

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
December 1, 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. November recycling award to Darryl Germain
2. A collection for the Toys for Tots program is ongoing through December 18<sup>th</sup>

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

**Consider a resolution adopting items 1 through 14**

	<u><b>TAB #</b></u>
1. November 10, 2008 City Council regular meeting minutes	1
2. November payables and receipts	2
3. November building, plumbing and mechanical permits	3
4. Tobacco license renewals for 2009	4
5. Certification of past due water bills to 2008 property taxes	5
6. Certification of past due waste collection bills to 2008 property taxes	6
7. Annual adjustment to the city employee salary step schedule	7
8. Refuse hauling license renewals for 2009	8
9. Non-unionized holidays for 2009	9
10. Final payment to Peterson Companies for improvements at Lakeside Park	10
11. Budgeted fund transfers	11
12. St. Croix Events, Inc. request to run the Stillwater Marathon through a portion of Bayport	12
13. Renewal of employee health/dental insurance policy	13
14. Designating January 5, 2009 as the next City Council meeting date	

**PUBLIC HEARINGS**

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

1. Consider an ordinance amending Chapter 62, Vegetation, of the Bayport City Code, creating an ordinance for the management of hazardous trees 14

**TAB #**

2. Update on pedestrian crossing grant

15

**NEW BUSINESS**

1. Consider amending the fee schedule ordinance to reflect 2009 fees

16

2. Liquor license renewals for 2009

17

**COUNCIL ITEMS AND ANNOUNCEMENTS**

1.

2.

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

1. Closed session to discuss pending litigation

2.

**ADJOURNMENT**

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 1, 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 1<sup>st</sup> day of December 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 1-14 FROM THE  
DECEMBER 1, 2008 CITY COUNCIL AGENDA**

1. November 10, 2008 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits
4. Tobacco license renewals for 2009
5. Certification of past due water bills to 2008 property taxes
6. Certification of past due waste collection bills to 2008 property taxes
7. Annual adjustment to the city employee salary step schedule
8. Refuse hauling license renewals for 2009
9. Non-unionized holidays for 2009
10. Final payment to Peterson Companies for improvements at Lakeside Park
11. Budgeted fund transfers
12. St. Croix Events, Inc. request to run the Stillwater Marathon through a portion of Bayport
13. Renewal of employee health/dental insurance policy
14. Designating January 5, 2009 as the next City Council meeting date

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 1<sup>st</sup> day of December 2008.

ATTEST:

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

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

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBER  
NOVEMBER 10, 2008  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of November 10, 2008 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

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

Members Absent: None

Others Present: Administrator Mike McGuire, Fire Chief Mike Bell, Police Chief Laura Eastman, Public Library Director Kathy MacDonald, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, Attorney Nick Vivian

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. Mayor Nowaczek recognized the efforts of staff and volunteers for a smooth-running election process on November 4<sup>th</sup> and thanked residents for being elected to serve another two years as Mayor
2. Mayor Nowaczek announced that the October recycling award went to Harold Wendorf.

**OPEN FORUM**

1. Ray Valley, 151 State Street South, stated he would like to see an eight-foot fence placed between his property and the proposed new commercial construction at 174 3<sup>rd</sup> Street South. Additionally, he recommended soil testing be done on the area to identify any possible chemical contaminants that may need to be mitigated. Mr. Valley was encouraged to provide additional input at the public hearing on this matter later in the meeting.
2. Dave Ness, Jr., 232 4<sup>th</sup> Street North, thanked the 258 residents who voted for him in the recent Mayoral election and stated there is a contest to the results in process.

**CONSENT AGENDA**

Mayor Nowaczek read items 1-10 on the consent agenda.

Councilmember Johnson requested clarification as to whether the tabulation of electoral votes canvassed in agenda item #7 are the same as those posted on the Secretary of State's website. Administrator McGuire indicated the numbers are the same.

Councilmember Kraftson referenced an article from the League of Minnesota Cities that questioned the legality of cities donating to non-profit organizations, i.e., consent agenda item #5 recommending a \$1,300.00 donation to the Youth Service Bureau. Attorney Vivian stated that donation requests that serve a public purpose would be allowed, such as the requests the City Council are considering at tonight's meeting. Councilmember Carlson questioned why the Youth Service Bureau request was not under New Business, similar to two other requests. Administrator McGuire indicated the city has donated to the Youth Service Bureau for many years, while donations have not been made regularly to the other

organizations. Councilmember Johnson added that it is difficult for the Youth Service Bureau to identify how the city directly benefits from its services, due to the nature of helping troubled and needy young people.

Councilmember Carlson introduced the following resolution and moved its adoption.

**Resolution 08-19**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE  
NOVEMBER 10, 2008 CITY COUNCIL AGENDA**

1. October 6, 2008 City Council regular meeting minutes
2. October payables and receipts
3. October building, plumbing and mechanical permits
4. Special event application for "Lighting of the Green" at Village Green Park
5. Request for \$1,300.00 donation to the Youth Service Bureau
6. Annual step increase for the Finance Officer
7. Canvassing the tabulation of votes and declaring the results from the 2008 General Election
8. Amendment to the MSCWMO Water Management Plan regarding stormwater credits
9. Special event application for Pack 113 wreath sales at Village Green Park
10. Accept tree memorial donation from Dave Goulette and family

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

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

**COUNCIL LIAISON REPORTS**

Councilmember Ridgway reported on recent Cable Commission meetings, stating that issues with Comcast have been resolved. She stated that Channel 21, EWTN, was moved to the digital tier (Channel 291) and consumers must have a cable box to receive the channel. She will advocate that all cable subscribers receive the digital converter box at no charge, when pricing changes are made in January. Valley Access approved five production grants, and they are looking into webcasting public meetings. The public is invited to visit with Santa and Mrs. Claus at the Valley Access Channels Studio on Saturday, December 13, 2008, 9:00 a.m.-12 p.m. The next meeting is scheduled for Wednesday, December 17, 2008, 7:00 p.m., at the cable studio located in the Valley Ridge Mall in Stillwater.

Councilmember Kraftson reported on the October 9, 2008 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). The Bayport storm sewer project is moving forward, and the 2009 budget was finalized, with a 2.5% increase (\$102,500.00). The MSCWMO is in the process of streamlining the review process for projects within the district, with the intent to bring all parties together during the concept stage. The next meeting is scheduled for Thursday, November 13, 2008, 7:00 p.m., at the Washington Conservation District office located in the Valley Ridge Mall.

Councilmember Johnson reported on the Library Board meeting of October 23, 2008. A \$65,000.00 grant was received from the Fred C. and Katherine B. Andersen Foundation, which will be used for the 2009 budget. The library will be closed on Veteran's Day (11/11/08) and Thanksgiving Day (11/27/08). The next meeting is scheduled for Thursday, November 20, 2008, 6:00 p.m., at the library.

Councilmember Carlson reported the next meeting of the Lower St. Croix Partnership is scheduled for

Wednesday, November 19, 2008, 7:00 p.m., at the St. Croix County Government Center.

### **UNFINISHED BUSINESS**

Public Assessment and Improvement Hearings for 2008 Alley Paving Improvement Project: Engineer Barry Peters reviewed the preliminary report for the project that would pave a gravel alley between 8<sup>th</sup> and 9<sup>th</sup> Streets North and 4<sup>th</sup> and 5<sup>th</sup> Avenues North. The estimated project cost is \$14,088.00, with affected property owners sharing 50% of the costs and the City of Bayport paying 50%. Three mock assessment rolls were prepared, as the City Council had some questions as to the methodology of the assessments. It is anticipated the project could be completed this year.

Councilmember Johnson introduced the following resolution and moved its adoption:

**Resolution 08-25**

### **RESOLUTION RECEIVING THE PRELIMINARY REPORT AND CALLING THE PUBLIC HEARING ON THE 2008 ALLEY IMPROVEMENT PROJECT**

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Carlson and upon a vote being taken thereon, the following voted via voice:

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

The public improvement hearing was opened by Mayor Nowaczek and the following were heard:

Craig Fritsche, 569 9<sup>th</sup> Street North, stated he was in favor of paving the alley and would like to see all property owners assessed as equally as possible. He noted the rising cost of asphalt as a reason to complete the project as soon as possible. In a previous letter to the city, Mr. Fritsche had requested signage, indicating the alley was a dead end, to eliminate unnecessary traffic turning around by Mr. Zeuli's property.

Scott Zeuli, 551 9<sup>th</sup> Street North, indicated paving the alley would be a major improvement that would eliminate the deposit of gravel onto his yard from snowplowing and the subsequent cost to continually add gravel.

Tom Warner, 566 8<sup>th</sup> Street North, stated he was in favor of the project and echoed Mr. Fritsche's concern that property owners be assessed evenly. He requested that a "dead end" sign be placed at the beginning of the alley. He noted the difficulty in removing the gravel from his lawn each spring.

Mayor Nowaczek read a letter from Judy Lind, 713 5<sup>th</sup> Avenue North, stating she was not in favor of the alley paving project and suggested paving the cemetery roads that are used by many people.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to close the public improvement hearing for the 2008 alley improvement project. Motion carried.

In response to a question from Councilmember Carlson, all property owners in attendance stated they were in favor of equal assessments for the project. Engineer Peters stated the asphalt specifications could handle garbage truck traffic. Councilmember Ridgway stated she was in favor of paving alleys, however noted the financial burden it would place on property owners. Councilmember Kraftson stated he was in favor of paving alleys from a maintenance and water quality standpoint and recommended the City Council look into paving all gravel alleys at a future meeting.

Councilmember Johnson introduced the following resolution and moved its adoption:

**Resolution 08-26**

**RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS FOR THE 2008 ALLEY IMPROVEMENT PROJECT**

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Carlson and upon a vote being taken thereon, the following voted via voice:

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

Discussion followed on the assessment method to be used for the improvements. Councilmember Kraftson indicated he was assessed for an alley project in 2006, using the front foot method, and recommended consistency in the city's assessments. The general consensus of the City Council was to use the front foot assessment method.

Mayor Nowaczek opened the public assessment hearing for the 2008 alley improvement project and the following were heard:

Dave Ness, Jr., 232 4<sup>th</sup> Street North, questioned whether the objecting property owner would realize an increase in the value of her property equal to the assessment, and if there was a hardship in this person's case. Councilmember Johnson noted the homeowner did not note a hardship in her letter to the city.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to close the public assessment hearing. Motion carried.

Councilmember Kraftson clarified that, per Minnesota Statute 429, homeowners have the right to appeal their assessments.

Councilmember Johnson introduced the following resolution and moved its adoption:

**Resolution 08-27**

**RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2008 ALLEY IMPROVEMENT PROJECT**

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Carlson and upon a vote being taken thereon, the following voted via voice:

Jon Nowaczek – nay                      Conne Carlson – aye  
Dan Johnson – aye                      Torry Kraftson – aye  
Sharon Ridgway – aye

Consider awarding a bid for the 2008 Alley Paving Improvement Project.

Councilmember Johnson introduced the following resolution and moved its adoption:

**Resolution 08-28**

**RESOLUTION RECEIVING BIDS AND AWARDING CONTRACT FOR THE 2008 ALLEY IMPROVEMENT PROJECT**

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Carlson and upon a vote being taken thereon, the following voted via voice:

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

Update on purchase of property at 226 3<sup>rd</sup> Street North: Administrator McGuire noted that the property owner is willing to sell the property to the city for the appraised value of \$170,000.00. Councilmembers discussed the pros and cons of purchasing the property, with the general consensus not to pursue the purchase since the city has no specific purpose for it at this time.

Update on Highway 95 Pedestrian Crossing Study and discussion of grant opportunities: Engineer Peters provided an update on possible grant opportunities to fund a pedestrian crossing. MnDOT has indicated that the alternates being considered, a bridge, an underpass, and signals, all appear to be eligible for the Safe Routes to Schools (SRTS) grant program. The specific improvements need to be identified on the grant application, which is due November 21, 2008. MnDOT has begun collecting traffic study information; however, the agency could not provide a timeframe for completion, due to limited staffing. Discussion followed on the possibility of submitting more than one grant application. Councilmember Johnson suggested installing a center island/hard median with a pedestrian-activated flashing signal, and Engineer Peters stated he had not inquired whether MnDOT would permit this type of crosswalk. Councilmembers reported receiving favorable feedback from residents for some type of signal, opposition to the overpass option, and support for the underpass. Discussion followed on which strategy to pursue, given the variable option costs and MnDOT restrictions, balanced with a desire to provide a safer crossing.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to proceed with a SRTS grant application for the installation of a semaphore on Highway 95. Motion passed 4-1, with Councilmember Kraftson voting nay.

It was moved by Councilmember Kraftson and seconded by Mayor Nowaczek to proceed with a SRTS grant application for installation of an underpass at Highway 95. Motion failed 3-2, with Councilmembers Carlson, Johnson and Ridgway voting nay.

Councilmember Kraftson reiterated his desire to pursue an underpass in the event a semaphore is not approved by MnDOT.

Discuss prioritizing improvements for Barker's Alps Park and potential funding: Landscape architect Larry Wacker reviewed a scaled-down cost estimate for Phase 1A improvements to Barker's Alps Park. Reductions were realized by reducing the size of the parking lot, eliminating a path connection to 1<sup>st</sup> Avenue North, reducing the expansion/re-grading of the ball field area, minimizing the retaining wall for the path up to the Inspiration area, and reducing the field play area of the south area. The original estimate was \$898,000.00, and the current proposed Phase 1A improvements are estimated at \$471,000.00. Councilmembers voiced general support for the new plan, with Councilmember Kraftson stressing the importance of retaining a path connection to 1<sup>st</sup> or 2<sup>nd</sup> Avenue North, for an estimated \$20,000.00. Mr. Wacker indicated this could be included in the construction documents as a bid option. The environmental assessment on the rubble area should be completed in the next few weeks and hopefully its impact on the improvements can be presented at the next meeting.

Discussion followed on the staff recommendation of funding the improvements with \$400,000.00 from the tax stabilization fund, \$30,000.00 from the park improvement fund, and \$40,000.00 from the gambling recreation fund. Councilmembers had the following comments:

- Councilmember Ridgway stated the expenditure request remains too high, is not in favor of utilizing tax stabilization funds for the project, and would support improvements for the Inspiration residents.
- Councilmember Johnson questioned whether use of the tax stabilization funds could be used as a loan and paid back as fees come in, as the city has an obligation to use park dedication fees for park projects. Administrator McGuire stated the money could be paid back and noted the city is financially healthy. Mayor Nowaczek stated the tax stabilization fund no longer serves that specific purpose, but is more of a strategic improvement fund.
- Mayor Nowaczek stated local government should invest in projects to stimulate the local economy and recommended moving ahead with the project.
- Councilmember Carlson voiced concern that park improvements are not being funded through park dedication fees, as originally planned; however, she believes park improvements are a good investment for the city.
- Councilmember Kraftson stated it is reasonable to fund park improvements from other sources and recommended focusing design plans on areas not affected by the environmental assessment.

It was moved by Councilmember Kraftson and seconded by Councilmember Johnson to approve the Phase 1A improvements to Barker's Alps Park as presented, adding a trail connection to 1<sup>st</sup> Avenue North as an add alternate, with funding sources for the improvements as recommended and presented by staff. Attorney Vivian clarified that the motion should include a directive that the tax stabilization fund loan be paid back as future park dedication fees are received. Whereupon Councilmember Johnson withdrew his second, and Councilmember Kraftson amended his motion to include that money drawn from the tax stabilization fund is considered a loan, with possible repayment as park dedication fees are received. Councilmember Johnson seconded the amended motion. The motion passed 3-2, with Councilmembers Carlson and Ridgway voting nay.

## **NEW BUSINESS**

Consider a resolution to allow a variance from off-street parking requirements for a proposed office/retail building at 174 3<sup>rd</sup> Street South: Planner Taylor presented a variance application submitted by Jeff Hause, J.G. Hause Construction, Inc., that would allow flexibility from off-street parking requirements for a proposed new two-story office/retail building at the intersection of Highway 95 and 1<sup>st</sup> Avenue South. Because of the unique lot configuration and B-2 central business district zoning code, the applicant has encountered difficulty in meeting setback and off-street parking requirements. The applicant's proposal includes 26 off-street parking stalls for employees and customers, with the possibility of furnishing additional off-site parking, if needed. Staff estimated the required number of parking stalls for the site from 15 to 50, based on the tentative uses. Staff recommended approval of the variance to allow 26 off-street parking stalls on the site, with the potential of two additional stalls as a result of a proposed street vacation to be considered later in the meeting. The Planning Commission held the required public hearing on October 20, 2008, and recommended approval of the variance.

Discussion followed on the adjoining property owner's previous request for an eight-foot privacy fence instead of the proposed six-foot fence, adding landscaping along Highway 95 instead of additional parking to enhance the view, eliminating two stalls proposed for the southeast corner of the lot, and adding language requiring "proof of parking" stalls at a future date. Engineer Peters stated the Planning Commission had concerns with site distances at the intersection of 1<sup>st</sup> Avenue South and Highway 95 and recommended installation of shorter plants, if additional landscaping is required. Applicant Jeff Hause answered questions regarding potential tenants, MPCA testing results on the site, and whether the 24 parking stalls suggested by the City Council would provide adequate parking for the site.

Councilmember Johnson introduced the following resolution and moved its adoption.

**Resolution 08-20**

**RESOLUTION APPROVING A VARIANCE FROM OFF-STREET PARKING REQUIREMENTS FOR A PROPOSED OFFICE/RETAIL BUILDING AT 174 3<sup>RD</sup> STREET SOUTH, LEGALLY DESCRIBED AS BLOCK 71, LOTS 7-9, EXCEPT TO BAYPORT FOR ROAD ON LOT 9, OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Carlson and upon a vote being taken thereon, the following voted via voice:

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

Public hearing to consider vacating a portion of 1<sup>st</sup> Avenue South to allow additional off-street parking for the proposed office/retail building at 174 3<sup>rd</sup> Street South. Engineer Petors reviewed a request by Jeff Hause to vacate the northerly ten feet of 1<sup>st</sup> Avenue South, between Highway 95 and State Street South. The request would allow the construction of two additional off-street parking spaces for the applicant’s proposed new office/retail building. The City Council discussed the benefit of allowing one parking stall to be included along the west property line of the site, for a total of 25 parking stalls. Approval of the street vacation was recommended with the stipulation that the vacation would have no effect on utility companies’ authority or right to enter the vacated property for maintenance purposes.

Mayor Nowaczek opened the public hearing and the following were heard:

Ray Valley, 151 State Street South, requested clarification on street vacations.

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

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 08-21**

**RESOLUTION AUTHORIZING THE VACATION OF A PORTION OF 1<sup>ST</sup> AVENUE SOUTH ALONG LOT 7 OF BLOCK 71 IN THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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

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

Councilmember Kraftson reminded the applicant that his project needs to be reviewed by the Middle St. Croix Watershed Management Organization

Consider an ordinance amending Chapter 62, Vegetation, of the Bayport City Code, creating an ordinance for the management of hazardous trees. Attorney Vivian reported the proposed ordinance would delineate a process for the removal of hazardous trees within the city. Staff recommended approval of the ordinance to ensure the health and safety of Bayport residents. Councilmember Johnson believes homeowners should have the option to leave dead trees up, for bird nesting purposes, if they are not a

public nuisance/hazard or would not fall outside the owner's lot line. Councilmember Kraftson questioned whether a forester or arborist should make the determination if a tree is considered hazardous

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to continue this matter to the next meeting. Motion carried.

### **BUDGET DISCUSSION**

Administrator McGuire reviewed the 2009 final budget, noting the preliminary budget, capital improvement plan (CIP), and tax levy were approved at the September 8, 2008 meeting. The proposed tax levy is \$1,022,533.00, a 3.8% increase over the 2008 levy. The only change in the proposed 2009 final levy is an adjustment of \$2,500.00 from the library budget for the municipal building maintenance fund to the administration budget. No impact on taxes is anticipated as a result of the levy increase. He noted that the proposed budget keeps the overall levy to a minimum, maintains the current level of city services, and provides for the future needs of the Police Department, Hazelwood Cemetery, municipal buildings and office equipment. Administrator McGuire noted that the city has been allocated \$461,000.00 in Local Government Aid (LGA), approximately 25% of the budget revenue. He stated it is unlikely that this aid would be cut for 2009, and indicated the city could handle a 10% decrease.

Discuss Bayport Library contribution to Municipal Building Maintenance Fund: It was noted that the city attorney has verified that once money is given to the Library Board it can only be spent at the direction of the Library Board, which is why the 2009 budget was adjusted, as previously explained by Administrator McGuire.

Consider an ordinance amending Chapter 2, Administration, of the Bayport City Code, regarding revisions to the Mayor and City Council compensation rate: The proposed ordinance raises the Mayor's salary to 1.5 times the annual salary of a Councilmember, effective January 1, 2009, and would automatically adjust the City Council salary based on the average change for city employee groups. Councilmember Kraftson stated that the wording in Sec.2-42, "increased similar to the average increase," is vague and should be revised to read "adjusted according to the average change."

Councilmember Kraftson introduced the following ordinance and moved its adoption

**Ordinance #802**

### **ORDINANCE AMENDING CHAPTER 2, ARTICLE II, DIVISION II, OF THE BAYPORT MUNICIPAL CODE REGARDING MAYOR AND CITY COUNCIL SALARIES**

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

Jon Nowaczek - aye  
Torry Kraftson - aye

Sharon Ridgway - aye  
Connie Carlson - aye

Dan Johnson - aye

Discuss and consider a funding request for 2009 in the amount of \$2,400.00 by Belwin Athletics for the Lucy Winton Bell Athletic Field: The city funded \$2,400.00 in 2008, with a recommendation to review the request for the 2009 budget. Councilmembers generally agreed that the request is justifiable, and Bayport youth benefit from the soccer field complex. It was recommended that funding requests should be considered annually.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to contribute \$2,400.00 to Belwin Athletics for the Lucy Winton Bell Athletic Field for 2009, and to review the request for budget year 2010. Motion carried 4-1, with Mayor Nowaczek voting nay.

Discuss and consider a funding request for 2009 for Community Volunteer Service and Senior Centers:  
The city has received a funding request from Community Volunteer Service and Senior Centers. The city has not contributed to this organization since 2004. Councilmembers noted that the request was thorough and demonstrated how Bayport residents benefited from its services.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve the request from Community Volunteer Service and Senior Centers and make a donation of \$1,500.00 to the organization. Motion carried.

Discuss and consider a resolution adopting the 2009 budget:

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 08-22**

**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, CEMETERY CAPITAL  
IMPROVEMENT FUND, POLICE EQUIPMENT REPLACEMENT FUND, OFFICE  
AUTOMATION FUND, RESTRICTED INVESTMENT FUND, AND PARK IMPROVEMENT  
FUND FOR THE YEAR 2009**

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

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

Torry Kraftson – aye  
Sharon Ridgway – aye

Discuss and consider a resolution adopting the 2009-2013 capital improvement plan (CIP)

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 08-23**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE 2009-2013 CAPITAL IMPROVEMENT PLAN**

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

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

Torry Kraftson – aye  
Sharon Ridgway – aye

Discuss and consider a resolution adopting the 2009 tax levy:

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 08-24**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY  
FOR THE YEAR 2009 BUDGET AT \$1,022,533**

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

Jon Nowaczek – aye

Torry Kraftson – aye

Connie Carlson – aye

Sharon Ridgway – aye

Dan Johnson – aye

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

1. Councilmember Carlson reported that the Bayport American Legion would be hosting a breakfast and pictures with Santa Claus on December 7, 2008, 8:00 a.m.-11:00 a.m.
2. Councilmember Kraftson thanked Finance Officer Wanda Madsen for her efforts in preparing the 2009 budget and recognized her pay increase that was approved on the consent agenda

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

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn to closed session at 9:00 p.m. to discuss pending litigation Motion carried

Mayor Nowaczek resumed the regular meeting at 9.32 p.m

#### **ADJOURNMENT**

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to adjourn the meeting at 9:35 p.m. Motion carried.

REVENUE SUMMARY YTD THRU 11/30/08

FUND	FUND Descr	2008 Budget	2008 YTD Amt	2008 % of Budget	2008 % of Budget Remain
101	GENERAL	\$2,108,130.00	\$1,152,146.87	54.65%	45.35%
102	STREET RECONSTRUCTION	\$0.00	\$35,217.52	0.00%	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$2,742.00	0.00%	0.00%
105	GENERAL FIXED ASSETS	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$15,338.94	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$0.00	0.00%	0.00%
1200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$46,880.00	0.00%	0.00%
1201	D A R E	\$0.00	\$0.00	0.00%	0.00%
1202	DRUG FORFEITURE	\$0.00	\$3,643.12	0.00%	0.00%
1203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$16,720.00	0.00%	0.00%
1204	RECREATION CAP EQUIP & MAINT	\$0.00	\$4,981.35	0.00%	0.00%
1205	TAX STABILIZATION FUND	\$0.00	\$14,690.00	0.00%	0.00%
1206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$85,806.74	0.00%	0.00%
1207	PARK IMPROVEMENT FUND	\$0.00	\$137,255.00	0.00%	0.00%
1208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
1209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$76,651.22	0.00%	0.00%
1210	K-9 UNIT	\$0.00	\$9,842.00	0.00%	0.00%
1211	LIBRARY	\$290,334.00	\$163,190.66	56.21%	43.79%
1212	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
1213	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
1214	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
1215	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
1303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$47,165.28	0.00%	0.00%
1307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%	0.00%
1412	CEMETERY CAPITAL IMPROV	\$0.00	\$50,000.00	0.00%	0.00%
1413	POLICE EQUIPMENT FUND	\$0.00	\$50,000.00	0.00%	0.00%
1414	OFFICE AUTOMATION	\$0.00	\$50,000.00	0.00%	0.00%
1415	MUNICIPAL BLDGS MAINT	\$0.00	\$150,000.00	0.00%	0.00%
1601	WATER	\$332,920.00	\$320,236.19	96.19%	3.81%
1602	SEWER	\$634,587.96	\$456,617.27	71.95%	28.05%
1800	INVESTMENTS-POOLED	\$0.00	\$419.15	0.00%	0.00%
1803	P & Z ESCROWS	\$0.00	\$16,100.00	0.00%	0.00%
1851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,365,971.96	\$2,905,643.31	86.32%	13.68%

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	11/12/2008	\$25 00	15251 LICENSE FOR PEDDLERS	R 101-00000-32100 BUSINES
101	11/25/2008	\$25 00	15288 PEDDLER LICENSE	R 101-00000-32100 BUSINES
101	11/25/2008	\$500 00	15291 FINE	R 101-00000-33100 ADMINIST
101	11/17/2008	\$35 00	15267 SCOTT THIBODEAU - NSF CHARGE	R 101-00000-34105 USER FE
101	11/20/2008	\$35 00	15278 PEGGY MENARD - CHARGE FOR NSF S	R 101-00000-34105 USER FE
101	11/17/2008	\$4 00	15256 SURCHARGE	G 101-20104 STATE SURCHA
101	11/17/2008	\$0 50	15263 SURCHARGE	G 101-20104 STATE SURCHA
101	11/20/2008	\$0 50	15270 SURCHARGE	G 101-20104 STATE SURCHA
101	11/20/2008	\$0 50	15276 SURCHARGE	G 101-20104 STATE SURCHA
101	11/25/2008	\$0 50	15290 SURCHARGE	G 101-20104 STATE SURCHA
101	11/17/2008	\$60 67	15266 HEALTH INS	G 101-27109 MEDICA
101	11/12/2008	\$10 00	15255 STICKERS	R 101-41240-34105 USER FE
101	11/20/2008	\$30 00	15270 LICENSE	R 101-41910-32100 BUSINES
101	11/20/2008	\$200 00	15273 SHAMROCK DISPOSAL - 2009 REFUSE	R 101-41910-32100 BUSINES
101	11/20/2008	\$200 00	15275 2009 REFUSE HAULER FEE	R 101-41910-32100 BUSINES
101	11/20/2008	\$30 00	15276 2008 CONT LICENSE	R 101-41910-32100 BUSINES
101	11/25/2008	\$200 00	15287 2009 LICENSE	R 101-41910-32100 BUSINES
101	11/17/2008	\$162 25	15256 PERMIT	R 101-41910-32210 BUILDING
101	11/17/2008	\$75 00	15263 MECHANICAL PERMIT	R 101-41910-32230 MECHANI
101	11/20/2008	\$75 00	15270 MECH PERMIT	R 101-41910-32230 MECHANI
101	11/20/2008	\$75 00	15276 PERMIT	R 101-41910-32230 MECHANI
101	11/25/2008	\$75 00	15290 HVAC PERMIT	R 101-41910-32230 MECHANI
101	11/25/2008	\$7,975 22	15286 BUILDING INSPECTIONS	R 101-41910-34103 LAKELAN
101	11/17/2008	\$10 00	15257 ALEX HOVE - PET LICENSE	R 101-42100-32240 ANIMAL F
101	11/25/2008	\$2,682 02	15281 WASH FINE FEE OCT 2008	R 101-42100-35101 COURT FI
101	11/17/2008	\$2,036 26	15265 SAFE & SOBER - JULY	R 101-42100-36233 GRANTS
101	11/17/2008	\$200 00	15264 PAUL BRANUM - TOWING	R 101-42100-37306 SALE OF
101	11/17/2008	\$68 68	15260 OCT 2008 FIRE PERMITS	R 101-42200-32200 NONBUSI
101	11/25/2008	\$20 00	15285 NATHAN VANDWEGE - BURN PERMIT	R 101-42200-32200 NONBUSI
101	11/12/2008	\$400 00	15250 DICK SHELLY - 2 CREMAINS GRAVE SIT	R 101-43300-34940 CEMETE
101	11/12/2008	\$300 00	15253 HEADSTONE	R 101-43300-34940 CEMETE
101	11/12/2008	\$200 00	15253 CREMAINS	R 101-43300-34940 CEMETE
101	11/17/2008	\$300 00	15258 DICK SHELLY - CREMAINS BURIAL & M	R 101-43300-34940 CEMETE
101	11/20/2008	\$1 200 00	15274 VIOLET ROTHE - 2 FULL CEMETERY LO	R 101-43300-34940 CEMETE
101	11/20/2008	\$300 00	15277 HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	11/20/2008	\$200 00	15277 CREMAINS	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$17,711 10		
<b>FUND 202 DRUG FORFEITURE</b>				
202	11/17/2008	\$193 00	15269 ADAM HALVERSON - DRUG FORTEITUR	R 202-00000-36249 DRUG FO
FUND 202 DRUG F		\$193 00		
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>				
204	11/17/2008	\$250 38	15261 AUGUST 2008 GAMBLING	R 204-00000-32204 GAMBLIN
204	11/17/2008	\$199 67	15262 SEPT 2008 GAMBLING	R 204-00000-32204 GAMBLIN
FUND 204 RECREA		\$450 05		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	11/18/2008	\$216 67	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	11/17/2008	\$187 38	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	11/17/2008	\$111 24	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2008	\$12 90	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/12/2008	\$414 13	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2008	\$77 33	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/12/2008	\$9 60	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/12/2008	\$255 87	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2008	\$15 07	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	11/25/2008	\$65 28	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/2008	\$124 88	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN

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MONTHLY RECEIPTS

Period Name NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
206	11/12/2008	\$5 70	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	11/12/2008	-\$4 14	0 UB AR Serv Adj 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	11/25/2008	\$21 90	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	11/12/2008	\$19 51	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	11/12/2008	\$3 93	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	11/12/2008	\$21 16	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	11/25/2008	\$6 03	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	11/12/2008	-\$4 66	0 UB AR Serv Adj 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
FUND 206 WATER/		\$1,559 78		
FUND 210 K-9 UNIT				
210	11/17/2008	\$100 00	15259 DOGSWELL - CANINE PROGRAM DONA	R 210-42103-36231 DONATIO
210	11/25/2008	\$50 00	15289 CANCOR INNOVATIONS - CANINE DON	R 210-42103-36231 DONATIO
FUND 210 K-9 UNIT		\$150 00		
FUND 211 LIBRARY				
211	11/20/2008	\$49 00	15279 CONNEL PETERSON MARTIN	R 211-45500-34760 LIBRARY
211	11/20/2008	\$0 00	15279 LIBRARY - SERVICE CHARGES COLLEC	R 211-45500-36220 RENTAL I
211	11/20/2008	\$315 00	15280 LIBRARY - RENTAL COLLECTION	R 211-45500-36220 RENTAL I
FUND 211 LIBRARY		\$364 00		
FUND 601 WATER				
601	11/17/2008	\$37 87	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/12/2008	\$80 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/12/2008	\$2 50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/17/2008	\$3 28	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	11/12/2008	\$1 59	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	11/12/2008	\$60 20	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/12/2008	\$3,450 87	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/2008	\$26 54	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/25/2008	\$1,040 88	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/2008	\$13 69	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/17/2008	\$927 32	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/17/2008	\$7 50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/12/2008	\$114 95	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/17/2008	\$107 50	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/17/2008	\$18 72	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/17/2008	\$4 62	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	11/12/2008	\$5 30	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	11/12/2008	\$162 61	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	11/12/2008	\$165 93	0 UB AR Serv Adj 1 WATER	R 601-46120-37110 WATER R
601	11/12/2008	\$47 50	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	11/25/2008	\$182 50	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	11/25/2008	\$10 45	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/17/2008	\$10 60	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/12/2008	\$148 75	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/12/2008	\$25 00	15254 RECONNECTION FEE	R 601-46120-37110 WATER R
601	11/17/2008	\$108 50	15268 SCOTT THIBODEAU - NSF CHARGE BA	R 601-46120-37110 WATER R
601	11/20/2008	\$25 00	15271 RECONNECTION FEE	R 601-46120-37110 WATER R
601	11/20/2008	\$25 00	15272 KARYL WALCHER - RECONNECTION FE	R 601-46120-37110 WATER R
601	11/12/2008	-\$2 26	0 UB AR Serv Pen Adj 1 WATER	R 601-46120-37111 LATE CH
601	11/25/2008	\$1 66	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
601	11/12/2008	-\$1 17	0 UB AR Surc Adj 19 STATE SER CH	R 601-46120-37120 STATE S
601	11/12/2008	\$0 88	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
601	11/12/2008	\$1 78	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
FUND 601 WATER		\$6 816 06		
FUND 602 SEWER				
602	11/12/2008	\$2,132 21	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN

BAYPORT, MN

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MONTHLY RECEIPTS

Period Name. NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	11/12/2008	\$112 45	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/17/2008	\$7 50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	11/25/2008	\$14,921 30	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	11/17/2008	\$126 10	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	11/17/2008	\$712 40	0 UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLIN
602	11/17/2008	\$849 08	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	11/17/2008	\$37 91	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/25/2008	\$544 01	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/25/2008	\$24 08	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/17/2008	\$641 84	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/12/2008	\$32 75	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	11/12/2008	-\$38 84	0 UB AR Serv Adj 10 SEWER	R 602-46200-37210 SEWER R
602	11/12/2008	\$176 36	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	11/25/2008	\$50 25	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	11/12/2008	-\$2 26	0 UB AR Serv Pen Adj 10 SEWER	R 602-46200-37211 SEWER L
602	11/18/2008	\$14,921 30	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	11/18/2008	\$1,805 60	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
FUND 602 SEWER		\$37,054 04		
		\$64,298 03		

EXPENSE SUMMARY YTD THRU 11/30/08

11 Month = 91.74

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
141100	ELECTIONS	\$5,140 00	\$4,301 21	\$838 79	16 32%
41200	MAYOR & COUNCIL	\$139,413 00	\$142,824 79	-\$3,411 79	-2 45%
141240	RECYCLING	\$9,407 00	\$10,653 42	-\$1,246 42	-13 25%
141400	ADMINISTRATION	\$143,769 00	\$138,508 33	\$5,260 67	3 66%
141903	DEBT SERVICE	\$0 00	\$0 00	\$0 00	0 00%
41910	PLANNING & ZONING	\$203,035 00	\$182,356 66	\$20,678 34	10 18%
141940	MUNICIPAL BUILDINGS	\$38,272 00	\$41,816 85	-\$3,544 85	-9 26%
142100	POLICE	\$644,608 00	\$569,378 87	\$75,229 13	11 67%
142200	FIRE PROTECTION	\$384,469 00	\$182,658 93	\$201,810 07	52 49%
143100	STREET MAINT	\$281,499 00	\$206,172 98	\$75,326 02	26 76%
143160	STREET LIGHTING	\$21,000 00	\$23,412 77	-\$2,412 77	-11 49%
143200	PARKS	\$78,513 00	\$86,916 22	-\$8,403 22	-10 70%
143300	CEMETERY	\$11,400 00	\$5,064 59	\$6,335 41	55 57%
144100	PROJECT	\$0 00	\$6,387 50	-\$6,387 50	0 00%
44200	TRANSFER OUT-DEBT SERVIC	\$0 00	\$0 00	\$0 00	0 00%
iFUND 101 GENERAL		\$1,960,525 00	\$1,600,453 12	\$360,071 88	18 37%
FUND 208 PRISON SEWER PROJECT					
144100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
iFUND 208 PRISON SEWER PROJECT		\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
141911	BAYTOWN DEVELOPMENTS	\$0 00	\$585 57	-\$585 57	0 00%
41912	INSPIRATION	\$0 00	\$736 14	-\$736 14	0 00%
141913	EMERALD FALLS	\$0 00	\$0 00	\$0 00	0 00%
99999	PW CAPITAL OUTLAY	\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PR		\$0 00	\$1,321 71	-\$1,321 71	0 00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0 00	\$0 00	\$0 00	0 00%
FUND 210 K-9 UNIT		\$0 00	\$0 00	\$0 00	0 00%
FUND 211 LIBRARY					
145500	LIBRARY	\$290,333 52	\$297,330 36	-\$6,996 84	-2 41%
iFUND 211 LIBRARY		\$290,333 52	\$297,330 36	-\$6,996 84	-2 41%
FUND 601 WATER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
146110	WATER-PUMPHOUSE	\$42,350 00	\$27,049 64	\$15,300 36	36 13%
146120	WATER	\$281,538 00	\$216,488 49	\$65,049 51	23 11%
iFUND 601 WATER		\$323,888 00	\$243,538 13	\$80,349 87	24 81%
FUND 602 SEWER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
146200	SEWER - OPERATING	\$353,230 00	\$187,668 20	\$165,561 80	46 87%
146990	SEWER - NON-OPERATING	\$290,000 00	\$260,530 71	\$29,469 29	10 16%
iFUND 602 SEWER		\$643,230 00	\$448,198 91	\$195,031 09	30 32%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
147000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 800 INVESTMENTS-POOLED		\$0 00	\$0 00	\$0 00	0 00%
FUND 803 P & Z ESCROWS					
141910	PLANNING & ZONING	\$0 00	\$5,535 72	-\$5,535 72	0 00%

BAYPORT, MN

EXPENSE SUMMARY YTD THRU 11/30/08

11 Month = 91.74

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
.80001	ANDERSEN ESCROW	\$0 00	\$0 00	\$0 00	0 00%
.80002	CPDC SENIOR COOP	\$0 00	\$0 00	\$0 00	0 00%
.80003	BAYTOWN ANNEXATION	\$0 00	\$0 00	\$0 00	0 00%
.80004	CROIXDALE	\$0 00	\$0 00	\$0 00	0 00%
.80005	HARRIS CO - MCF	\$0 00	\$0 00	\$0 00	0 00%
.80006	OSTERTAG VARIANCE	\$0 00	581 99	-\$81 99	0 00%
.80007	JEFF NELSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
.80008	CHARLES LUTZ STREET VACA	\$0 00	\$0 00	\$0 00	0 00%
.80009	DON THRON VARIANCE	\$0 00	\$0 00	\$0 00	0 00%
.80010	JERRY PETERSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
.80011	CAPTAINS CORNER	\$0 00	\$62 00	-\$62 00	0 00%
.80012	FRIENDS OF ST CROIX PREP	\$0 00	\$13 411 24	-\$13 411 24	0 00%
.80013	BAYPORT MARINA	\$0 00	\$650 00	-\$650 00	0 00%
.80014	GROUP 41 (MIKE SCHALON	\$0 00	\$755 29	-\$755 29	0 00%
.80015	GARY SWAGER	\$0 00	\$108 62	-\$108 62	0 00%
.80016	Pete Miller - Feasi Study	\$0 00	\$1,971 02	-\$1 971 02	0 00%
.80017	AMERICAN LEGION POST 491	\$0 00	\$142 70	-\$142 70	0 00%
.80018	MSCWM PERRO CREEK OUTL	\$0 00	\$48 930 17	-\$48 930 17	0 00%
.80019	JG HAUSE CONSTRUCTION	\$0 00	\$1,001 00	-\$1 001 00	0 00%
.FUND 803 P & Z ESCROWS		\$0 00	\$72 649 75	-\$72 649 75	0 00%
FUND 999 ACCRUED INT PAYABLE					
.00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
.41000	DEPRECIATION EXP - GEN GO	\$0 00	\$0 00	\$0 00	0 00%
.42000	PUBLIC SAFE CAPITAL OUTLA	\$0 00	\$0 00	\$0 00	0 00%
.42200	FIRE PROTECTION	\$0 00	\$0 00	\$0 00	0 00%
.43000	DEPRECIATION EXP - PUBLIC	\$0 00	\$0 00	\$0 00	0 00%
.43100	STREET MAINT	\$0 00	\$0 00	\$0 00	0 00%
.43200	PARKS	\$0 00	\$0 00	\$0 00	0 00%
.43300	CEMETERY	\$0 00	\$0 00	\$0 00	0 00%
.44000	DEPRECIATION EXP - LIBRARY	\$0 00	\$0 00	\$0 00	0 00%
.45000	DEPRECIATION EXP - PARKS	\$0 00	\$0 00	\$0 00	0 00%
.47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 999 ACCRUED INT PAYABLE		\$0 00	\$0 00	\$0 00	0 00%
		\$3,217 976 52	\$2,663 491 98	\$554 484 54	17 23%

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
<b>FUND 101 GENERAL</b>						
<b>DEPT 41100 ELECTIONS</b>						
101 MARY LANZ	11/25/2008	\$172 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 EDNA FISCHER	11/25/2008	\$172 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 MARY GOULETTE	11/25/2008	\$100 00	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 PAUL GOULETTE	11/25/2008	\$182 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 EDITH HOPHAN	11/25/2008	\$182 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 AUDREY KELLY	11/25/2008	\$192 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 KAREN LAMPI	11/25/2008	\$182 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 TIM MCDONALD	11/25/2008	\$459 00	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 NANCY MCPHERSON	11/25/2008	\$510 00	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 BETTY ORNE	11/25/2008	\$182 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 BEV SCHULTZ	11/25/2008	\$172 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 JOY STOLTZMANN	11/25/2008	\$172 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 RENEE TOLONEN	11/25/2008	\$102 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
101 JUDY KLOS	11/25/2008	\$172 50	E	41100	104 ELECTION JUDGE - 2008	ELECTION SALAR
<b>DEPT 41100 ELECTIONS</b>		<b>\$2,956 50</b>				
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>						
101	9/19/2008	\$1,175 00	E	41200	101 Labor Distribution	WAGES AND SAL
101	9/19/2008	\$11 25	E	41200	121 Labor Distribution	P E R A
101	9/19/2008	\$72 85	E	41200	122 Labor Distribution	CONT TO RET S
101	9/19/2008	\$17 03	E	41200	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 97	E	41200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$2 12	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$5 54	E	41200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 ST PAUL STAMP WORKS, IN	11/19/2008	\$2 72	E	41200	201 100 ANIMAL TAGS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 05	E	41200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 ECKBERG, LAMMERS, BRIG	11/19/2008	\$260 00	E	41200	300 ICE ROAD EASEMENT	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	11/19/2008	\$67 39	E	41200	300 PERA - MCGUIRE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	11/19/2008	\$371 25	E	41200	300 MEETINGS	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	11/19/2008	\$448 50	E	41200	300 PROFESSIONAL SERVICES	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	11/19/2008	\$503 73	E	41200	300 PROFESSIONAL SERVICES	PROF SER-LEGAL
101 S E H	11/19/2008	\$76 48	E	41200	301 COUNCIL MEETING	PROF SER-ENGIN
101 S E H	11/19/2008	\$181 52	E	41200	301 STAFF MEETING	PROF SER-ENGIN
101 STILLWATER GAZETTE	11/19/2008	\$54 52	E	41200	350 PUBLIC IMPR HEARING FOR 20	PRINTING & PUBL
101 US INTERNET	11/19/2008	\$46 00	E	41200	416 SECURENCE MONTHLY	REPAIR/MAINT O
101 YOUTH SERVICE BUREAU	11/20/2008	\$1,250 00	E	41200	444 CONTRIBUTION	COMMUNITY PRO
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>		<b>\$4,546 92</b>				
<b>DEPT 41240 RECYCLING</b>						
101 MANAGEMENT SERVICES	11/10/2008	\$191 68	E	41240	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	11/24/2008	\$175 71	E	41240	302 CONSULTING	CONTRACT SERV
101 DARRYL GERMAIN	11/19/2008	\$30 00	E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE
<b>DEPT 41240 RECYCLING</b>		<b>\$397 39</b>				
<b>DEPT 41400 ADMINISTRATION</b>						
101	10/30/2008	\$2,174 95	E	41400	101 Labor Distribution	WAGES AND SAL
101	11/13/2008	\$2,190 57	E	41400	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$141 38	E	41400	121 Labor Distribution	P E R A
101	11/13/2008	\$142 39	E	41400	121 Labor Distribution	P E R A
101	10/30/2008	\$133 81	E	41400	122 Labor Distribution	CONT TO RET , S
101	11/13/2008	\$134 78	E	41400	122 Labor Distribution	CONT TO RET , S
101	10/30/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	11/13/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	10/30/2008	\$570 02	E	41400	131 Labor Distribution	CONT TO EMPLO
101 BEST ADMINISTRATION	10/30/2008	\$54 00	E	41400	131 Vendor Liability	CONT TO EMPLO
101	11/13/2008	\$31 52	E	41400	170 Labor Distribution	MEDICARE
101	10/30/2008	\$31 30	E	41400	170 Labor Distribution	MEDICARE
101 ST PAUL STAMP WORKS, IN	11/19/2008	\$16 35	E	41400	201 100 ANIMAL TAGS	OFFICE SUPPLIE

MONTHLY EXPENSES

Period Name NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$12 76	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$33 25	E	41400	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	55 87	E	41400	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	50 30	E	41400	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	11/10/2008	\$1 789 00	E	41400	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	11/24/2008	\$1 639 92	E	41400	302 CONSULTING	CONTRACT SERV
101 NEOPOST	11/19/2008	\$15 00	E	41400	322 ANNUAL POSTAGE ACH FEE	POSTAGE
101 NOVA COMMUNICATIONS	11/19/2008	\$480 00	E	41400	416 ANNUAL MAINTENANCE RENE	REPAIR/MAINT O
DEPT 41400 ADMINISTRATION		\$9 968 73				
DEPT 41910 PLANNING & ZONING						
101	10/30/2008	\$4 100 17	E	41910	101 Labor Distribution	WAGES AND SAL
101	11/13/2008	\$4 115 79	E	41910	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$266 53	E	41910	121 Labor Distribution	P E R A
101	11/13/2008	\$267 54	E	41910	121 Labor Distribution	P E R A
101	11/13/2008	\$253 21	E	41910	122 Labor Distribution	CONT TO RET , S
101	10/30/2008	\$252 24	E	41910	122 Labor Distribution	CONT TO RET S
101	11/13/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	10/30/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	10/30/2008	\$1,061 88	E	41910	131 Labor Distribution	CONT TO EMPLO
101	10/30/2008	\$59 00	E	41910	170 Labor Distribution	MEDICARE
101	11/13/2008	\$59 22	E	41910	170 Labor Distribution	MEDICARE
101 ST PAUL STAMP WORKS, IN	11/19/2008	\$13 63	E	41910	201 100 ANIMAL TAGS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$27 71	E	41910	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 25	E	41910	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$4 89	E	41910	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$10 64	E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	11/24/2008	\$160 49	E	41910	212 FUEL	MOTOR FUELS &
101 ECKBERG LAMMERS BRIG	11/19/2008	\$39 00	E	41910	300 PROFESSIONAL SERVICES	PROF SER-LEGAL
101 S E H	11/19/2008	\$163 97	E	41910	301 CERTIFICATE OF SURVEY - INS	PROF SER-ENGIN
101 MANAGEMENT SERVICES	11/10/2008	\$1,597 32	E	41910	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	11/24/2008	\$1,464 21	E	41910	302 CONSULTING	CONTRACT SERV
101 NEOPOST	11/19/2008	\$12 50	E	41910	322 ANNUAL POSTAGE ACH FEE	POSTAGE
DEPT 41910 PLANNING & ZONING		\$14 637 93				
DEPT 41940 MUNICIPAL BUILDINGS						
101 KIMBERLY A REIL	11/19/2008	\$450 00	E	41940	302 CLEANING SERVICE	CONTRACT SERV
101 KIMBERLY A REIL	11/24/2008	\$450 00	E	41940	302 CLEANING SERVICE	CONTRACT SERV
101 OFFICE OF ENT TECHNOLO	11/25/2008	\$400 64	E	41940	321 PHONES	COMMUNICATION
101 COMCAST	11/25/2008	\$34 95	E	41940	321 HIGH SPEED INTERNET	COMMUNICATION
101 ELECTRO WATCHMAN, INC	11/19/2008	\$63 90	E	41940	420 PUBLIC WORKS	R & M BLDGS, ST
101 ELECTRO WATCHMAN, INC	11/19/2008	\$95 85	E	41940	420 CITY HALL/FIRE DEPT	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$1 495 34				
DEPT 42100 POLICE						
101	11/13/2008	\$4 140 61	E	42100	050 Labor Distribution	SEASONAL/PART
101	10/30/2008	\$1 831 55	E	42100	050 Labor Distribution	SEASONAL/PART
101	11/13/2008	\$11 860 83	E	42100	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$11,681 41	E	42100	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$449 98	E	42100	102 Labor Distribution	OVERTIME
101	11/13/2008	\$415 25	E	42100	102 Labor Distribution	OVERTIME
101	11/13/2008	\$1,709 47	E	42100	121 Labor Distribution	P E R A
101	10/30/2008	\$1,720 22	E	42100	121 Labor Distribution	P E R A
101	10/30/2008	\$43 68	E	42100	122 Labor Distribution	CONT TO RET S
101	11/13/2008	\$200 98	E	42100	122 Labor Distribution	CONT TO RET S
101	10/30/2008	\$716 58	E	42100	126 Labor Distribution	H S A
101	11/13/2008	\$716 58	E	42100	126 Labor Distribution	H S A
101	10/30/2008	\$2,580 03	E	42100	131 Labor Distribution	CONT TO EMPLO
101	10/30/2008	\$168 64	E	42100	170 Labor Distribution	MEDICARE
101	11/13/2008	\$202 98	E	42100	170 Labor Distribution	MEDICARE

MONTHLY EXPENSES

Period Name NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 ST PAUL STAMP WORKS IN	11/19/2008	\$13 63	E	42100	201 100 ANIMAL TAGS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$27 71	E	42100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 25	E	42100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$10 64	E	42100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$4 89	E	42100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	11/24/2008	\$1 364 43	E	42100	212 FUEL	MOTOR FUELS &
101 WINGFOOT COMMERCIAL TI	11/20/2008	\$468 79	E	42100	212 VECHILE MAINT	MOTOR FUELS &
101 EASTMAN, LAURA	11/10/2008	\$24 34	E	42100	220 CUPS & NAPKINS - PD	OPERATING SUP
101 STILLWATER GAZETTE	11/19/2008	\$12 05	E	42100	306 APPLICATION NOTICE - PD	PROF SER-OTHE
101 CAMPION BARROW & ASSO	11/19/2008	\$390 00	E	42100	306 PUBLIC SAFETY POST OFFER T	PROF SER-OTHE
101 STILLWATER MEDICAL GRO	11/19/2008	\$211 00	E	42100	306 WILLMARTH HUTCHINSON RE	PROF SER-OTHE
101 WASHINGTON COUNTY SHE	11/19/2008	\$750 00	E	42100	321 QTR 3 2008 MDC - PD	COMMUNICATION
101 NEXTEL COMMUNICATIONS	11/10/2008	\$115 81	E	42100	321 PHONES	COMMUNICATION
101 NEXTEL COMMUNICATIONS	11/19/2008	\$208 74	E	42100	321 PHONES	COMMUNICATION
101 NEOPOST	11/19/2008	\$12 50	E	42100	322 ANNUAL POSTAGE ACH FEE	POSTAGE
101 WASHINGTON COUNTY SHE	11/19/2008	\$3 733 00	E	42100	391 QTR 3 2008 ALERTS, * QTR 3 20	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	11/19/2008	\$750 00	E	42100	391 QTR 3 2008 MDC	SHARED AUTOMA
101 CENTURY AVENUE COLLISI	11/19/2008	\$1 264 39	E	42100	412 VEHICLE REPAIR - POLICE DEP	REP & MAINT VE
101 CENTURY AVENUE COLLISI	11/25/2008	\$3 287 37	E	42100	412 2005 DODGE DURANGO REPAI	REP & MAINT VE
DEPT 42100 POLICE		\$51,088 33				
<b>DEPT 42200 FIRE PROTECTION</b>						
101	9/19/2008	\$733 33	E	42200	101 Labor Distribution	WAGES AND SAL
101	9/19/2008	\$12 92	E	42200	122 Labor Distribution	CONT TO RET , S
101	9/19/2008	\$7 01	E	42200	170 Labor Distribution	MEDICARE
101 W S DARLEY & CO	11/20/2008	\$57 96	E	42200	202 OPERTING MATERIAL- FIRE DE	UNIFORMS - MISC
101 HOLIDAY FLEET	11/24/2008	\$542 92	E	42200	212 FUEL	MOTOR FUELS &
101 FOREMOST PROMOTIONS	11/10/2008	\$1 991 74	E	42200	217 BOOKS - FIRE DEPT	MATERIALS & PR
101 MUNICIPAL EMERGENCY SE	11/20/2008	\$269 50	E	42200	220 CALIBRATION GAS, CYLINDER -	OPERATING SUP
101 W S DARLEY & CO	11/10/2008	\$253 69	E	42200	220 VECHICLE MAINTENANCE	OPERATING SUP
101 HOLIDAY FLEET	11/24/2008	\$8 52	E	42200	220 FUEL	OPERATING SUP
101 NEXTEL COMMUNICATIONS	11/10/2008	\$231 31	E	42200	321 PHONES	COMMUNICATION
101 T R F SUPPLY	11/10/2008	\$227 48	E	42200	420 OPERATING SUPPLIES - FD	R & M BLDGS ST
101 NFPA	11/10/2008	\$150 00	E	42200	433 MEMBER SHIP DUES - FD	DUES & MEMBER
DEPT 42200 FIRE PROTECTION		\$4,486 38				
<b>DEPT 43100 STREET MAINT</b>						
101	10/30/2008	\$162 50	E	43100	050 Labor Distribution	SEASONAL/PART
101	11/13/2008	\$418 75	E	43100	050 Labor Distribution	SEASONAL/PART
101	11/13/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$109 93	E	43100	121 Labor Distribution	P E R A
101	11/13/2008	\$109 93	E	43100	121 Labor Distribution	P E R A
101	10/30/2008	\$114 46	E	43100	122 Labor Distribution	CONT TO RET , S
101	11/13/2008	\$130 34	E	43100	122 Labor Distribution	CONT TO RET , S
101	11/13/2008	\$88 48	E	43100	126 Labor Distribution	H S A
101	10/30/2008	\$88 24	E	43100	126 Labor Distribution	H S A
101	10/30/2008	\$347 64	E	43100	131 Labor Distribution	CONT TO EMPLO
101	11/13/2008	\$30 48	E	43100	170 Labor Distribution	MEDICARE
101	10/30/2008	\$26 77	E	43100	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 05	E	43100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 ST PAUL STAMP WORKS, IN	11/19/2008	\$2 72	E	43100	201 100 ANIMAL TAGS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 97	E	43100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	11/19/2008	\$5 54	E	43100	201 OPERATING SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$2 12	E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	11/24/2008	\$281 61	E	43100	212 FUEL	MOTOR FUELS &
101 OXYGEN SERVICE COMPAN	11/20/2008	\$6 27	E	43100	220 OPERATING SUPPLIES	OPERATING SUP
101 WASHINGTON CO TRANSPO	11/25/2008	\$402 18	E	43100	225 SNOW & ICE CONTROL	SALT & SAND PU
101 NEOPOST	11/19/2008	\$2 50	E	43100	322 ANNUAL POSTAGE ACH FEE	POSTAGE
101 BOYER TRUCKS	11/10/2008	\$111 80	E	43100	412 PARTS	REP & MAINT VE

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 SHEMIN NURSERIES, INC	11/20/2008	\$609 55	E	43100	413 MAINTENANCE TRESS	TREES
101 ASPHALT SPECIALTIES	11/25/2008	\$45 00	E	43100	421 5TH ST NO & 9TH ST EAST	REPAIR & MAINT
101 ACTION RENTAL	11/20/2008	\$156 55	E	43100	421 CONCRETE TRAILER	REPAIR & MAINT
DEPT 43100 STREET MAINT		\$6,636 78				
DEPT 43160 STREET LIGHTING						
101 XCEL	11/10/2008	\$5,912 26	E	43160	380 STREET LIGHTS	ELECTRIC SERVI
DEPT 43160 STREET LIGHTING		\$5 912 26				
DEPT 43200 PARKS						
101	10/30/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	11/13/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	11/13/2008	\$60 27	E	43200	121 Labor Distribution	P E R A
101	10/30/2008	\$60 27	E	43200	121 Labor Distribution	P E R A
101	11/13/2008	\$55 16	E	43200	122 Labor Distribution	CONT TO RET , S
101	10/30/2008	\$55 16	E	43200	122 Labor Distribution	CONT TO RET S
101	10/30/2008	\$44 24	E	43200	126 Labor Distribution	H S A
101	11/13/2008	\$44 24	E	43200	126 Labor Distribution	H S A
101	10/30/2008	\$176 70	E	43200	131 Labor Distribution	CONT TO EMPLO
101	11/13/2008	\$12 90	E	43200	170 Labor Distribution	MEDICARE
101	10/30/2008	\$12 90	E	43200	170 Labor Distribution	MEDICARE
101 VERN THOMPSON	11/25/2008	\$49 74	E	43200	204 CLOTHING ALLOWANCE	UNIFORMS - VER
101 HOLIDAY FLEET	11/24/2008	\$39 39	E	43200	212 FUEL	MOTOR FUELS &
101 NEOPOST	11/19/2008	\$2 50	E	43200	322 ANNUAL POSTAGE ACH FEE	POSTAGE
101 MENARDS-STILLWATER	11/20/2008	\$50 74	E	43200	420 PEAK RV ANTI-FREEZE	R & M BLDGS, ST
DEPT 43200 PARKS		\$2,518 61				
DEPT 43300 CEMETERY						
101 HOLIDAY FLEET	11/24/2008	\$131 17	E	43300	212 FUEL	MOTOR FUELS &
DEPT 43300 CEMETERY		\$131 17				
FUND 101 GENERAL		\$104 776 34				
FUND 102 STREET RECONSTRUCTION						
DEPT 41601 ALLEY PAVING PROJECT						
102 S E H	11/19/2008	\$163 97	E	41601	301 ALLEY PAVING PRELIMINARY	PROF SER-ENGIN
102 ASPHALT SPECIALTIES	11/25/2008	\$11,740 00	E	41601	305 5TH ST NO & 9TH ST EAST	PROF SER-CONT
102 STILLWATER GAZETTE	11/19/2008	\$72 28	E	41601	350 NOTICE OF ALLEY IMPROVEME	PRINTING & PUBL
DEPT 41601 ALLEY PAVING PROJECT		\$11,976 25				
DEPT 41606 HWY 95 PED CROSSING						
102 S E H	11/19/2008	\$3,424 68	E	41606	306 TH 95 PED	PROF SER-OTHE
DEPT 41606 HWY 95 PED CROSSING		\$3,424 68				
FUND 102 STREET RECONSTRUCTION		\$15,400 93				
FUND 202 DRUG FORFEITURE						
DEPT 42102 EXPENDITURE OF FORFEITURE MONE						
202 OVERHEAD DOOR COMPAN	11/19/2008	\$900 00	E	42102	240 INSTALL PHOTA EYES	SMALL TOOLS-E
DEPT 42102 EXPENDITURE OF FORFEITURE		\$900 00				
FUND 202 DRUG FORFEITURE		\$900 00				
FUND 203 PUBLIC WORKS EQUIPMENT REPL						
DEPT 41900 CAPITAL IMPROVEMENTS						
203 TR) STATE BOBCAT INC	11/24/2008	\$3,366 68	E	41900	530 EQUIPMENT	CAPITAL OUTLAY

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
203 TRI STATE BOBCAT INC	11/24/2008	\$3,311.60	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
203 TRI STATE BOBCAT INC	11/24/2008	\$3,800.52	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
203 TRI STATE BOBCAT INC	11/24/2008	\$1,298.12	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
203 TRI STATE BOBCAT INC	11/24/2008	\$1,332.53	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
203 TRI STATE BOBCAT INC	11/24/2008	\$42,691.25	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
203 TRI STATE BOBCAT INC	11/24/2008	\$677.66	E	41900	530 EQUIPMENT	CAPITAL OUTLAY
DEPT 41900 CAPITAL IMPROVEMENTS		\$56,478.36				
FUND 203 PUBLIC WORKS EQUIPMENT REPL		\$56,478.36				
FUND 204 RECREATION CAP EQUIP & MAINT						
DEPT 41600 CAPITAL OUTLAY						
204 ST CROIX RECREATION CO	11/20/2008	\$2,395.19	E	41600	560 4 SEAT SPRING SEESAW	UNALLOCATED C
DEPT 41600 CAPITAL OUTLAY		\$2,395.19				
FUND 204 RECREATION CAP EQUIP & MAINT		\$2,395.19				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	11/24/2008	\$1,680.69	E	44100	444 LAKESIDE PARK SIGNAGE	COMMUNITY PRO
207 ST CROIX RECREATION CO	11/20/2008	\$666.69	E	44100	444 4' BENCH - PARK	COMMUNITY PRO
DEPT 44100 PROJECT		\$2,347.38				
FUND 207 PARK IMPROVEMENT FUND		\$2,347.38				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 ECKBERG, LAMMERS, BRIG	11/19/2008	\$155.81	E	41911	300 WATER EXTENSION TO BAYTO	PROF SER-LEGAL
DEPT 41911 BAYTOWN DEVELOPMENTS		\$155.81				
FUND 209 DEVELOPER REIMBURSED PROJECTS		\$155.81				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	11/13/2008	\$2,810.55	E	45500	050 Labor Distribution	SEASONAL/PART
211	10/30/2008	\$2,613.45	E	45500	050 Labor Distribution	SEASONAL/PART
211	10/30/2008	\$2,626.31	E	45500	101 Labor Distribution	WAGES AND SAL
211	11/13/2008	\$2,626.31	E	45500	101 Labor Distribution	WAGES AND SAL
211	11/13/2008	\$338.74	E	45500	121 Labor Distribution	P E R A
211	10/30/2008	\$317.98	E	45500	121 Labor Distribution	P E R A
211	10/30/2008	\$318.19	E	45500	122 Labor Distribution	CONT TO RET , S
211	11/13/2008	\$330.41	E	45500	122 Labor Distribution	CONT TO RET , S
211	10/30/2008	\$88.47	E	45500	126 Labor Distribution	H S A
211	11/13/2008	\$88.47	E	45500	126 Labor Distribution	H S A
211	10/30/2008	\$371.72	E	45500	131 Labor Distribution	CONT TO EMPLO
211	10/30/2008	\$74.42	E	45500	170 Labor Distribution	MEDICARE
211	11/13/2008	\$77.26	E	45500	170 Labor Distribution	MEDICARE
211 BAKER & TAYLOR	11/20/2008	\$11.88	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$23.96	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	-\$16.59	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$38.74	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	-\$19.93	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$73.56	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$66.97	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$66.48	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$54.78	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$24.92	E	45500	217 BOOKS	MATERIALS & PR

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
211 BAKER & TAYLOR	11/20/2008	\$9 39 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$29 57 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$14 23 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$9 39 E	45500	217 BOOKS	MATERIALS & PR
211 FRED ZACHAU	11/20/2008	\$9 95 E	45500	217 BOOK	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$362 10 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$467 96 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$330 40 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$65 70 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$12 73 E	45500	217 BOOKS	MATERIALS & PR
211 RECORDED BOOKS	11/20/2008	\$256 30 E	45500	217 BOOKS	MATERIALS & PR
211 RECORDED BOOKS	11/20/2008	\$175 98 E	45500	217 BOOKS	MATERIALS & PR
211 CENTER POINT LARGE PRIN	11/20/2008	\$126 57 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$321 14 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	11/20/2008	\$60 09 E	45500	217 BOOKS	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	11/20/2008	\$18 66 E	45500	220 BOOK REPAIR TAPE	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	11/20/2008	-\$45 60 E	45500	220 RUBBER ADHESIVE TAPE	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	11/20/2008	\$134 96 E	45500	220 CASH REGISTER	OPERATING SUP
211 DEMCO	11/20/2008	\$13 65 E	45500	220 OPERATING SUPPLIES - LIBRA	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	11/20/2008	\$34 49 E	45500	220 BULK COPY PAPER	OPERATING SUP
211 OFFICE OF ENT TECHNOLO	11/25/2008	\$61 25 E	45500	302 PHONES	CONTRACT SERV
211 SHARON SIPPEL	11/20/2008	\$1 500 00 E	45500	302 CLEANING SERVICE - LIBRARY	CONTRACT SERV
211 KINDER MELODIES	11/20/2008	\$300 00 E	45500	302 STORY TIME - LIBRARY	CONTRACT SERV
211 INTEGRA TELECOM	11/20/2008	\$38 65 E	45500	321 COMMUNICATIONS - LIBRARY	COMMUNICATION
211 WASHINGTON COUNTY LIBR	11/20/2008	\$37 00 E	45500	391 MICROSOFT PUBLISHER SINGL	SHARED AUTOMA
211 MACDONALD, KATHY	11/20/2008	\$249 78 E	45500	400 MILEAGE - LIBRARY	USE OF PERSON
211 TOSHIBA BUSINESS SOLUTI	11/20/2008	\$160 62 E	45500	416 EQUIPMENT - LIBRARY	REPAIR/MAINT O
211 TOSHIBA BUSINESS SOLUTI	11/20/2008	\$23 02 E	45500	416 EQUIPMENT - LIBRARY	REPAIR/MAINT O
211 ELECTRO WATCHMAN, INC	11/19/2008	\$60 00 E	45500	420 LIBRARY	R & M BLDGS ST
211 SVL SERVICE CORPORATIO	11/20/2008	\$74 20 E	45500	420 BUILDING MAINT LIBRARY	R & M BLDGS ST
211 ST CROIX GLASS CLEANING	11/20/2008	\$525 00 E	45500	420 GLASS WASHED - LIBRARY	R & M BLDGS, ST
211 PLUNKETT'S PEST CONTRO	11/20/2008	\$99 30 E	45500	420 PEST CONTROL - LIBRARY	R & M BLDGS, ST
211 ECOWATER	11/20/2008	\$33 25 E	45500	420 MTHLY RENT ON COOLER - LIB	R & M BLDGS, ST
211 VAN PAPER CO	11/20/2008	\$215 90 E	45500	420 OPERATING SUPPLIES - LIBRA	R & M BLDGS, ST
DEPT 45500 LIBRARY		\$18,791 68			
FUND 211 LIBRARY		\$18,791 68			
FUND 601 WATER					
DEPT 46120 WATER					
601	11/13/2008	\$3,062 25 E	46120	101 Labor Distribution	WAGES AND SAL
601	10/30/2008	\$3,056 63 E	46120	101 Labor Distribution	WAGES AND SAL
601	10/30/2008	\$198 68 E	46120	121 Labor Distribution	P E R A
601	11/13/2008	\$199 06 E	46120	121 Labor Distribution	P E R A
601	10/30/2008	\$181 34 E	46120	122 Labor Distribution	CONT TO RET , S
601	11/13/2008	\$181 70 E	46120	122 Labor Distribution	CONT TO RET ' S
601	11/13/2008	\$212 33 E	46120	126 Labor Distribution	H S A
601	10/30/2008	\$212 68 E	46120	126 Labor Distribution	H S A
601	10/30/2008	\$728 93 E	46120	131 Labor Distribution	CONT TO EMPLO
601	10/30/2008	\$42 41 E	46120	170 Labor Distribution	MEDICARE
601	11/13/2008	\$42 49 E	46120	170 Labor Distribution	MEDICARE
601 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$2 12 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 97 E	46120	201 OPERATING SUPPLIES	OFFICE SUPPLIE
601 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 05 E	46120	201 OPERATING SUPPLIES	OFFICE SUPPLIE
601 ST PAUL STAMP WORKS IN	11/19/2008	\$2 72 E	46120	201 100 ANIMAL TAGS	OFFICE SUPPLIE
601 OFFICE SUPPLY CONNECTI	11/19/2008	\$5 54 E	46120	201 OPERATING SUPPLIES	OFFICE SUPPLIE
601 CCP INDUSTRIES	11/20/2008	\$183 62 E	46120	203 CLOTHING	UNIFORMS - TIM
601 HOLIDAY FLEET	11/24/2008	\$77 38 E	46120	212 FUEL	MOTOR FUELS &
601 HAWKINS WATER	11/20/2008	\$10 00 E	46120	216 CHEMICALS	CHEMICALS AND
601 HOLIDAY FLEET	11/24/2008	\$3 19 E	46120	220 FUEL	OPERATING SUP

MONTHLY EXPENSES

Period Name. NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
601 MANAGEMENT SERVICES	11/24/2008	\$1,288 50	E	46120	302 CONSULTING	CONTRACT SERV
601 MANAGEMENT SERVICES	11/10/2008	\$1,405 64	E	46120	302 CONSULTING	CONTRACT SERV
601 NEOPOST	11/19/2008	\$2 50	E	46120	322 ANNUAL POSTAGE ACH FEE	POSTAGE
601 MINNESOTA PIPE & EQUIPM	11/20/2008	\$264 24	E	46120	419 VECHILE REPAIR	REPAIR & MAINT
601 MILLER EXCAVATING	11/25/2008	\$3,622 53	E	46120	419 INSTALL SECOND WATER SER	REPAIR & MAINT
601 J P ENTERPRISES	11/25/2008	\$2,360 00	E	46120	421 FENCE AT CITY HALL	REPAIR & MAINT
601 MINNESOTA DEPT OF HEAL	11/19/2008	\$1 046 00	E	46120	434 4TH QTR 2008 SERVICE CONN	STATE FEES FOR
DEPT 46120 WATER		\$18 393 50				
FUND 601 WATER		\$18,393 50				
<b>FUND 602 SEWER</b>						
DEPT 46200 SEWER - OPERATING						
602	11/13/2008	\$3,989 42	E	46200	101 Labor Distribution	WAGES AND SAL
602	10/30/2008	\$3,973 80	E	46200	101 Labor Distribution	WAGES AND SAL
602	11/13/2008	\$259 28	E	46200	121 Labor Distribution	P E R A
602	10/30/2008	\$258 27	E	46200	121 Labor Distribution	P E R A
602	10/30/2008	\$235 86	E	46200	122 Labor Distribution	CONT TO RET , S
602	11/13/2008	\$236 82	E	46200	122 Labor Distribution	CONT TO RET , S
602	10/30/2008	\$256 41	E	46200	126 Labor Distribution	H S A
602	11/13/2008	\$256 52	E	46200	126 Labor Distribution	H S A
602	10/30/2008	\$903 69	E	46200	131 Labor Distribution	CONT TO EMPLO
602	10/30/2008	\$55 14	E	46200	170 Labor Distribution	MEDICARE
602	11/13/2008	\$55 38	E	46200	170 Labor Distribution	MEDICARE
602 ST PAUL STAMP WORKS IN	11/19/2008	\$2 75	E	46200	201 100 ANIMAL TAGS	OFFICE SUPPLIE
602 OFFICE SUPPLY CONNECTI	11/19/2008	\$0 05	E	46200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
602 OFFICE SUPPLY CONNECTI	11/19/2008	\$1 02	E	46200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
602 OFFICE SUPPLY CONNECTI	11/19/2008	\$5 55	E	46200	201 OPERATING SUPPLIES	OFFICE SUPPLIE
602 INNOVATIVE OFFICE SOLUTI	11/19/2008	\$2 16	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 HOLIDAY FLEET	11/24/2008	\$274 63	E	46200	212 FUEL	MOTOR FUELS &
602 MENARDS-STILLWATER	11/20/2008	\$27 34	E	46200	240 CHECK KEY 13 PC TITANIUM D	SMALL TOOLS-E
602 S E H	11/20/2008	\$1,377 11	E	46200	301 MCES SURCHARGE ASSESS	PROF SER-ENGIN
602 MANAGEMENT SERVICES	11/24/2008	\$1,288 50	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	11/10/2008	\$1,405 64	E	46200	302 CONSULTING	CONTRACT SERV
602 BELLS TRUCKING INC	11/20/2008	\$1 900 00	E	46200	302 INSTALL AND REMOVED SPETI	CONTRACT SERV
602 NEOPOST	11/19/2008	\$2 50	E	46200	322 ANNUAL POSTAGE ACH FEE	POSTAGE
602 OVERHEAD DOOR COMPAN	11/10/2008	\$540 95	E	46200	419 BUILDING MAINT	REPAIR & MAINT
602 OVERHEAD DOOR COMPAN	11/20/2008	\$550 00	E	46200	419 REPAIR ON SHOP DOOR	REPAIR & MAINT
602 OVERHEAD DOOR COMPAN	11/10/2008	\$2,700 00	E	46200	419 BUILDING MAINT	REPAIR & MAINT
602 GRAINGER	11/25/2008	\$16 49	E	46200	419 OPERATION MATERIAL	REPAIR & MAINT
602 ACTION RENTAL	11/20/2008	\$101 17	E	46200	420 BOBCAT RENTAL	R & M BLDGS, ST
DEPT 46200 SEWER - OPERATING		\$20,676 45				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	11/19/2008	\$23 720 61	E	46990	434 ANNUAL FLOW MONTHLY CHA	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$23 720 61				
FUND 602 SEWER		\$44,397 06				
<b>FUND 803 P &amp; Z ESCROWS</b>						
DEPT 80012 FRIENDS OF ST CROIX PREP.						
803 ECKBERG, LAMMERS BRIG	11/19/2008	\$161 87	E	80012	301 ST CROIX PREP	PROF SER-ENGIN
803 S E H	11/19/2008	\$8,913 14	E	80012	301 ST CROIX PREP CONST	PROF SER-ENGIN
DEPT 80012 FRIENDS OF ST CROIX PREP		\$9 075 01				
DEPT 80017 AMERICAN LEGION POST 491						
803 WASHINGTON COUNTY REC	11/20/2008	\$46 00	E	80017	350 RESOLUTION USE PERMIT FOR	PRINTING & PUBL

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 80017 AMERICAN LEGION POST 491		\$46 00				
<b>DEPT 80018 MSCWM PERRO CREEK OUTLET</b>						
803 S E H	11/19/2008	\$33,537 53	E	80018	301 MSCWM PERRO CREEK OUTLE	PROF SER-ENGIN
DEPT 80018 MSCWM PERRO CREEK OUTLET		\$33,537 53				
<b>DEPT 80019 JG HAUSE CONSTRUCTION</b>						
803 S E H	11/19/2008	\$755 42	E	80019	301 HAUSE SITE PLAN REVIEW	PROF SER-ENGIN
DEPT 80019 JG HAUSE CONSTRUCTION		\$755 42				
FUND 803 P & Z ESCROWS		\$43,413 96				
		\$307,450 21				

## City of Bayport

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

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### Building Permit Log

For: November, 2008

Printed: 11/25/2008

Page 1 of 2

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<b>Permit Number:</b> BP2008-75	<b>Filing Date:</b> 11/4/2008
<b>Parcel Address:</b> 690 Minnesota Street So	Bayport, MN 55003
<b>Applicant:</b> BELL'S TRUCKING INC	<b>Applicant Phone:</b> 651-439-6375
BELL'S TRUCKING, INC SEWER & WATER	
<b>Construction Value:</b>	<b>Total Fees:</b> \$2,750 50
<hr/>	
<b>Permit Number:</b> BP2008-76	<b>Filing Date:</b> 11/5/2008
<b>Parcel Address:</b> 571 1ST Ave N	BAYPORT, MN 55003
<b>Applicant:</b> CRAFT MASTER REMODELING	<b>Applicant Phone:</b> 651-757-4100
CRAFT MASTER REMODELING INC RESIDENTIAL	
<b>Construction Value:</b> \$8,000.00	<b>Total Fees:</b> \$166 25
<hr/>	
<b>Permit Number:</b> BP2008-77	<b>Filing Date:</b> 11/24/2008
<b>Parcel Address:</b> 339 PRAIRIE WAY S	BAYPORT MN 55003
<b>Applicant:</b> GENE HAGER	<b>Applicant Phone:</b> 651-747-6909
<b>Construction Value:</b> \$10,000 00	<b>Total Fees:</b> \$321 39
<hr/>	
<b>Permit Number:</b> BP2008-78	<b>Filing Date:</b> 11/25/2008
<b>Parcel Address:</b> 243 3RD St. S	BAYPORT, MN 55003
<b>Applicant:</b> MARTIN CONSTRUCTION &	<b>Applicant Phone:</b> 651-342-1234
MARTIN CONSTRUCTION & CONTRACTING LLC	
<b>Construction Value:</b> \$15,000.00	<b>Total Fees:</b> \$445.58
<hr/>	
<b>Permit Number:</b> MC2008-22	<b>Filing Date:</b> 11/10/2008
<b>Parcel Address:</b> 226 3RD Ave S.	BAYPORT, MN 55003
<b>Applicant:</b> MILAN HORAK	<b>Applicant Phone:</b> 651-430-2809
OWNER OWNER	
<b>Construction Value:</b> \$3 000 00	<b>Total Fees:</b> \$75 50

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**Building Permit Log**

For: November, 2008

Printed: 11/25/2008

Page 2 of 2

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**Permit Number:** MC2008-23**Parcel Address:** 206 MARINER WAY**Applicant:** TLT ENTERPRISES

TLT ENTERPRISES MECHANICAL

**Construction Value:** \$5,000.00**Filing Date:** 11/18/2008

BAYPORT, MN 55003

**Applicant Phone:** 651-261-7913**Total Fees:** \$75 50

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**Permit Number:** MC2008-24**Parcel Address:** 111 CENTRAL Ave.**Applicant:** PEOPLE'S PLUMBING & HEATING

PEOPLE'S PLUMBING &amp; HEATING

**Construction Value:** \$10,000 00**Filing Date:** 11/19/2008

BAYPORT, MN 55003

**Applicant Phone:** 651-426-6404**Total Fees:** \$75 50

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**Permit Number:** MC2008-25**Parcel Address:** 186 MAINE St. N.**Applicant:** ANDERSON HEATING, INC

ANDERSON HEATING INC MECHANICAL

**Construction Value:** \$8,000 00**Filing Date:** 11/25/2008

BAYPORT, MN 55003

**Applicant Phone:** 715-549-6297**Total Fees:** \$75 50

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

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Date: November 24, 2008  
To: Mayor and City Council  
Mike McGuire, City Administrator  
From: Sara Taylor, Assistant City Administrator  
Subject: Tobacco license renewals for 2009

***BACKGROUND***

Liquor licenses expire on December 31, 2008. The existing establishments are expected to renew their licenses. However, since the license renewal fees and paperwork are not due until December 10, 2009, staff anticipates that the establishments will not have submitted this information prior to the December 1, 2009 City Council meeting. Assuming the paperwork and fees are submitted to the city by December 10<sup>th</sup>, the following establishments shall be considered for license renewal:

**Establishment**

**Bayport Liquors - 102 North 3<sup>rd</sup> Street**

**Holiday Station Stores - 174 North 3<sup>rd</sup> Street**

Please refer to the attached memo from the Police Department regarding recent tobacco compliance checks.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of tobacco licenses for the establishments listed above for 2009, subject to receiving all required fees and paperwork necessary to process their renewal license applications



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

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Date: November 24, 2008

To: Mayor and City Council  
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

**Subject: Tobacco compliance checks**

The Bayport Police Department completed compliance checks of the following businesses on November 22, 2008:

- Bayport Liquor
- Holiday Gas Station

Both establishments passed their compliance check. and my recommendation is that each license be renewed at this time.



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

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Date: November 24, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Wanda Madsen, Finance Officer  
Subject: Certification of Past Due Water and Sewer  
Bills to 2009 Property Taxes

### ***BACKGROUND***

Bayport's Municipal Code contains provisions allowing the city to certify past due water and sewer bills to a homeowner's property taxes. This certification is due to the county no later than December 29, 2008.

Attached is a list of accounts as of November 24, 2008, that have past due balances. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that still have past due balances by the cut-off date will be certified to the county.

### ***RECOMMENDATION***

City staff recommends that the City Council accept the attached list of past due Water and Sewer bills for certification to Washington County





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

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Date: November 24, 2008

To: Mayor and City Council

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

**Subject: Certification of past due waste collection bills to property taxes payable in 2009**

### ***BACKGROUND***

According to the City's agreement with Allied Waste Services, the City shall, at the request of Allied Waste Services, certify for collection with real estate taxes, all accounts subject to the agreement and billed by Allied Waste that are at least sixty (60) days in arrears as of September 29<sup>th</sup> upon proper documentation of such delinquent accounts being submitted to the City. A penalty charge of \$25.00 or ten percent (10%) of the delinquent charges due, whichever is greater, shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency. When received by the City as part of its tax settlement, these funds shall be remitted to Allied Waste within thirty (30) days after receipt of the tax settlement distribution report prepared and submitted by Washington County to the City.

Attached is a list of accounts that have past due balances meeting the criteria defined above and have been reported to the City by Allied Waste Services. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that still have past due balances owing at year-end will be certified to the county.

### ***RECOMMENDATION***

City staff recommends the City Council accept the attached list of Allied Waste Services past due balances for certification to Washington County.

attachment

## Bayport City Contract Accounts - Residential

Account Status	Customer	Billing Address	City	State	Service Address	Balance	Delinquent Amount
1156 Closed	Scott Gordon	8380 Isle Ave S	Cottage Gr	MN	620 Oakwood St S	\$ 324 66	\$ 324 66
6330 Active	Karen Blufloft	271 3rd St S	Bayport	MN	Same	\$ 234 60	\$ 185 68
6343 Active	Karyl Walcher	529 Mariner Dr	Bayport	MN	Same	\$ 391 46	\$ 342 54
6350 Active	Ken Seefert	485 Minnesota St S	Bayport	MN	Same	\$ 97 84	\$ 48 92
10272 Active	Louisa Lienke	705 6th St N	Bayport	MN	Same	\$ 161 39	\$ 161 39
14832 Active	Melissa Stabnow	738 5th St N	Bayport	MN	Same	\$ 250 38	\$ 201 46
14946 Closed	Angela Binkley	360 Minnesota St S	Bayport	MN	761 4th Ave N	\$ 22 39	\$ 22 39
15996 Closed	Michelle Calverley	340 Minnesota St S	Bayport	MN	Same	\$ 98 07	\$ 98 07
17827 Active	Jenne & Keith Neilson	488 5th St N	Bayport	MN	Same	\$ 114 34	\$ 114 34
5833918 Active	Tom Lind	404 5th St N	Bayport	MN	Same	\$ 288 56	\$ 239 64
5835343 Active	Daniel Asmus	248 3rd St S	Bayport	MN	Same	\$ 190 68	\$ 141 76
5836085 Active	Jim Menard Dr	555 2nd St N	Bayport	MN	Same	\$ 944 43	\$ 828 24
5836721 Active	Greg Russell	852 6th St N	Bayport	MN	Same	\$ 190 68	\$ 141 76
5837976 Active	Tom Radke	316 9th St N	Bayport	MN	Same	\$ 191 95	\$ 158 11
5993050 Active	Michael Harvey	447 4th St S	Bayport	MN	Same	\$ 391 46	\$ 342 54
5997747 Active	Keith Zielsdorf	22339 Cameo Ct	Bayport	MN	Same	\$ 607 19	\$ 496 32
6103121 Active	Susan Seggelke	406 5th St S	Bayport	MN	Same	\$ 107 92	\$ 50 79
6104525 Active	Debbie Gramenz	585 9th St N	Bayport	MN	Same	\$ 120 68	\$ 81 76
6187223 Active	Penny/Stac Nelson	267 3rd St S	Bayport	MN	Same	\$ 243 68	\$ 194 76
6215552 Active	Jennifer Rojas	16130 280th St	Center City	MN	371 5th St N	\$ 80 00	\$ 80 00
6336853 Active	Cary Anderson	787 5th St N	Bayport	MN	Same	\$ 391 48	\$ 342 56
6499289 Active	Brian Delisle	468 Maine St N	Bayport	MN	Same	\$ 239 60	\$ 190 68
6516009 Active	Eric Baitz	565 8th St N	Bayport	MN	Same	\$ 392 96	\$ 344 04
6531206 Active	Clayton Norman	844 6th St N	Bayport	MN	Same	\$ 151 46	\$ 107 54
6567820 Closed	Chris Niwinski	3315 San Felipe Rd Suite 64	San Jose	CA	510 Lakeside Alcov	\$ 124 84	\$ 124 84
6586077 Active	Robin Allen	110 4th Ave N	Bayport	MN	Same	\$ 457 91	\$ 400 78
6590822 Active	Robb Poutre	504 5th St N	Bayport	MN	Same	\$ 439 46	\$ 390 54
6591820 Active	Mark Loehrer	143 3rd Ave S	Bayport	MN	Same	\$ 172 52	\$ 123 60
6594030 Active	Carol Madsen	241 2nd Ave	Bayport	MN	Same	\$ 512 58	\$ 444 22
6619134 Active	Deb Polzin	159 4th St S	Bayport	MN	Same	\$ 391 46	\$ 342 54
6624530 Active	Joe/Grigd Groschen	501 Minnesota St S	Bayport	MN	Same	\$ 589 07	\$ 517 79
6635585 Active	Wayne Ristow	673 2nd Ave N	Bayport	MN	Same	\$ 141 76	\$ 92 84
6643712 Closed	Debbie Anderson	340 Minnesota St S	Bayport	MN	295 6th St S	\$ 281 27	\$ 281 27
6648018 Active	Pamela Stockwell	553 5th St N	Bayport	MN	Same	\$ 219 56	\$ 170 64
6648372 Active	Jennifer Puga-Lopez	372 Minnesota St	Bayport	MN	Same	\$ 395 49	\$ 338 36
Amount to Certify							\$ 8,467.37

# City of Bayport 2009 Step Schedule

	2009	2009	2009	2009	2009	2009	2009	2009	2009			
	s	t	e	p	2	3	4	5	6	7	8	
Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	
1	2	3	4	5	6	7	8	9	10	11	12	
Library Clerk	\$28,950	\$30,542	\$32,222	\$34,016	\$35,632	\$37,325	\$39,083	\$41,037	\$43,125	\$45,281	\$47,437	\$49,809
Secretary/Receptionist	\$28,950	\$30,542	\$32,222	\$34,016	\$35,632	\$37,325	\$39,083	\$41,037	\$43,125	\$45,281	\$47,437	\$49,809
Public Works Maintenance Worker	\$31,944	\$33,701	\$35,555	\$37,535	\$39,317	\$41,185	\$43,249	\$45,304	\$47,402	\$49,644	\$52,128	\$54,734
	\$35,138	\$37,072	\$39,110	\$41,288	\$43,249	\$45,304	\$47,402	\$49,644	\$52,128	\$54,734	\$58,116	\$63,893
	\$36,767	\$38,789	\$40,922	\$43,199	\$45,252	\$47,526	\$50,170	\$52,962	\$55,481	\$58,446	\$61,199	\$64,694
	\$38,613	\$41,008	\$42,977	\$45,371	\$47,526	\$49,783	\$52,962	\$55,481	\$58,446	\$61,199	\$64,694	\$68,694
	\$45,074	\$47,555	\$50,170	\$52,962	\$55,481	\$58,446	\$61,215	\$64,123	\$67,169	\$70,332	\$73,849	\$77,849
	\$45,333	\$47,825	\$50,456	\$53,265	\$55,796	\$58,446	\$61,215	\$64,123	\$67,169	\$70,332	\$73,849	\$77,849
	\$48,462	\$51,127	\$53,939	\$56,942	\$59,647	\$62,481	\$65,423	\$68,481	\$71,619	\$74,849	\$78,169	\$81,619
	\$48,462	\$51,127	\$53,939	\$56,942	\$59,647	\$62,481	\$65,423	\$68,481	\$71,619	\$74,849	\$78,169	\$81,619
	\$52,098	\$54,964	\$57,986	\$61,215	\$64,123	\$67,169	\$70,332	\$73,849	\$77,849	\$81,619	\$85,472	\$89,540
	\$52,098	\$54,964	\$57,986	\$61,215	\$64,123	\$67,169	\$70,332	\$73,849	\$77,849	\$81,619	\$85,472	\$89,540
	\$56,006	\$59,086	\$62,336	\$65,807	\$68,932	\$72,206	\$75,608	\$79,388	\$83,326	\$87,326	\$91,391	\$95,911
	\$59,591	\$62,869	\$66,327	\$70,020	\$73,346	\$76,830	\$80,449	\$84,472	\$88,449	\$92,449	\$96,039	\$100,169
	\$63,166	\$66,641	\$70,306	\$74,221	\$77,747	\$81,440	\$85,276	\$89,540	\$93,326	\$97,326	\$101,326	\$105,326
	\$66,956	\$70,639	\$74,525	\$78,674	\$82,411	\$86,326	\$90,391	\$94,911	\$99,039	\$103,039	\$107,039	\$111,039
	\$71,140	\$75,053	\$79,181	\$83,589	\$87,560	\$91,719	\$96,039	\$100,169	\$104,326	\$108,326	\$112,326	\$116,326



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

---

Date: November 24, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator

**Subject: 2009 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
- **Maroney's Sanitation**  
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
- **Waste Management of Minnesota, Inc.**  
Blaine, 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 2009.



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

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Date. November 18, 2008  
To Mayor and City Council  
From. Mike McGuire, City Administrator  
Subject Non-unionized employee paid holiday hours for 2009

***BACKGROUND***

The City Council shall establish the number of employee paid holiday hours for 2009. In the past, the City Council has designated a total of 96 paid holiday hours. The suggested holiday hours for 2009 are as follows:

New Year's Day	Thursday, January 1	10 hours
Martin Luther King Jr. Day	Monday, January 19	10 hours
President's Day	Monday, February 16	10 hours
Memorial Day	Monday, May 25	10 hours
Labor Day	Monday, September 7	10 hours
Veteran's Day	Wednesday, November 11	10 hours
Thanksgiving Day	Thursday, November 26	10 hours
Christmas Eve Day – ½ day	Thursday, December 24	5 hours
New Year's Eve – ½ day	Thursday, December 31	5 hours
Personal floating holiday time	To be requested by the employee	16 hours

***RECOMMENDATION***

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2009.



**SANDERS WACKER BERGLY, INC.**  
**Landscape Architects And Planners**

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**TRANSMITTAL**

---

TO: Sara Taylor

FROM: Larry Wacker

COMPANY: City of Bayport

DATE: 11/14/2008

RE: Pay App. #2 - Peterson  
Companies, Inc.

SWB PROJECT NUMBER:

COPY TO:

---

URGENT    FOR REVIEW    PLEASE COMMENT    PLEASE REPLY    FOR YOUR USE

---

**NOTES/COMMENTS:**

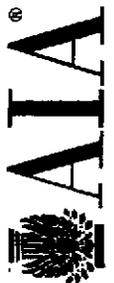
Enclosed please find the original Payment Application #2 from Peterson Companies, Inc. for Lakeside Park Site Improvements. The following forms are also enclosed:

- Change Order No. 1 (3 copies) – Please sign the change order and send one copy to Peterson and one to my office.
- IC-134 Forms

All punch list items have been satisfactorily completed and I recommend final payment.

There is one year construction warranty on the project work items that expires on September 1, 2009.

Please call with questions.



# AIA Document G702/CMA™ - 1992

## Application and Certificate for Payment Construction Manager-Adviser Edition

**TO OWNER:** City of Bayport  
294 North Third Street  
BAYPORT, MN 55003  
FROM CONTRACTOR: Peterson Companies, Inc.  
8326 Wyoming Trail  
CONTRACTOR FOR: Bayport, MN 55013

**PROJECT:** Lakeside Park Site Improvement  
Bayport, MN 55003  
VIA CONSTRUCTION MANAGER:

**APPLICATION NO:** 2 (FINAL) 10/17/2008  
**PERIOD TO:** Lakeside Park Site Improvement  
**CONTRACT DATE:** 6/12/2008  
**PROJECT NOS:** /  
**INVOICE NO:** 10165

**Distribution to:** OWNER   
CONSTRUCTION MANAGER   
ARCHITECT   
CONTRACTOR   
FIELD

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

- 1 ORIGINAL CONTRACT SUM \$ 67,050.00
- 2. Net change by Change Orders \$ 3,468.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 70,518.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 70,518.00

### 5. RETAINAGE:

- a. 0 % of Completed Work (Column D + E on G703) \$ 0.00
- b. 0 % of Stored Material (Column F on G703) \$ 0.00

Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 0.00

6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 70,518.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 63,697.50

8. CURRENT PAYMENT DUE \$ 6,820.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 3,468.00	\$ 0.00
TOTALS	\$ 3,468.00	\$ 0.00
NET CHANGES by Change Order	\$ 3,468.00	

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

**CONTRACTOR:** Peterson Companies, Inc.  
By: *[Signature]*  
State of: MN  
County of: Chisago  
Subscribed and sworn to before me this 17 day of October 2008  
Notary Public  
My Commission expires Jan 31, 2009

Date 10 17 08

**LAIRIE R. LYONS**  
Notary Public  
Minnesota  
My Commission Expires Jan 31, 2009

### CERTIFICATE FOR PAYMENT

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

**AMOUNT CERTIFIED** \$ 6,820.50  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:** ARCHITECT: Sanders Weber Bergby Inc.  
By: *[Signature]* Date 11/14/08

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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# AIA Document G703™ - 1992

## Continuation Sheet

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

APPLICATION NO: 2  
 10/17/2008  
 APPLICATION DATE: 10/17/2008  
 PERIOD TO: ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+F+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IT VARIABT RATE)
			E FROM PREVIOUS APPLICATION (D+E)	F THIS PERIOD				
10	Removals	6,005.00	6,005.00	0.00	0.00	6,005.00	0.00	0.00
20	Excavation	20,548.00	20,548.00	0.00	0.00	20,548.00	0.00	0.00
30	Asphalt	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	0.00
40	Concrete	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	0.00
50	Wet Tap	2,337.00	2,337.00	0.00	0.00	2,337.00	0.00	0.00
60	Irrigation	5,600.00	5,600.00	0.00	0.00	5,600.00	0.00	0.00
70	Sod/Plantings	14,560.00	14,560.00	0.00	0.00	14,560.00	0.00	0.00
CO1	Various Changes	3,468.00	0.00	3,468.00	0.00	3,468.00	0.00	0.00
		70,518.00	67,050.00	3,468.00	0.00	70,518.00	0.00	0.00

**CAUTION** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

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# AIA Document G701™ – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> 200613 - 2008 Site Improvements Lakeside Park Bayport MN	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> October 15, 2008	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Peterson Companies 8326 Wyoming Trail Chisago City MN 55013	<b>ARCHITECT'S PROJECT NUMBER:</b> 200613 <b>CONTRACT DATE:</b> June 16, 2008 <b>CONTRACT FOR:</b> Site Improvements	

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

The original Contract Sum was	\$ 67,050.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 67,050.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,468.00
The new Contract Sum including this Change Order will be	\$ 70,518.00

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 September 01, 2008

**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.

Sanders Wacker Bergly, Inc.  
**ARCHITECT** *(Firm name)*

365 Kellogg Boulevard E,  
Saint Paul MN 55101-1411

**ADDRESS**

**BY** *(Signature)*

Larry L. Wacker  
*(Typed name)*

10/15/08  
**DATE**

Peterson Companies  
**CONTRACTOR** *(Firm name)*

8326 Wyoming Trail,  
Chisago City MN 55013

**ADDRESS**

**BY** *(Signature)*

Jon Peterson  
*(Typed name)*

10-17-08  
**DATE**

Bayport, City of  
**OWNER** *(Firm name)*

Bayport, City of, 294 Third Street North,  
Bayport, MN 55003

**ADDRESS**

**BY** *(Signature)*

Mike McGuire  
*(Typed name)*

**DATE**

## SUMMARY – CHANGE ORDER #1

2008 Site Improvements, Lakeside Park, Bayport, MN

Item #	Description	Cost
1	Resurveying and staking of circular sidewalk/parking area to achieve elevations that were revised to capture as much run-off as possible in the rain garden.	\$700.00
2	Regrade circular sidewalk area to conform with existing site conditions and achieve positive drainage.	\$1,828.61
3	Resetting of concrete forms and	1,428.61
4	Replacement of 30 sq.yds. of additional asphalt that was in poor condition in Central Ave.	\$660.00
5	Install shredded hardwood mulch in rain garden.	\$970.00
6	Sawcut plastic timber curb at play area to improve safety of the opening for handicapped access.	\$48.00
7	Deduct seven autumn brilliance serviceberry shrubs and 8 dwarf ninebark shrubs.	(\$1,410.00)
8	Replace 75 sq.ft. of concrete with asphalt.	(\$105.22)
9	Deduct 3'x4' concrete pad at the irrigation equipment location.	(\$72.00)
10	Deduct installation of two benches (benches were provided by the city).	(\$240.00)
11	Deduct 3/4" water meter and installation and 3/4" water shut-off and valve box.	(\$340.00)
	<b>TOTAL ADD</b>	<b>ADD \$3,468.00</b>



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

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Date: November 24, 2008

To: Mayor and City Council  
Mike McGuire, City Administrator

From: Wanda Madsen, Finance Officer

**Subject: Budgeted fund transfers**

***BACKGROUND***

In the 2008 budget process, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund #601 to the city's Public Works Equipment Replacement Fund #203, effective December 31, 2008
- Transferring \$115,000.00 from the city's Sewer Department Fund #602 to the city's Public Works Equipment Replacement Fund #203, effective December 31, 2008
- Transferring \$5,500.00 from the city's General Fund #101 (Cemetery Department) to the city's Public Works Equipment Replacement Fund #203, effective December 31, 2008
- Transferring \$65,000.00 from the city's General Fund #101 (Street Department) to the city's Public Works Equipment Replacement Fund #203, effective December 31, 2008
- Transferring \$15,000.00 from the city's General Fund #101 (Police Department) to the city's Police Equipment Fund #213, effective December 31, 2008.
- Transferring \$90,000.00 from the city's General Fund #101 (Fire Department) to the city's Fire Equipment Replacement Fund #200, effective December 31, 2008
- Transferring \$300,000.00 from the city's Tax Stabilization Fund #205 to the following capital improvement funds: #212 Cemetery Capital Improvement Fund \$50,000.00; #213 Police Equipment Fund \$50,000.00; #214 Office Automation Fund \$50,000.00; and #215 Municipal Buildings Maintenance Fund \$150,000.00, effective December 31, 2008.

***RECOMMENDATION***

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



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

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Date November 20, 2008  
To Mayor and City Council  
Mike McGuire, City Administrator  
From: Laura Eastman, Police Chief  
**Re: Stillwater Marathon**

**BACKGROUND**

On Sunday, May 24, 2009, St. Croix Events, Inc., is sponsoring a marathon that begins in the City of Stillwater. Stillwater Police Department and Washington County Sheriff's Office are assisting with traffic control in their jurisdiction; and St. Croix Events, Inc. is requesting approval to incorporate a portion of the race course to travel through the City of Bayport.

The president of St. Croix Events, Inc. is Dave Eckberg, and he has agreed to reimburse the city for any expenses incurred for traffic control at the designated intersections. In addition, Mr. Eckberg is aware that the sponsor is responsible for obtaining a permit from the Minnesota Department of Transportation. Please review the attached Stillwater Marathon Fact Sheet for further information related to the marathon.

**RECOMMENDATION**

The Police Department has reserves and officers who would be willing to assist with traffic control for this event, and I do not foresee any issues with accommodating Mr. Eckberg's request. I recommend approval of allowing the race events to travel through Bayport.

## Stillwater Marathon Fact Sheet

First Date	May 24, 2009 (Sunday)
Start Time	7:00 a.m.
Starting Point:	Marathon (26.2 miles). ..20 Mile ..Half Marathon. ..12K Highway 95 – Just South of Downtown
Finish Lines:	Pioneer Park – 12K & Half Marathon Lowell Park – 20 Mile & Marathon

### Marathon Route

Starting on Minnesota State 95 with start lines between the Andiamo Main Office and the Oasis Café. .. South on 95 through Bayport to 22<sup>nd</sup> Street . 22<sup>nd</sup> Street West to Stagecoach....Stagecoach North to 23 (Beach Road) ... Beach Road to 4<sup>th</sup> Avenue....North of 4<sup>th</sup> Avenue to Burlington....West on Burlington to 6<sup>th</sup> Ave North on 6<sup>th</sup> Avenue to Churchill. .. West on Churchill to Greeley. ..North on Greeley to Myrtle . West on Myrtle to Minar. ..North on Minar to Boutwell. East on Boutwell to Neal. ..North on Neal to Mc Kusick Road . Last on Mc Kusick (Using the Trail) to Amundson.. North on Amundson to Sycamore ...Sycamore to Stonebridge Trail....North on Stonebridge Trail to Highway 95. ..South on Highway 95 to Mulberry Street ...East on Mulberry Street to Lowell Park . Finishes in Lowell Park

### 20 Mile Course

Follows the Marathon Course to 5<sup>th</sup> ~~Street~~ <sup>Ave. No.</sup> in Bayport. . West on 5<sup>th</sup> ~~Street~~ <sup>Ave. No.</sup> to Stagecoach....Back onto the Marathon Course to finish.

### Half Marathon Course

Follows the Marathon Course to Myrtle and Owens . North on Owens to Laurel . East on Laurel to Pioneer Park finish.

### 12 K Course

Follows the Marathon Course to 5<sup>th</sup> ~~Street~~ <sup>Ave. No.</sup> in Bayport . . West on 5<sup>th</sup> ~~Street~~ <sup>Ave. No.</sup> to Stagecoach....Back onto Marathon Course to Myrtle and Owens . North on Owens to Laurel . East on Laurel to Pioneer Park finish

Map included in the packet

Traffic Control Points:	At all intersections by Police or event staff Officer costs to be paid by the event Traffic will be allowed to cross the course at the direction of the officers or event staff.
Street Impact Timelines:	Highway 95 south to 36 – 0645 to 0720 5 <sup>th</sup> in Downtown Bayport – 0710 to 0740 Stagecoach and 59 <sup>th</sup> - Oak Park Heights – 0720 - 0930 4 <sup>th</sup> Avenue and Orleans - Stillwater – 0725 to 0945 Greeley and Myrtle – 0735 to 1005 Finish Line 12 K & Hall – Pioneer Park – 0739 - 1023 Finish Line 20 Mile & Marathon – Lowell Park - 0840 1330
Course Comments	Traffic will be allowed to cross the course at every intersection runner traffic permitting. In addition, race staff will assist residents with homes on the course in getting out of their driveways and escorting them to the nearest cross street runner traffic permitting. Residences with homes on the course will receive a direct mailing from the Marathon informing them of specific race timelines and will be given a direct “Hot Line” number to reach on race day.  Trails on Myrtle and Mc Kusick will used instead of roads further reducing race day impact.  The course will be coned versus roads closed wherever possible.
Garbage Removal.	Any Garbage generated by the event will be removed that day. In addition Sentence to Serve will be on site to do a general cleanup of all areas
Porta Potties:	Approximately 250 (Start, Finishes and along the course)
Water Stops & Aid Stations:	Start, Finishes and approximately 18 and 12 respectively along the course. The Aid station plan will be designed by leading Marathon medical experts and implemented by local healthcare professionals.
Emergency Plan	The Marathon emergency plan will be designed with the assistance of national Marathon experts and local police, and fire departments and Lakeview Health

Race Parking: Roundtrip shuttles will be provided from area hotels/motels and from large parking lots on the hill (i.e. Andersen corporate and Washington County Government Center) Race participants will be directed to use the shuttles in their race packets.

Economic Impact: Local non-profit organizations, youth groups, etc. will be offered the opportunity to provide staffing at the race in return for a donation to their organizations. Estimated donation for this staffing is expected to exceed \$25,000

Marathons events have proven to have a very positive economic impact in the communities that host them. Hotel and Motel rooms are filled by visiting runners and their supporters subsequently filling restaurants and generating traffic in area businesses. It is estimated that each local race participant is accompanied by several supporters which creates a large pool of potential local business visitors.

Community Involvement: Community members will be encouraged to line the course and support the runners. A fan support contest will be developed to award unique and enthusiastic supporters and groups of supporters.

Runner Tracking: The Stillwater Marathon will utilize a timing chip system that allows people to track their favorite runners by computer during the race

Stillwater Marathon Race Weekend Schedule

May 23

Packet Pickup, Expo and Pasta Feed - Stillwater Area High School

May 24

0630 - Ecumenical Church Service - Lowell Park

0700 - Races Start

1330 - Marathon Ends

**St. Croix**  
EVENTS, INC

*Beu  
651-255-5294*  
**Dave Eckberg**  
President

Phone 651/430-2306

Fax 651/430-0553

PO Box 311  
Stillwater, MN 55082

email [deckberg@stcroixevents.com](mailto:deckberg@stcroixevents.com)



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

---

Date: November 25, 2008  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Wanda Madsen, Finance Officer  
Subject: Renewal of employee health/dental insurance policy

### ***BACKGROUND***

The city provides health insurance for all employees, paying 100% for employee and 90% for family coverage. The rates for 2009 represent an increase of approximately 32% over the 2008 rates. The high increase is not necessarily due to the high utilization rates for employees of the City of Bayport, but rather due to a rate adjustment by Medica, the city's current provider. Our insurance representative, A.T. Group, is suggesting we fill out applications with other carriers to take a look at some competitive proposals. Until this information is available, A.T. Group suggests we maintain our coverage with Medica under our current policy.

The city also provides dental insurance for all employees, paying 100% for employee coverage (employee pays 100% for dependants). The rates for 2009 represent an increase of approximately 6% over the 2008 rates. A.T. Group feels this increase is reasonable, and suggests renewal of this policy through December 31, 2009.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion to continue health insurance coverage with Medica, until competitive proposals can be reviewed from other carriers, and accept the quote from Delta Dental to renew this policy at an approximate increase of 6% in 2009. Additional information regarding competitive health insurance proposals will be presented at the January meeting.

Ordinance No. \_\_\_\_\_

**CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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

**WHEREAS**, the City's bluff line contains numerous dead trees which have become hazardous to the public;

**WHEREAS**, management of the hazardous trees is necessary for the betterment of the City and the protection of the health, safety and welfare of the City's citizens:

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, DOES HEREBY ORDAIN AS FOLLOWS:**

Chapter 62 of the Bayport City Code is hereby amended as follows:

Section 1. Chapter 62, Article II, Sec. 62-26, is amended to read as follows:

**Sec. 62-26. Declaration of public nuisance.**

The Council hereby declares any dead tree or part thereof, including logs, branches, or stumps, in jeopardy of falling on a structure or on the property of another, to be a safety hazard constituting a public nuisance.

**Sec. 62-26.1. Prohibited acts.**

No person shall permit any public nuisance as defined in Sec 62-26 to remain on any premises owned or controlled by that person within the City.

Sec. 2. Chapter 62, Article II, Sec. 62-27, is amended to read as follows.

**Sec. 62-27. Inspection.**

The Public Works Department shall engage a licensed forester or arborist to inspect all premises within the City suspected to constitute a public nuisance as defined in Sec 62-26 exists thereon.

**Sec. 62.27.1. Abatement.**

(a) If the Public Works Department, upon inspection and examination by a licensed forester or arborist, determines that any public nuisance as herein defined exists in or upon any public street, alley, park or other public place within the City and that the danger to other trees within the City is imminent, the Public Works Department shall immediately cause the public nuisance to be removed

(b) If the Public Works Department determines with reasonable certainty that any public nuisance as herein defined exists in or upon private premises, the Public Works Department shall serve upon the owner of such property, if the owner can be found, or upon the occupant thereof, a written notice to abate such nuisance within 20 days of the service of such notice. If such owner or occupant does not remove such nuisance within the time limit, the Public Works Department shall cause the same to be removed. No damage shall be awarded to the owner for destruction of any tree pursuant to this section.

**Sec. 62.27.2. Assessment of costs.**

(a) The entire cost of abating any public nuisance as herein defined shall be chargeable to and assessed against the parcel or lot upon or in which such public nuisance is located. The cost of abating any such nuisance which is located in or upon any park, parkway, street, alley, boulevard or public grounds shall be borne by the City.

(b) The Public Works Department shall record the costs of work done under this section and shall report monthly to the Finance Officer all work done for which assessments are to be made, stating and certifying the description of the land, lots, parts of lots or parcels of land and the amounts chargeable to each. The Finance Officer shall include in the report to the City Council the aggregate amounts chargeable to each lot of parcel so reported and such amounts shall be levied and assessed against such parcels or lots in the same manner as other special taxes.

Sec. 3. Chapter 62, Article II, Sec 62-28. is amended to read as follows

**Sec. 62-28. Violations and penalties.**

Any person who is in violation of any provision of this Chapter or who shall cause or maintain or permit to be maintained a public nuisance shall be subject to a penalty as provided in Chapter 1, Section 14. of the City's Code

Sec. 4. Severability. In the event that a court of competent jurisdiction adjudges any part of this Ordinance to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included within that judgment

Sec. 5. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the City Council for the City of Bayport this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Jonathan Nowaczek, Mayor

ATTEST:

\_\_\_\_\_  
Michael McGuire, City Administrator

Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
 2009 Grant Application



1. Title of the Proposed Project:	TH 95 Pedestrian Crossing	
2. Brief Description of Proposed Project:	Construct a pedestrian activated flasher and crossing median for student safety crossing TH 95 walking and biking to and from Anderson Elementary School. Also for safety for elementary students utilizing park on east side of TH 95	
3. City in Which the Project is Located:	Bayport, Minnesota	
4. County in Which the Project is Located:	Washington County	
5. Grant Type Requested:	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Non-Infrastructure
6. Funding Amount Requested:	\$5,500	
7. Total Project Cost:	\$5,500	
8. Type of Work Select All That Apply:	<b>Infrastructure Project</b>	<b>Non-Infrastructure Project</b>
	<input checked="" type="checkbox"/> Crosswalk Improvement <input type="checkbox"/> Filling Gaps in Bike/Ped Network <input type="checkbox"/> Creating New Bike/Ped Facility <input type="checkbox"/> Traffic Calming Driver Feedback <input type="checkbox"/> Bike Parking i.e. rack and/or lockers <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Safe Routes Development Plan <input type="checkbox"/> Enforcement or Enforcement Training <input type="checkbox"/> Education Program <input type="checkbox"/> Promotional Events <input type="checkbox"/> Other
9. Project Contact Name:	Bary C. Peters	
10. Position Title and Organization	City Engineer (SEH Inc ) City of Bayport	
11. Address:	294 North Third Street	
12. City, State, Zip Code:	Bayport, MN 55003	
13. Phone Number:	651-202-2011	
14. E-Mail:	bpeters@sehinc.com	
15. Project Sponsor Name:	Joe Gustafson	
16. Position Title and Organization	Transportation Engineer Washington County	

17. Sponsor Phone Number:	651.470.4154																										
18. MPO (If necessary for your region. See Instructions).	James Andrew																										
19. Position Title and Organization	Planner Metropolitan Council																										
20. MPO Phone Number:	651.602.1721																										
21. Total K-8 Students in School(s):	351																										
22. Total K-8 Students Expected to Benefit From Project:	351 (all students utilize Perro Park for Physical Education classes)																										
23. Average Daily Non-Student Bikers/Walkers Expect to Benefit From Project:	0																										
24. Estimate Current Number of K-8 Bikers/Walkers at School(s)	40																										
25. Schools Covered by this Project. Enter all that apply:  Please Attach Letters of Concurrence From Each School (See Instructions)	<table border="1"> <thead> <tr> <th data-bbox="544 934 1003 970">School Name</th> <th data-bbox="1003 934 1469 970">School District Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 970 1003 1005">Andersen Elementary School</td> <td data-bbox="1003 970 1469 1005">834</td> </tr> <tr> <td data-bbox="544 1005 1003 1041"></td> <td data-bbox="1003 1005 1469 1041"></td> </tr> <tr> <td data-bbox="544 1041 1003 1077"></td> <td data-bbox="1003 1041 1469 1077"></td> </tr> <tr> <td data-bbox="544 1077 1003 1113"></td> <td data-bbox="1003 1077 1469 1113"></td> </tr> <tr> <td data-bbox="544 1113 1003 1148"></td> <td data-bbox="1003 1113 1469 1148"></td> </tr> </tbody> </table>			School Name	School District Number	Andersen Elementary School	834																				
School Name	School District Number																										
Andersen Elementary School	834																										
26. For Infrastructure Projects Enter All Roads & Road Authorities That Are Affected By The Project  Please Attach Letters of Concurrence From Each Road Authority (See Instructions)	<table border="1"> <thead> <tr> <th data-bbox="522 1228 760 1276">Road Name</th> <th data-bbox="760 1228 1003 1276">Road Authority(Town City, County, State, US)</th> <th data-bbox="1003 1228 1242 1276">Road Authority Name</th> <th data-bbox="1242 1228 1481 1276">Road Authority Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="522 1276 760 1339">Highway 95</td> <td data-bbox="760 1276 1003 1339">State</td> <td data-bbox="1003 1276 1242 1339">Wayne Lemaniak</td> <td data-bbox="1242 1276 1481 1339">Sen Eng Specialist</td> </tr> <tr> <td data-bbox="522 1339 760 1402">2nd Ave. North</td> <td data-bbox="760 1339 1003 1402">City</td> <td data-bbox="1003 1339 1242 1402">Mike McGuire</td> <td data-bbox="1242 1339 1481 1402">Administrator</td> </tr> <tr> <td data-bbox="522 1402 760 1465"></td> <td data-bbox="760 1402 1003 1465"></td> <td data-bbox="1003 1402 1242 1465"></td> <td data-bbox="1242 1402 1481 1465"></td> </tr> <tr> <td data-bbox="522 1465 760 1528"></td> <td data-bbox="760 1465 1003 1528"></td> <td data-bbox="1003 1465 1242 1528"></td> <td data-bbox="1242 1465 1481 1528"></td> </tr> <tr> <td data-bbox="522 1528 760 1591"></td> <td data-bbox="760 1528 1003 1591"></td> <td data-bbox="1003 1528 1242 1591"></td> <td data-bbox="1242 1528 1481 1591"></td> </tr> </tbody> </table>			Road Name	Road Authority(Town City, County, State, US)	Road Authority Name	Road Authority Title	Highway 95	State	Wayne Lemaniak	Sen Eng Specialist	2nd Ave. North	City	Mike McGuire	Administrator												
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Highway 95	State	Wayne Lemaniak	Sen Eng Specialist																								
2nd Ave. North	City	Mike McGuire	Administrator																								

**27. Describe the current risks and obstacles to walking and biking to & from school. Photos with descriptions of current conditions may be attached.**

A major obstacle to safety for students walking to and from Andersen Elementary School and pedestrians in general in the area, is State Highway 95. This collector highway carries 13,000 vehicles per day and runs through the middle of Bayport. Andersen Elementary School is located on the west side of Highway 95 and students living on the east side of the highway that walk or bike to school currently cross this busy highway at the Highway 95 and 2nd Avenue North intersection, aided by school crossing guard and when able, Bayport Police officers. The school utilizes Perro Park, located on the east side of Highway 95 for physical education classes, again requiring the crossing of the highway during the school day.

**28. Please summarize any relevant planning documents, surveys and/or crash data that demonstrate the need for this project.**

The City of Bayport with their Comprehensive Plan include a trail alignment along State Highway 95 and encourage use by their residents. MnDOT is in the process of collecting traffic volumes and crash data for a requested full traffic signal in the City of Bayport. The numbers do not support a full signal, but the information obtained, the location of school and the need to cross a State Highway put the need for improvements in a "Condition Green" as noted in the "Guidance for Installation of Pedetnan Crosswalks on Minnesota State Highways".

**29. Provide a map of the project area (See Instructions).**

**30. Provide the requested information for each of the affected roadways.**

Roadway Name	Road Authority (Town, City, County, State)	Number of Lanes	Shoulder/ Parking Lane Width	Current Average Daily Traffic	Projected Average Daily Traffic
Highway 95	State	3	8'	13,130	15,200
2nd Ave North	City	2	var es	<500	<500

**For Infrastructure Projects Complete Lines 31-33**

**31. Describe the proposed infrastructure improvement(s) and how they address the conditions described in line 27.**  
 The proposed infrastructure improvement consists of installing a pedestrian activated flasher at the intersection of 2nd Ave N. and Highway 95 (TH) and the construction of a crossing median at 3rd Ave N. Both improvements are adjacent to Andersen Elementary School. Students crossing TH 95 as they walk or bike to school will continue to do so at 2nd Ave N. The flasher at this intersection will provide better visibility to motorists when activated. The median constructed at 3rd Ave N. will provide a crossing refuge. The improvements will also provide safer crossing locations for students utilizing Perro Park.

**32. Describe the non-infrastructure activities and how they will support your infrastructure project.**  
 When possible, Bayport Police officers assist the crossing guards with traffic control. They conduct a Safety Camp each year where bike safety is a topic of discussion and a bike rodeo is held. Bayport participates in the annual National Night out where bike and crosswalk safety is enforced. The department will be visiting the school to show off their new K-9 and will be discussing walking and bike safety. Annually, the Bayport Police Department spend \$10,000 on Community events that include promoting safety for walkers and bikers.

**33. Cost Estimates**

Cost Description	Estimated Amount
Engineering/Design	\$0.000
Right of Way	0
Construction	\$0.000
Education/Encouragement	
Enforcement	

**For Non-Infrastructure Projects Complete Lines 34-35**

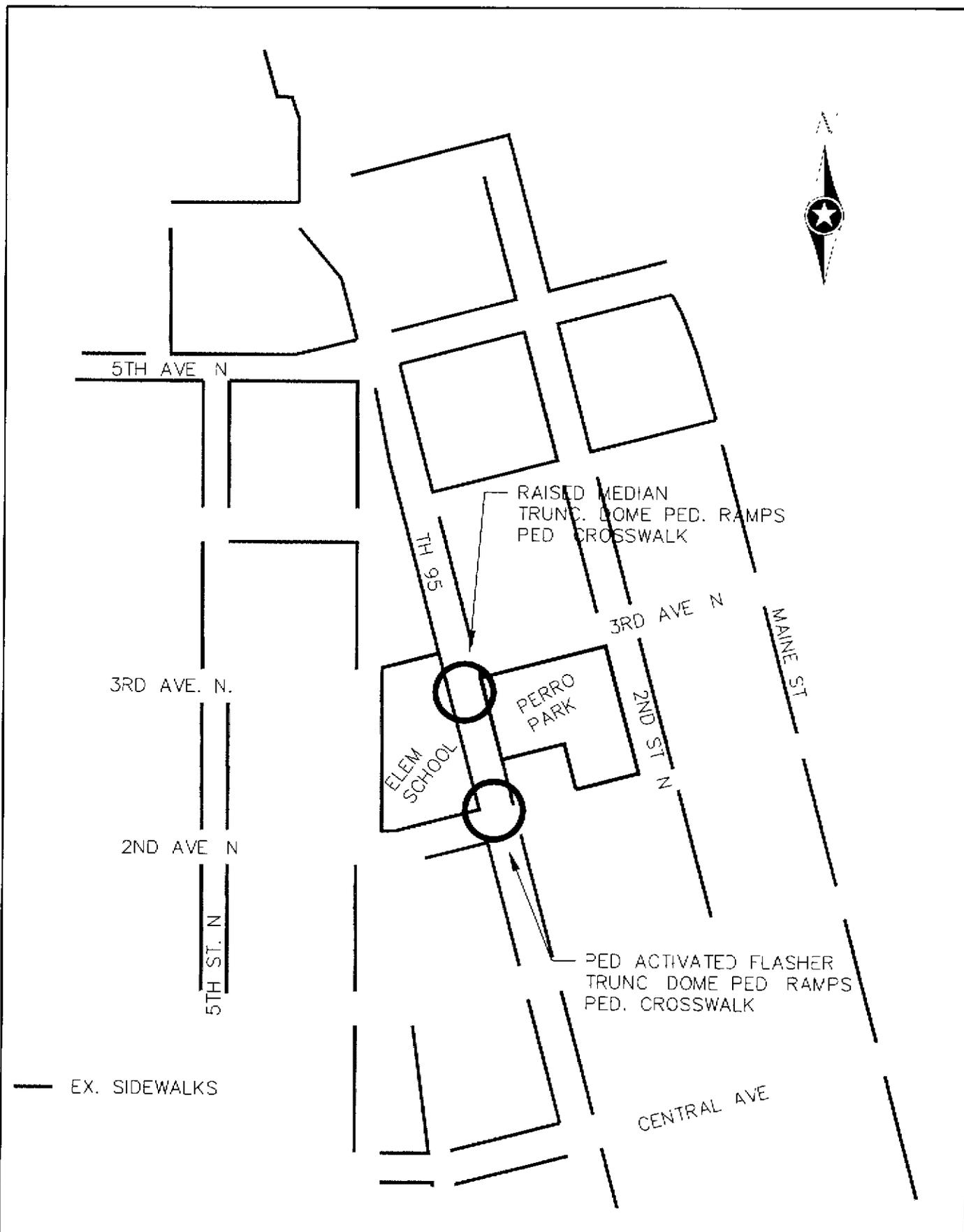
**34. Describe the proposed non-infrastructure program(s) and how they address the conditions described in line 27.**  
 N/A

**35. Cost Estimates**

Cost Description	Estimated Amount
Education/Encouragement	
Enforcement	

**36. Additional funding sources:**  
 This information is requested if the proposed project exceeds the SRTS grant request.

Funding Source	Amount
Local Funds	
In-Kind Contributions	
State Funds	
Other Federal Funds	



 PHONE (851) 490-2000  
3545 VADVAIS CENTER DR  
ST PAUL MN 55113

FILE NO  
102580-BAYPO

DATE:  
11/20/08

SRTS GRANT APPLICATION  
TH 95 PED. CROSSING  
BAYPORT, MINNESOTA

EXHIBIT  
NO. 1



**Public Works Department**

Donald J. Theisen, P.E.  
Director/County Engineer

Wayne H. Sandberg, P.E.  
Deputy Director-Assistant County Engineer

November 21, 2008

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

Dear Mr. McGuire:

Washington County would like to express our support and sponsorship for the City of Bayport's 2008 Safe Routes to School (SRTS) application for improvements at Andersen Elementary on Trunk Highway 95. Washington County has reviewed the application materials and concurs with this project.

The purpose behind the SRTS program is to promote walking/biking by students through infrastructure improvements and education of students, parents, and the general driving public. The proposed median refuge island will be a benefit for pedestrians by allowing them to cross the roadway in two parts, and may also provide a calming effect for traffic on an otherwise wide roadway. The proposed flasher will provide improved awareness of the crossing location during active periods.

If selected for funding, the County's role for this project will be to act as the fiscal agent and work to ensure this project is completed in accordance with applicable state and federal regulations. However, the improvements do not occur on a County facility and the County has not pledged any funding or maintenance responsibilities to project. If you need additional information from us or would like to discuss this proposal further, please contact me at 651-430-4351.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Gustafson".

Joseph A. Gustafson, P.E.  
County Transportation Engineer

cc. Commissioner Kriesel  
Don Theisen  
Wayne Sandberg  
Nik Costello

651-430-4351



STILLWATER  
AREA  
SCHOOLS

## ANDERSEN ELEMENTARY SCHOOL

October 30, 2008

Kristi Billiar, SRTS Coordinator  
395 John Ireland Blvd  
Mail Stop 315  
St. Paul, MN 33155

Re: City of Bayport Safe Routes to School Grant Application

On behalf of the Stillwater Area Public School District and Andersen Elementary School, I support the application for a Safe Routes to School Grant. The Bayport City Engineer, Barry Peters and I have discussed the application for a pedestrian activated flasher and crossing island to provide pedestrian crossing refuge installed along State Highway 95. The proposed improvements will improve safety for students walking and biking to Andersen Elementary School. It will also provide safe crossing for students utilizing Perro Park on the east side of Highway 95 during the day for Physical Education classes.

Our staff and Board of Education will work diligently to fulfill the goals of the project if it is successfully funded. We presently work with the Bayport Police Department on the Safety Camp held each summer, but do not have education programs promoting pedestrian or biking safety. We will investigate safety education programs in the future.

Thank you in advance for your consideration of this application. Please contact me at 651-351-6600 if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Mark Drommerhausen".

Mark Drommerhausen  
Andersen Elementary School

309 North Fourth Street  
Bayport,  
Minnesota 55003

tel: 651-351-6600  
fax: 651-351-6697  
[www.stillwater.k12.mn.us](http://www.stillwater.k12.mn.us)



**Minnesota Department of Transportation**

**Metropolitan District**  
Waters Edge  
1500 West County Road B-2  
Roseville, MN 55113-3174

November 20, 2008

Kristi Billiar, SRTS Coordinator  
395 John Ireland Blvd.  
Mail Stop 315  
St Paul, MN 55155

**SUBJECT: City of Bayport Safe Routes to School Grant Application**

On behalf of the Minnesota Department of Transportation, Metro Traffic Support Office, I support the application for a Safe Routes to School Grant. The proposal for the installation of a pedestrian actuated flasher and the construction of a median island satisfies the criteria established in the 'Guidance for Installation of Pedestrian Crosswalks on Minnesota State Highways'. The proposal will aid the pedestrian and bike users to cross the highway in a safe manner.

If successfully funded, the Metro Traffic Staff will work together with the applicant to ensure the appropriate placement, signing, median placement and permits can be brought together to establish the safest crossing feasible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne E. Lemaniak', written over a horizontal line.

Wayne E. Lemaniak  
Senior Engineering Specialist  
Metro Traffic Support



CITY OF BAYPORT

---

294 North 3rd Street  
Bayport, Minnesota 55003-1027

Phone 651-275-4404  
Fax 651-275-4411

November 17, 2008

Minnesota Department of Transportation  
Kristi Billar, SRTS Coordinator  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155

Dear Ms. Billar:

The purpose of this letter is to provide the City's concurrence, as the City Administrator and a roadway authority, for the City of Bayport's Safe Route to School application. Our role for the project is to coordinate project activities between our consulting engineer, Short Elliott Hendrickson, Inc., Stillwater Area School District #834, and the State of Minnesota.

Our proposal, for the installation of a pedestrian-activated flasher and crossing island for pedestrian refuge, if funded, would provide a safer student crossing of State Highway 95. It would also provide a safer access to Perro Park, located on the east side of Highway 95. This park is used daily by the school for Physical Education classes. The Stillwater Area School District, Andersen Elementary School, and the City of Bayport are excited to be a part of this program. We have worked cooperatively with the school district in the past and will continue our partnership in the future.

We look forward to providing a safer method of crossing of State Highway 95 for students walking and biking to school. Thank you for considering our application.

Sincerely,

Mike McGuire  
City Administrator



November 21, 2008

RE Bayport, Minnesota  
Safe Routes to School Grant Application  
SEH No. ABAYPO0801 00 14.00

James Andrew  
Planner  
Metropolitan Council  
390 Robert Street North  
St. Paul, MN 55101

Dear Mr. Andrew:

Bayport is submitting a Safe Route to School Grant application for the installation of a pedestrian activated signal (flasher) and crossing median. As the Metropolitan Planning Organization (MPO) that covers Washington County and Bayport, we need to notify you of the application.

State Highway 95 runs through the City of Bayport splitting the City in 2. Andersen Elementary School is located along the west side of TH 95 at the intersection with 2<sup>nd</sup> Avenue North. Perro Park, a City park, is located adjacent to the school on the east side of TH 95. The school utilizes Perro Park for Physical Education classes through out the year. The proposal included in the grant application is the installation of a pedestrian flasher at the intersection of TH 95 and 2<sup>nd</sup> Avenue North, the current student crossing location. The crossing median would be constructed at the intersection of TH 95 and 3<sup>rd</sup> Avenue North. This intersection is located at the north end of Perro Park and is where students now cross to use the park. Attached is a map showing the project area.

MnDOT as the roadway agency for TH 95 has concurred with the project. Andersen Elementary School concurs with the project which will improve safety for student walking and biking to school and for students utilizing Perro Park. Washington County, since the City of Bayport is not a State Aid City, will act as the sponsor and has also concurred.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "B.C. Peters", is written over the typed name.

Barry C. Peters, P.E.  
City Engineer

bcp

Attachment

c: Mike McGuire, City Administrator

\\seh\apps\1025\files\contact\seh\_bayport\mca\mca.cer

**ORDINANCE NO. 794**

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

Please note: Proposed deletions are indicated in ~~struckthrough~~ and additions are indicated in **bold underline**

THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA DOES HEREBY ORDAIN AS FOLLOWS:

Appendix D of the Municipal Code of the City of Bayport is hereby amended to delete the existing text in its entirety and replace with the following:

**Section 1.** The City of Bayport is authorized to impose fees, rates, or charges, and the same shall be enumerated in this section or elsewhere in this Code. In the event of any conflict between this section and any other provision of the code, this section shall control.

**Section 2.** Fees shall be in accordance with the following:

Description	Fee
<b><i>Administration Department – License fees</i></b>	
Adult use license	\$10,000.00 /yr
Adult use investigation fee	\$1,500.00
Commercial / residential refuse hauler license	\$200.00/yr
Fireworks - sale of consumer fireworks	\$350.00 for exclusive license \$100.00 for non-exclusive license
Fireworks – public outdoor display permit	\$100.00
Gambling – license fee for gambling exempt under Minnesota Statutes 349.166	\$100.00 /yr
Gambling - investigation fee or renewing premises permit	\$100.00
Gambling proceeds	10%
Liquor - off-sale liquor	\$100.00 /yr
Liquor - on-sale liquor	\$2,000.00 /yr
Liquor - on-sale temporary (1-4 days)	\$50.00 /day
Liquor - Sunday	\$200.00 /yr
Liquor - on-sale club	\$200.00 /yr
Liquor – 3.2% malt liquor (on or off sale)	\$100.00 /yr
Liquor – on sale wine only	\$750.00 /yr

Liquor, wine, tavern investigation - in state last 10 years	\$500.00
Pawnbroker / secondhand dealer license	\$100.00 /yr
Pawnbroker investigation - in state last 10 years	\$3,000.00
Pawnbroker investigation - out of state in last 10 years	actual cost (\$10,000.00 max.)
Pawnbroker investigation - new manager	\$500.00
Pawnbroker transaction fee	\$2.00 per transaction
Peddler / solicitor license	\$25.00
Tobacco (over the counter only)	\$250.00 /yr
<b><u>Administration Department - General fees</u></b>	
Admin. charge for tree removal	cost incurred, <b>plus 10% for city overhead costs</b>
Admin. charge for weed cutting / debris removal / etc	cost incurred, <b>plus 10% for city overhead costs</b>
Admin. charge for certification of delinquent accounts	\$5.00 water and sewer
Admin. charge for retrieval of public information	cost incurred
Cemetery - sale of single grave	\$600.00
Cemetery - open and close grave (casket)	<del>\$600.00</del> <b>\$700.00</b>
Cemetery - open and close grave (cremains)	\$200.00
Cemetery - set and / or reset single marker	\$100.00
Cemetery - set and / or reset double marker	\$150.00
Cemetery - set urn holder post in cement	\$75.00
Cemetery - transfer of title (per gravesite)	\$100.00 + cost incurred
Cemetery - additional charge for winter burial of casket	\$500.00
Cemetery - additional charge for winter burial of cremains	\$250.00
<b>Cemetery - additional charge for Saturday burial</b>	<b>\$100.00</b>
Cemetery - marking placement of headstone (non-veteran)	\$75.00
Cemetery - sale of single cremains grave	\$200.00
Cemetery - headstone deposit	\$300.00
City code book	\$100.00 + 100.00 /yr
Comprehensive plan / zoning code / subdivision ord. - copy	\$15.00
Filing for election - affidavit of candidacy application	\$2.00
Fines - liquor violation-first in 12 months	\$500.00
Fines - liquor violation-second in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - liquor violation-third in 12 months (subject to suspension or revocation by City Council)	\$2,000.00

Fines - liquor violation-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Fines - tobacco violations-first in 12 months	\$250.00
Fines - tobacco violations-second in 12 months (subject to suspension or revocation by City Council)	\$500.00
Fines - tobacco violations-third in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - tobacco violations-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Interest rate for certification of delinquent accounts	6%
Map - City streets (11x17 max )	\$2.00
Map - Zoning (11x17 max )	\$2.00
Map - Flood (11x17 max.)	\$2.00
Parking permit – vehicles with boat trailers	\$10.00/yr
Park usage fee for residents – up to 50 people (includes rental of up to two park shelters)	free
Park usage fee for residents – 51 to 100 people (includes rental of up to three park shelters)	\$100.00
Park usage fee for residents – 101 to 500 people (includes required rental of all park shelters)	\$150.00
Park usage fee for residents – over 500 people (includes required rental all park shelters)	\$1000.00
Park usage fee for non-residents – up to 50 people (includes rental of up to two park shelters)	\$100.00
Park usage fee for non-residents – 51 to 100 people (includes rental of up to three park shelters)	\$250.00
Park usage fee for non-residents – 101 to 500 people (includes required rental of all park shelters)	\$500.00
Park usage fee for non-residents – over 500 people (includes required rental of all park shelters)	\$1500.00
Park usage fees for Lakeside Park <del>bathhouse</del> <b>beach house</b> (see below)	
Resident- Memorial Day-Labor Day, Monday-Thursday, 7am-11am or 7pm-11pm (exclusive interior use); 12pm-3pm or 3pm-6pm (interior seating area use)	\$50.00, plus \$100.00 deposit
Resident-Memorial Day-Labor Day, Friday-Sunday, 7am-11am or 7pm-11pm (exclusive interior use), 12pm-3pm or 3pm-6pm (interior seating area use)	\$100.00, plus \$100.00 deposit
Resident-Before Memorial Day or after Labor Day, Monday-Thursday, any 4 hour block of time during park hours, sunrise to sunset (exclusive interior use)	\$50.00, plus \$100.00 deposit
Resident-Before Memorial Day or after Labor Day, Friday-Sunday, any 4 hour block of time during park hours, sunrise to sunset (exclusive interior use)	\$100.00, plus \$100.00 deposit
Non resident or business- Memorial Day-Labor Day, Monday-Thursday, 7am-11am or 7pm-11pm (exclusive interior use),	\$150.00, plus \$300.00 deposit

12pm-3pm or 3pm-6pm (interior seating area use)	
Non resident or business-Memorial Day-Labor Day, Friday-Sunday, 7am-11am or 7pm-11pm (exclusive interior use), 12pm-3pm or 3pm-6pm (interior seating area use)	\$300.00, plus \$300.00 deposit
Non resident or business-Before Memorial Day or after Labor Day, Monday-Thursday, any 4 hour block of time during park hours, sunrise to sunset (exclusive interior use)	\$150.00, plus \$300.00 deposit
Non resident or business-Before Memorial Day or after Labor Day, Friday-Sunday, any 4 hour block of time during park hours, sunrise to sunset (exclusive interior use)	\$300.00, plus \$300.00 deposit
Photocopies	\$0.25
Returned checks	<del>\$30.00</del> <b>\$35.00</b>
Small bird/fowl permit	\$25.00/yr
Special assessment search	<del>\$20.00</del> <b>\$25.00</b>
Utility rate for commercial/industrial sewer – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial sewer – 1,001 to 100,000 gal	\$3.10 per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$3.50 per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$6.00 per 1,000 gal
Utility rate for residential sewer – up to 1,000 gal	\$10.00
Utility rate for residential sewer – each additional 1,000 gal	\$2.75 per 1,000 gal
Utility rate for commercial/industrial water – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial water – 1,001 to 100,000 gal	\$2.50 per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$3.50 per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$5.50 per 1,000 gal
Utility rate for residential water – up to 1,000 gal	\$10.00
Utility rate for residential water – each additional 1,000 gal	\$2.50 per 1,000 gal
Warming house reservation	\$25.00 per hour
Water reconnection after shutoff from non-payment or request of property owner – during city business hours	\$25.00
Water reconnection after shutoff from non-payment or request of property owner – during non-city business hours	\$50.00
Yard waste stickers	\$1.50
Special event application	\$50.00
<b><i>Engineering/Public Works Department</i></b>	
Engineering plan review	cost incurred
Right-of-way excavation, utilities, permitted encroachment	\$250.00
Sewer inspection charge	\$50.00
Sewer connection/access charge	\$750.00 per unit

Water Connection/access charge – with SAC Assessments	
up to 1 inch (plus cost of meter)	\$1,000.00 per unit
greater than 1 inch (plus cost of meter)	\$1,200.00 per unit
Water Connection/access charge – irrigation systems or without SAC assessment	
5/8 inch meter (plus cost of meter)	\$1,000.00
1 inch meter (plus cost of meter)	\$2,000.00
1 ½ inch meter (plus cost of meter)	\$4,000.00
Water meter – up to 1 inch	\$200.00
Water meter – greater than 1 inch	cost incurred
Water reconnection after shutoff from non-payment – during city business hours	\$25.00
Water reconnection after shutoff from non-payment – during non-city business hours	\$50.00
Water - tap charge	\$300.00
Trunk area charge – sanitary sewer	\$1,000.00/acre
Trunk area charge – water system	\$1,200.00/acre
Trunk area charge – storm sewer with on site ponding	\$1,000.00/acre
Trunk area charge – storm sewer without on site ponding	\$3,000.00/acre
<b><i>Fire Department</i></b>	
Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Rental of engine/tanker for mutual aid	\$ 250.00/hr
Rental of fire chief for mutual aid	\$ 75.00/hr
Rental of fire engine for mutual aid	\$ 250.00/hr
Rental of grass fire vehicle for mutual aid	\$ 125.00/hr
Rental of ladder truck for mutual aid	\$ 350.00/hr
Rental of light rescue for mutual aid	\$ 125.00/hr
Rental of special rescue for mutual aid	\$ 250.00/hr
Rental of tanker for mutual aid	\$ 200.00/hr
Rental of utility vehicle for mutual aid	\$ 75.00/hr
<b><i>Planning and Zoning Department</i></b>	
Conditional use	\$250.00 + 500.00 escrow
Interim conditional use	\$125.00 + 500.00 escrow
Minor subdivision (lot division/combination)	\$250.00 + 500.00 escrow
Planned unit development (includes fees for rezoning, site plan	\$650.00 + 2,500.00 escrow

review, variance)	
Plat	\$300.00 + 50.00 per lot over two
Rezoning	\$500.00 + 1,000.00 escrow
Variance	\$150.00 + 300.00 escrow
Comprehensive plan amendment	\$300.00 + 500.00 escrow
Environmental assessment worksheet	\$200.00 + cost incurred
Park dedication – commercial/industrial (per single family equivalent)	\$1,000.00
Park dedication – per residential unit	\$1,000.00
Site plan review	\$300.00 – escrow
Telecommunication towers-application fee	\$250.00 - 500.00 escrow
Vacations	\$250.00 – 500.00 escrow
<b><u>Police Department</u></b>	
Animal - dangerous dog registration	\$500.00
Animal - dog or cat license-spayed or neutered when rabies shot expires	\$10.00/yr
Animal - dog or cat license-unspayed when rabies shot expires	\$20.00/yr
Animal - dog or cat license late fee	\$5.00/yr
Animal - kennel license-1-4 animals	\$400.00
Animal - kennel license-5- animals	\$400.00 + 75.00 per animal
Animal impound-first offense	\$50.00
Animal impound-second offense	\$75.00
Animal impound-third offense	\$100.00
Animal impound-fourth or more offenses	\$125.00
Audio tape copy	\$10.00
Digital photo copy	\$25.00
<b><u>Fingerprinting</u></b>	<b><u>\$20.00</u></b>
Police report	\$0.25 per page
State accident reports	\$0.25 per page
Video tape copy	\$30.00
Permit to carry (handgun)	\$25.00

<b><i>Building Department</i></b>	
Building permit fees (based on total valuation)	
\$1 00 to \$500.00	\$25 00, plus state surcharge
\$501 00 to \$2,000.00	\$25.00 for the first \$500 00, plus \$3.25 for each additional \$100 00, including \$2,000 00, plus state surcharge
\$2,001 00 to \$25,000.00	\$73 75 for the first \$2,000 00, plus \$14.75 for each additional \$1,000.00, including \$25,000 00, plus state surcharge
\$25,001.00 to \$50,000.00	\$413.00 for the first \$25,000 00, plus \$10.75 for each additional \$1,000.00, including \$50,000 00, plus state surcharge
\$50,001.00 to \$100,000 00	\$681.75 for the first \$50,000.00, plus \$7.50 for each additional \$1,000 00, including \$100,000 00 plus state surcharge
\$100,001.00 to \$500,000 00	\$1,056 75 for the first \$100,000 00 plus \$6.00 for each additional \$1,000 00, including \$500,000.00 plus state surcharge
\$500,001.00 to \$1,000,000.00	\$3,456 75 for the first \$500,000.00, plus \$5.00 for each additional \$1,000 00, including \$1,000,000.00, plus state surcharge
\$1,000,001.00 and up	\$5,956.75 for the first \$1,000,000.00, plus \$4 00 for each additional \$1,000.00, plus state surcharge
<i>Determination of valuation. Determination of value or valuation under any provisions of the adopted building code(s) shall be made by the building official. The value to be used in computing permit and plan review fee shall be the total of all construction work for which the permit is issued.</i>	

<b>Other building inspections and fees:</b>	
Inspections outside of normal business hours	\$47.00 per hour*
Reinspection fees	\$47.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 per hour*
Additional plan review required by changes, additions or revisions to plans	\$47.00 per hour*
For use of outside consultants for plan checking and inspections or both	actual costs**
Plan review fee	65% of building permit fee
Additional plan review – similar plans	25% of building permit fee
Minor improvements per Minnesota Statutes 16B.655 (no modifications to electric/gas service, total cost of \$500.00 or less, excluding the fixture or appliance, and work is done by homeowner or licensed contractor)	5% of the cost of improvements, installation, or replacement, or \$15.00, whichever is greater, plus \$0.50 state surcharge
<b>License fees:</b>	
General contractor	\$50.00 commercial (residential require a state contractor license)
Special contractor: asphalt/blacktop	\$30.00/yr
Special contractor: building moving	\$30.00/yr
Special contractor: concrete and masonry *	\$30.00/yr
Special contractor: demolition and excavation	\$30.00/yr
Special contractor: fire suppression	\$30.00/yr
Special contractor: mechanical – air conditioning, gas fitting, heating, and ventilation	\$30.00/yr
Special contractor: outside sewer and water	\$30.00/yr
Special contractor: siding	\$30.00/yr
Special contractor: signs and billboards	\$30.00/yr
Special contractor: swimming pool installation	\$30.00/yr
Special contractor: tree trimmer	\$30.00/yr
<b><u>Excavation/grading permit fee:</u></b>	
<b><u>Per building permit fee schedule, based on project valuation, plus state surcharge</u></b>	
<b>Mechanical permit fees:</b>	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 state surcharge
Residential	\$75.00, plus \$0.50 state surcharge

Other:	
Excavation/grading	Per building permit fee schedule, based on project valuation, plus state surcharge
Plumbing permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 state surcharge
Residential	\$75.00, plus \$0.50 state surcharge
<b><u>Service availability charge (SAC) to Metropolitan Council to connect to the metropolitan wastewater system</u></b>	<b>\$2000.00 per unit</b>
Sign permit fees:	
Permanent	\$30.00 + 0.50 per sq ft, plus \$0.50 state surcharge
Temporary	\$25.00 per week, plus \$0.50 state surcharge
<b><u>Vegetative cutting within River Bluffland and Shoreland Zoning District permit fee:</u></b>	<b>\$50.00</b>
State license verification	\$5.00/permit
State electric application	\$2.00 each
* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved	
** Actual costs include administrative and overhead costs.	
*** Contract price shall be defined as the fair market value of all materials and labor reasonably incurred for the installation, repair or alteration of plumbing equipment or by building official using the May 2002 Building Valuation Data as determined by the MN State Building Codes and Standards	

**Section 3. EFFECTIVE DATE.** This Ordinance shall become effective upon January 1, 2009 and upon publication according to law.

Passed and adopted by the City Council of the City of Bayport, Washington County, Minnesota this 1<sup>st</sup> day of December, 2008.

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

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



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

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Date: November 26, 2008  
To: Mayor and City Council  
Mike McGuire, City Administrator  
From: Sara Taylor, Assistant City Administrator  
Subject: Liquor license renewals for 2009

### ***BACKGROUND***

Liquor licenses expire on December 31, 2008. Most, if not all of the existing establishments are expected to renew their licenses. However, since the license renewal fees and paperwork issued by the state are not due until December 10, 2009, staff anticipates that many of the establishments will not have submitted this information prior to the December 1, 2009 City Council meeting. Assuming the paperwork and fees are submitted to the city by December 10<sup>th</sup>, the following establishments shall be considered for license renewal.

<b><u>Establishment</u></b>	<b><u>License Type</u></b>
<b>Hesley Jensen American Legion Post 491 - 263 North 3<sup>rd</sup> Street</b>	<b>Club on-sale and Sunday</b>
<b>Bayport Cookery - 328 North 5<sup>th</sup> Avenue</b>	<b>On-sale and Sunday</b>
<b>Bayport Liquors - 102 North 3<sup>rd</sup> Street</b>	<b>Off-sale</b>
<b>Captain's Corner - 193 North 3<sup>rd</sup> Street</b>	<b>On-sale, off-sale, and Sunday</b>
<b>Greystone Bar - 143 North 3<sup>rd</sup> Street</b>	<b>On-sale, off-sale, and Sunday</b>
<b>Holiday Station Stores - 174 North 3<sup>rd</sup> Street</b>	<b>Off-sale (non-intoxicating)</b>
<b>La Cocinita - 338 North 5<sup>th</sup> Avenue</b>	<b>On-sale and Sunday</b>
<b>Refuge on the River – 101 5<sup>th</sup> Avenue South</b> (Note: sale of liquor shall comply with city approved hours of operation, 8:00 a.m. – 11:00 p.m., Sunday through Thursday and 8:00 a.m. – 12:00 a.m., Friday and Saturday or state liquor license laws, whichever is more restrictive)	<b>On-sale, off-sale, and Sunday</b>
<b>Woody's Bar and Grill - 109 North 3<sup>rd</sup> Street</b>	<b>On-sale, off-sale, and Sunday</b>

Please refer to the attached memo from the Police Department regarding recent liquor compliance checks

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of liquor licenses for the establishments listed above for 2009, subject to receiving all required fees and paperwork necessary to process their renewal license applications. Nick will comment specifically on the license for the Refuge on the River at the meeting.



CITY OF BAYPORT  
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Date: November 24, 2008

To: Mayor and City Council  
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

**Subject: Alcohol compliance checks**

The Bayport Police Department completed the following alcohol compliance checks on November 22, 2008:

- American Legion
- Bayport Cookery
- Captain's Corner
- Greystone Bar
- Holiday Gas Station
- La Cocinita
- Refuge on the River
- Woody's Bar and Grill

All establishments passed their compliance check, and my recommendation is that each license be renewed at this time.