253 single family homes and a 108 unit multi-family complex. It is anticipated that a limited area of Baytown Township to the west of Stagecoach Trail can connect to this lift station. The second lift station is located at the southerly end of Lakeside Park. This lift station is sized to serve seven existing homes and approximately 15 acres of future residential property north of Lakeside Park. Sewer service will not be extended to serve additional areas from this lift station.

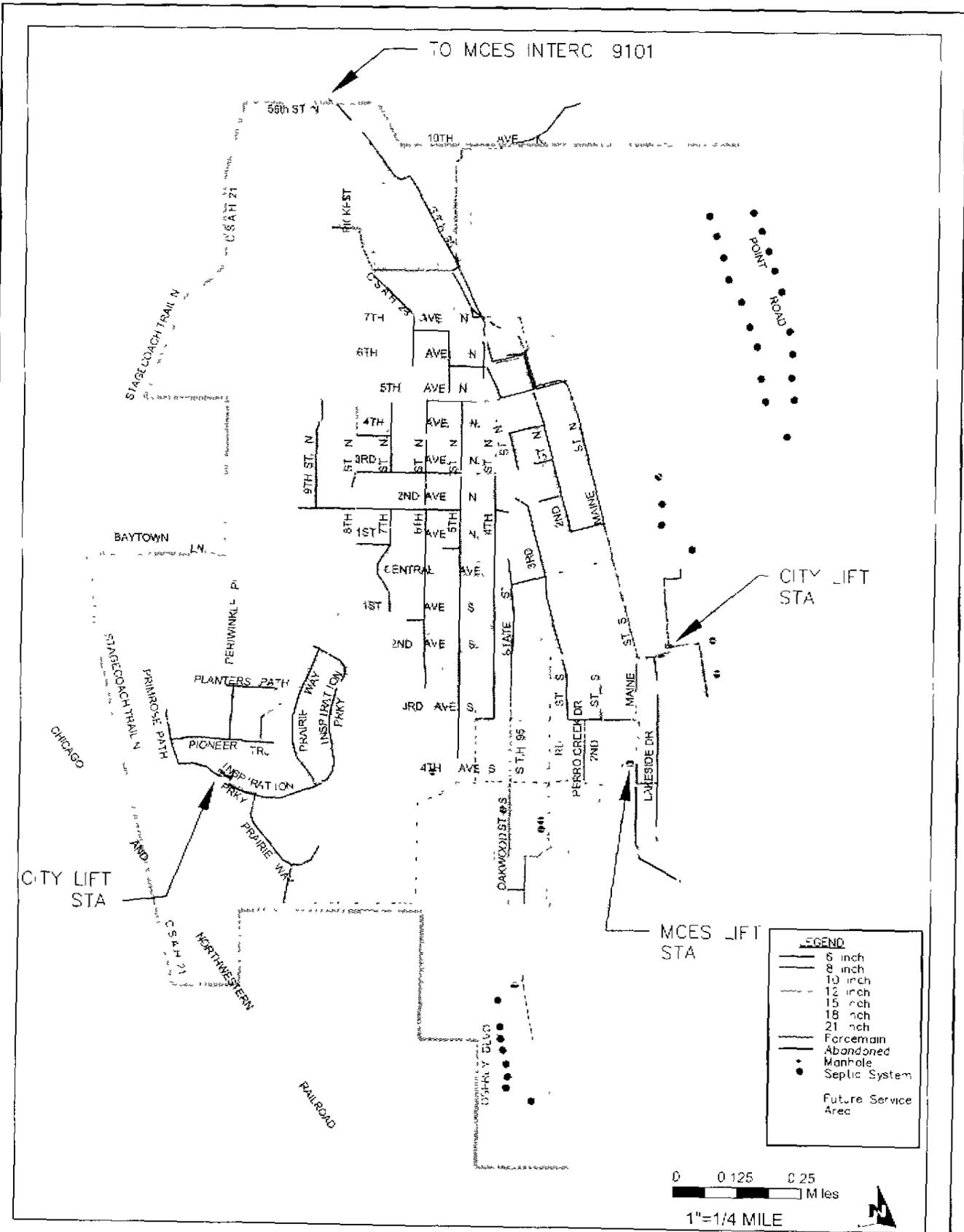
The City has adopted a policy prohibiting sanitary sewer service to land which are outside the Metropolitan Urban Service Area (MUSA). Additionally, the policy states that the City will not extend sanitary sewer service to any area which is within land zoned as a Rural Service Area. It is anticipated that there will be no extension of trunk sanitary sewer services.

#### Lift Station Capacities

|                                   | Average Flow MGD | Peak Flow MGD |
|-----------------------------------|------------------|---------------|
| <b>Inspiration Lift Station</b>   |                  |               |
|                                   | 0.08             | 0.3           |
| <b>Lakeside Park Lift Station</b> |                  |               |
|                                   | 0.01             | 0.04          |

| Year                                 | 2010 | 2015 | 2020 | 2025 | 2030 |
|--------------------------------------|------|------|------|------|------|
| Average Annual Wastewater Flow (MGD) | 0.67 | 0.70 | 0.72 | 0.75 | 0.78 |





## Future Sanitary Sewer Service Areas

### ***Infiltration and Inflow Management***

The City of Bayport completed an Inflow/Infiltration (I/I) Study and a 10-year Implementation Plan for the southeast areas of the City that was submitted to MCES in July 2004. It was determined that during periods when the St. Croix River reaches peak flood elevations, there was a significant increase in the I/I levels in this area of the City. Phase 1 of the Implementation Plan involved inspecting and improving sanitary sewer mains in the SE area. The City Sewer mains were televised to identify locations where I/I problems exist. Phase 1 improvements were completed in 2004 and consisted of a combining full length lining/spot joint repairs, repairs to service stubs, replacement of manhole castings and covers, and lining of several brick manholes. The City has initiated the second phase of the I/I Implementation Plan.

Phase 2 of the Implementation Plan consists of reviewing and addressing private connections to the sanitary sewer system. It will be completed in three parts and is scheduled to begin in late 2007/early 2008.

- **Part 1** will involve reviewing the City's ordinances regarding private connections to the sanitary sewer system. There may be several homes that have sump pumps or drain tiles connected to sanitary sewer services that could be contributing an excess of clear water to the services during peak floods.
- **Part 2** will involve actual inspections of private connections to determine which properties do not comply with the ordinance.
- **Part 3** will involve addressing those properties found in non-compliance with Part 2. Bayport will also develop a program to help ensure that properties remain in compliance with the ordinance and resolution.

As street improvements occur in other areas within the City, sanitary sewer mains are televised to see if they are structurally sound, as well as to see if infiltration is evident. Problem sections of the mains are replaced to strengthen and reduce infiltration. Manholes are sealed by replacing or concrete lining. This practice will continue with all new street improvement projects as the City has budgeted for yearly improvement projects to reduce I/I.

### ***Septic System Management***

The City of Bayport has approximately 40 on-site sewage disposal systems which serve residential homes in the City. The City of Bayport has an interest to help ensure the proper functioning of these on-site systems. Consequently, the City of Bayport will implement all of the applicable elements of Chapter 7080, Minnesota Pollution Control Agency Water Quality Division, Individual Sewage Treatment/Septic Systems Program. Washington County implemented a county-wide IS/S Management Program that became effective January 1, 2000.



The City contracts with Washington County Department of Health Environmental and Land Management to perform inspection and monitoring of on-site sewage disposal systems *within the City*. The City also requires homeowners to contract with a state licensed inspector to insure compliance with Chapter 7080, Minnesota Pollution Control Agency Water Control Division Individual Sewage Treatment Septic Systems Program. On-site sewage disposal systems must conform to Washington County Chapter 4, On-site Sewer Requirements which incorporate MPCA Chapter 7080. As part of the Chapter 4 of the County's codes, inspections of on-site sewage disposal systems are *required every three years*.

The City has a policy which prohibits the new construction of on-site sewage disposal systems if sewer is available, and requires connection to sewers when made available. City ordinance also allows the City to assess additional charges if connection of existing system is not made *within two years of sewer being made available*.

Chapter 4 of the Washington County Development Code addresses corrective measures to be taken to address any pollution problems resulting from development activities or inadequate management of existing on-site sewage disposal systems.

## **Water Related Plans**

### ***Local Surface Water Management Plan***

Bayport lies entirely within the Middle St. Croix Watershed Management Organization (MSCWMO) area. It is the policy of the City of Bayport to carry out sound storm water management practices that are consistent with the City's Storm Water Management Ordinances and the MSCWMO Storm Water Management Plans. This plan is intended to promote, preserve and enhance Bayport's *natural* resources from poorly sited development or incompatible land uses which adversely impact and may potentially destroy water and land quality.

The City has implemented a Storm Water Management Plan for new development and intends to improve the overall quality of surface water runoff as development and redevelopment occurs. As new development occurs, development plans will need to be prepared to help ensure that increasing volumes of surface water are treated properly. Regional and on-site detention ponds, rain gardens, and filtration systems are three potential methods to *reduce direct water* runoff into the St. Croix River and Perro Creek.

The City of Bayport will update the Storm Water Management Ordinance and prepare and submit its local surface water management plan to the Metropolitan Council and the Middle St. Croix Watershed Management Organization for review by the *end of 2008*. Bayport's plan will be consistent with policies specified in the 2006 Watershed Management Plan prepared by the Middle St. Croix Watershed Management Organization. Bayport will also adopt the MSCWMO plan.



### **Water Supply Plan**

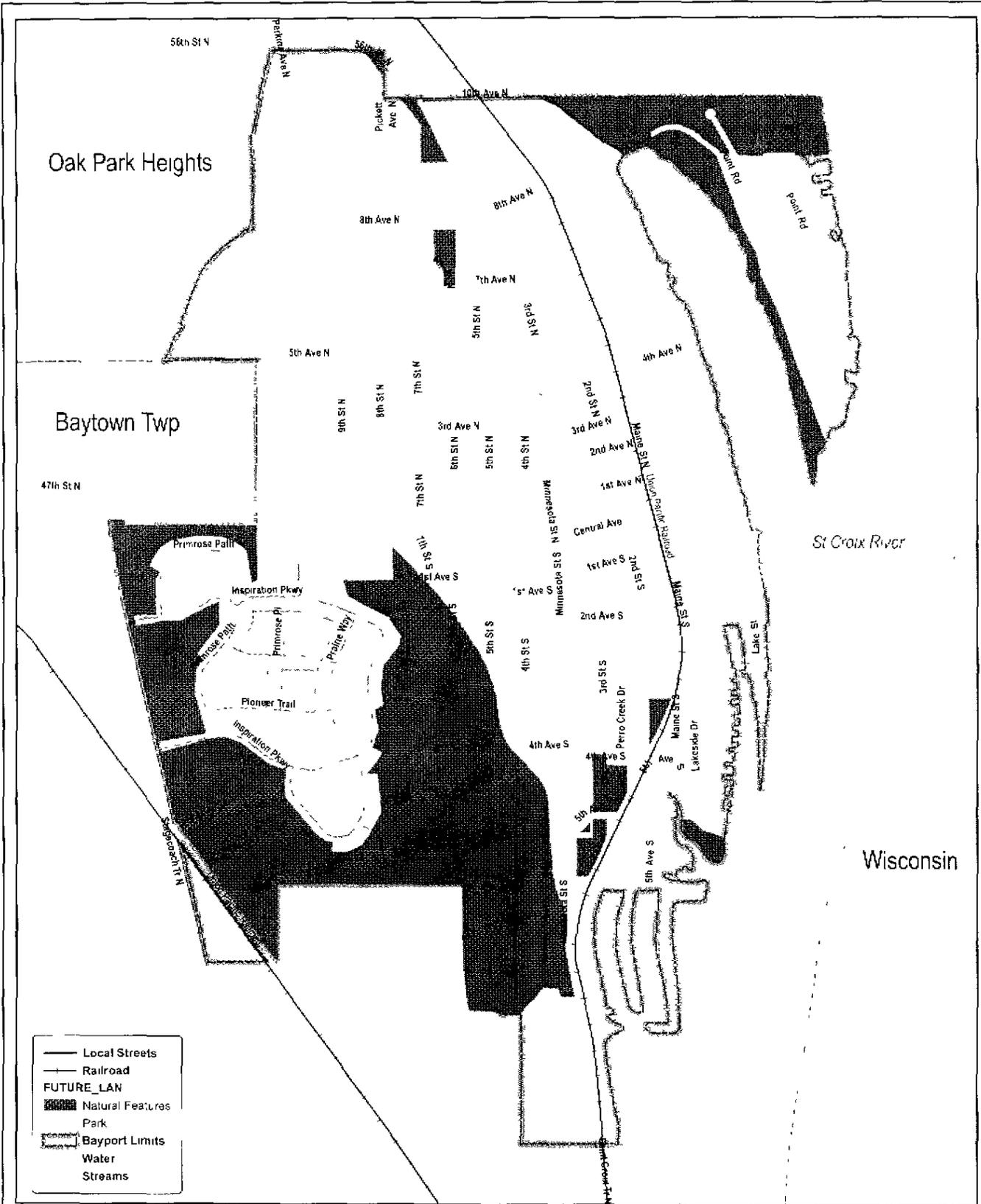
Bayport prepared a Water Distribution System Analysis Report in 2004 to identify deficiencies in the existing system and to propose future improvements to serve the Inspiration Development and the prison site. The City as a part of its Capital Improvement Plan (CIP) will strive to improve its water system by implementing recommended improvements such as increasing the size of deficient water mains as street improvements occur. The City has also completed and submitted its State Mandated Water Emergency Conservation Plan to the Metropolitan Council and the Minnesota Department of Natural Resources as a separate document for their review and comment.

As developments occur in the easterly portion of Baytown Township, Bayport will consider the further extension of City water service to minimize drilling of multiple private wells in the TCI contaminated aquifer.

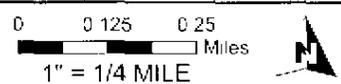
### **Stormwater/Erosion Control Ordinance**

It is the policy of the City to carry-out sound storm water management practices which are consistent with the City's Storm Water Management Ordinance. The City of Bayport has adopted the Metropolitan Council's Model Storm Water Management Ordinance. The ordinance is intended to promote, preserve, and enhance Bayport's natural resources from poorly sited development or incompatible land use activities, which adversely impact and may potentially destroy water and land quality. As new development occurs, development plans will need to help ensure that increasing volumes of surface water are treated properly. Regional and on-site detention ponds, rain gardens, and filtration systems are three potential methods to reduce direct water runoff into the St. Croix River and Perro Creek.





Parks and Open Space



## Implementation

Implementing the recommendations proposed in this plan can be accomplished using a variety of tools. The City can regulate land, offer incentives for its development, and undertake its own improvement projects. These powers fall into two categories:

- Official Controls
- *Capital Improvement Program*

### Official Controls

The City's Zoning and Subdivision Ordinances are already in place and no text changes will be required to complete the Bayport Comprehensive Plan. *Zoning map changes have been updated and are done on a case by case basis as approved by the City Council.*

The City's Zoning Ordinance includes provisions for Planned Unit Developments which allow for increased flexibility in permitted uses, dimensional standards, and density. Proposals that seek flexibility from underlying zoning districts must demonstrate innovation in design *through the incorporation of green built development and a commitment to the protection of Bayport's natural amenities.*

The City supports housing development that respects the natural environment while accommodating a variety of housing types. The City has a variety of natural features which make it attractive to residents: steep wooded bluffs, the St. Croix River, and Perro Creek. *Preserving these and the natural habitats they contain are a priority for the City because they define the community's character and distinctive nature.*

The City has existing ordinances which impose significant restrictions on development in environmental protection areas. *These should be monitored to help ensure enforcement and consistency with the overall Land Use Plan to prohibit soil erosion, loss of vegetation, and increased surface water runoff, particularly in the vicinity of the bluff shoreline, and floodplain.*

Other regulations that the City uses to control development include the *Fire Code, Uniform Building Code, and other ordinances that seek to control building and sign construction.* Storm water and utilities are regulated by the ordinances within the City Code.

Additional standards the City should consider include developing a historic preservation ordinance to preserve older housing as well as provide incentives for the construction of buildings that fall within the *City's housing stock.* To this end, the City should look at the developing design standards for its downtown area to preserve the unique character of Bayport and prohibit unwanted architectural styles.



The City may establish guidelines which encourage developments that are architecturally compatible with historic neighborhoods and in keeping with traditional design standards such as a street grid system, sidewalks, alleys, residential elements and porches oriented to the streets with garages to the side or rear and traditional architectural style. Buildings should be designed or renovated to be in character and size with the surrounding nature of the neighborhood and City Standards may be defined to regulate the bulk, height, density and area of new residential developments to fit into the character of existing residential neighborhoods. Furthermore, financial incentives may help in keeping the historical nature of the City.

### **Capital Improvement Program 2009 – 2012**

The following table outlines the capital improvements proposed in this Comprehensive Plan, their approximate costs, and the general time frame to implement them. This plan is intended as a guide and does not commit the City to specific expenditures or dates. Note that certain improvements do not have exact cost estimates attached because they are too difficult to predict at this time.



|                                                           | Public Works Equipment Fund | Water/Sewer Improvement Fund | Street Reconstruction Fund | Cemetery Capital Improvement Fund | Park Dedication Fund | Fire Equipment Fund  | Police Equipment Fund |
|-----------------------------------------------------------|-----------------------------|------------------------------|----------------------------|-----------------------------------|----------------------|----------------------|-----------------------|
| New fire hall                                             |                             |                              |                            |                                   |                      | \$2 million          |                       |
| Replace Pierce dash cab                                   |                             |                              |                            |                                   |                      | \$500,000            |                       |
| Replace two patrol vehicles                               |                             |                              |                            |                                   |                      |                      | \$60,000              |
| GIS parcel info system                                    |                             |                              |                            | \$20,000                          |                      |                      |                       |
| Radio meter reading system                                |                             | \$70,000                     |                            |                                   |                      |                      |                       |
| Acquire property for storm water treatment ponds          |                             |                              | \$50,000                   |                                   |                      |                      |                       |
| Purchase compact pick-up                                  | \$25,000                    |                              |                            |                                   |                      |                      |                       |
| Replace 1967 IHC tank truck                               | \$25,000                    |                              |                            |                                   |                      |                      |                       |
| Replace 1995 Ford 4x4 truck and snow plow                 | \$50,000                    |                              |                            |                                   |                      |                      |                       |
| Pavement mgt program                                      |                             |                              | \$15,000                   |                                   |                      |                      |                       |
| Replace cemetery fence                                    |                             |                              |                            | \$20,000                          |                      |                      |                       |
| Pave cemetery road                                        |                             |                              |                            | \$40,000                          |                      |                      |                       |
| Perro Park master plan and improvements                   |                             |                              |                            |                                   | \$110,000            |                      |                       |
| Barker's Alp's improvements                               |                             |                              |                            |                                   | \$400,000            |                      |                       |
| N 6 <sup>th</sup> Street Water Main & Street Construction |                             |                              | \$675,000                  |                                   |                      |                      |                       |
| <b>2009-2012 Total</b>                                    | <b>\$100,000</b>            | <b>\$70,000</b>              | <b>\$760,000</b>           | <b>\$60,000</b>                   | <b>\$510,000</b>     | <b>\$2.5 million</b> | <b>\$60,000</b>       |





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

---

Date: November 28, 2007

To: Mayor and City Council  
 Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

**Subject: Rerouting Overhead Utility Lines in Lakeside Park**

***BACKGROUND***

As part of the Lakeside Park Improvement Project, Public Works was requested to get pricing costs for the rerouting of the overhead utilities that cross through the park. Three utility companies examined the project request and developed a rerouting plan, with the following costs

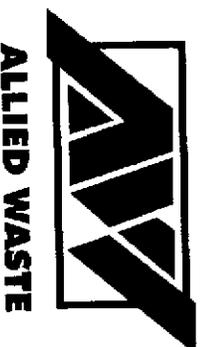
- Xcel Energy – electrical.....\$29,881.42
- Qwest – telephone & related services.....\$13,383.55
- Comcast – cable and related services . . . . .\$ 6,092.36
- Grand Total     \$49,357.33

The city would also incur some additional charges for providing new electrical services to the picnic shelters and remote electrical outlets. Also, new decorative pole-type lighting would be needed to replace the existing, currently mounted on wood utility poles. These costs are estimated to be in the \$20,000.00 to \$30,000.00 range.

***RECOMMENDATION***

Staff feels that the removal of the unsightly overhead utilities that run through the heart of Lakeside Park would be a major improvement to the visual aesthetics of the beautiful park. Reluctantly, staff recommends putting the project on an indefinite hold due to the significant cost of the project.

# **The City of Bayport and Allied Waste Services**



**Partners in Waste, Recycling and Yard Waste Removal  
Services for the Residents of Bayport**

**December 18, 2007**

Allied Waste Services is very thankful to have been able to provide the waste and recycling services for the residents of Bayport, and we look forward to providing these services for many years to come. We have prepared an outline that will help you analyze the rates and service offering that we will offer to the City of Bayport. First, here are some facts.

### **1) Disposal Rate Increase**

The current agreement between Allied Waste and the City of Bayport requires Allied Waste to dispose of the waste collected in Bayport at the RRT (formerly NRG) disposal facility in Newport, MN. That site has notified all trash haulers that the disposal rate will increase from \$38.00 per ton (net) to \$43.00 per ton (net) effective January 1, 2008. The formula in the Bayport contract accounts for this \$5.00 increase per ton in the following manner:

|                    |                                      |                                     |
|--------------------|--------------------------------------|-------------------------------------|
| 30-gallon Service: | \$5.00 tipping fee increase x 054 =  | \$ .27 increase per home, per month |
| 60-gallon Service: | \$5 00 tipping fee increase x 076 =  | \$ .38 increase per home, per month |
| 90-gallon Service: | \$5 00 tipping fee increase x .119 = | \$ .60 increase per home, per month |

### **2) The Consumer Price Index Annual Adjustment**

The current agreement allows for a Price Increase on October 1 of each year. The increase is based on "The All Consumers CPI" from the US Federal Bureau of Labor and Statistics. The All Consumers CPI rose 3.5% from October 2006 to October 2007. Allied Waste did not request this price increase yet in 2007. Had Allied Waste requested this increase (coupled with the disposal rate increase), the monthly rates would have gone up by the following amounts:

|                    |                                     |
|--------------------|-------------------------------------|
| 30-gallon Service: | \$.96 increase per home, per month  |
| 60-gallon Service: | \$1 25 increase per home, per month |
| 90-gallon Service: | \$1 72 increase per home, per month |

### **3) Trash Cart Rental Fees**

The current contract allows for trash cart rental fees. Allied Waste is currently charging residents \$1.25 per month for the use of these carts. In our new proposal, you will see that we are asking to remove this charge on the resident's bills.

### **4) Overall Proposed Savings**

Allied Waste will be requesting a **DECREASE** in the monthly cost per resident for the waste, recycling and yardwaste services. This new proposal from Allied Waste will save the residents of Bayport a combined \$9,697.38 per year---while maintaining each and every service they have come to expect. Please see attached sheets with detailed explanations.

### **5) Contract Extension Request**

The current contract that was put into place in October of 2005, allowed for mutually agreed upon 3-year contract extensions. Allied Waste would respectfully request a 3-year contract extension of this agreement to be effective Oct 1, 2008. We would be happy to discuss the pricing/service details of such an agreement, but hope they would be based on the new rate plan we have put forth today.

On the next pages you will find the Proposed Rate Changes for 2007-2008, a Comparison of Local Trash & Recycling Monthly Contracted Service Rates, the CPI figures from the Department of Labor and Statistics, and The Diesel Fuel Rates from the Department of Energy.

# City of Bayport and Allied Waste: Proposed Rate Changes for 2007-08

12/18/2007

## Current Rates

| Service Level | Trash Cost | Single Sort     |                | Sub Total | Combined Wash Co. & State Taxes = 49.25% | Grand Total Per month | The Total Amount Residents See on Their Invoice (for 2 months) |
|---------------|------------|-----------------|----------------|-----------|------------------------------------------|-----------------------|----------------------------------------------------------------|
|               |            | Cart Rental Fee | Recycling Cost |           |                                          |                       |                                                                |
| 30 Gallon     | \$7.33     | \$1.25          | \$3.30         | \$11.88   | \$4.23                                   | \$16.11               | \$32.22                                                        |
| 60 Gallon     | \$9.59     | \$1.25          | \$3.30         | \$14.14   | \$5.34                                   | \$19.48               | \$38.96                                                        |
| 90 Gallon     | \$12.42    | \$1.25          | \$3.30         | \$17.38   | \$6.73                                   | \$23.70               | \$47.40                                                        |

## New Rates if We Included the Annual CPI Increase (3.5%) and the Disposal Site Fee Increase

| Service Level | Trash Cost | Single Sort     |                | Sub Total | Combined Wash Co. & State Taxes = 49.25% | Grand Total Per month | The Total Amount Residents See on Their Invoice (for 2 months) | Increase Resident will see on Invoice Compared to CURRENT | Annual INCREASE to the Resident, Per Current Contract |
|---------------|------------|-----------------|----------------|-----------|------------------------------------------|-----------------------|----------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|
|               |            | Cart Rental Fee | Recycling Cost |           |                                          |                       |                                                                |                                                           |                                                       |
| 30 Gallon     | \$7.86     | \$1.29          | \$3.42         | \$12.57   | \$4.50                                   | \$17.07               | \$34.14                                                        | \$1.93                                                    | \$11.58                                               |
| 60 Gallon     | \$10.31    | \$1.29          | \$3.42         | \$15.02   | \$5.71                                   | \$20.73               | \$41.46                                                        | \$2.50                                                    | \$15.00                                               |
| 90 Gallon     | \$13.45    | \$1.29          | \$3.42         | \$18.16   | \$7.26                                   | \$25.42               | \$50.84                                                        | \$3.44                                                    | \$20.64                                               |

## Allied Waste's Proposed Rates for 2008

| Service Level | Trash Cost | Single Sort     |                | Sub Total | Combined Wash Co. & State Taxes = 49.25% | Grand Total Per month | The Total Amount Residents See on Their Invoice (for 2 months) | Decrease Resident will see on Invoice Compared to CURRENT | Proposed Annual DECREASE to the Resident |
|---------------|------------|-----------------|----------------|-----------|------------------------------------------|-----------------------|----------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------|
|               |            | Cart Rental Fee | Recycling Cost |           |                                          |                       |                                                                |                                                           |                                          |
| 30 Gallon     | \$6.50     | \$0.00          | \$6.40         | \$12.90   | \$3.20                                   | \$16.10               | \$32.20                                                        | -\$0.02                                                   | -\$0.12                                  |
| 60 Gallon     | \$8.75     | \$0.00          | \$6.40         | \$15.15   | \$4.31                                   | \$19.46               | \$38.92                                                        | -\$0.04                                                   | -\$0.24                                  |
| 90 Gallon     | \$11.50    | \$0.00          | \$6.40         | \$17.90   | \$5.66                                   | \$23.56               | \$47.13                                                        | -\$0.27                                                   | -\$1.62                                  |

# A Comparison of Local Trash & Recycling Monthly Contracted Service Rates

12/18/2007

|                                                    | Bayport 2008 Proposed Rates        | White Bear Township             | Little Canada                      | Vadnais Heights                 | North St. Paul                     |
|----------------------------------------------------|------------------------------------|---------------------------------|------------------------------------|---------------------------------|------------------------------------|
| <b>Container Size and Service</b>                  |                                    |                                 |                                    |                                 |                                    |
| 30 gallon                                          | \$12.90                            | \$14.06                         | \$12.08                            | \$12.07                         | \$7.60                             |
| 60 gallon                                          | \$15.15                            | \$15.21                         | \$13.74                            | \$13.76                         | \$7.99                             |
| 90 gallon                                          | \$17.90                            | \$17.49                         | \$15.93                            | \$16.01                         | \$9.08                             |
| <b>Yardwaste Removal Services</b>                  |                                    |                                 |                                    |                                 |                                    |
|                                                    | Included in the rates              | Included in the rates           | \$4.00 per month                   | \$4.00 per month                | \$4.85 per month                   |
| <b>Trash Disposal Cost</b>                         |                                    |                                 |                                    |                                 |                                    |
|                                                    | Included in the rates              | Included in the rates           | Included in the rates              | Included in the rates           | \$4.30 per month                   |
| <b>Recycling Service (Single Sort or Two Sort)</b> |                                    |                                 |                                    |                                 |                                    |
|                                                    | Included in the rates- Single Sort | Included in the rates- Two-Sort | Included in the rates- Single Sort | Included in the rates- Two Sort | Included in the rates- Single Sort |
| <b>Totals</b>                                      |                                    |                                 |                                    |                                 |                                    |
| 30 gallon                                          | \$12.90                            | \$14.06                         | \$16.08                            | \$16.07                         | \$16.75                            |
| 60 gallon                                          | \$15.15                            | \$15.21                         | \$17.74                            | \$17.75                         | \$17.14                            |
| 90 gallon                                          | \$17.90                            | \$17.49                         | \$19.93                            | \$20.01                         | \$18.24                            |

Additional Services Provided At NO CHARGE to the City of Bayport under this agreement:

\$500.00 Annual Scholarship

All Labor, Equipment and Staff for Annual City-Wide Cleanup Day

Trash & Recycling Services provided at No Charge to City Hall, Fire Station, Public Works Building, City Library and City Parks



**U.S. Department of Labor**  
**Bureau of Labor Statistics**



Bureau of Labor Statistics Data

[www.bls.gov](http://www.bls.gov)

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Data extracted on: December 13, 2007 (2:23:31 PM)

**Consumer Price Index - All Urban Consumers**

Series Id: CUSR0000CSA0  
 Seasonally Adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

| Year | Jan     | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov    | Dec    | Annual | HALF1 | HA |
|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|--------|--------|-------|----|
| 1997 | 159.40  | 159.70  | 159.80  | 159.90  | 159.90  | 160.20  | 160.40  | 160.80  | 161.20  | 161.50  | 161.70 | 161.80 |        |       |    |
| 1998 | 162.00  | 162.00  | 162.00  | 162.20  | 162.60  | 162.80  | 163.20  | 163.40  | 163.50  | 163.90  | 164.10 | 164.40 |        |       |    |
| 1999 | 164.70  | 164.70  | 164.80  | 165.90  | 166.00  | 166.00  | 166.70  | 167.10  | 167.80  | 168.10  | 168.40 | 168.80 |        |       |    |
| 2000 | 169.30  | 170.00  | 171.00  | 170.90  | 171.20  | 172.20  | 172.70  | 172.70  | 173.60  | 173.90  | 174.20 | 174.60 |        |       |    |
| 2001 | 175.60  | 176.00  | 176.10  | 176.40  | 177.30  | 177.70  | 177.40  | 177.40  | 178.10  | 177.60  | 177.50 | 177.40 |        |       |    |
| 2002 | 177.7   | 178.0   | 178.5   | 179.3   | 179.5   | 179.6   | 180.0   | 180.5   | 180.8   | 181.2   | 181.5  | 181.8  |        |       |    |
| 2003 | 182.3   | 183.3   | 184.0   | 183.3   | 183.2   | 183.4   | 183.8   | 184.5   | 185.0   | 184.9   | 184.7  | 185.2  |        |       |    |
| 2004 | 185.9   | 186.5   | 187.2   | 187.5   | 188.6   | 189.3   | 189.3   | 189.4   | 189.7   | 190.8   | 191.3  | 191.3  |        |       |    |
| 2005 | 191.3   | 192.1   | 193.0   | 193.9   | 194.0   | 194.0   | 195.1   | 196.2   | 198.6   | 199.2   | 197.9  | 197.8  |        |       |    |
| 2006 | 199.0   | 199.1   | 199.6   | 200.8   | 201.9   | 202.4   | 203.2   | 203.8   | 202.7   | 201.8   | 201.9  | 202.8  |        |       |    |
| 2007 | 203.153 | 203.906 | 205.146 | 205.999 | 207.387 | 207.784 | 208.028 | 207.738 | 208.292 | 208.903 |        |        |        |       |    |

3.5%



**Energy Information Administration**

Energy Glossary

Home > Petroleum > Navigator

*Petroleum Navigator*

Note: These data are available in spreadsheet format by clicking the "Download Series History" link on the previous page (with dropdown menu bar at top).

View History:  Weekly  Monthly  Annual

**U.S. No 2 Diesel Retail Sales by All Sellers (Cents per Gallon)**

| Year | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1994 |       |       | 110.7 | 110.7 | 110.0 | 110.3 | 111.0 | 112.3 | 112.5 | 112.2 | 113.1 | 111.3 |
| 1995 | 109.8 | 108.8 | 108.8 | 110.4 | 112.6 | 112.0 | 110.0 | 110.5 | 111.9 | 111.5 | 112.0 | 113.0 |
| 1996 | 114.5 | 114.5 | 118.3 | 127.5 | 127.3 | 120.1 | 117.6 | 120.1 | 126.5 | 132.3 | 132.3 | 130.9 |
| 1997 | 129.1 | 128.0 | 122.9 | 121.2 | 119.6 | 117.3 | 115.1 | 116.5 | 116.0 | 118.3 | 119.2 | 116.6 |
| 1998 | 112.0 | 108.4 | 106.3 | 106.7 | 106.9 | 104.1 | 102.9 | 100.7 | 102.4 | 103.9 | 102.2 | 97.3  |
| 1999 | 96.7  | 95.9  | 99.7  | 107.9 | 107.3 | 107.4 | 112.2 | 117.2 | 121.5 | 122.8 | 126.3 | 129.2 |
| 2000 | 135.6 | 146.1 | 147.9 | 142.2 | 142.0 | 142.1 | 143.4 | 146.6 | 163.7 | 163.7 | 162.1 | 156.5 |
| 2001 | 152.4 | 149.2 | 139.9 | 142.2 | 149.6 | 148.2 | 137.5 | 139.0 | 149.5 | 134.8 | 125.9 | 116.7 |
| 2002 | 115.3 | 115.2 | 123.0 | 130.9 | 130.5 | 128.6 | 129.9 | 132.8 | 141.1 | 146.2 | 142.0 | 142.9 |
| 2003 | 148.8 | 165.4 | 170.8 | 153.3 | 145.1 | 142.4 | 143.5 | 148.7 | 146.7 | 148.1 | 148.2 | 149.0 |
| 2004 | 155.1 | 158.2 | 162.9 | 169.2 | 174.6 | 171.1 | 173.9 | 183.3 | 191.7 | 213.4 | 214.7 | 200.9 |
| 2005 | 195.9 | 202.7 | 221.4 | 229.2 | 219.9 | 229.0 | 237.3 | 250.0 | 281.9 | 309.5 | 257.3 | 244.3 |
| 2006 | 246.7 | 247.5 | 255.9 | 272.8 | 289.7 | 289.8 | 293.4 | 304.5 | 278.3 | 251.9 | 251.5 | 261.0 |
| 2007 | 248.5 | 248.8 | 266.7 | 283.4 | 279.6 | 280.8 | 286.8 | 286.9 | 295.3 | 307.5 | 339.6 |       |

Updated on 12/10/2007

Source: U.S. Energy Information Administration

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# CITY OF BAYPORT

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

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

## **2008 City Council Meeting Dates**

Monday, January 7

Monday, February 4

Monday, March 3

Monday, April 7

Monday, May 5

Monday, June 2

Monday, July 7

Monday, August 4

**Tuesday, September 2 \***

Monday, October 6

**Wednesday, November 5 or Monday, November 10 \*\***

Monday, December 1

\* Due to the Labor Day holiday, staff recommends scheduling the meeting for Tuesday, September 2<sup>nd</sup>

\*\* Due to the General Election on November 4<sup>th</sup> and the City Council needing to canvass the results of the election, staff recommends scheduling the meeting for either Wednesday, November 5<sup>th</sup> or Monday, November 10<sup>th</sup>.



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

---

Date: January 2, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Subject: Appointments, designations, and assignments for 2008

***BACKGROUND***

The City Council shall establish appointments, designations, and assignments for staff/services for the upcoming year. Listed below are individuals/agencies appointed in 2007. The City Council shall designate the following for 2008.

| <u>Position</u>                    | <u>2007</u>                                | <u>2008 – Changes only</u> |
|------------------------------------|--------------------------------------------|----------------------------|
| Planning Commission Liaison        | Sharon Ridgway                             | Torry Kraftson, alternate  |
| Library Board Liaison              | Dan Johnson                                | Connie Carlson, alternate  |
| Cable Commission Liaison           | Sharon Ridgway                             | Torry Kraftson, alternate  |
| Middle St. Croix Watershed Liaison | Torry Kraftson                             | Connie Carlson, alternate  |
| Lower St. Croix Partnership        | Connie Carlson                             | Chris Hayner, citizen rep  |
| Andersen Citizen Advisory Liaison  | Dan Johnson                                |                            |
| Deputy Mayor                       | Dan Johnson                                |                            |
| City Attorney                      | Eckberg Law Firm (Nick Vivian)             |                            |
| City Engineer                      | SEH (Barry Peters)                         |                            |
| City Planning Consultant           | SEH (Mike Darrow)                          |                            |
| City Auditor                       | Abdo Eick & Meyers, LLP                    |                            |
| Deputy City Clerk                  | Assistant City Administrator (Sara Taylor) |                            |
| Emergency Preparedness             | Fire Chief (Mike Bell)                     |                            |
| Deputy Fire Chief                  | Matt Bell                                  |                            |
| Weed Inspector                     | Mayor (Jon Nowaczek)                       |                            |
| Assistant Weed Inspector           | Public Works Supervisor (Mel Horak)        |                            |
| Animal Control                     | Police Chief (Laura Eastman)               |                            |
| Financial Advisor                  | Northland Securities                       |                            |
| Assessor                           | Washington County                          |                            |
| Official Depository                | First State Bank                           |                            |
| Official Newspaper                 | Stillwater Gazette                         |                            |
| Animal Impound Agency              | St. Croix Animal Shelter-Woodbury          |                            |
| On Site Septic Inspection          | Washington County                          |                            |

***RECOMMENDATION***

Staff recommends the City Council review the individuals/agencies appointed for 2007 and adopt a motion to approve the appointments, designations, and assignments for 2008.





Eugene D. Johnson, Publisher

Pat Daul, Associate Publisher

4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 1, 2007

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

Dear Mike,

The St. Croix Valley Press wishes to be considered as your designated newspaper for 2008.

We meet all the requirements under state statutes.

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

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

The rate is \$6.65 per column inch, in 7-point type at 9-lines per inch.

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

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

Sincerely,

A handwritten signature in cursive script that reads 'Lisa Graber'.

Lisa Graber  
Legal Notice Coordinator

*misc: bayport05.doc*

Your Best Source For Community Information

White Bear Press • Vadnais Heights Press • St. Croix Valley Press • Quad Community Press • Shoreview Press • Forest Lake Press

ppnews@presspubs.com ppcomp@presspubs.com ppadvertising@presspubs.com ppcirc@presspubs.com

# Stillwater Courier    Lake Elmo **LEADER**

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

---

November 30, 2007

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

Dear City Administrator,

We would like to invite the City of Bayport to designate the Stillwater Courier and Lake Elmo Leader as their legal newspapers for 2008. All legal notices for the city will be published in **both** the Stillwater Courier and Lake Elmo Leader, providing the largest in-home circulation in the city.

The following is the Stillwater Courier and Lake Elmo Leader's 2008 rate for publication of legal notices, effective with the January 3, 2008 edition:

**\$3.50 per column inch - first insertion**  
**\$3.00 per column inch - second insertion and each subsequent insertion**

All legal notices will be posted on-line at [www.stillwatercourier.com](http://www.stillwatercourier.com) and [www.lakeel-moleader.com](http://www.lakeel-moleader.com). Deadlines for legals will be 4 p.m. the Friday prior to publication. We encourage the submission of legal notices via e-mail. Please send your legal notices to [legals@stillwatercourier.com](mailto:legals@stillwatercourier.com). Please include the dates of requested publication and a contact name and number, in case of questions.

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

Sincerely,



Jeff Patterson  
Publisher



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

---

Date. December 18, 2007  
To Mayor and City Council  
From Mike McGuire, City Administrator  
Subject. Appointments to Library Board and Planning Commission

### ***BACKGROUND***

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

| <b><u>Library Board</u></b> | <b><u>Term Expiration</u></b> |
|-----------------------------|-------------------------------|
| Carroll Jenson              | 12/31/2007                    |
| Mary Goulette               | 12/31/2007                    |
| Sandy Ness                  | 12/31/2007                    |
| Joseph Reding               | 12/31/2008                    |
| Beth Hogberg                | 12/31/2009                    |

As you know, Carroll "Hap" Jenson's term expired on December 31<sup>st</sup> and he is not seeking reappointment. Mary Goulette and Sandy Ness's terms also expire December 31<sup>st</sup> and both are seeking reappointment for another three year term.

Charles Davis, 196 6<sup>th</sup> Street South, has submitted a letter of interest expressing a desire to serve on the Library Board.

| <b><u>Planning Commission</u></b> | <b><u>Term Expiration</u></b> |
|-----------------------------------|-------------------------------|
| Tom Mabie                         | 12/31/2007                    |
| Jennifer Schneider                | 12/31/2007                    |
| Ron Wolfe                         | 12/31/2008                    |
| David Levy                        | 12/31/2009                    |
| Judy Seeberger                    | 12/31/2009                    |

Tom Mabie's term expires on December 31<sup>st</sup>. Tom has served 1 term and is seeking reappointment for another 3 year term. Jennifer Schneider's term also expires on December 31<sup>st</sup> and she is also seeking reappointment. Jennifer's last appointment was made by special order of the City Council because she had served on the Planning Commission for 3 consecutive terms and the city had not received any applications from residents interested in filling her position.

Pamela Hoye, 1034 Pioneer Trail, has submitted a letter of interest expressing a desire to serve on the Planning Commission. If the City Council is interested in appointing Pamela to the Planning Commission, staff could schedule an interview to discuss her qualifications.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion appointing 3 individuals to the Library Board and 2 individuals to the Planning Commission, each for a 3 year term.

## EXCERPT FROM PLANNING COMMISSION BYLAWS

- C. **Terms.** The five members of the Planning Commission shall be appointed by the City Council. All such appointments shall initiate and be established by resolution of the City Council. The term of each member shall be for three years. Unless extended by special order of the City Council for a period of one year, no member shall serve more than three consecutive terms on the Planning Commission
- D. **Absenteeism.** Attendance is required at all meetings. Absence from more than three regular meetings in a calendar year is not considered acceptable because it impairs the commission's ability to fulfill its responsibilities to the community. For this reason, upon a commissioner's fourth absence from a regular meeting in a calendar year, the City Council shall be notified with a recommendation of dismissal by the Planning Commission. Planning Commissioners are expected to notify the Chairperson or city staff when an absence or late arrival is anticipated at any meeting.
- E. **Removal.** Any member of the Planning Commission may be removed at any time by a four-fifths (4/5) vote of the City Council with or without cause
- F. **Compensation.** Planning Commission members as selected by the City Council shall serve without compensation except as otherwise established by resolution of the City Council
- G. **Training.** The Chairperson and the city staff shall meet with each new Planning Commissioner to explain Planning Commission procedures
- H. **Resignation.** A member who wishes to resign shall submit a written resignation to the Chairperson, who shall in turn forward the same to the City Council
- I. **Vacancies.** Vacancies occurring within the Planning Commission shall be filled for the balance of the appointment by the City Council.

### ARTICLE 4 – OFFICERS, DUTIES AND ELECTION OF OFFICERS

- A. **Officers.** The officers of the Planning Commission shall be Chairperson and Vice-Chairperson.
- B. **Duties of the Chairperson.** The Chairperson shall preside at all meetings, appoint Planning Commission members to committees, appoint Planning Commission representatives, rule on procedural questions (subject to reversal by a two-thirds (2/3) vote of those members in attendance), meet with all newly appointed members, exercise the same voting rights as other Planning

## Bayport Public Library

---



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

October 25, 2007

Mayor Jon Nowaczek  
City of Bayport Public  
294 N 3<sup>rd</sup> St  
Bayport, MN 55003

Dear Mayor Nowaczek:

Please consider this letter my request to serve a full three year term on the Bayport Public Library Board. I have served the third year of Mark Berthelsen's three year term after his resignation due to relocating outside of Bayport.

I would be privileged to serve another term and I thank you for considering my request.

Respectfully,



Mary Goulette  
Bayport Public Library Board Trustee

## Bayport Public Library

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

October 25, 2007

Mayor Jon Nowaczek  
City of Bayport Public  
294 N 3<sup>d</sup> St  
Bayport, MN 55003

Dear Mayor Nowaczek

Please consider this letter my request to serve another three year term on the Bayport Public Library Board. I feel my years of experience on the board will be beneficial of the library.

I have enjoyed my tenure on the board and hope that my service has contributed to the success of the library.

Respectfully,

Sandra Ness  
Bayport Public Library Board Trustee

Date: November 26, 2007  
To: Bayport Library Board  
From: Charles Davis  
Subject: Appointment to Bayport Library Board

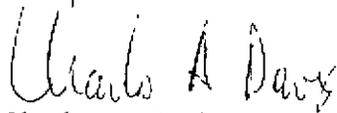
My name is Charles Davis. I reside with my wife and two children at 196 S. 6<sup>th</sup> Street in Bayport. We have lived at this address for the last 4 years. I have served the community in the past by being a member of the Bayport Community Action League. I am currently a Council Member at Bethlehem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

I am employed by United Hospital Services in Edina.

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

Thanking you in advance for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Charles A. Davis". The signature is written in dark ink and is positioned above the printed name.

Charles A. Davis

**Sara Taylor**

**From:** Thomas Mable [tmable7408@comcast.net]  
**Sent:** Tuesday, December 18, 2007, 6:26 PM  
**To:** Sara Taylor  
**Subject:** Planning Commission

Sara,

Please submit my request to continue on the Planning Commission after my term is up on December 31st. I would like very much to be a part of our city.

Sincerely,

Tom Mable

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Date November 29, 2007

To Sara Taylor and Mike McGuire

From Jennifer Schneider

Subject: Planning Commission Term expiration

My planning commission term ends at the end of this year. I would like to continue to be on the planning commission for another term. My knowledge and years experience on the commission can contribute to an effective planning commission.

This has been a very interesting and enjoyable experience and I hope the council will extend my term.

Thank you

CITY OF BAYPORT  
PLANNING COMMISSION APPLICATION FORM

Name: Pamela Hoye PAMHOYE@GMAIL.COM  
Address: 1034 Pioneer Trail  
Bayport, MN 55003  
Home Phone: 651-342-1134

Please describe your background and why you are interested in serving on the Bayport Planning Commission.

Please see attached.

Pamela Hoye  
Signature

Feb 1, 2007  
Date

Please return to: Bayport City Hall  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003

As an enthusiastic new Bayport resident, I would be able to bring a fresh perspective to the planning commission.

In addition, I live and work in Inspiration. I think as an Inspiration resident I would be helpful in bringing new development view points to the group. As an employee of CPDC (Inspiration Developer) I would be a great liaison between the community and the developer

I have been a licensed real estate agent for more than three years. I have ten years of marketing & publishing experience, with heavy emphasis on public relations and large event management. For five years, I was the event manager at Minnesota Monthly. I handled all details of large upscale events, like the Twin Cities Food & Wine Experience (15,000 attendees) as well as real estate related concepts like the Luxury Home Tour

Thank you for considering my application.

Pam Hoye  
1034 Pioneer Trail  
Bayport, MN 55003  
651-342-1136  
[pamhoye@gmail.com](mailto:pamhoye@gmail.com)



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

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Date: January 2, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator

**Subject: Workshop Meeting Dates and Topics**

At a previous meeting, the City Council discussed scheduling a workshop for a general review with the library. I have discussed this with the library director, and two dates that work for her are Monday, January 28<sup>th</sup> or Monday, February 11<sup>th</sup> at 4:00 p.m.

In addition, the City Council discussed future topics:

1. Use of special funds
  - NSP substation sale
  - Tax stabilization fund
  
2. Potential major capital projects
  - Purchase of Hogberg house adjacent to City Hall
  - Community center
  - Fire hall
  - Pedestrian crossing on Highway 95 and/or Stagecoach Trail
  - Bike lane along Highway 95
  - Boat launch
  - Park development
  - Citywide sewer/water/street upgrades

The City Council should pick a date to discuss the library, decide if we should schedule more than one item per workshop, and discuss other topics and potential dates.