

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
September 10, 2007**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. August recycling award to Dan Ridgway
2. Clara Ahlers, 472 2nd Avenue South, celebrated her 100th birthday on September 1st

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider approving a resolution adopting items 1 through 11

- | | |
|--|----|
| 1. August 6, 2007 City Council regular meeting minutes | 1 |
| 2. August payables and receipts | 2 |
| 3. August building, plumbing and mechanical permits | 3 |
| 4. Annual lawful gambling premise permit for American Legion Post 491 located at 263 North 3 rd Street, Bayport, MN | 4 |
| 5. Purchase of unused gravesites in Hazelwood Cemetery from William Huhnke | 5 |
| 6. Renewal of 2:00 a.m. closing liquor license for Captains Corner located at 193 North 3 rd Street, Bayport, MN | 6 |
| 7. Change order no. 2 for well no. 2 air stripping system | 7 |
| 8. Final payment to Natgun Corporation for the ground storage reservoir | 8 |
| 9. Change order for Phase I - Lakeside Park Improvement Project | 9 |
| 10. Final payment to Magney Construction for the Well #2 Air Stripper Project | 10 |
| 11. Authorization to replace Finance Officer position | 11 |

PUBLIC HEARINGS

- | | |
|--|----|
| 1. Public Improvement and Assessment Hearing for the 2007 City Sidewalk and Curb Rehabilitation Project and consider resolution adopting assessment roll | 12 |
|--|----|

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- | | |
|---|----|
| 1. Consider awarding the 2007 City Sidewalk and Curb Rehabilitation Project | 13 |
|---|----|

TAB #

- | | |
|---|----|
| 2. Update on proposed cremains area in Hazelwood Cemetery and consider authorization to complete a land survey and soil correction analysis | 14 |
| 3. Consider an amendment to the city code related to lawful gambling activity | 15 |

NEW BUSINESS

- | | |
|--|----|
| 1. Consider 2007 city budget | 16 |
| 2. Consider a request to rezone 386 Maine Street South from I-Industrial to R2-Single-family Urban to allow construction of a new single-family home | 17 |
| 3. Consider rezoning 398 Maine Street South from I-Industrial to R2 Single-family Urban | 18 |
| 4. Consider a request to refund fees for a right-of-way excavation/grading permit to Warren and Beth Utecht | 19 |

COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1.

ADJOURNMENT

Proclamation Honoring Clara Ahlers On Her 100th Birthday

WHEREAS, Clara (Muecke) Ahlers was born on September 1, 1907, in Edgerton, Minnesota; and

WHEREAS, Clara and her husband, Harold, moved to Bayport in 1956, to raise their three children, Kathy, Patricia, and Richard, who have given her six grandchildren and three great-grandchildren; and,

WHEREAS, Clara and Harold Ahlers owned and operated Harold's Furniture in Bayport, Minnesota, for many years; and

WHEREAS, Clara Ahlers has been a dedicated, long-time member of People's Congregational Church, serving as a volunteer, Sunday School teacher, and member of the Women's Guild; and

WHEREAS, The City of Bayport is very fortunate to have residents such as Mrs. Ahlers, whose service is a statement to the integrity of the community and the people that live here.

NOW THEREFORE BE IT RESOLVED, I, Mayor Jon Nowaczek, on behalf of the Bayport City Council and the people of Bayport, do hereby recognize Clara Ahlers on the outstanding milestone of reaching her 100th Birthday.

BE IT PROCLAIMED, I have hereto subscribed my name and the Seal of the City of Bayport, Minnesota, this 10th day of September 2007, in honor of one great centurion and fellow resident, Clara Ahlers.

Jon Nowaczek, Mayor

RESOLUTION NO. 07-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 10, 2007**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10th day of September, 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
SEPTEMBER 10, 2007 CITY COUNCIL AGENDA**

1. August 6, 2007 City Council regular meeting minutes
2. August payables and receipts
3. August building, plumbing and mechanical permits
4. Annual lawful gambling premise permit for American Legion Post 491 located at 263 North 3rd Street, Bayport, MN
5. Purchase of unused gravesites in Hazelwood Cemetery from William Huhnke
6. Renewal of 2:00 a.m. closing liquor license for Captains Corner located at 193 North 3rd Street, Bayport, MN
7. Change order no. 2 for well no. 2 air stripping system
8. Final payment to Natgun Corporation for the ground storage reservoir
9. Change order for Phase I - Lakeside Park Improvement Project
10. Final payment to Magney Construction for the Well #2 Air Stripper Project
11. Authorization to replace Finance Officer position

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 10th day of September, 2007.

ATTEST:

Mike McGuire, City Administrator

Jon Nowaczek, Mayor

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

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of August 6, 2007 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Mayor Nowaczek read a proclamation for National Night Out to be celebrated on Tuesday, August 7, 2007 at Lakeside Park. Residents were encouraged to attend this annual event sponsored by the Bayport Police Department.
2. The recycling award for July went to Elizabeth Dahl.
3. Mayor Nowaczek recognized and thanked Scott Radke for his dedicated service as Bayport Fire Chief for the past three years.

OPEN FORUM

1. Steve Carlson, 348 4th Street South, expressed interest in speaking to the City Council regarding the proposed sidewalk and curb project. He indicated he would address his concerns during the public hearing on the project.

CONSENT AGENDA

Mayor Nowaczek read items 1-20 on the consent agenda.

Councilmember Johnson introduced the following resolution and moved its adoption:

Resolution 07-19

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING
CONSENT AGENDA ITEMS 1-20 FROM THE AUGUST 6, 2007 CITY COUNCIL AGENDA**

1. July 2, 2007 City Council regular meeting minutes
2. July 16, 2007 City Council budget and CIP workshop minutes
3. July payables and receipts
4. July building, plumbing and mechanical permits
5. Special event application for Derby Days (including fireworks display permit)
6. Temporary liquor license for BCAL at Greystone Bar for Derby Days
7. Special event application for Bethlehem Lutheran Church Fall Festival
8. Accepting \$200.00 donation from Harold Radke for the Fire Department
9. Appointment of Fire Chief Mike Bell

10. Appointment of part-time Police Officer William Stepan
11. Acknowledgement of Anderson Race Management running relay event
12. Renewal of 2:00 a.m. liquor license for Woody's Bar and Grill, 109 North 3rd Street, Bayport, MN
13. Lawful gambling application for American Legion to conduct activity at Woody's Bar and Grill, 109 3rd Street, Bayport, MN
14. Lawful gambling application for American Legion to conduct activity at Captains Corner, 193 North 3rd Street, Bayport, MN
15. Appointment of election judges for 2007 school board election
16. Final payment to Ebert Construction for booster station
17. Acceptance quotes to replace the roof for well house #4
18. Letter of employment for Police Chief Laura Eastman
19. Acceptance of donations for National Night Out
20. Acceptance of grant for liquor compliance enforcement

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

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

SWEARING IN OF FIRE CHIEF MIKE BELL: Mayor Nowaczek administered the Oath of Office to Mike Bell who was appointed to a three-year term as Bayport Fire Chief.

SWEARING IN OF POLICE OFFICER WILLIAM STEPAN: Mayor Nowaczek administered the Oath of Office to William Stepan, the city's new part-time police officer.

MOVE TO CLOSED SESSION PURSUANT TO MINNESOTA STATUTE 13D.05 SUB-DIVISION 3(d) AS PERMITTED BY THE ATTORNEY-CLIENT PRIVILEGE FOR THE PURPOSE OF DISCUSSING ACTIVE OR THREATENED LITIGATION: This item was not addressed at this meeting.

PUBLIC HEARINGS

Public Improvement Hearing for the 2007 City Sidewalk and Curb Rehabilitation Project: Engineer Peters reviewed the proposed sidewalk and curb rehabilitation project. He stated current city policy is to replace sidewalks on a block-by-block basis, if possible. Since the estimated project cost is under \$50,000.00, (estimated cost is \$33,935.00), the formal bidding process can be waived and quotes obtained. The city's current policy is to assess 50% of the project costs against the benefited properties, with the remainder paid from the city's street maintenance fund. He recommended that the City Council accept the feasibility report, order the project, authorize preparation of plans, obtain quotes, and set the Public Improvement and Assessment Hearing for the September 10, 2007 City Council meeting.

Engineer Peters answered questions regarding the block-by-block replacement policy, and Public Works Supervisor Horak explained why the particular sidewalk sections were slated for replacement. Discussion followed on the city's current replacement and assessment policies.

Steve Carlson, 348 4th Street South, expressed concern that he is being assessed for replacement of 75 feet of sidewalk, when only a 4-foot section needs replacement, due to the roots from a boulevard tree. He believes it is an unfair proposal, especially since he was assessed for alley improvements last year,

and other residents enjoy the benefits of the sidewalk but do not have to maintain it. He stated he has paid for the replacement of three panels in past years.

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

Engineer Peters explained that in addition to the cost estimates in the feasibility report, the city will be paying for truncated domes at sidewalk approaches, per ADA standards. The truncated domes cost approximately \$500.00 each.

Discussion ensued on the practicality of installing sidewalks on both sides of city streets. Engineer Peters estimated 40-50% of streets are served by sidewalks, and indicated they typically last at least 25 years. Public Works Supervisor Horak stated removing tree roots would be part of the work specifications for the sidewalk project, and city staff is aware that the roots of sugar maple trees cause a great deal of sidewalk upheaval. Options for exploring additional sidewalks in the city were discussed. Mr. Horak indicated a pavement management project is slated in the next couple of years, at which time sidewalks would be a factor.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to accept the feasibility report, order the 2007 Sidewalk and Curb Rehabilitation Project, authorize the preparation of plans, approve the plans, authorize staff to obtain quotes, set the date for the Public Improvement and Assessment Hearing for the September 10, 2007 City Council meeting, and review previous improvements made by Steve Carlson, 348 4th Street South, in relation to the amount his property is assessed for the current project. Motion carried.

COUNCIL LIAISON REPORTS

Councilmember Ridgway reported on the Cable Commission meeting of July 25, 2007. The next meeting is scheduled for Wednesday, September 19, 2007, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Kraftson reported the Middle St. Croix Watershed Management Organization (MSCWMO) continues to work with Chris Nass on resolving the drainage issue on his property. Discussions are ongoing with requiring stormwater treatment for projects requiring a grading permit. He stated that modifying the joint powers agreement to allow permitting by the MSCWMO is on the August 9th agenda; councilmembers supported keeping permitting authority at the city level. He reminded staff that all cities must adopt a surface water management plan by December 1, 2007.

Councilmember Johnson reported on the Bayport Public Library Foundation Board meeting of July 19, 2007. The focus of the meeting was the long-range planning project that is nearing completion and next year's budget request. He explained that 50% of the library's funding must come from a public source, i.e., the city, in order to maintain its public status. He encouraged that donations be made to the library foundation instead of the library directly. The next meeting is scheduled for Thursday, August 16, 2007, 6:00 p.m., at the library, and is open to the public.

Councilmember Johnson reported the next meeting of Andersen Corporation's Project XL Community Advisory Committee is set for Thursday, August 16, 2007, 7:00 p.m., at Andersen Corporation. The meeting is open to the public, and more information about Project XL is available on the Andersen Corporation website.

Councilmember Carlson reported the next meeting of the Lower St. Croix Partnership is scheduled for Wednesday, August 15, 2007, 7:00 p.m., at the Hudson Government Center.

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider authorization to purchase snowplow equipment for the new Sterling L 8500: Public Works Supervisor Horak reported the new cab and chassis has been delivered, and the requested equipment will complete the outfitting as a snowplow truck.

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to authorize the purchase of a dump box, snowplow, and related equipment, including all mounting, from J-Craft by TBEI of Lake Crystal, Minnesota, for the estimated price of \$54,505.00. Motion carried.

Consider amendments to the ordinance adopting the Minnesota State Building Code: Administrator McGuire reported that the State of Minnesota recently adopted the 2007 Minnesota State Building Code, and the city is required to amend its local ordinance to acknowledge adoption of the new codes. The changes to our building code ordinance relate mainly to updating dates and some definitions. Staff recommended approval of the code updates.

Councilmember Ridgway introduced the following ordinance and moved its adoption:

Ordinance #791

ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA AMENDING CHAPTER 18 OF THE BAYPORT CITY CODE REGARDING THE APPLICATION, ADMINISTRATION, AND ENFORCEMENT OF THE MINNESOTA STATE BUILDING CODE

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

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

Discuss a request to amend the city's ordinance regarding exempt gambling permits: Administrator McGuire reviewed last year's amendment to the city's ordinance regarding the use of charitable gambling proceeds. He indicated the city has received a concern from local businesses that the amended code has been a detriment to organizations requesting exempt permits for a one-time event. Attorney Kelly explained the city's current regulations on lawful gambling proceeds.

Marion Zimney, Charitable Gambling Manager for the American Legion Post 491, stated that the new regulation requiring organizations conducting lawful gambling to spend 70% of their net proceeds to benefit Bayport and/or local trade area residents has deterred non-profit organizations from holding one-time fundraisers in the city. She believes the 70% regulation is necessary for ongoing gambling (pull tabs), but not for one-time exempt permits that raise funds for a particular cause (cancer benefit). She indicated this type of fundraiser brings in revenue to many area businesses.

Councilmember Johnson stated he was in favor of excluding exempt permits for one-time fundraisers; however he suggested the exemption should be limited to establishments with ongoing charitable gambling licenses. Mayor Nowaczek stated if the code is revised to exclude one-time exempt permits,

they would still be approved by the City Council. Commissioner Kraftson inquired about the 10% of net profits that the city receives from lawful gambling activity. It was suggested to waive the 10% in lieu of a one-time application fee. Mayor Nowaczek summarized the City Council's discussion and directed the city attorney to draft a revised ordinance for consideration at the September City Council meeting.

Consider audit firm proposals for 2007 professional audit services: Administrator McGuire reviewed the process for selecting a firm for the city's 2007 professional audit services. The top three firms were interviewed in July. Based on the proposals, costs, and interviews, the city's interview team recommended that the firm of Abdo, Eick, and Meyers, LLP, be appointed to audit the city's books for 2007-2009. The city has been satisfied with its current auditor, HLB Tautges Redpath, but their quote was considerably higher than the firm being recommended.

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to appoint the firm of Abdo, Eick, and Meyers, LLP, for the city's 2007-2009 professional audit services, for the estimated price of \$20,000.00 per year. Motion carried.

Consider invoice for additional fees related to Phase I of the Lakeside Park Improvement Project: Administrator McGuire reviewed the request to pay the consultant firms of Sanders, Wacker, Bergly and MLA Architects an additional \$9,280.00 for services provided for Phase I of the Lakeside Park Improvement Project. Staff believes the additional fees are justified, given the extra design work requested by the city and the time spent on demolition and coordinating the window design drawings. The additional fees would bring the final contract amount to \$67,067.50, and staff recommended approval of the request. Administrator McGuire stated staff would prepare a report summarizing the costs associated with the project for review at a future City Council meeting.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve the invoice for additional fees for Phase I of the Lakeside Park Improvement Project in the amount of \$9,280.00. Motion carried.

COUNCIL ITEMS/ANNOUNCEMENTS

1. Residents were reminded of the National Night Out events set for August 7, 2007 at Lakeside Park, beginning at 6:00 p.m., including a food drive sponsored by the Valley Outreach Food Shelf.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS - None

ADJOURNMENT

It was moved by Councilmember Johnson and seconded by Councilmember Ridgway to adjourn the meeting at 7:35 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 08/31/07

FUND	FUND Descr	2007 Budget	2007 YTD Amt	2007 % of Budget
I 101	GENERAL	\$2,135,799.00	\$979,805.09	45.88%
I 102	STREET RECONSTRUCTION	\$0.00	\$12,045.24	0.00%
I 103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%
I 105	GENERAL FIXED ASSETS	\$0.00	\$0.00	0.00%
I 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%
I 107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$15,552.10	0.00%
I 200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$240,682.24	0.00%
I 201	D.A.R.E.	\$0.00	\$0.00	0.00%
I 202	DRUG FORFEITURE	\$0.00	\$0.00	0.00%
I 203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%
I 204	RECREATION CAP EQUIP & MAINT	\$0.00	\$3,456.22	0.00%
I 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%
I 206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$428,902.79	0.00%
I 207	PARK IMPROVEMENT FUND	\$0.00	\$11,000.00	0.00%
I 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%
I 209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$31,320.00	0.00%
I 211	LIBRARY	\$285,574.00	\$67,348.71	23.58%
I 303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$44,723.66	0.00%
I 307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%
I 601	WATER	\$299,600.00	\$121,919.42	40.69%
I 602	SEWER	\$561,117.00	\$312,616.88	55.71%
I 800	INVESTMENTS-POOLED	\$0.00	\$341,007.86	0.00%
I 803	P & Z ESCROWS	\$0.00	\$6,800.00	0.00%
I 851	NON EXP TRUST	\$0.00	\$0.00	0.00%
		\$3,282,090.00	\$2,617,180.21	79.74%

7/12 = 66 1/3%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	8/10/2007	\$224.31	14227 1st Half Gravel Tax - Washington County	R 101-00000-31701 GRAVEL
101	8/20/2007	\$0.20	14241 Copies	R 101-00000-34105 USER FE
101	8/20/2007	\$0.20	14242 Police report - Bruesewitz	R 101-00000-34105 USER FE
101	8/23/2007	\$15.00	14250 COB025 - Reimburse Lawn Care	R 101-00000-34105 USER FE
101	8/23/2007	\$10.00	14254 COB029 - Bayport Marina	R 101-00000-34105 USER FE
101	8/3/2007	\$3,349.37	14220 Shelton Contract for Deed	R 101-00000-36210 INVESTM
101	8/3/2007	\$8,650.63	14220 Shelton Contract for Deed	G 101-15102 ACCTS REC MIS
101	8/14/2007	\$1,675.00	14234 Wallen Utecht	G 101-20102 S A C CHARGE
101	8/24/2007	\$1,675.00	14256 BP 1026 Pioneer Trail	G 101-20102 S A C CHARGE
101	8/3/2007	\$10.75	14209 BP Emerald Builders	G 101-20104 STATE SURCHA
101	8/3/2007	\$0.50	14212 Mech Permit - White Bear Mech.	G 101-20104 STATE SURCHA
101	8/3/2007	\$0.50	14213 Mech Permit - Allian Mechanical	G 101-20104 STATE SURCHA
101	8/3/2007	\$7.90	14215 BP - D Kiefer	G 101-20104 STATE SURCHA
101	8/10/2007	\$0.50	14222 Mech Permit - Perfection Heating	G 101-20104 STATE SURCHA
101	8/10/2007	\$1.00	14224 Temp Sign Permit - Bayport Marina	G 101-20104 STATE SURCHA
101	8/14/2007	\$0.35	14232 BP 2007-53 Julie Filmore	G 101-20104 STATE SURCHA
101	8/14/2007	\$0.50	14234 Wallen Utecht	G 101-20104 STATE SURCHA
101	8/14/2007	\$7.20	14240 BP 2007-57 Don Coakley	G 101-20104 STATE SURCHA
101	8/23/2007	\$15.00	14248 BP 2007-58 McRoberts	G 101-20104 STATE SURCHA
101	8/23/2007	\$5.35	14249 BP for pump house - Walker Roofing	G 101-20104 STATE SURCHA
101	8/23/2007	\$0.50	14251 MC 2007-37	G 101-20104 STATE SURCHA
101	8/23/2007	\$1.65	14252 BP 2007-61 Phoenix Builders	G 101-20104 STATE SURCHA
101	8/24/2007	\$115.81	14256 BP 1026 Pioneer Trail	G 101-20104 STATE SURCHA
101	8/3/2007	\$6.50	14210 Park Shelter - K Howard	G 101-20603 SALES TAX PAY
101	8/3/2007	\$16.25	14214 Park shelter - McGuire	G 101-20603 SALES TAX PAY
101	8/20/2007	\$6.50	14246 Park Shelter - Andersen	G 101-20603 SALES TAX PAY
101	8/3/2007	\$33.25	14219 COBRA - McGuire	G 101-27104 P E R A
101	8/3/2007	\$443.08	14218 COBRA - Ridgway	G 101-27109 MEDICA
101	8/3/2007	\$443.08	14219 COBRA - McGuire	G 101-27109 MEDICA
101	8/10/2007	\$476.43	14228 COBRA - Hartung	G 101-27109 MEDICA
101	8/3/2007	\$14.50	14219 COBRA - McGuire	G 101-27118 LINCOLN LIFE
101	8/23/2007	\$150.00	14250 COB025 - Reimburse Lawn Care	E 101-41200-306 PROF SER-
101	8/10/2007	\$30.00	14221 Leaf Bags - M Strand	R 101-41240-34105 USER FE
101	8/3/2007	\$30.00	14211 Mech Contr Lic - Alliant Mechanical	R 101-41910-32100 BUSINES
101	8/14/2007	\$30.00	14238 Contractor Lic - Nova Frost Inc.	R 101-41910-32100 BUSINES
101	8/23/2007	\$50.00	14249 Contractor License- 2007	R 101-41910-32100 BUSINES
101	8/10/2007	\$50.00	14224 Temp Sign Permit - Bayport Marina	R 101-41910-32200 NONBUSI
101	8/3/2007	\$368.75	14209 BP Emerald Builders	R 101-41910-32210 BUILDING
101	8/3/2007	\$239.69	14209 BP Emerald Builders	R 101-41910-32210 BUILDING
101	8/3/2007	\$280.25	14215 BP - D Kiefer	R 101-41910-32210 BUILDING
101	8/3/2007	\$182.16	14215 BP - D Kiefer	R 101-41910-32210 BUILDING
101	8/14/2007	\$31.50	14232 BP 2007-53 Julie Filmore	R 101-41910-32210 BUILDING
101	8/14/2007	\$265.50	14240 BP 2007-57 Don Coakley	R 101-41910-32210 BUILDING
101	8/23/2007	\$466.75	14248 BP 2007-58 McRoberts	R 101-41910-32210 BUILDING
101	8/23/2007	\$303.39	14248 BP 2007-58 McRoberts	R 101-41910-32210 BUILDING
101	8/23/2007	\$206.50	14249 BP for pump house - Walker Roofing	R 101-41910-32210 BUILDING
101	8/23/2007	\$103.25	14252 BP 2007-61 Phoenix Builders	R 101-41910-32210 BUILDING
101	8/24/2007	\$1,848.75	14256 BP 1026 Pioneer Trail	R 101-41910-32210 BUILDING
101	8/24/2007	\$1,201.69	14256 BP 1026 Pioneer Trail	R 101-41910-32210 BUILDING
101	8/14/2007	\$250.00	14233 Right of Way - Excavation - Bells Trucking	R 101-41910-32214 EXCAVAT
101	8/14/2007	\$250.00	14237 Right of Way Permit - Nova Frost	R 101-41910-32214 EXCAVAT
101	8/3/2007	\$75.00	14212 Mech Permit - White Bear Mech.	R 101-41910-32230 MECHANI
101	8/3/2007	\$75.00	14213 Mech Permit - Allian Mechanical	R 101-41910-32230 MECHANI
101	8/10/2007	\$75.00	14222 Mech Permit - Perfection Heating	R 101-41910-32230 MECHANI
101	8/23/2007	\$75.00	14251 MC 2007-37	R 101-41910-32230 MECHANI
101	8/14/2007	\$30.00	14236 Pet license - C. Collins	R 101-42100-32240 ANIMAL F
101	8/10/2007	\$2,150.00	14230 Donations - Nat'l Nite Out	R 101-42100-36231 DONATIO
101	8/10/2007	\$133.00	14231 Dunk Tank - Nat'l Nite Out	R 101-42100-36231 DONATIO
101	8/20/2007	\$1,500.00	14247 Safe & Sober Grant - Oak Park Heights	R 101-42100-36233 GRANTS
101	8/10/2007	\$652.14	14225 COB027 - City of Stillwater	R 101-42100-36241 REFUND

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	8/10/2007	\$200.00	14226 Donation to FD - Harold Radke	R 101-42200-36232 DONATIO
101	8/23/2007	\$76.47	14254 COB029 - Bayport Marina	E 101-43100-421 REPAIR & M
101	8/3/2007	\$100.00	14210 Park Shelter - K Howard	R 101-43200-34780 PARK FE
101	8/3/2007	\$250.00	14214 Park shelter - McGuire	R 101-43200-34780 PARK FE
101	8/10/2007	\$200.00	14229 Fee Box - Boat Trailer Parking	R 101-43200-34780 PARK FE
101	8/20/2007	\$100.00	14246 Park Shelter - Andersen	R 101-43200-34780 PARK FE
FUND 101 GENERA		\$29,236.60		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	8/23/2007	\$39.59	14253 Gambling Tax - American Legion - July	R 204-00000-32204 GAMBLIN
FUND 204 RECREA		\$39.59		
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	8/10/2007	\$689.59	14223 WS 2007081000	G 206-12103 A/R GEN BILLIN
206	8/14/2007	\$1,078.06	14235 WS 2007081401	G 206-12103 A/R GEN BILLIN
206	8/20/2007	\$214.60	14245 WS 2007082000	G 206-12103 A/R GEN BILLIN
206	8/23/2007	\$58.66	14255 W/S 2007082300	G 206-12103 A/R GEN BILLIN
206	8/24/2007	\$275.58	14258 W/S 2007082400	G 206-12103 A/R GEN BILLIN
FUND 206 WATER/		\$2,316.49		
FUND 207 PARK IMPROVEMENT FUND				
207	8/24/2007	\$1,000.00	14256 BP 1026 Pioneer Trail	R 207-00000-34780 PARK FE
FUND 207 PARK IM		\$1,000.00		
FUND 211 LIBRARY				
211	8/24/2007	\$154.90	14257 Library Revenue - August	R 211-45500-34760 LIBRARY
211	8/24/2007	\$50.00	14257 Library Revenue - August	R 211-45500-36230 DONATIO
FUND 211 LIBRARY		\$204.90		
FUND 601 WATER				
601	8/10/2007	\$5,558.69	14223 WS 2007081000	G 601-14601 WATER BILLING
601	8/14/2007	\$1,352.91	14235 WS 2007081401	G 601-14601 WATER BILLING
601	8/20/2007	\$1,025.62	14245 WS 2007082000	G 601-14601 WATER BILLING
601	8/23/2007	\$292.55	14255 W/S 2007082300	G 601-14601 WATER BILLING
601	8/24/2007	\$2,003.70	14258 W/S 2007082400	G 601-14601 WATER BILLING
601	8/10/2007	\$48.86	14223 WS 2007081000	G 601-14605 SALES TAX REC
601	8/20/2007	\$7.08	14245 WS 2007082000	G 601-14605 SALES TAX REC
601	8/24/2007	\$164.14	14258 W/S 2007082400	G 601-14605 SALES TAX REC
601	8/3/2007	\$1,000.00	14217 Baytown Water Hookup - Derrick Homes	R 601-46120-34601 WATER H
601	8/14/2007	\$1,000.00	14234 Wallen Utecht	R 601-46120-34601 WATER H
601	8/24/2007	\$1,000.00	14256 BP 1026 Pioneer Trail	R 601-46120-34601 WATER H
601	8/3/2007	\$200.00	14217 Baytown Water Hookup - Derrick Homes	R 601-46120-34602 WATER M
601	8/14/2007	\$200.00	14234 Wallen Utecht	R 601-46120-34602 WATER M
601	8/24/2007	\$200.00	14256 BP 1026 Pioneer Trail	R 601-46120-34602 WATER M
601	8/3/2007	\$100.00	14217 Baytown Water Hookup - Derrick Homes	R 601-46120-34603 WATER H
601	8/14/2007	\$75.00	14234 Wallen Utecht	R 601-46120-34603 WATER H
601	8/24/2007	\$100.00	14256 BP 1026 Pioneer Trail	R 601-46120-34603 WATER H
601	8/20/2007	\$50.00	14245 Reconnect Water Shut Off	R 601-46120-36240 REFUND
601	8/20/2007	\$6.38	14245 WS 2007082000	R 601-46120-37110 WATER R
FUND 601 WATER		\$14,384.93		
FUND 602 SEWER				
602	8/10/2007	\$2,140.64	14223 WS 2007081000	G 602-14602 SEWER BILLIN
602	8/14/2007	\$15,132.33	14232 WS 2007071400	G 602-14602 SEWER BILLIN
602	8/14/2007	\$273.88	14235 WS 2007081401	G 602-14602 SEWER BILLIN
602	8/20/2007	\$900.98	14245 WS 2007082000	G 602-14602 SEWER BILLIN
602	8/23/2007	\$230.09	14255 W/S 2007082300	G 602-14602 SEWER BILLIN
602	8/24/2007	\$304.34	14258 W/S 2007082400	G 602-14602 SEWER BILLIN

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	8/14/2007	\$750.00	14234 Wallen Utecht	R 602-46200-34651 SEWER H
602	8/24/2007	\$750.00	14256 BP 1026 Pioneer Trail	R 602-46200-34651 SEWER H
602	8/14/2007	\$150.00	14234 Wallen Utecht	R 602-46200-34652 SEWER I
602	8/24/2007	\$50.00	14256 BP 1026 Pioneer Trail	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$20,682.26		
		<hr/>		
		\$67,864.77		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 08/31/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
141100	ELECTIONS	\$3,950.00	\$295.00	\$3,655.00	92.53%
141200	MAYOR & COUNCIL	\$140,584.70	\$92,754.29	\$47,830.41	34.02%
141240	RECYCLING	\$12,259.00	\$4,159.87	\$8,099.13	66.07%
141400	ADMINISTRATION	\$133,519.00	\$86,149.85	\$47,369.15	35.48%
141903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
141910	PLANNING & ZONING	\$188,965.80	\$121,621.49	\$67,344.31	35.64%
141940	MUNICIPAL BUILDINGS	\$36,379.00	\$28,733.59	\$7,645.41	21.02%
142100	POLICE	\$629,608.20	\$411,372.27	\$218,235.93	34.66%
142200	FIRE PROTECTION	\$375,742.76	\$142,116.39	\$233,626.37	62.18%
143100	STREET MAINT	\$304,157.00	\$150,102.27	\$154,054.73	50.65%
143160	STREET LIGHTING	\$0.00	\$15,593.71	-\$15,593.71	0.00%
143200	PARKS	\$76,265.18	\$63,747.91	\$12,517.27	16.41%
143300	CEMETERY	\$6,400.00	\$2,079.80	\$4,320.20	67.50%
144100	PROJECT	\$150,000.00	\$0.00	\$150,000.00	100.00%
144200	TRANSFER OUT-DEBT SERVIC	\$49,380.00	\$0.00	\$49,380.00	100.00%
FUND 101 GENERAL		\$2,107,210.64	\$1,118,726.44	\$988,484.20	46.91%
FUND 208 PRISON SEWER PROJECT					
144100	PROJECT	\$0.00	\$787.71	-\$787.71	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$787.71	-\$787.71	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
141911	BAYTOWN DEVELOPMENTS	\$0.00	\$3,446.09	-\$3,446.09	0.00%
141912	INSPIRATION	\$0.00	\$4,985.47	-\$4,985.47	0.00%
141913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$8,431.56	-\$8,431.56	0.00%
FUND 211 LIBRARY					
145500	LIBRARY	\$284,574.00	\$191,838.99	\$92,735.01	32.59%
FUND 211 LIBRARY		\$284,574.00	\$191,838.99	\$92,735.01	32.59%
FUND 601 WATER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
146110	WATER-PUMPHOUSE	\$37,000.00	\$32,235.01	\$4,764.99	12.88%
146120	WATER	\$212,224.00	\$144,687.00	\$67,537.00	31.82%
FUND 601 WATER		\$249,224.00	\$176,922.01	\$72,301.99	29.01%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$320,673.00	\$124,292.54	\$196,380.46	61.24%
46990	SEWER - NON-OPERATING	\$290,000.00	\$192,156.56	\$97,843.44	33.74%
FUND 602 SEWER		\$610,673.00	\$316,449.10	\$294,223.90	48.18%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$415.65	-\$415.65	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$415.65	-\$415.65	0.00%
FUND 803 P & Z ESCROWS					
141910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$28.63	-\$28.63	0.00%
80002	CPDC SENIOR COOP	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$9,443.72	-\$9,443.72	0.00%
80004	CROIXDALE	\$0.00	\$0.00	\$0.00	0.00%
80005	HARRIS CO - MCF	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80007	JEFF NELSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%

4/12 = 33 1/3%

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EXPENSE SUMMARY YTD THRU 08/31/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
:80008	CHARLES LUTZ STREET VACA	\$0.00	\$1,071.92	-\$1,071.92	0.00%
:80009	DON THRON VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
:80010	JERRY PETERSON ESCROW	\$0.00	\$117.10	-\$117.10	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$10,661.37	-\$10,661.37	0.00%
		\$3,251,681.64	\$1,824,232.83	\$1,427,448.81	43.90%

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MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL					
DEPT 41200 MAYOR & COUNCIL					
101	8/7/2007	\$1,175.00 E	41200	101 Labor Distribution	WAGES AND SAL
101	8/7/2007	\$11.25 E	41200	121 Labor Distribution	P E R A
101	8/7/2007	\$72.85 E	41200	122 Labor Distribution	CONT TO RET., S
101	8/7/2007	\$17.03 E	41200	170 Labor Distribution	MEDICARE
101	8/10/2007	\$10.57 E	41200	201 Replenish Petty Cash	OFFICE SUPPLIE
101	8/17/2007	\$1,449.83 E	41200	300 General File	PROF SER-LEGAL
101	8/17/2007	\$1,613.50 E	41200	303 Audit and TIF review	PROF SER-AUDIT
101	8/17/2007	\$660.00 E	41200	306 Interviews and Report	PROF SER-OTHE
101	8/17/2007	\$252.23 E	41200	306 S E H 165279 CIP Workshop	PROF SER-OTHE
101	8/17/2007	\$69.05 E	41200	306 S E H 165279 Council Meeting	PROF SER-OTHE
101	8/17/2007	\$75.05 E	41200	350 Public Notices - Rezoning	PRINTING & PUBL
101	8/17/2007	\$75.05 E	41200	350 Public Notices - Rezoning	PRINTING & PUBL
101	8/24/2007	\$47.40 E	41200	350 Ordinance - Building Code	PRINTING & PUBL
DEPT 41200 MAYOR & COUNCIL		\$5,528.81			
DEPT 41240 RECYCLING					
101	8/7/2007	\$185.93 E	41240	302 Period Ending 08/04/2007	CONTRACT SERV
101	8/17/2007	\$30.00 E	41240	370 Recycling Award	RECYCLING INCE
DEPT 41240 RECYCLING		\$215.93			
DEPT 41400 ADMINISTRATION					
101	8/9/2007	\$2,130.17 E	41400	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$2,030.99 E	41400	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$126.94 E	41400	121 Labor Distribution	P E R A
101	8/9/2007	\$133.14 E	41400	121 Labor Distribution	P E R A
101	8/23/2007	\$125.07 E	41400	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$131.22 E	41400	122 Labor Distribution	CONT TO RET., S
101	8/22/2007	\$33.00 E	41400	131 August FLEX	CONT TO EMPLO
101	8/9/2007	\$749.23 E	41400	131 Labor Distribution	CONT TO EMPLO
101	8/24/2007	\$1,511.38 E	41400	150 Final Audit 04/01/07	WORKER'S COMP
101	8/23/2007	\$29.25 E	41400	170 Labor Distribution	MEDICARE
101	8/9/2007	\$30.69 E	41400	170 Labor Distribution	MEDICARE
101	8/17/2007	\$159.13 E	41400	201 Office supplies	OFFICE SUPPLIE
101	8/17/2007	\$254.87 E	41400	201 Office Supplies	OFFICE SUPPLIE
101	8/24/2007	\$55.07 E	41400	201 Office Supplies	OFFICE SUPPLIE
101	8/7/2007	\$1,735.37 E	41400	302 Period Ending 08/04/2007	CONTRACT SERV
101	8/10/2007	\$1.25 E	41400	400 Replenish Petty Cash	USE OF PERSON
101	8/24/2007	\$15.00 E	41400	402 Safety Assist 101 - Taylor	CONFERENCES &
101	8/27/2007	\$440.00 E	41400	402 Acct No 4798 1754 4300 2082	CONFERENCES &
101	8/17/2007	\$431.25 E	41400	416 Computer Support	REPAIR/MAINT O
101	8/24/2007	\$28.75 E	41400	416 Troubleshoot permitting software	REPAIR/MAINT O
101	8/17/2007	\$46.00 E	41400	416 Securrence 08/19/07 - 09/18/07	REPAIR/MAINT O
101	8/17/2007	\$100.00 E	41400	416 Mike's keyboard	REPAIR/MAINT O
101	8/17/2007	\$80.75 E	41400	416 July Maintenance Contract - copie	REPAIR/MAINT O
101	8/24/2007	\$35.00 E	41400	433 Dues 07/01/07-06/30/08	DUES & MEMBER
DEPT 41400 ADMINISTRATION		\$10,413.52			
DEPT 41910 PLANNING & ZONING					
101	8/9/2007	\$3,908.75 E	41910	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$3,908.75 E	41910	101 Labor Distribution	WAGES AND SAL
101	8/9/2007	\$244.30 E	41910	121 Labor Distribution	P E R A
101	8/23/2007	\$244.30 E	41910	121 Labor Distribution	P E R A
101	8/9/2007	\$241.89 E	41910	122 Labor Distribution	CONT TO RET., S
101	8/23/2007	\$241.89 E	41910	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$1,369.61 E	41910	131 Labor Distribution	CONT TO EMPLO
101	8/23/2007	\$56.57 E	41910	170 Labor Distribution	MEDICARE
101	8/9/2007	\$56.57 E	41910	170 Labor Distribution	MEDICARE
101	8/24/2007	\$167.36 E	41910	212 Acct 000-108-553	MOTOR FUELS &

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MONTHLY EXPENSES

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Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 MANAGEMENT SERVICES	8/7/2007	\$1,549.44	E	41910	302 Period Ending 08/04/2007	CONTRACT SERV
101 MNAPA	8/24/2007	\$230.00	E	41910	402 Conference Fee - Taylor	CONFERENCES &
101 INTERNATIONAL CODE COU	8/10/2007	\$50.00	E	41910	433 ICC Membership 2007	DUES & MEMBER
DEPT 41910 PLANNING & ZONING		\$12,269.43				
DEPT 41940 MUNICIPAL BUILDINGS						
101 PETTY CASH	8/10/2007	\$49.91	E	41940	220 Replenish Petty Cash	OPERATING SUP
101 COMCAST	8/24/2007	\$34.95	E	41940	321 Acct 8772 10 563 0001036 09/01-	COMMUNICATION
101 NOVA COMMUNICATIONS	8/17/2007	\$140.00	E	41940	321 Set up FD auto attendant	COMMUNICATION
101 OFFICE OF ENT TECHNOLO	8/24/2007	\$355.05	E	41940	321 Local Phone Service	COMMUNICATION
101 XCEL	8/27/2007	\$645.83	E	41940	380 Acct No 51-4460739-0	ELECTRIC SERVI
101 XCEL	8/27/2007	\$23.76	E	41940	381 Acct No 51-4460739-0	FUEL FOR HEAT
101 MINNESOTA ELEVATOR	8/17/2007	\$132.44	E	41940	420 August Service Billing	R & M BLDGS, ST
101 ELECTRO WATCHMAN, INC	8/24/2007	\$63.90	E	41940	420 09/01/07 - 11/03/07 Security Svc	R & M BLDGS, ST
101 ELECTRO WATCHMAN, INC	8/24/2007	\$95.85	E	41940	420 09/01/07 - 11/03/07 Security Svc	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$1,541.69				
DEPT 42100 POLICE						
101	8/9/2007	\$3,058.54	E	42100	050 Labor Distribution	SEASONAL/PART
101	8/23/2007	\$2,172.61	E	42100	050 Labor Distribution	SEASONAL/PART
101	8/9/2007	\$10,521.29	E	42100	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$10,891.25	E	42100	101 Labor Distribution	WAGES AND SAL
101	8/9/2007	\$762.58	E	42100	102 Labor Distribution	OVERTIME
101	8/23/2007	\$1,037.27	E	42100	102 Labor Distribution	OVERTIME
101	8/23/2007	\$1,559.09	E	42100	121 Labor Distribution	P E R A
101	8/9/2007	\$1,586.05	E	42100	121 Labor Distribution	P E R A
101	8/9/2007	\$53.39	E	42100	122 Labor Distribution	CONT TO RET., S
101	8/23/2007	\$42.05	E	42100	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$3,719.54	E	42100	131 Labor Distribution	CONT TO EMPLO
101	8/9/2007	\$175.48	E	42100	170 Labor Distribution	MEDICARE
101	8/23/2007	\$167.75	E	42100	170 Labor Distribution	MEDICARE
101 JACKSON, JAY	8/7/2007	\$115.83	E	42100	202 Reimburse business expenses	UNIFORMS - MISC
101 JACKSON, JAY	8/7/2007	\$58.56	E	42100	208 Reimburse business expenses	UNIFORMS - JAY
101 HOLIDAY FLEET	8/24/2007	\$1,721.23	E	42100	212 Acct 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	8/24/2007	-\$96.20	E	42100	212 Acct 000-108-553	MOTOR FUELS &
101 STREICHERS	8/17/2007	\$360.29	E	42100	220 .40 S&W Duty - Quinn	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	8/17/2007	\$2,052.87	E	42100	300 Prosecutions - July	PROF SER-LEGAL
101 SKYTEL	8/24/2007	\$21.78	E	42100	321 FINAL BILL Acct 2907695	COMMUNICATION
101 NEXTEL COMMUNICATIONS	8/27/2007	\$463.79	E	42100	321 Acct 605393028 07/09/07 - 08/08/	COMMUNICATION
101 NEXTEL COMMUNICATIONS	8/24/2007	\$423.42	E	42100	321 Acct 605393028 06/09/07 - 07/08/	COMMUNICATION
101 PETTY CASH	8/10/2007	\$9.46	E	42100	322 Replenish Petty Cash	POSTAGE
101 EASTMAN, LAURA	8/24/2007	\$705.72	E	42100	403 Reimburse Summer Semester Fe	POLICE TRAININ
101 NOT JUSTA CAFE	8/7/2007	\$50.00	E	42100	444 New French Bakery Buns	COMMUNITY PRO
101 PETTY CASH	8/10/2007	\$50.00	E	42100	444 Replenish Petty Cash	COMMUNITY PRO
101 MOORE FUN, INC	8/24/2007	\$600.00	E	42100	444 Balance on Inv 1774	COMMUNITY PRO
101 POSITIVE PROMOTIONS, IN	8/17/2007	\$144.95	E	42100	444 Refl Bag - Trick or Treat	COMMUNITY PRO
101 NATW	8/17/2007	\$794.95	E	42100	444 Natl Nite Out Supplies	COMMUNITY PRO
101 HEJNY RENTALS	8/3/2007	\$31.63	E	42100	444 National Nite Out - Balloons	COMMUNITY PRO
101 HEJNY RENTALS	8/3/2007	\$173.24	E	42100	444 National Nite Out - Dunk Tank	COMMUNITY PRO
101 U S BANK VISA	8/3/2007	\$28.93	E	42100	444 Acct No 4798 1754 4300 2124	COMMUNITY PRO
DEPT 42100 POLICE		\$43,457.34				
DEPT 42200 FIRE PROTECTION						
101	8/7/2007	\$733.33	E	42200	101 Labor Distribution	WAGES AND SAL
101	8/7/2007	\$12.92	E	42200	122 Labor Distribution	CONT TO RET., S
101	8/7/2007	\$7.01	E	42200	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	8/24/2007	\$661.66	E	42200	212 Acct 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	8/24/2007	-\$48.01	E	42200	212 Acct 000-108-553	MOTOR FUELS &
101 BOUND TREE MEDICAL, LLC	8/17/2007	\$200.44	E	42200	220 Defib and Latex Gloves	OPERATING SUP
101 U S BANK VISA	8/10/2007	\$18.31	E	42200	220 Acct No 4790 1754 4300 2041	OPERATING SUP

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Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101 NEXTEL COMMUNICATIONS	8/10/2007	\$142.27 E	42200	321 Acct 129591120 Bayport FD	COMMUNICATION
101 MINNESOTA STATE FIRE CHI	8/24/2007	\$150.00 E	42200	402 2007 Conference - Matt Bell	CONFERENCES &
101 MINNESOTA STATE FIRE CHI	8/24/2007	\$150.00 E	42200	402 2007 Conference - Mike Bell	CONFERENCES &
101 MINNESOTA STATE FIRE CHI	8/24/2007	-\$300.00 E	42200	402 2007 Conference - Bell and Bell	CONFERENCES &
101 MINNESOTA STATE FIRE CHI	8/24/2007	\$300.00 E	42200	402 2007 Conference - Bell and Bell	CONFERENCES &
101 EMERGENCY APPARATUS M	8/24/2007	\$2,813.12 E	42200	412 Rescue 2107	REP & MAINT VE
101 EMERGENCY APPARATUS M	8/24/2007	\$258.23 E	42200	412 Tanker/Pumper 2110	REP & MAINT VE
101 EMERGENCY APPARATUS M	8/24/2007	\$1,043.51 E	42200	412 Vehicle Maintenance	REP & MAINT VE
101 U S BANK VISA	8/10/2007	\$91.43 E	42200	412 Acct No 4790 1754 4300 2041	REP & MAINT VE
101 EMERGENCY APPARATUS M	8/24/2007	\$2,549.06 E	42200	412 Ladder 2103	REP & MAINT VE
101 EMERGENCY APPARATUS M	8/24/2007	\$1,327.14 E	42200	412 Tanker/Pumper 2110	REP & MAINT VE
101 MN DEPT OF LABOR AND IN	8/24/2007	\$10.00 E	42200	420 Inv No B42 351R117676I	R & M BLDGS, ST
101 U S BANK VISA	8/10/2007	\$10.06 E	42200	420 Acct No 4790 1754 4300 2041	R & M BLDGS, ST
101 MN DEPT OF LABOR AND IN	8/24/2007	-\$10.00 E	42200	420 Inv No B42 351R117676I	R & M BLDGS, ST
101 MN DEPT OF LABOR AND IN	8/24/2007	\$10.00 E	42200	420 Cust No 0000113062	R & M BLDGS, ST
101 MINNESTOTA STATE FIRE C	8/24/2007	\$40.00 E	42200	433 Dues - Mike Bell	DUES & MEMBER
101 MINNESTOTA STATE FIRE C	8/24/2007	-\$40.00 E	42200	433 Dues - Mike Bell	DUES & MEMBER
101 MINNESOTA STATE FIRE CHI	8/24/2007	\$40.00 E	42200	433 Dues and Conference Registration	DUES & MEMBER
DEPT 42200 FIRE PROTECTION		\$10,170.48			
DEPT 43100 STREET MAINT					
101	8/23/2007	\$942.00 E	43100	050 Labor Distribution	SEASONAL/PART
101	8/9/2007	\$864.00 E	43100	050 Labor Distribution	SEASONAL/PART
101	8/9/2007	\$1,603.20 E	43100	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$1,603.20 E	43100	101 Labor Distribution	WAGES AND SAL
101	8/9/2007	\$100.21 E	43100	121 Labor Distribution	P E R A
101	8/23/2007	\$100.21 E	43100	121 Labor Distribution	P E R A
101	8/23/2007	\$157.80 E	43100	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$152.97 E	43100	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$531.77 E	43100	131 Labor Distribution	CONT TO EMPLO
101 LEAGUE OF MINNESOTA CIT	8/24/2007	\$1,844.62 E	43100	150 Final Audit 04/01/07	WORKER'S COMP
101	8/23/2007	\$36.91 E	43100	170 Labor Distribution	MEDICARE
101	8/9/2007	\$35.78 E	43100	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	8/24/2007	\$651.05 E	43100	212 Acct 000-108-553	MOTOR FUELS &
101 GOPHER SIGN COMPANY	8/27/2007	\$2,197.63 E	43100	220 Traffic signs	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$82.54 E	43100	220 Traffic paint	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$82.54 E	43100	220 Traffic paint	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$82.54 E	43100	220 Traffic paint	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$90.68 E	43100	220 Traffic paint	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$181.37 E	43100	220 Traffic paint	OPERATING SUP
101 SHERWIN WILLIAMS LC	8/27/2007	\$90.68 E	43100	220 Traffic paint	OPERATING SUP
101 HORAK, MILAN	8/24/2007	\$27.55 E	43100	402 Reimburse Snow Conference Exp	CONFERENCES &
101 U S BANK VISA	8/10/2007	\$31.95 E	43100	410 Acct No 4798 1754 4300 2009	REPAIR & MAINT
101 WASHINGTON COUNTY	8/27/2007	\$261.00 E	43100	412 Transfer, tax & plate - roller trailer	REP & MAINT VE
101 BOYER TRUCKS	8/24/2007	\$45.81 E	43100	412 Panel	REP & MAINT VE
101 U S BANK VISA	8/10/2007	\$112.92 E	43100	412 Acct No 4798 1754 4300 2009	REP & MAINT VE
101 CARQUEST AUTO PARTS	8/27/2007	\$97.75 E	43100	412 Filters - sweeper	REP & MAINT VE
101 CARQUEST AUTO PARTS	8/27/2007	\$59.29 E	43100	412 1997 Chevy Pickup	REP & MAINT VE
101 CARQUEST AUTO PARTS	8/27/2007	\$6.37 E	43100	412 Gasket	REP & MAINT VE
101 ST CROIX TREE SERVICE	8/24/2007	\$399.38 E	43100	413 Chip Stumps (13 locations)	TREES
101 T. A. SCHIFSKY & SONS INC	8/27/2007	\$929.28 E	43100	421 Asphalt	REPAIR & MAINT
101 WASHINGTON CO TRANSP	8/27/2007	\$521.53 E	43100	421 Acct 20491 Striping Roads	REPAIR & MAINT
101 BUBERL BLACK DIRT	8/24/2007	\$328.02 E	43100	421 28 yds blk dirt picked up	REPAIR & MAINT
101 ZIEGLER INC.	8/24/2007	\$1,373.85 E	43100	421 Boom Lift Rental 07/20-08/16/07	REPAIR & MAINT
101 ASPHALT SPECIALTIES	8/27/2007	\$1,288.00 E	43100	421 Curb - north 6th Street	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	8/27/2007	\$125.36 E	43100	421 Limerock Gravel	REPAIR & MAINT
101 T. A. SCHIFSKY & SONS INC	8/27/2007	\$165.51 E	43100	421 Asphalt	REPAIR & MAINT
101 ZIEGLER INC.	8/24/2007	\$287.55 E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
101 ZIEGLER INC.	8/24/2007	\$287.55 E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
101 ZIEGLER INC.	8/24/2007	-\$287.55 E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
101 ZIEGLER INC.	8/24/2007	-\$287.55 E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI

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Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 ZIEGLER INC.	8/24/2007	-287.55	E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
101 ZIEGLER INC.	8/24/2007	-287.55	E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
101 ZIEGLER INC.	8/24/2007	287.55	E	43100	431 Utility Trailer 4x6	RENTAL OF EQUI
DEPT 43100 STREET MAINT		\$16,917.72				
DEPT 43200 PARKS						
101	8/9/2007	\$2,166.00	E	43200	050 Labor Distribution	SEASONAL/PART
101	8/23/2007	\$1,135.00	E	43200	050 Labor Distribution	SEASONAL/PART
101	8/9/2007	\$900.00	E	43200	101 Labor Distribution	WAGES AND SAL
101	8/23/2007	\$900.00	E	43200	101 Labor Distribution	WAGES AND SAL
101	8/9/2007	\$56.25	E	43200	121 Labor Distribution	P E R A
101	8/23/2007	\$56.25	E	43200	121 Labor Distribution	P E R A
101	8/23/2007	\$124.16	E	43200	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$188.08	E	43200	122 Labor Distribution	CONT TO RET., S
101	8/9/2007	\$268.23	E	43200	131 Labor Distribution	CONT TO EMPLO
101	8/9/2007	\$43.99	E	43200	170 Labor Distribution	MEDICARE
101	8/23/2007	\$29.04	E	43200	170 Labor Distribution	MEDICARE
101 U S BANK VISA	8/10/2007	\$23.67	E	43200	220 Acct No 4798 1754 4300 2009	OPERATING SUP
101 T. R. F. SUPPLY	8/24/2007	\$596.40	E	43200	220 10 cases can liners	OPERATING SUP
101 CENTURY POWER EQUIPME	8/27/2007	\$36.56	E	43200	412 Parts	REP & MAINT VE
101 CENTURY POWER EQUIPME	8/27/2007	\$37.90	E	43200	412 Trimmer Parts	REP & MAINT VE
101 ACTION RENTAL	8/24/2007	\$133.12	E	43200	420 Concrete Trailer Rental	R & M BLDGS, ST
101 ACTION RENTAL	8/24/2007	\$376.50	E	43200	420 Bobcat Rental	R & M BLDGS, ST
101 MENARDS-STILLWATER	8/27/2007	\$25.54	E	43200	420 Nails	R & M BLDGS, ST
101 MENARDS-STILLWATER	8/27/2007	\$135.40	E	43200	420 Supplies	R & M BLDGS, ST
101 U S BANK VISA	8/10/2007	\$16.32	E	43200	420 Acct No 4798 1754 4300 2009	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	8/24/2007	\$1,416.98	E	43200	425 Monthly rental 08/19/07-09/19/07	SATILLITIES
DEPT 43200 PARKS		\$8,665.39				
DEPT 43300 CEMETERY						
101 HOLIDAY FLEET	8/24/2007	\$114.87	E	43300	212 Acct 000-108-553	MOTOR FUELS &
DEPT 43300 CEMETERY		\$114.87				
FUND 101 GENERAL		\$109,295.18				
FUND 102 STREET RECONSTRUCTION						
DEPT 41600 CAPITAL OUTLAY						
102 S E H	8/17/2007	\$79.23	E	41600	306 S E H 165279 Hwy 95 Ped Crossi	PROF SER-OTHE
DEPT 41600 CAPITAL OUTLAY		\$79.23				
DEPT 41602 CURB & SIDEWALK PROJECT						
102 S E H	8/17/2007	\$498.32	E	41602	306 S E H 165279 2007 Sidewalks	PROF SER-OTHE
DEPT 41602 CURB & SIDEWALK PROJECT		\$498.32				
FUND 102 STREET RECONSTRUCTION		\$577.55				
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1						
DEPT 00000 GENERAL GOVERNMENT						
107 STILLWATER GAZETTE	8/17/2007	\$59.25	E	00000	306 Public Notices - TIF	PROF SER-OTHE
107 STILLWATER GAZETTE	8/17/2007	\$71.10	E	00000	306 Public Notices - TIF	PROF SER-OTHE
107 STILLWATER GAZETTE	8/17/2007	\$59.25	E	00000	306 Public Notices - TIF	PROF SER-OTHE
107 HLB TAUTGES REDPATH, LT	8/17/2007	\$265.00	E	00000	306 Audit and TIF review	PROF SER-OTHE
DEPT 00000 GENERAL GOVERNMENT		\$454.60				
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1		\$454.60				
FUND 203 PUBLIC WORKS EQUIPMENT REPL						

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Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 41900 CAPITAL IMPROVEMENTS						
203 ZIEGLER INC.	8/24/2007	\$3,195.00	E	41900	530 Redi Haul Trailer	CAPITAL OUTLAY
DEPT 41900 CAPITAL IMPROVEMENTS		\$3,195.00				
FUND 203 PUBLIC WORKS EQUIPMENT REPL		\$3,195.00				
FUND 206 WATER/SEWER IMPROVEMENT FUND						
DEPT 41604 WELL NO 2 AIR STRIPPING SYSTEM						
206 MILLER EXCAVATING	8/15/2007	\$16,552.48	E	41604	305 Air Stripper Building	PROF SER-CONT
206 S E H	8/17/2007	\$580.58	E	41604	306 S E H 165304 Air Stripper	PROF SER-OTHE
DEPT 41604 WELL NO 2 AIR STRIPPING SYST		\$17,133.06				
DEPT 41605 INFLOW/INFILTRATION						
206 S E H	8/17/2007	\$7,305.00	E	41605	301 S E H 165113 Inflow/Infiltration St	PROF SER-ENGIN
DEPT 41605 INFLOW/INFILTRATION		\$7,305.00				
FUND 206 WATER/SEWER IMPROVEMENT FUND		\$24,438.06				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	8/17/2007	\$7,924.56	E	44100	306 Lakeside Park - May 2007	PROF SER-OTHE
DEPT 44100 PROJECT		\$7,924.56				
FUND 207 PARK IMPROVEMENT FUND		\$7,924.56				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 ECKBERG, LAMMERS, BRIG	8/17/2007	\$189.92	E	41911	300 Water Ext to Baytown	PROF SER-LEGAL
209 EBERT CONSTRUCTION	8/10/2007	\$3,000.00	E	41911	305 Ebert #10 Booster Station Final P	PROF SER-CONT
209 S E H	8/17/2007	\$136.53	E	41911	306 S E H 165372 Booster Pump	PROF SER-OTHE
DEPT 41911 BAYTOWN DEVELOPMENTS		\$3,326.45				
FUND 209 DEVELOPER REIMBURSED PROJECTS		\$3,326.45				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	8/23/2007	\$2,368.96	E	45500	050 Labor Distribution	SEASONAL/PART
211	8/9/2007	\$2,331.89	E	45500	050 Labor Distribution	SEASONAL/PART
211	8/23/2007	\$2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	8/9/2007	\$2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	8/9/2007	\$289.57	E	45500	121 Labor Distribution	P E R A
211	8/23/2007	\$266.54	E	45500	121 Labor Distribution	P E R A
211	8/23/2007	\$298.77	E	45500	122 Labor Distribution	CONT TO RET., S
211	8/9/2007	\$296.46	E	45500	122 Labor Distribution	CONT TO RET., S
211	8/9/2007	\$554.32	E	45500	131 Labor Distribution	CONT TO EMPLO
211	8/9/2007	\$69.32	E	45500	170 Labor Distribution	MEDICARE
211	8/23/2007	\$69.88	E	45500	170 Labor Distribution	MEDICARE
211 BAKER & TAYLOR	8/24/2007	\$946.96	E	45500	217 Acct L5249752 07/31/07	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	8/24/2007	\$26.27	E	45500	217 MN Historical Press Book	MATERIALS & PR
211 ST CROIX REVIEW, THE	8/24/2007	\$60.00	E	45500	217 Acct 5224 2-year subscription	MATERIALS & PR
211 BAKER & TAYLOR	8/24/2007	\$94.95	E	45500	217 Acct L3081802 07/31/07	MATERIALS & PR
211 BAKER & TAYLOR	8/24/2007	\$263.81	E	45500	217 Acct L3081982 07/31/07	MATERIALS & PR
211 BAKER & TAYLOR	8/24/2007	\$1,400.00	E	45500	217 Remaining balance 2004-2006 invoic	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	8/24/2007	\$26.73	E	45500	217 MN Historical Press Book	MATERIALS & PR
211 MINNESOTA BOOKSTORE	8/24/2007	\$43.95	E	45500	217 MN State Bldg Code	MATERIALS & PR
211 BAKER & TAYLOR	8/24/2007	\$94.50	E	45500	217 Acct 75002050 07/31/07	MATERIALS & PR
211 MIMITEX	8/24/2007	\$122.00	E	45500	220 Barcode labels and shipping	OPERATING SUP

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FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
211 INNOVATIVE OFFICE SOLUTI	8/24/2007	\$103.05 E	45500	220 Office Supplies	OPERATING SUP
211 TRU-CLEAN MAINTENANCE	8/24/2007	\$1,500.00 E	45500	302 Cleaning Svc 07/29-08/19/07	CONTRACT SERV
211 INTEGRA TELECOM	8/24/2007	\$19.72 E	45500	321 Local Service	COMMUNICATION
211 OFFICE OF ENT TECHNOLO	8/24/2007	\$62.82 E	45500	321 Local Phone Service	COMMUNICATION
211 XCEL	8/10/2007	\$1,354.42 E	45500	380 Acct 51-4651027-4	ELECTRIC SERVI
211 XCEL	8/10/2007	\$8.17 E	45500	380 Acct 51-4651028-5	ELECTRIC SERVI
211 XCEL	8/10/2007	\$31.16 E	45500	381 Acct 51-4651027-4	FUEL FOR HEAT
211 TOSHIBA BUSINESS SOLUTI	8/24/2007	\$19.92 E	45500	416 Maint Cntrct 06/13/07-07/12/07	REPAIR/MAINT O
211 ELECTRO WATCHMAN, INC	8/24/2007	\$60.00 E	45500	420 09/01/07 - 11/03/07 Security Svc	R & M BLDGS, ST
211 ECOWATER	8/24/2007	\$8.25 E	45500	420 August montly cooler rent	R & M BLDGS, ST
211 ROBERT WEISS NETWORKI	8/24/2007	\$60.00 E	45500	420 Install Printer	R & M BLDGS, ST
211 MINNESOTA ELEVATOR	8/24/2007	\$133.67 E	45500	420 August Service Billing	R & M BLDGS, ST
211 VAN PAPER CO	8/24/2007	\$125.40 E	45500	420 Toilet Tissue	R & M BLDGS, ST
211 MINNESOTA LIBRARY ASSO	8/24/2007	\$79.00 E	45500	433 2007 Member Dues	DUES & MEMBER
211 AMERICAN LIBRARY ASSOCI	8/24/2007	\$110.00 E	45500	433 Membership 10/01/07-09/30/07	DUES & MEMBER
DEPT 45500 LIBRARY		\$18,400.08			
FUND 211 LIBRARY		\$18,400.08			
FUND 601 WATER					
DEPT 46110 WATER-PUMPHOUSE					
601 TOTAL CONSTRUCTION & E	8/24/2007	\$639.28 E	46110	419 Booster Station	REPAIR & MAINT
DEPT 46110 WATER-PUMPHOUSE		\$639.28			
DEPT 46120 WATER					
601	8/9/2007	\$2,958.07 E	46120	101 Labor Distribution	WAGES AND SAL
601	8/23/2007	\$2,943.90 E	46120	101 Labor Distribution	WAGES AND SAL
601	8/9/2007	\$184.91 E	46120	121 Labor Distribution	P E R A
601	8/23/2007	\$184.02 E	46120	121 Labor Distribution	P E R A
601	8/9/2007	\$176.09 E	46120	122 Labor Distribution	CONT TO RET., S
601	8/23/2007	\$175.21 E	46120	122 Labor Distribution	CONT TO RET., S
601	8/9/2007	\$1,035.67 E	46120	131 Labor Distribution	CONT TO EMPLO
601	8/23/2007	\$40.99 E	46120	170 Labor Distribution	MEDICARE
601	8/9/2007	\$41.20 E	46120	170 Labor Distribution	MEDICARE
601 U S BANK VISA	8/27/2007	\$119.50 E	46120	201 Acct No 4798 1754 4300 2082	OFFICE SUPPLIE
601 HOLIDAY FLEET	8/24/2007	\$407.61 E	46120	212 Acct 000-108-553	MOTOR FUELS &
601 HAWKINS WATER	8/27/2007	\$65.10 E	46120	216 Water Test Kits	CHEMICALS AND
601 HAWKINS WATER	8/24/2007	\$10.00 E	46120	216 Chlorine Cylindr	CHEMICALS AND
601 U S BANK VISA	8/10/2007	\$31.79 E	46120	216 Acct No 4798 1754 4300 2009	CHEMICALS AND
601 MENARDS-STILLWATER	8/27/2007	\$8.51 E	46120	220 Parts	OPERATING SUP
601 MENARDS-STILLWATER	8/27/2007	\$17.28 E	46120	220 Parts	OPERATING SUP
601 MENARDS-STILLWATER	8/27/2007	\$48.78 E	46120	220 Crayons and duct tape	OPERATING SUP
601 BLUESTONE ENGINEERING	8/24/2007	\$1,066.04 E	46120	301 Wellhead Protection Plan	PROF SER-ENGIN
601 MANAGEMENT SERVICES	8/7/2007	\$1,363.51 E	46120	302 Period Ending 08/04/2007	CONTRACT SERV
601 ONE CALL CONCEPTS	8/24/2007	\$83.30 E	46120	307 Gopher State One Call - July	GOPHER STATE
601 U S BANK VISA	8/27/2007	\$37.67 E	46120	322 Acct No 4798 1754 4300 2082	POSTAGE
601 XCEL	8/27/2007	\$631.73 E	46120	380 Acct No 51-8131407-6	ELECTRIC SERVI
601 XCEL	8/27/2007	\$323.98 E	46120	380 Acct No 51-8051841-2	ELECTRIC SERVI
601 XCEL	8/27/2007	\$23.76 E	46120	381 Acct No 51-8051841-2	FUEL FOR HEAT
601 NORTHERN SAFETY TECHN	8/24/2007	\$35.75 E	46120	412 PRECO BULB	REP & MAINT VE
601 PETTY CASH	8/10/2007	\$26.87 E	46120	419 Replenish Petty Cash	REPAIR & MAINT
601 MID AMERICA METER, INC	8/27/2007	\$30.00 E	46120	419 Meter test	REPAIR & MAINT
601 U S BANK VISA	8/10/2007	\$54.90 E	46120	419 Acct No 4798 1754 4300 2009	REPAIR & MAINT
601 MENARDS-STILLWATER	8/27/2007	\$42.60 E	46120	419 Weed killer	REPAIR & MAINT
601 HYDRANT SPECIALIST INC.	8/24/2007	\$486.77 E	46120	419 Repair Fire Hydrant	REPAIR & MAINT
601 MINNESOTA DEPT OF HEAL	8/24/2007	\$1,046.00 E	46120	434 System 1820001 07/01/07-09/30/07	STATE FEES FOR
DEPT 46120 WATER		\$13,701.51			

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FUND 601 WATER		\$14,340.79				
FUND 602 SEWER						
DEPT 46200 SEWER - OPERATING						
602	8/23/2007	\$3,843.86	E	46200	101 Labor Distribution	WAGES AND SAL
602	8/9/2007	\$3,858.02	E	46200	101 Labor Distribution	WAGES AND SAL
602	8/23/2007	\$240.20	E	46200	121 Labor Distribution	P E R A
602	8/9/2007	\$241.07	E	46200	121 Labor Distribution	P E R A
602	8/9/2007	\$229.86	E	46200	122 Labor Distribution	CONT TO RET., S
602	8/23/2007	\$228.98	E	46200	122 Labor Distribution	CONT TO RET., S
602	8/9/2007	\$1,303.78	E	46200	131 Labor Distribution	CONT TO EMPLO
602	8/9/2007	\$53.73	E	46200	170 Labor Distribution	MEDICARE
602	8/23/2007	\$53.54	E	46200	170 Labor Distribution	MEDICARE
602 HOLIDAY FLEET	8/24/2007	\$288.23	E	46200	212 Acct 000-108-553	MOTOR FUELS &
602 MN DEPT OF LABOR AND IN	8/27/2007	\$10.00	E	46200	220 Cust No 113062 Inv B42 351R117	OPERATING SUP
602 U S BANK VISA	8/10/2007	\$29.75	E	46200	240 Acct No 4798 1754 4300 2009	SMALL TOOLS-E
602 MANAGEMENT SERVICES	8/7/2007	\$1,363.51	E	46200	302 Period Ending 08/04/2007	CONTRACT SERV
602 U S BANK VISA	8/10/2007	\$42.79	E	46200	419 Acct No 4798 1754 4300 2009	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		\$11,787.32				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	8/10/2007	\$24,019.57	E	46990	434 June Wastewater Flow Charge	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$24,019.57				
FUND 602 SEWER		\$35,806.89				
		\$217,759.16				

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

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Permit Number: BP-12BAYTOWN	Filing Date: 8/3/2007
Parcel Address: 3333 PETE MILLER LANE N.	STILLWATER, MN 55082
Applicant: DERRICK CUSTOM HOMES, LLC	Applicant Phone: 715-246-2320
DERRICK CUSTOM HOMES, LLC RESIDENTIAL	
Construction Value:	Total Fees: \$1,300.00

Permit Number: BP2007-57	Filing Date: 8/13/2007
Parcel Address: 140 Maine Street N.	Bayport, MN 55003
Applicant: LAURIE COAKLEY	Applicant Phone: 651-430-1600
OWNER OWNER	
Construction Value: \$14,400.00	Total Fees: \$272.70

Permit Number: BP2007-58	Filing Date: 8/15/2007
Parcel Address: 261 4th Avenue N.	Bayport, MN 55003
Applicant: WAYNE CHISLETT & CHANTELLE	Applicant Phone: 651-430-1889
OWNER OWNER	
Construction Value: \$30,000.00	Total Fees: \$785.14

Permit Number: BP2007-59	Filing Date: 8/20/2007
Parcel Address: 1026 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: THE ROTTLUND CO., INC.	Applicant Phone: 651-638-0500
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER	
Construction Value: \$231,619.00	Total Fees: \$7,941.25

Permit Number: BP2007-60	Filing Date: 8/20/2007
Parcel Address: 90 CENTRAL Ave.	BAYPORT, MN 55003
Applicant: WALKER ROOFING COMPANY	Applicant Phone: 651-251-0910
WALKER ROOFING COMPANY General Contractor	
Construction Value: \$10,700.00	Total Fees: \$211.85

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Permit Number: BP2007-61	Filing Date: 8/22/2007
Parcel Address: 207 3rd St. So.	Bayport, MN 55003
Applicant: PHOENIX BUILDERS PHOENIX BUILDERS RESIDENTIAL BUILDER	Applicant Phone: 651-491-6503
Construction Value: \$3,300.00	Total Fees: \$104.90

Permit Number: BP2007-62	Filing Date: 8/27/2007
Parcel Address: 469/471/473/475/477/479	BAYPORT, MN 55003
Applicant: D. KIEFFER ENTERPRISES D. KIEFFER ENTERPRISES General Contractor	Applicant Phone: 612-386-6451
Construction Value: \$18,000.00	Total Fees: \$520.09

Permit Number: BP2007-63	Filing Date: 8/27/2007
Parcel Address: 439 2ND Street N.	BAYPORT, MN 55003
Applicant: PROBUILT AMERICA, DBA PROBUILT AMERICA, DBA WINDOW WORLD TWIN	Applicant Phone: 651-770-5570
Construction Value: \$4,625.00	Total Fees: \$120.31

Permit Number: EG2007-4	Filing Date: 8/13/2007
Parcel Address: 832 Minnesota Street So.	Bayport, MN 55003
Applicant: BELL'S TRUCKING, INC. BELL'S TRUCKING, INC. SEWER & WATER	Applicant Phone: 651-439-6375
Construction Value:	Total Fees: \$250.00

Permit Number: EG2007-5	Filing Date: 8/14/2007
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: NOVA-FROST, INC. NOVA-FROST, INC. SEWER & WATER	Applicant Phone: 651-480-8575
Construction Value:	Total Fees: \$250.00

Permit Number: MC2007-36	Filing Date: 8/9/2007
Parcel Address: 271 3RD St. S.	BAYPORT, MN 55003
Applicant: PERFECTION HEATING & AIR PERFECTION HEATING & AIR CONDITIONING	Applicant Phone: 651-439-3902
Construction Value: \$5,900.00	Total Fees: \$75.50

Building Permit Log

For: August, 2007

Printed:8/28/2007

Page3 of 3

Permit Number: MC2007-37**Filing Date:** 8/23/2007**Parcel Address:** 110 MARINER WAY**Applicant:** OWENS COMPANIES, INC.**Applicant Phone:** 952-854-3800

OWENS COMPANIES, INC. General

Construction Value: \$4,000.00**Total Fees:** \$75.50

Permit Number: PL2007-18**Filing Date:** 8/13/2007**Parcel Address:** 832 Minnesota Street So.

Bayport, MN 55003

Applicant: BELL'S TRUCKING, INC.**Applicant Phone:** 651-439-6375

BELL'S TRUCKING, INC. SEWER & WATER

Construction Value:**Total Fees:** \$3,850.50

Permit Number: TS2007-5**Filing Date:** 8/10/2007**Parcel Address:** 200 5th Avenue So.

Bayport, MN 55003

Applicant: BAYPORT MARINA**Applicant Phone:** 651-439-2040

OWNER OWNER

Construction Value:**Total Fees:** \$51.00

License Number: 467
License Expiration: 9/30/2007

Premises permit requirements:

1. An annual premises permit fee of \$150, 2. ~~A separate resolution of approval including the site address from the local unit of government,~~ (The local unit of government does not sign this renewal application) and 3. A LG215 lease agreement for each site your organization does not own is required.

~~Site number 001~~

Check this box if this site has been discontinued or will not be renewed.

Washington County

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003
55003

Organization owns this site: Y

Does your organization conduct bingo at this site? Y / N

Is the local resolution of approval attached? Y / N If yes, the attach a list of the days and beginning times of your bingo activities.

~~Site number 003~~

Check this box if this site has been discontinued or will not be renewed.

~~Captains Corner~~

~~193 N 3rd St, Bayport, MN 55003~~

Washington County

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003
55003

Organization owns this site: N

Does your organization conduct bingo at this site? Y / N

Is the local resolution of approval attached? Y / N If yes, the attach a list of the days and beginning times of your bingo activities.

~~Site number 004~~

Check this box if this site has been discontinued or will not be renewed.

~~Beach Bar~~

~~2071 St Croix Tr S, Lake St. Croix Beach, MN 55043~~

Washington County

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003

Organization owns this site: N

Does your organization conduct bingo at this site? Y / N

Is the local resolution of approval attached? Y / N If yes, the attach a list of the days and beginning times of your bingo activities.

~~Site number 006~~

Check this box if this site has been discontinued or will not be renewed.

~~Ruby Begonias~~

~~112 N Main St, Stillwater, MN 55082~~

Washington County

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003

Organization owns this site: N

Does your organization conduct bingo at this site? Y / N

Is the local resolution of approval attached? Y / N If yes, the attach a list of the days and beginning times of your bingo activities.

~~Site number 007~~

Check this box if this site has been discontinued or will not be renewed.

~~Sals Angus Grill~~

~~12010 Keystone Ave N, Hugo, MN 55082~~

Washington County

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003

Organization owns this site: N

Does your organization conduct bingo at this site? Y / N

Is the local resolution of approval attached? Y / N If yes, the attach a list of the days and beginning times of your bingo activities.

Site number 010

Check this box if this site has been discontinued or will not be renewed.

Woodys Bar & Grill
109 3rd St, Bayport, MN 55003

Washington County

→ Township of (if applicable)

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003

Organization owns this site: N

Does your organization conduct bingo at this site Y/N

Is the local resolution of approval attached? Y/N

If yes, the attach a list of the days and beginning times of your bingo activities.

Site number 011

Check this box if this site has been discontinued or will not be renewed.

Loggers
231 E Myrtle St, Stillwater, MN 55082

Washington County

→ Township of (if applicable)

Gambling account 4970047

First State Bank & Trust
950 N Hwy 95, Bayport, MN 55003

Organization owns this site: N

Does your organization conduct bingo at this site Y/N

Is the local resolution of approval attached? Y/N

If yes, the attach a list of the days and beginning times of your bingo activities.

Site number 013

WASHINGTON County

CATFISH SALOON + CAFE
3291 So St. Croix Tr.
Afton, MN 55001

GAMBLING ACCT 4970047
1st State Bank + Trust
950 N Hwy 95.
BAYPORT, MN 55003

Organization owns this site N

Resolution of Approval Attached Y



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

Date: August 24, 2007

To: Mayor and City Council

From: Mike McGuire, City Administrator

Subject: Hazelwood Cemetery – Sale of Unused Gravesites

BACKGROUND

Upon the recommendation of the Hazelwood Cemetery Advisory Commission, the following revision was included in Ordinance #786, passed by the City Council in February 2007:

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

The city has received its first request to purchase back unused gravesites from William Huhnke. Mr. Huhnke would like to sell four gravesites back to the city and has provided the required documentation, per the attached application. With the current value of Hazelwood Cemetery gravesites and transfer fees, the applicant will receive \$250.00 per gravesite, for a total of \$1,000.00. Upon completion of this transaction, the city will be able to sell the gravesites for \$600.00 each.

City staff will prepare the necessary paperwork to execute the new deed. As such, there will be no attorney fees incurred with this transaction; however, if legal services are required to complete a cemetery sale/transfer, the city and applicant will share the costs. Future applications for the sale and/or transfer of cemetery lots will be included on the Consent Agenda for City Council consideration.

RECOMMENDATION

Staff recommends that the City Council adopt a motion approving the purchase of unused gravesites from William Huhnke for a total of \$1,000.00 and direct city staff to execute the transaction.

Original



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

REQUEST TO SELL/TRANSFER GRAVESITES IN HAZELWOOD CEMETERY

Policy

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

Gravesite Description	
Block Number:	11
Lot Number:	6
Gravesite Number(s):	3, 4, 5, 6
Original Registered Deed Owner Information	
<i>This is the name of the individual who originally purchased the gravesites, as listed on the original deed</i>	
Full Name:	Michael Huhnke
	Living <input type="checkbox"/> Deceased <input checked="" type="checkbox"/>
Current Registered Deed Owner Information	
<i>This is the name and contact information for the individual who is currently listed on the deed as the owner. Please note that in order for an individual to be the owner, they must provide proof that the deed was transferred from the original owner or deeded to them in a will.</i>	
Full Name:	William Huhnke
Address:	164 No 4th St.
City/State/Zip:	Bayport, MN 55003
Applicant Information	
<i>If the person filling out this form is neither the original or current registered deed owner, please provide the following information:</i>	
Full Name:	
Address:	
City/State/Zip:	
Home Phone Number:	Work/Cell Phone Number:
Relationship to the original and/or current registered deed owner:	

Requested Action

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

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

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

Transfer the registered deed to another individual

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

Full Name:

Address:

City/State/Zip:

Home Phone Number:

Work/Cell Phone Number:

Signature of the Registered Deed Owner and Applicant:

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

Registered Deed Owner Signature:

William Huchner

Date: 8/15/07

Applicant Signature:

Date:

Office Use - Sell	Current gravesite(s) value	Current administration transfer fee	Incurred attorney fees	Total	Date check issued
Total fees	\$600.00 x 4 = \$2400.00	\$100.00 x 4 = \$400.00	Ø		NA
Applicant portion (50%)	\$1200.00	\$200.00	Ø	\$1,000.00	

Office Use - Transfer	Current administration transfer fee	Incurred attorney fees	Total	Date paid/ check number	Date deed issued
Total fees	\$100.00			NA	NA
Applicant portion (50%)					



Renewal Application for Optional Liquor 2AM

License Type: 2AM-100K

Expires On: September 12, 2007

ID Number: 21445

DBA

Captains Corner LLC
Captains Corner
193 N 3rd St
Bayport MN 55003

Business Phone: 6514302985

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). **Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.**

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____
(I certify that the city or county of _____ approves the sale of alcoholic beverages until 2AM)

Licensee Signature Kimberly Rinehart Date 7/25/07
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 86-85747

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
Telephone 651-296-6979 Fax 651-297-5259 TTY 651-282-6555
www.dps.state.mn.us



August 1, 2007

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

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

Dear Mike:

Please find enclosed three original copies of proposed Change Order No. 2 for the Well No. 2 Air Stripping System. We reviewed the change order proposal and recommend approving it. When approved please sign all three copies of each change order and return two copies to either Barry Peters or myself.

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

Sincerely,

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

Greg F. Johnson, PE
Project Manager

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

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SEH CHANGE ORDER

City of Bayport, Minnesota

July 25, 2007

OWNER

DATE

2

OWNER'S PROJECT NO.

CHANGE ORDER NO.

Well No. 2 Air Stripping System

A-BAYPO0603.00

PROJECT DESCRIPTION

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Change Order No. 2 includes the following two items:

1. Provide a second flushing hydrant, hydrant lead, and gate valve for the raw water main. The cost of the material, labor, and general contractor mark-up is \$4,357.59.
2. City staff requested the installation of two ceiling fans and controls mounted to the ceiling. The cost of the material, labor, and general contractor mark-up is \$1,383.34.

Purpose of Change Order:

1. The Minnesota Department of Health required a second flushing hydrant located near the top of the hill to allow the raw water main to be flushed up the hill in addition to flushing down the hill to the other flushing hydrant near Well No. 2.
2. The ceiling fans will help circulate the warmer air near the ceiling during the winter to help reduce heating costs.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

Attached quotations from Magney Construction dated 10/9/06 and 3/13/07.

Contract Status

Original Contract

Time

Cost

\$806,900.00

Net Change Prior C.O.'s 0 to 1

\$2,079.28

Change this C.O.

\$5,740.93

Revised Contract

\$814,720.21

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Greg F. Johnson
Greg F. Johnson / Project Manager

Agreed to by Contractor:

Approved for Owner:

Magney Construction

City of Bayport, Minnesota

BY

BY

TITLE

TITLE

Mark Magney
President



July 27, 2007

RE: Bayport, Minnesota
300,000 Gallon Ground Storage Reservoir
SEH No. A-BAYPO0601.00

Mr. Mike McGuire
City Administrator
City of Bayport
294 North Third Street
Bayport, MN 55003-5118

Dear Mr. McGuire:

Please find enclosed three original copies of Final Application for Payment No. 8, IC-134 Form, and Consent of Surety from Natgun Corporation for the construction of the 300,000 Gallon Ground Storage Reservoir. Natgun Corporation has fulfilled the contract requirements. We reviewed the application for payment and recommend a final payment in the amount of \$32,215.85 to Natgun Corporation.

Please contact me at 651.490.2074 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Greg F. Johnson".

Greg F. Johnson, PE
Project Manager

gfj
Enclosures

c: Barry Peters, SEH

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AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> Lakeside Park Phase I 2 Central Avenue, Bayport, Minnesota 55003	CHANGE ORDER NUMBER: 001 DATE: August 08, 2007	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Jansen Builders Inc 1323 Southview Blvd Suite 203 South St. Paul, Mn. 55075	ARCHITECT'S PROJECT NUMBER: 06-1004.00 CONTRACT DATE: June 06, 2007 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

- | | |
|--|----------------|
| 1. Provide cement base stucco w/ acrylic finish at walls in seating area # | Add: \$7687.73 |
| 2. Provide red colorant added to concrete floor | Add: \$2792.47 |
| 3. Delete Monument sign allowance | Deduct: \$5000 |

The original Contract Sum was	\$	298,300.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	298,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$	5,488.20
The new Contract Sum including this Change Order will be	\$	303,788.20

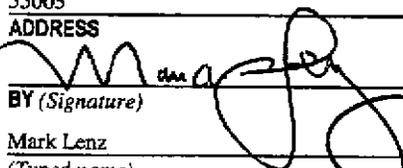
The Contract Time will be unchanged by Zero (0) days.

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

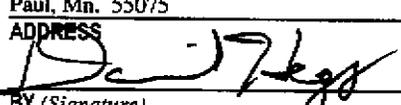
NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede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

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

mla architects, inc
ARCHITECT *(Firm name)*

125 South 3rd Street, Bayport, Minnesota
55003
ADDRESS

BY *(Signature)*
Mark Lenz
(Typed name)
8/8/07
DATE

Jansen Builders Inc
CONTRACTOR *(Firm name)*

1323 Southview Blvd, Suite 203, South St.
Paul, Mn. 55075
ADDRESS

BY *(Signature)*
David Hegg
(Typed name)
8.9.07
DATE

City of Bayport
OWNER *(Firm name)*

294 North 3rd Street, Bayport, Minnesota
55003
ADDRESS

BY *(Signature)*
Mike McGuire
(Typed name)

DATE



August 28, 2007

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

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

Dear Mike:

Please also find enclosed three original copies of Final Application for Payment No. 9, IC-134 Form, and Consent of Surety from Magney Construction. Magney Construction has fulfilled the contract requirements. We reviewed the application for payment and recommend a final payment in the amount of \$31,247.45 to Magney Construction, Inc.. The final application includes Change Order No. 2; therefore, Change Order No. 2 should be approved before approving Final Application for Payment No. 9.

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

Sincerely,

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

Greg P. Johnson, PE
Project Manager

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

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

Date: September 4, 2007
To: City Council
From: Mike McGuire, City Administrator
Subject: Authorization regarding Finance Officer position

BACKGROUND

As a result of performance related issues, Gloria Sell's employment with the City of Bayport was terminated on Thursday, August 30, 2007. The city attorney and I met with Gloria and informed her that if she so chooses, she can appeal the decision to the City Council at the September 10, 2007 City Council meeting by requesting to be placed on the agenda no later than Tuesday, September 4, 2007. However, as of the date of this letter, Gloria has not notified me that she will be appealing the decision. As such, authorization to fill the position, as well as authorization to issue a final check for payroll and a check for vacation, compensatory time, and mileage reimbursement will be placed on the consent agenda for consideration. It should be noted that although the city's personnel policy is not clear on whether or not employees are eligible to receive compensation for compensatory time upon separation of employment, the city has paid up to 40 hours to the last two individuals that resigned from employment with the city. Therefore, it may be appropriate to follow this same procedure.

As you know, we have had difficulty finding an individual that can fulfill all of the duties and responsibilities of the Finance Officer's position. As a result, I have decided to consider lowering the pay grade and modifying the job description to better define and focus on the bookkeeping functions of the position. However, this may involve contracting out the more advanced duties of the position, i.e. audit preparation. Once a draft of the new job description is complete, I will circulate it for your review and comment.

RECOMMENDATION

I recommend the City Council formally adopt a motion to discontinue the employment of Gloria Sell, and authorize city staff to post and hire for the position. I also recommend authorization to issue a final check for payroll, vacation accrued, up to 40 hours of compensatory time, and mileage reimbursement.



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

Date: August 29, 2007
To: Mayor and City Council
From: Mike McGuire, City Administrator
Subject: Public Improvement and Assessment Hearing for the 2007 City Sidewalk and Curb Rehabilitation Project

BACKGROUND

At its meeting on August 6, 2007, the City Council set September 10, 2007 as the date for the Public Improvement and Assessment Hearing for the 2007 City Sidewalk and Curb Rehabilitation Project. They also directed staff to obtain quotes for the proposed improvements, since the estimated construction costs were less than \$50,000.00. Staff was pleased to see that the quotes were considerably less than anticipated. As such, the final assessments are less than the preliminary estimate. The assessment rolls were revised based upon this low quote amount and a copy of the new assessment amounts were then mailed to all affected property owners.

At the September 10, 2007 meeting, the City Council is asked to receive comments on the project from the public, and based on the comments heard, consider the proposed improvements. If the City Council decides to proceed with the improvements, a motion to adopt the assessment roll would be in order. Later in the meeting, the City Council will consider awarding the project.

RECOMMENDATION

Staff recommends that the City Council adopt a motion adopting the assessment roll for the 2007 City Sidewalk and Curb Rehabilitation Project.

ESTIMATED COSTS 8.6.07

PROPERTY ADDRESS	PIN NO.	NAME	Lot	Block	SIDEWALK DIMENSIONS		AREA Sq. Ft.	Sidewalk Replacement	B618 Curb Replacement	B6-24 Curb Replacement	EST. PROJECT COST	PROPERTY OWNERS COST 50%	CITY COSTS	COMMENTS
					Width (ft.)	Length (ft.)								
1 310 4th Street South	1102920320009	Brent Clamm	Pl. 23 & 24	85	4	64	256	\$6.60	\$31.00	\$35.00	\$1,689.60	\$844.80	\$844.80	
2 332 4th Street South	1102920320007	Mark Wilmes	21	85	4	24	96	\$633.60			\$633.60	\$316.80	\$316.80	
3 340 4th Street South	1102920320006	Mary Hanf	N 1/2 20	85	4	25	100	\$660.00			\$660.00	\$330.00	\$330.00	
4 348 4th Street South	1102920320005	Sue Kaske	19 & S 1/2 20	85	4	75	300	\$1,980.00			\$1,980.00	\$990.00	\$990.00	
5 364 4th Street South	1102920320003	Robert Olson	18 & N 1/2 17	85	4	75	300	\$1,980.00			\$1,980.00	\$990.00	\$990.00	
6 380 4th Street South	1102920320002	Corey Mohan	15 & S 1/2 17	85	4	75	300	\$1,980.00			\$1,980.00	\$990.00	\$990.00	
7 394 4th Street South	1102920320001	Torry Kraftson	15 & N 43' 14"	85	4	93	372	\$2,455.20			\$2,455.20	\$1,227.60	\$1,227.60	
8 Portion of 4th Avenue North	2029203300045	Andersen Corporation	13, S 7' 11" and 10' Vac 3rd Ave	95	4	87	268	\$1,768.80	\$1,674.00		\$3,442.80	\$2,556.40	\$884.40	54 ft. B6-18 curb Owner Cost
9 Portion of 4th Avenue North	2029203300045	Andersen Corporation			5	188	790	\$5,214.00			\$5,214.00	\$2,607.00	\$2,607.00	East of 100 4th Ave. N.
10 Portion of 5th Avenue North	2029203300045	Andersen Corporation			5	19.5	97.5	\$643.50			\$643.50	\$321.75	\$321.75	East side of railroad tracks; add at 2 locations sidewalk to curb
11 385 1st Avenue North	1102920320042	Doug Beedle	1, 2, & 3 exc S. 12'	61	4	75	300	\$1,980.00			\$1,980.00	\$990.00	\$990.00	At railroad tracks
12 185 State Street North	1102920320033	William Schaefer	1 & 2	80	4	62	248	\$1,636.80			\$1,636.80	\$818.40	\$818.40	
13 174 3rd Street North	1102922300039	Holiday Station #375 - c/o Holiday Stationstores, 4567 American Blvd. W. Bloomington, MN 55437			4	100.5	482	\$3,181.20			\$3,181.20	\$1,590.60	\$1,590.60	SW - 11.5 ft. + 109 ft.
14 310 4th Street South		City of Bayport			4	12	48	\$316.80	\$682.00	\$455.00	\$771.80	\$771.80	\$771.80	13 ft. B6-24 curb and handicap ramp
15 394 4th Street South		City of Bayport							\$682.00		\$682.00	\$682.00	\$682.00	22 ft. B6-18 curb & handicap ramp
16 SE corner 4th Street So. & 2nd Avenue So.		City of Bayport							\$980.00	\$980.00	\$980.00	\$980.00	\$980.00	28 ft. B6-24 curb
17 385 1st Avenue North		City of Bayport			4	23.5	94	\$620.40		\$1,400.00	\$2,020.40	\$2,020.40	\$2,020.40	40 ft. B6-24 curb & 2 handicap ramps
18 185 State Street North		City of Bayport							\$294.50		\$294.50	\$294.50	\$294.50	9.5 ft. B6-18 curb and handicap ramp
Total Project - ESTIMATED											\$33,934.80	\$15,430.05	\$18,504.75	

Estimated Pricing:
 5 inch thick sidewalk = \$6.60 per square foot, including 20% associated costs
 B6-18 = \$31.00 per lineal foot, including 20% associated costs
 B6-24 = \$35.00 per lineal foot, including 20% associated costs

RESOLUTION NO. 07-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, HELD SEPTEMBER 10, 2007

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10th day of September, 2007 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2007 CITY SIDEWALK AND CURB REHABILITATION PROJECT

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for the 2007 City Sidewalk and Curb Rehabilitation Project, and has amended such proposed assessment as it deems just;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Bayport, Minnesota, as follows:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement.
2. Such assessments shall be as follows:
 - a. The assessments shall be payable in equal annual installments including principal and interest extending over a period of 10 years, with interest at the rate of 6.5 percent (6.5%) per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2007, collectible with such taxes during the year 2008. Interest shall accrue from and after October 10, 2007.
 - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the City Treasurer, and thereafter at any time prior to November 15 of any year pay to the County Auditor, the whole of the principal amount of the assessment on such property provided that no such prepayment shall be accepted without payment of all installments due to and including December 31 of the year of prepayment, and the original principal amount reduced only by the amounts of principal included in such installments computed on an annual amortization basis.

3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

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

Jon Nowazcek –
Connie Carlson –
Dan Johnson –

Torry Kraftson –
Sharon Ridgway –

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 10th day of September, 2007.

ATTEST:

Mike McGuire, City Administrator

Jon Nowazcek, Mayor

2007 SIDEWALK PROJECT

PROPERTY ADDRESS	PIN NO.	NAME	SIDEWALK DIMENSIONS (in ft.)		AREA Sq. Ft.	Sidewalk Replacement	B618 Curb Replacement	B6-24 Curb Replacement	Handicap Ramps	TOTAL PROJECT COST	PROPERTY OWNERS COST 50%	CITY COSTS
			Width	Length								
310 4th Street South	1102920320009	Brent Glamm	4	64	256	\$5.40	\$21.60	\$28.80	\$420.00	\$1,382.40	\$691.20	\$691.20
332 4th Street South	1102920320007	Mark Wilmes	4	49	196	\$1,058.40				\$1,058.40	\$529.20	\$529.20
340 4th Street South	1102920320006	Mary Hanf	4	75	300	\$1,620.00				\$1,620.00	\$810.00	\$810.00
348 4th Street South	1102920320005	Sue Kaske	4	75	300	\$1,620.00				\$1,620.00	\$810.00	\$810.00
364 4th Street South	1102920320004	Robert Olson	4	75	300	\$1,620.00				\$1,620.00	\$810.00	\$810.00
380 4th Street South	1102920320003	Corey Mohan	4	93	372	\$2,008.80				\$2,008.80	\$1,004.40	\$1,004.40
394 4th Street South	1102920320002	Torry Krallison	4	67	268	\$1,447.20				\$1,447.20	\$723.60	\$723.60
Portion of 4th Avenue North	2029203300045	Andersen Corporation	5	158	790	\$4,266.00	\$1,166.40			\$1,166.40	\$1,166.40	\$0.00
Portion of 4th Avenue North	2029203300045	Andersen Corporation	5	19.5	97.5	\$526.50				\$526.50	\$263.25	\$263.25
Portion of 5th Avenue North	2029203300045	Andersen Corporation	7	37	259	\$1,398.60				\$1,398.60	\$699.30	\$699.30
385 1st Avenue North	1102920230042	Doug Beedle	4	75	300	\$1,620.00				\$1,620.00	\$810.00	\$810.00
185 State Street North	1102920230033	William Schaefer	4	62	248	\$1,339.20				\$1,339.20	\$669.60	\$669.60
	1102922300039	Holiday Station #375 - c/o American Blvd West				\$2,354.40				\$2,354.40	\$1,177.20	\$1,177.20
174 3rd Street North		Bloomington, MN 55437	4	109	436							
174 3rd Street North		Holiday Station #375	4	11.5	46	\$248.40				\$248.40	\$124.20	\$124.20
310 4th Street South		City of Bayport	4	12	48	\$259.20		\$374.40	\$420	\$1,053.60	\$475.20	\$1,053.60
394 4th Street South		City of Bayport					\$475.20			\$475.20	\$237.60	\$237.60
SE corner 4th Street		City of Bayport						\$806.40		\$1,226.40	\$613.20	\$613.20
So. & 2nd Avenue So.		City of Bayport	4	13.5	54	\$291.60		\$1,152.00	\$160	\$1,311.70	\$655.85	\$655.85
385 1st Avenue North		City of Bayport					\$205.20		\$840	\$1,131.60	\$565.80	\$565.80
185 State Street North		City of Bayport							\$420	\$625.20	\$312.60	\$312.60
							Total Project			\$29,500.00	\$12,421.35	\$17,078.65

Estimated Pricing:
 5 inch thick sidewalk = \$5.40 per square foot, including 20% associated costs
 B6-18 = \$21.60 per linear foot, including 20% associated costs
 B6-24 = \$28.80 per linear foot, including 20% associated costs
 Handicap pedestrian ramps = \$420, including 20% associated costs

Low bid
 + 20% night
 Project costs

\$24,583
 \$4,917
 \$29,500



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

Date: August 23, 2007
To: Mayor and City Council
Mike McGuire, City Administrator
From: Mel Horak, Public Works Supervisor
Subject: **2007 Sidewalk and Curb Rehabilitation Project**

BACKGROUND

The Bayport Public Works Department solicited quotes for services to complete Bayport's sidewalk and curbing repair and/or replacement project for 2007. Quotes were solicited from four different contractors. Three quotes were received and opened at 10:00 a.m. on August 20, 2007, and the results are as follows:

- Bailey Construction, Stillwater, Minnesota..... \$24,583.00
- Curb Masters, Inc., Stillwater, Minnesota..... \$26,393.00
- Willow River Construction, Hudson, Wisconsin..... \$28,506.70

RECOMMENDATION

The apparent low quoter is Bailey Construction of Stillwater, Minnesota. Bailey Construction has completed this type of project for the city in past years with acceptable results. Staff recommends the City Council adopt a motion to accept Bailey Construction's quote of \$24,583.00 for the completion of Bayport's 2007 Sidewalk and Curb Rehabilitation Project. Please be advised that the final contract amount may be slightly higher or lower, and will be based on the actual volume of concrete replaced.



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

Date: August 28, 2007

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Update on Cemetery Advisory Commission Recommendations

Staff is requesting the City Council discuss the following three cemetery improvement projects recommended for implementation by the Cemetery Advisory Commission:

1. Creation of Cremains Only Area: The advisory group recommended the creation of a cremains only burial area, with the cremains grave being significantly smaller (30 inches x 30 inches) than the full burial gravesites (40 inches x 120 inches). The intent of this area was to make more efficient use of the limited cemetery space and provide a more economical burial option.

Quotes for professional services relative to replatting Block 18 were solicited from four different companies, as follows:

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

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

Recommendation

Staff recommends awarding the replatting project, including the verbal option, to Landmark Surveying, Scandia, Minnesota for the quoted amount of \$2,675.00. Funding for this project would come from the Contingency Reserve Fund #101, Department 44100, which currently has a fund balance of \$150,000.00.

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

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

Quotes were solicited for completing the soil correction project and the results are as follows:

- Bell's Trucking, Inc., Stillwater, MN..... \$ 7,800.00
- Miller Excavating, Inc., Stillwater, MN..... \$10,246.00

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

Recommendation

Staff recommends awarding the soil correction project to Bell's Trucking, Stillwater, Minnesota, for the quoted amount of \$7,800.00. Funding for this project would come from the Contingency Reserve Fund #101, Department 44100, which currently has a fund balance of \$150,000.00.

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

The current replacement schedule is 2009 to 2012, according to the pending CIP. The City Council should be advised that fence sections fell down last year. Due to its deteriorated condition, in all likelihood, the fence will not last much longer and should be replaced as soon as possible.

Recommendation

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

UTILITY SHED

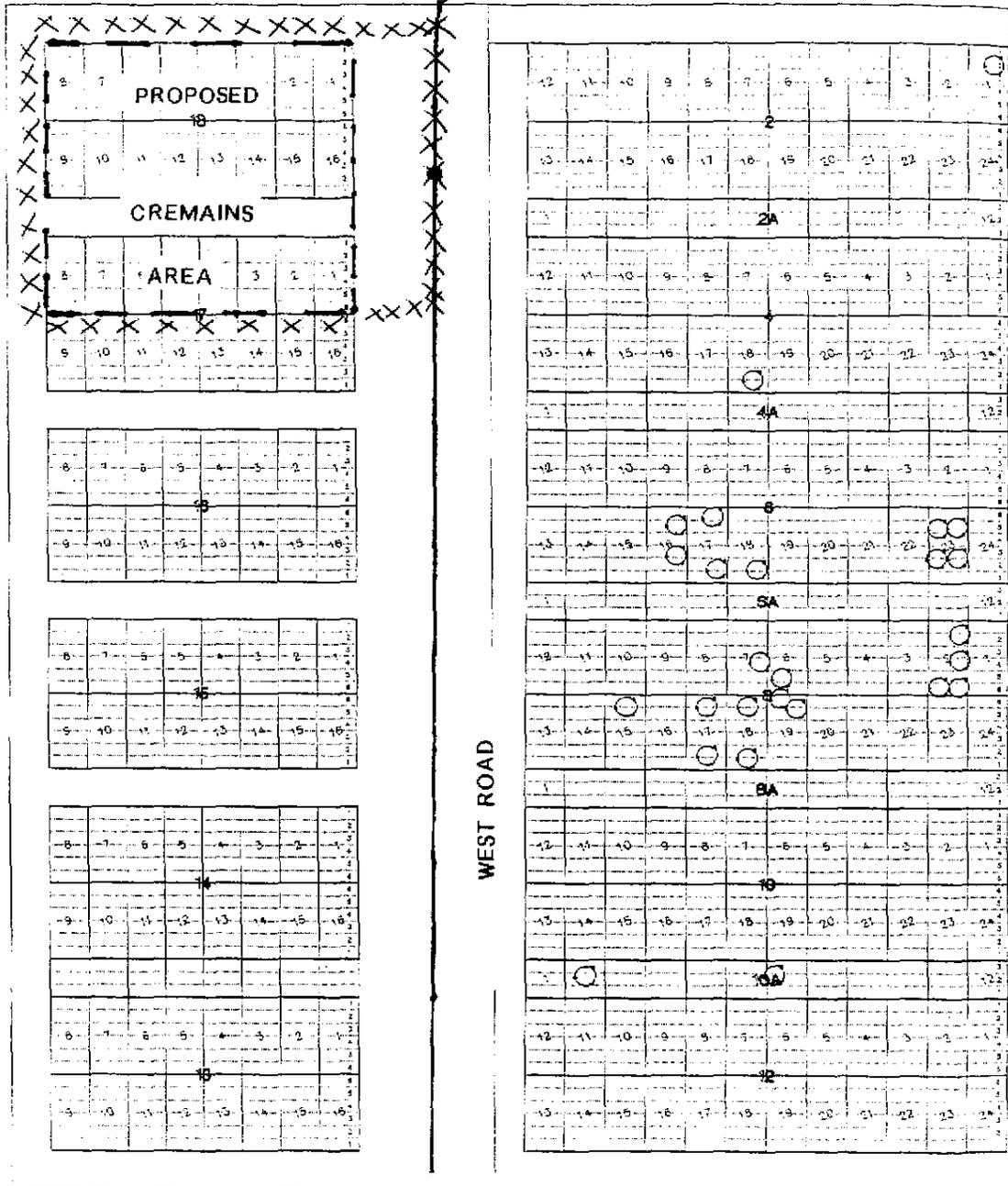
NORTH ↑

6TH AVENUE NORTH

CEREMONY STANT

PROPOSED CREMAINS AREA - - - - -

SOIL CORRECTION AREA XXXXX



ECKBERG LAMMERS
MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Nicholas J. Vivian, City Attorney

DATE: August 28, 2007

RE: Charitable Gaming Ordinance Amendment

I have been asked to prepare an amendment to the City's Charitable Gaming Ordinance to provide for an exempt permit excluding organizations that conduct one event per year from the requirement that ten percent of the net profits be contributed to the City and seventy percent of the net proceeds be spent to directly benefit the citizens of the City.

Attached, you will find an Ordinance amending the City's Charitable Gaming Ordinance. The new ordinance creates definitions for exempt organizations and exempt permits. Organizations qualifying for exempt status pursuant to the definition will still be required to obtain an exempt permit from the City – subject to the approval of the City Council. After the exempt permit has been obtained, the exempt organization no longer is required to comply with the terms of Section 10-33 which requires the contribution to the City and the local expenditure of funds.

If you have any questions regarding the amendment as presented, please feel free to give me a call.

**CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTIONS 10-26 AND 10-33 OF THE CITY
OF BAYPORT'S CODE OF ORDINANCES CREATING EXEMPT
PERMITS FOR LOCAL CHARITABLE GAMING**

The City Council of the City of Bayport, Washington County, Minnesota does hereby ordain as follows:

Section 1. Amendment of Section 10-26.

Section 10-26 of the City of Bayport's Code of Ordinances shall be amended to include the following definitions:

Exempt Organization. Exempt organization means any fraternal, religious, veterans, or other nonprofit organization conducting not more than one lawful charitable gaming event each calendar year. Each charitable gaming event shall be limited to five or less consecutive days in duration.

Exempt Permit. Exempt permit means that permit which is required to be obtained by every exempt organization seeking to conduct local charitable gaming within the corporate limits of the City.

Section 2. Amendment of Section 10-33.

Section 10-33 of the City of Bayport's Code of Ordinances shall be amended to provide as follows:

Sec. 10-33. Use of proceeds of charitable gambling.

(a) The organization licensed to conduct lawful gambling in the city shall contribute ten percent of the net profits it derives from the lawful gambling activity in the city to a fund regulated by the city for disbursement of such contributions for lawful purposes as defined by M.S.A. § 349.12, subd. 25. In addition, the organization licensed to conduct lawful gambling in the city shall expend a minimum of 70 percent of the net proceeds it derives from the lawful gambling activity conducting in the city for lawful purposes as defined by M.S.A. § 349.12, subd. 25, that will directly benefit the citizens living in Bayport and/or the local trade area. Such expenditures must occur within the same or following fiscal year that such proceeds are received by the organization conducting the lawful gambling in the city. For purposes of this section.

net proceeds shall be computed as follows: gross receipts from lawful gambling activity conducted in the city less reasonable sums necessarily and actually expended to conduct lawful gambling activities in the city for the following items:

- (1) Prizes;
- (2) Gambling supplies and equipment, which shall be defined as those expenses authorized by the charitable gambling board in adopted rules (see Minnesota Rules Chapter 7861);
- (3) Rent;
- (4) Utilities used during gambling occasions;
- (5) Compensation paid to members for conducting lawful gambling activities;
- (6) State and/or federal taxes; and
- (7) Maintenance of devices used in lawful gambling.

(b) The requirements of Sec. 10-33(a) shall not apply to exempt organizations having first obtained an exempt permit from the city.

(Ord. No. 695, § 695.01, 6-6-94; Ord. No. 779, § 2, 5-1-06; Ord. No. _____)

Section 2. 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 _____, 2007.

Jonathan Nowaczek

ATTEST:

Michael McGuire, City Administrator



CITY OF BAYPORT 2008

PROPOSED BUDGET PRESENTATION

City of Bayport Principal City Officials September 2007

CITY COUNCIL

Jonathan A Nowaczek
Term Expires 12-31-10

Torry Kraftson
Term Expires 12-31-10

Dan Johnson
Term Expires 12-31-10

Connie Carlson
Term Expires 12-31-08

Sharon Ann Ridgway
Term Expires 12-31-08

CITY MANAGERIAL STAFF

Employee	Position	Date Appointed
Mike McGuire	City Administrator	June 23, 2003/May 1, 2005
Sara Taylor	Assistant City Admin/Planner	January 1, 2007
Laura Eastman	Police Chief	July 2, 2007
Milan T. Horak	Director of Public Works	September 13, 1999
Kathleen MacDonald	Library Director	July 1, 1999
Mike Bell	Fire Chief	August 6, 2007
John Buckley	Building Inspector	January 1, 2006
Gloria Sell	Finance Officer	May 10, 2006

BUDGET GOALS

- 1. Match General Fund levy increase to anticipated cost increases. Fund Library needs from levy rather than depleting Fund reserve.**
- 2. Maintain current level of service.**
- 3. Maintain funding for the Public Works Replacement Fund and the Fire Equipment Fund.**
- 4. Provide for future needs of the Police Department and the Cemetery through new special revenue funds.**

BUDGET PROCESS

At June month end, prepare year-to-date revenue and expenditure reports for department heads.

Receive budget requests from staff.

Review budgets by City Administrator.

Meet with department heads to discuss budget requests.

Host budget workshop with City Council.

Present Proposed Budget to City Council at September Council Meeting.

CONDITIONS THAT INFLUENCED 2008 BUDGET

Library's revenue needs

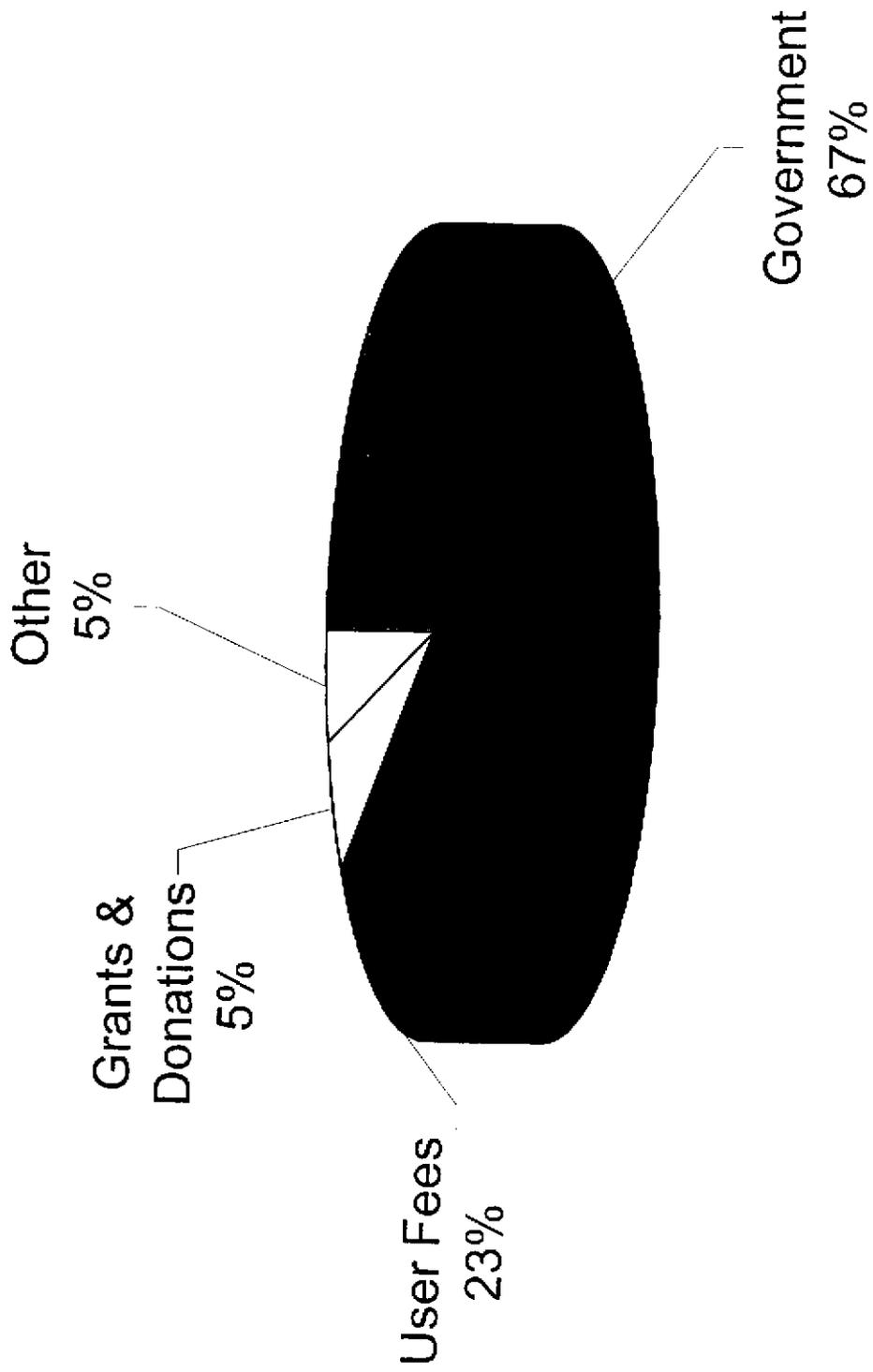
Rising costs for petroleum based products

Labor agreements that set personnel costs

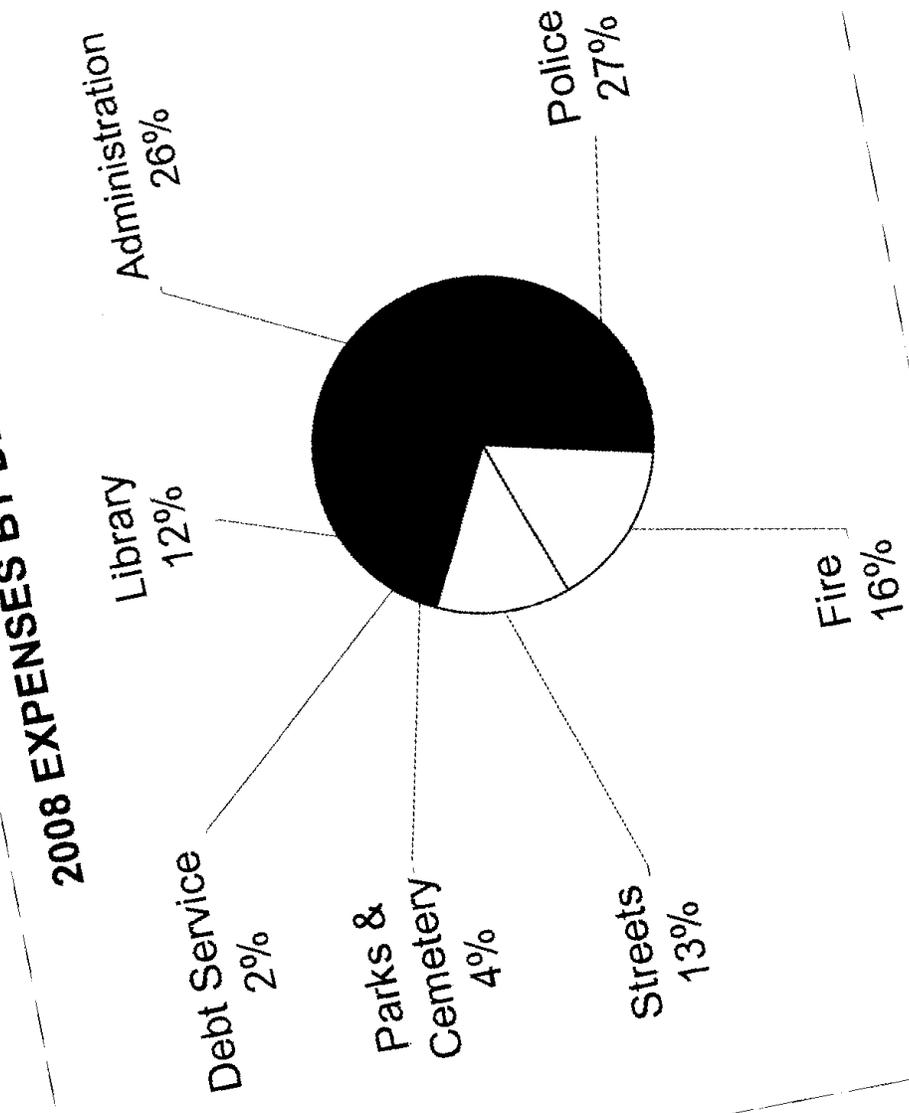
Rising insurance costs

Need to replace expensive equipment as required

2008 Revenue by Source



2008 EXPENSES BY DEPARTMENT



CITY OF BAYPORT LEVY PROPOSED FOR 2008

2007 Levy **\$ 930,391**

General Fund \$804,759

Library \$125,632

2008 Proposed Levy **\$ 985,470**

General Fund \$835,340

Library \$150,130

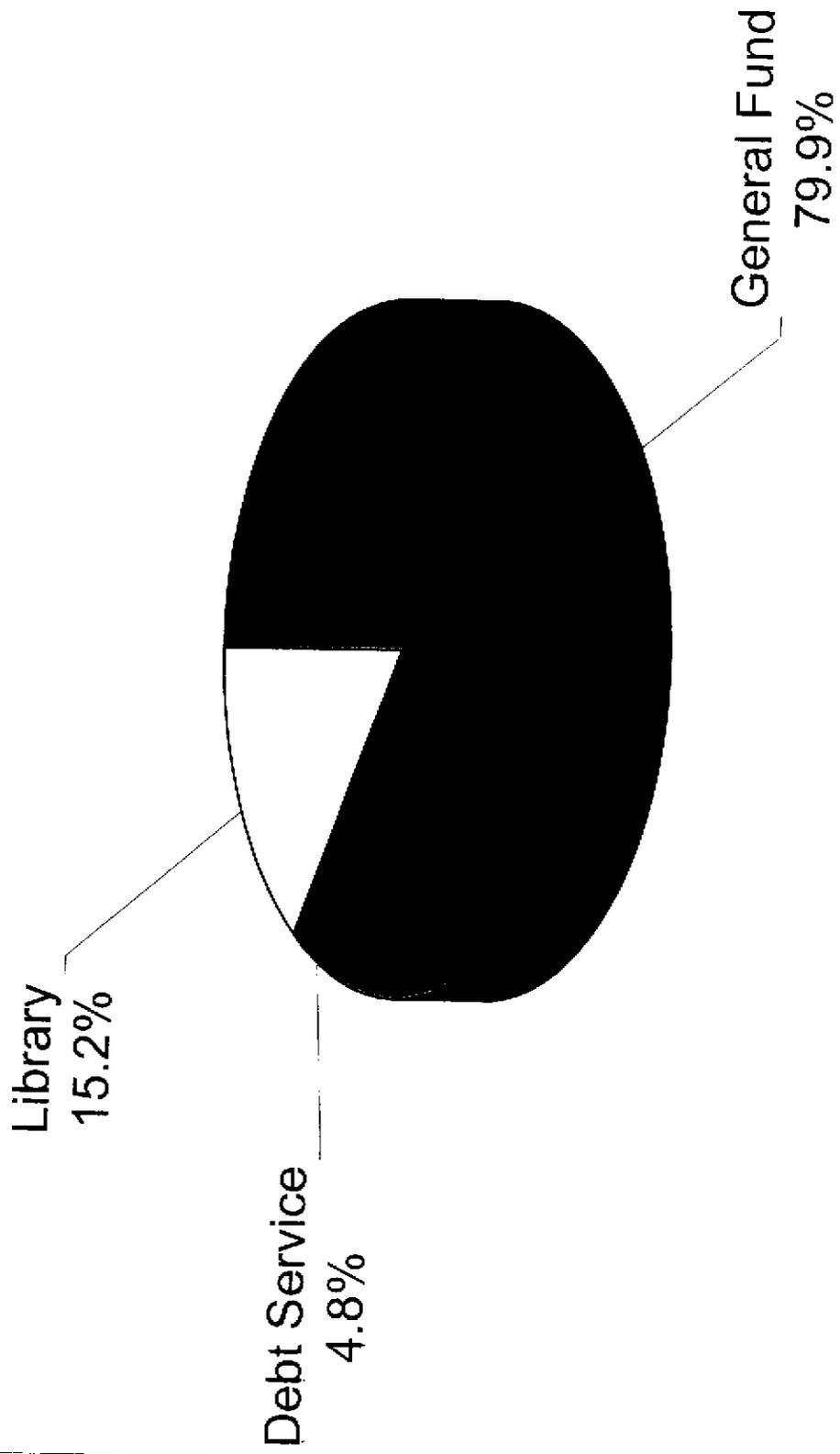
Increase/Decrease **+ 5.9%**

General Fund 3.8%

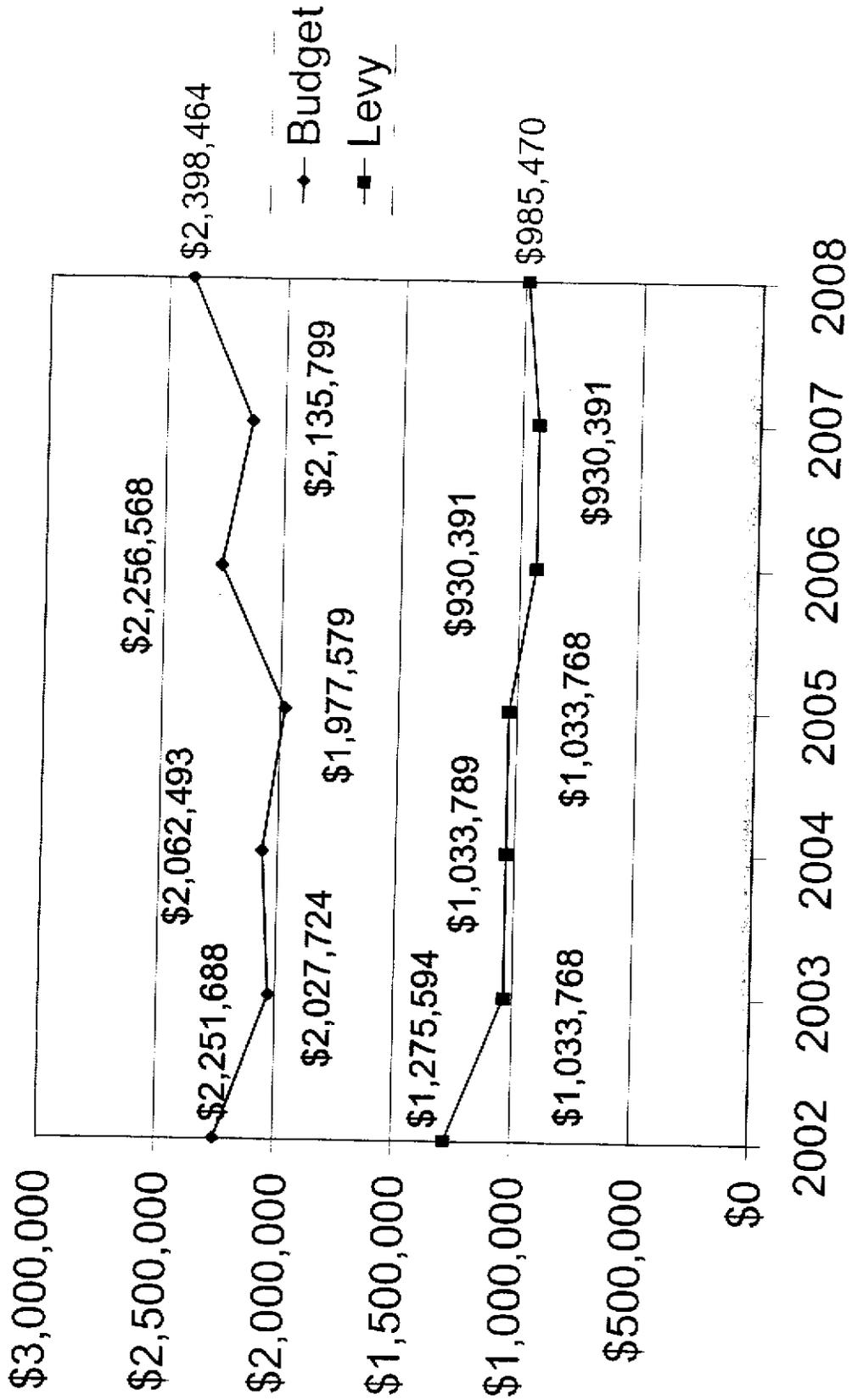
Library 19.5%

Impact on Taxes **\$55,079**
for the whole city

2008 PRELIMINARY TAX LEVY



Budget and Levy Trends 2002-2008

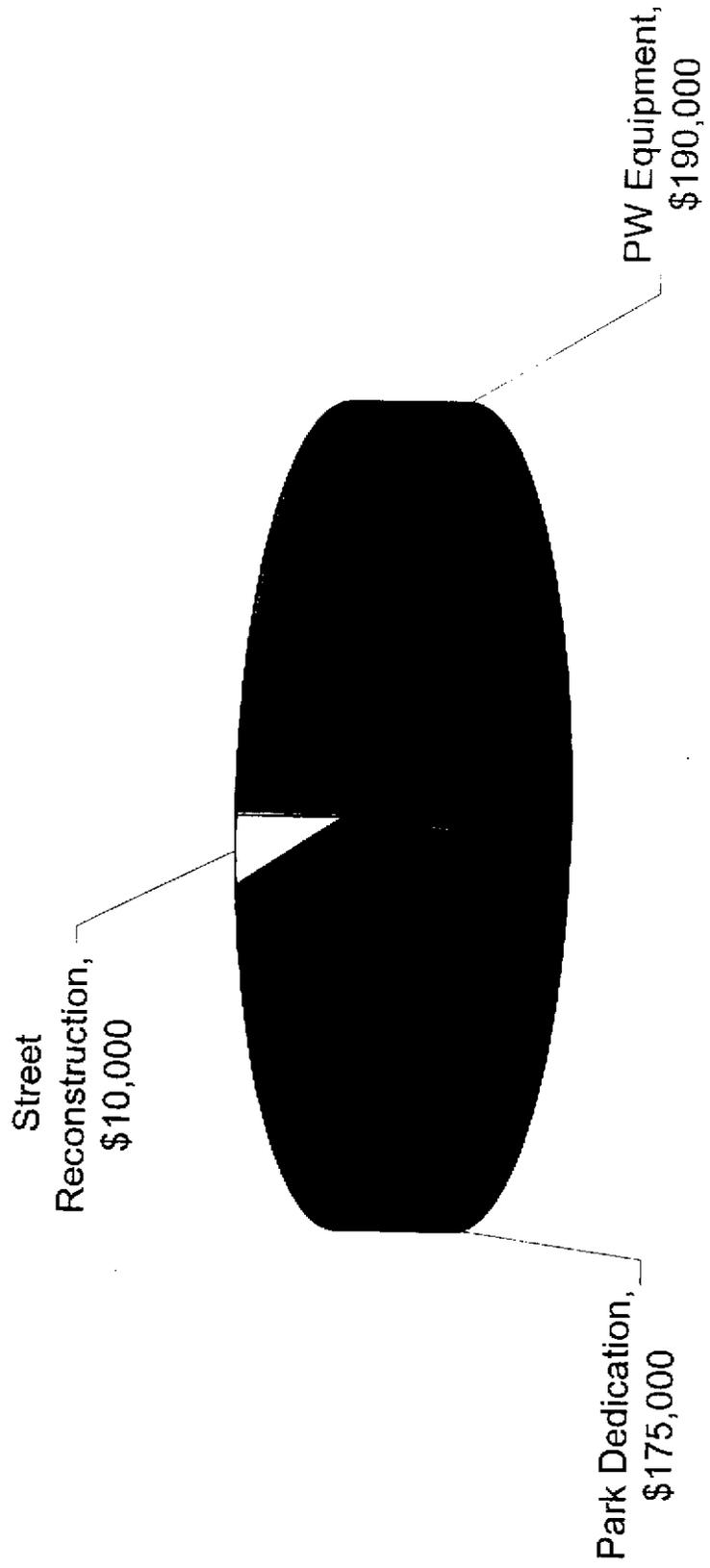


SUMMARY

Accomplishments of 2008 Budget

- a. Keeps dollar impact of levy increase at a reasonable level**
- b. Maintains current level of services**
- c. Plans for the future by saving for future needs**

2008 C-I-P



CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

2008

FUND	203 Public Works Equipment Fund	206 Water/Sewer Improvement Fund	102 Street Reconstruction Fund	New Cemetery Capital Improvement Fund	207 Park Dedication Fund	200 Fire Equipment Fund	New Police Equipment Fund	New Office Automation	New Municipal Bldgs Maint Fund
Curbs & Sidewalks Rehab			\$15,000						
Hwy 95 Crossing Feasibility Study			\$10,000						
Salt/Sand Storage Shed	\$60,000								
Replace 1990 1 Ton Dump Truck	\$60,000								
Lakeside Park - Phase 1B					\$150,000				
Barker's Alps - master plan					\$10,000				
Resurface Tennis Courts					\$15,000				
Purchase Power Vee snow plow for loader	\$20,000								
Multifunction utility vehicle	\$50,000								
2008 Total	\$190,000	\$0	\$25,000	\$0	\$175,000	\$0	\$0	\$0	\$0

CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

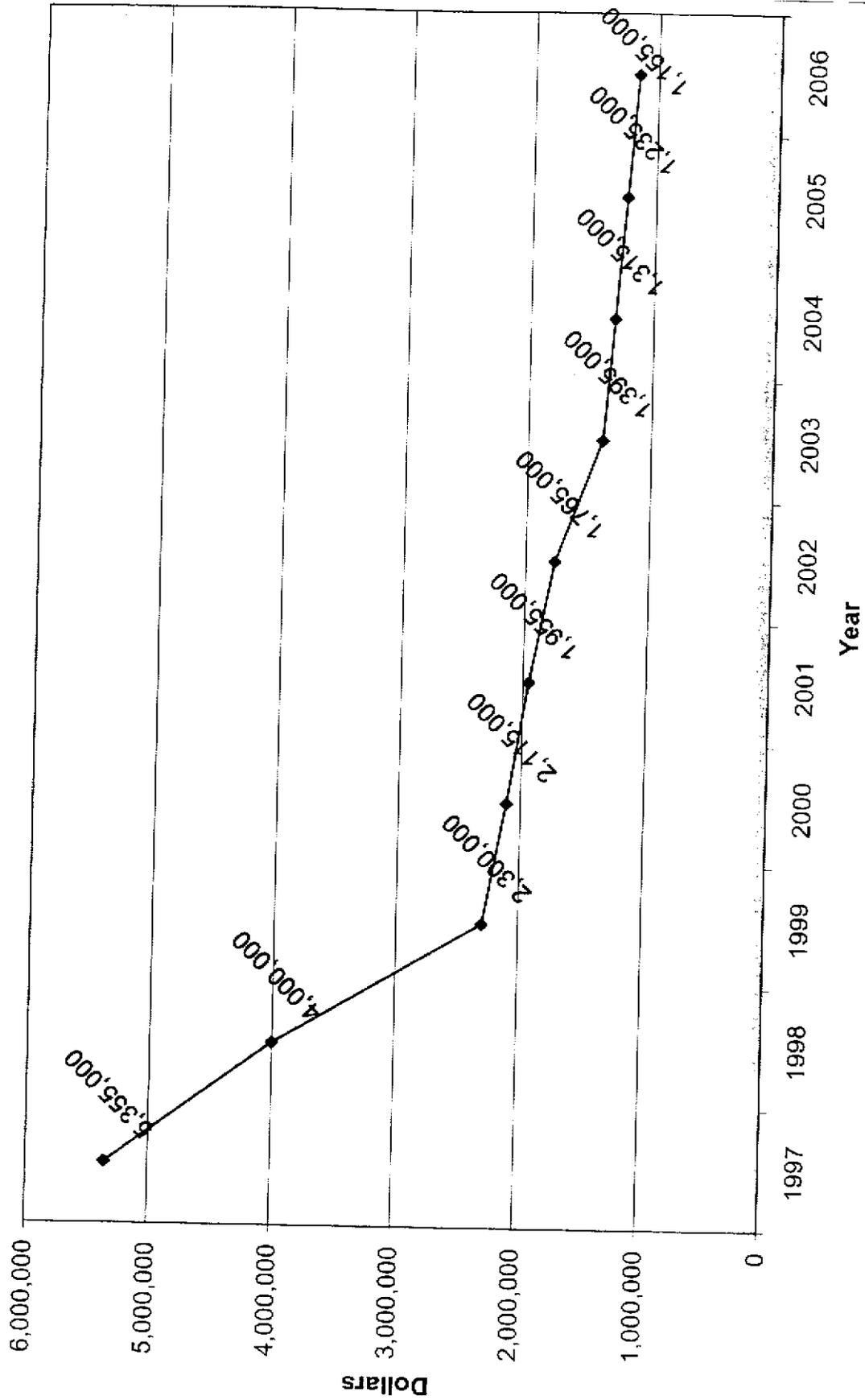
2009-2012

FUND	203 Public Works Equipment Fund	206 Water/ Sewer Improve- ment Fund	102 Street Recon- struction Fund	New Cemetery Capital Improve- ment Fund	207 Park Dedication Fund	200 Fire Equipment Fund	New Police Equipment Fund	New Office Automation	New Municipal Bldgs Maint Fund
New fire hall									
Replace Pierce Dash Cab						\$2,000,000			
Replace 2 patrol vehicles						\$500,000			
GIS parcel info system			\$20,000				\$60,000		
Radio meter reading system		\$70,000							
Acquire property for storm water treatment ponds			\$50,000						
Purchase compact pickup	\$25,000								
Replace 1967 IHC tank truck	\$25,000								
Replace 1995 Ford 4 x 4 truck and add snow plow	\$50,000								
Pavement Mgmt Program			\$15,000						
Replace cemetery fence				\$20,000					
Pave cemetery road				\$40,000					
Perro Park - master plan and improvements					\$110,000				
Barker's Alps Improvements					\$400,000				
No 6th St water main & street construction			\$675,000						
2009-2012 TOTAL	\$100,000	\$70,000	\$760,000	\$60,000	\$510,000	\$2,500,000	\$60,000	\$0	\$0

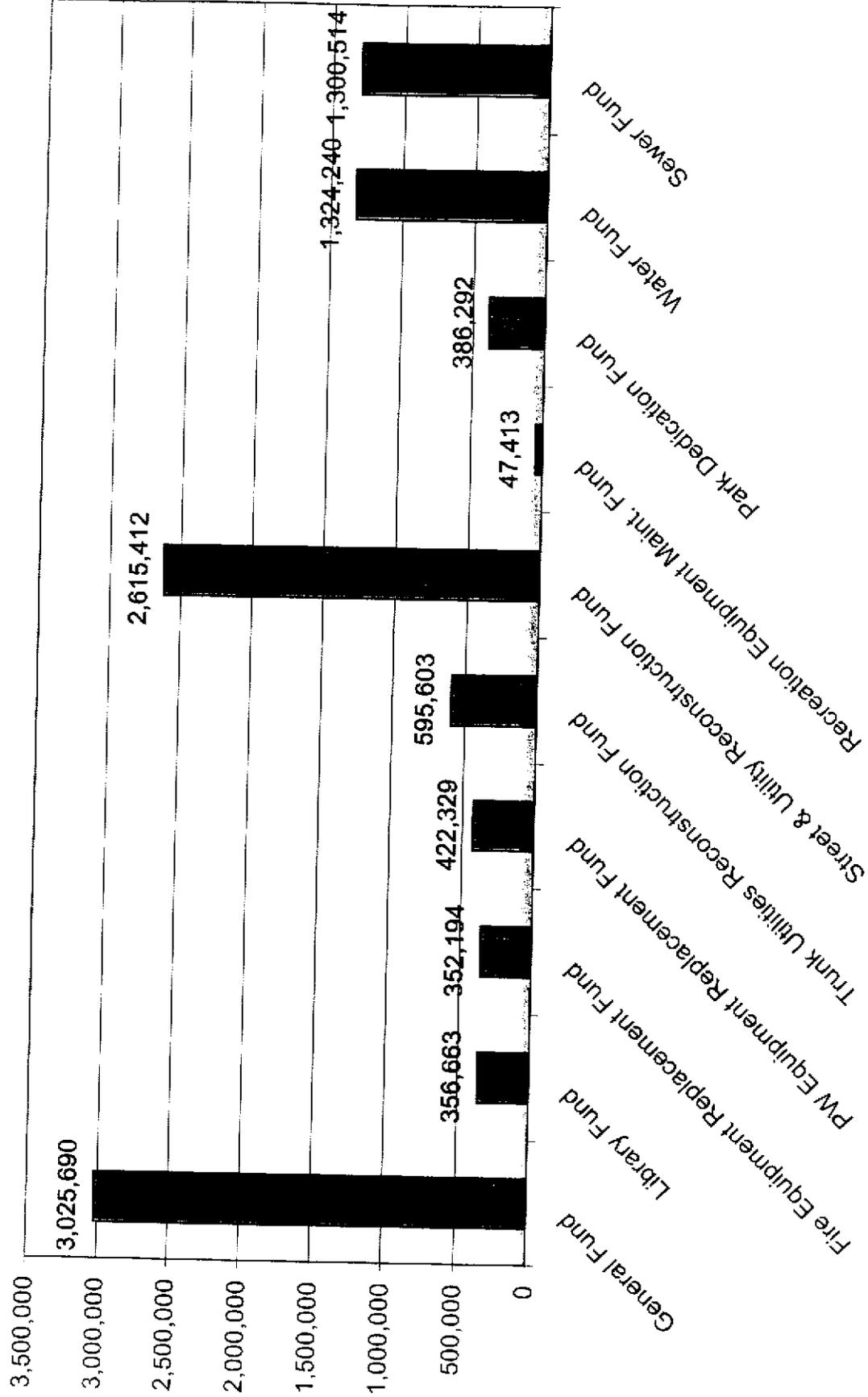
**CITY OF BAYPORT
2008 Debt**

	Amount
Tax Increment Debt	
\$1,535,000 TIF Refunding Bond 2001	
Debt Balance 12/31/06	\$1,155,000
Principal payment due in 2008	\$80,000
Debt Balance 12/31/07	\$1,075,000
2008 Levy Allocation for Debt Service	
General Fund Levy	\$47,605

BOND DEBT BALANCE: 1997-2006



Major Fund Balances 12/31/2006



CITY OF BAYPORT BUDGETED FUNDS

General Fund

Mayor and Council

Administration

Elections

Planning and Zoning

Municipal Buildings

Recycling

Police Department

Fire Department

Parks

Streets and Street Lighting

Cemetery

Debt Service

Library Fund

**CITY OF BAYPORT
SPECIAL REVENUE
FUNDS**

**Street Reconstruction
Public Works Equipment Replacement
Trunk Utilities
Cemetery Capital Improvement
Park Improvement Fund
Recreation Capital Equipment
Maintenance
Fire Equipment Replacement
Police Equipment Replacement
Drug Forfeiture
Tax Stabilization
Restricted Investment Fund**

CITY OF BAYPORT ENTERPRISE FUNDS

WATER & SEWER

<u>Budgeted</u>	Water	Sewer
2007 Revenue	299,600	561,117
2007 Expense	<u>250,044</u>	<u>610,673</u>
Profit/(Loss)	49,556	(49,556)

<u>Projected</u>	Water	Sewer
2008 Revenue	332,920	634,588
2008 Expense	<u>324,278</u>	<u>643,230</u>
Profit/(Loss)	8,642	(8,642)

MEMORANDUM

DATE: August 24, 2007

TO: City Council (September 10th meeting)
Mike McGuire, City Administrator

FROM: Sara Taylor, Assistant City Administrator/Planner

SUBJECT: Consider a request to rezone 386 Maine Street South from I-Industrial to R2-Single-family Urban to allow construction of a new single-family home

A. *BACKGROUND*

The property is located at 386 Maine Street South and is legally described as Lot 15 and the Northerly ½ of Lot 14, Block 89, Bayport, Washington County, Minnesota. Its dimensions are approximately 140' on the north and south lot lines, and 75' along the east and west lot lines, with a total lot area of approximately 10,500 square feet. The subject property is zoned I-Industrial and is surrounded by a mixture of land uses, including an industrial facility owned and operated by the Andersen Corporation on the north side, single-family residential homes on the west and south sides, and railroad right-of-way/vacant land on the east side. The property is currently vacant, with the exception of a 2-car garage that remains from the previous homestead.

The applicant and property owner, Andersen Corporation, has submitted an application requesting that the property be rezoned from I-Industrial to R2-Single-family Urban, to allow construction of a new single-family home. In 1994, Andersen Corporation purchased the property, which included a legally non-conforming single-family home and 2-car garage. However, in 2000, the home was demolished, due to its state of disrepair.

Andersen Corporation, in conjunction with Twin Cities Habitat for Humanity, would like to reconstruct a single-family home on the property, in celebration of Andersen's 100 years in the building industry. However, since the property is zoned industrial, the property would need to be rezoned to residential to allow construction of a single-family home, as this is not allowed in the I-Industrial zoning district. If rezoned, Andersen Corporation intends to renovate the existing garage on the property to complement the proposed home. As part of the application, the proposed site plan will also need review and approval.

The Planning Commission held the required public hearing on August 20, 2007. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on August 7, 2007.

The following informational items are attached:

- zoning and land use map of the area surrounding the subject property
- photos of the subject property with existing garage
- survey of the subject property with existing garage and proposed house

- narrative by the property owner
- proposed exterior illustration and interior floor plan of the new house
- proposed landscaping plan
- proposed roadway and utility easement description

B. STAFF COMMENTS

1. Rezoning

As stated above, the property is surrounded by a variety of land uses. However, a majority of the parcels in the immediate vicinity of the subject property include those zoned and used for residential purposes. Due to their proximity to the adjacent industrial facility, staff assumes the subject property and parcel just south were zoned industrial, to accommodate potential future expansion of the facility, even though both parcels contained single-family homes. Regardless, because of the current zoning, the applicant cannot rebuild a single-family home on the property without it being rezoned for residential use.

The proposed single-story, ranch style house would be constructed slab on grade, with a total of 1,510 square feet. It would contain 4 bedrooms, 2 baths, and feature high quality and energy efficient windows, appliances, and heating system. The existing detached garage on the property would remain and be renovated as deemed necessary by the city's building official, to comply with the Minnesota State Building Code, and complement the exterior of the new house. A majority of the home would be constructed utilizing volunteer labor, under the supervision of a Habitat for Humanity construction site supervisor. All mechanical, plumbing, and electrical work would be subcontracted to licensed contractors.

Because of the mixture of surrounding land uses, past use of the property as residential, and the overall compatibility the proposed house would have with the neighborhood, staff does not anticipate that rezoning the property would have a negative impact. In addition, rezoning the property would allow construction of a new home that will be donated to an individual or family in need.

PROPOSED HOUSE	REQUIRED	EXISTING	PROPOSED (APPROX)
FRONT YARD SETBACK	20 FT	NA	20 FT
NORTH SIDE YARD SETBACK	20 FT	NA	20 FT
SOUTH SIDE YARD SETBACK	10 FT	NA	10 FT
REAR YARD SETBACK	30 FT	NA	70 FT (AVG)
LOT COVERAGE	UP TO 35%	NA	25%

2. Site plan

The proposed site plan includes the installation of new landscaping, as well as the preservation of most of the existing, mature trees on the property. A rear and front sidewalk are also proposed, to provide a walkway to the existing garage and front entrance to the home. In order to provide a buffer from the adjacent industrial facility also owned by Andersen Corporation, staff feels that additional shrubs, bushes, fencing, or a combination of these materials should be installed along the north side property line. Not only will this soften the appearance of the industrial building, but it will help delineate the transition from industrial to residential and create a more aesthetically pleasing yard area for the homeowner to enjoy.

The existing garage on the property is quite dilapidated. However, the applicant is under the assumption that the garage is structurally sound, and is proposing to renovate it to complement the new home. An inspection of the garage will need to be completed by the city's building official, in order to determine what renovations are necessary to comply with the Minnesota State Building Code. At a minimum, the type and color of the exterior siding and shingles for the garage need to be consistent with those for the new house.

It should be noted that the existing garage is legally non-conforming in that it does not meet the setback from the alley. Therefore, the driveway is also non-conforming in that it does not meet the 18 foot minimum depth for an off-street parking space, nor provide adequate parking for vehicles without encroaching into the right-of-way. To provide off-street parking that complies with city code, at least one 10 x 20 foot accessory parking space, paved with asphalt or concrete, must be installed adjacent to the existing driveway, on the north side of the garage. In addition, the area of grass between the existing driveway and alley will need to be removed and replaced with asphalt or concrete, to create appropriate access to the driveway and garage.

While completing the applicant's survey of the property, Barry Stack discovered that a portion of city right-of-way encroaches on to the property. For liability reasons, an easement will need to be granted for the encroachment. An easement description has been prepared for the encroachment of city right-of-way, and will be required as a condition of rezoning the property.

C. *SUGGESTED FINDINGS OF FACT*

1. Rezoning

The property previously contained a single-family home and many of the surrounding parcels are zoned and used for residential purposes. Therefore, rezoning the property would not have a negative impact on the neighborhood. In addition, the rezoning will allow construction of a new home that will be donated to an individual or family in need.

2. Site Plan

The style and layout of the proposed house, as well as other improvements planned for the property, will complement the surrounding land uses and have a positive impact on the neighborhood. The installation of landscaping throughout the property will soften the adjacent industrial facility and create a buffer for the new house. In addition, the blight associated with the existing garage and driveway will be eliminated.

D. *PLANNING COMMISSION ACTION*

At its meeting on August 20, 2007, the Planning Commission voted 4-0 to recommend approval of the application, subject to the findings of fact as stated in section "C" and the conditions recommended by staff. The Planning Commission recommended that staff work with the applicant to ensure the installation of the landscaping along the north property line

does not interfere with traffic and/or pedestrian visibility and if weather prevents the applicant from completing the installation of the landscaping yet this year, that the installation be allowed to continue in the spring of 2008. The Planning Commission also recommended the use of pavers to construct the 10 x 20 foot accessory off-street parking space adjacent to the garage, to allow some infiltration of storm water.

City staff feels that the suggestions made by the Planning Commission are appropriate and recommends that these be added to the conditions of approval listed below. However, to ensure that the landscaping is installed in a timely manner, staff feels that a completion date of June 1, 2008 be specified for installation of the landscaping.

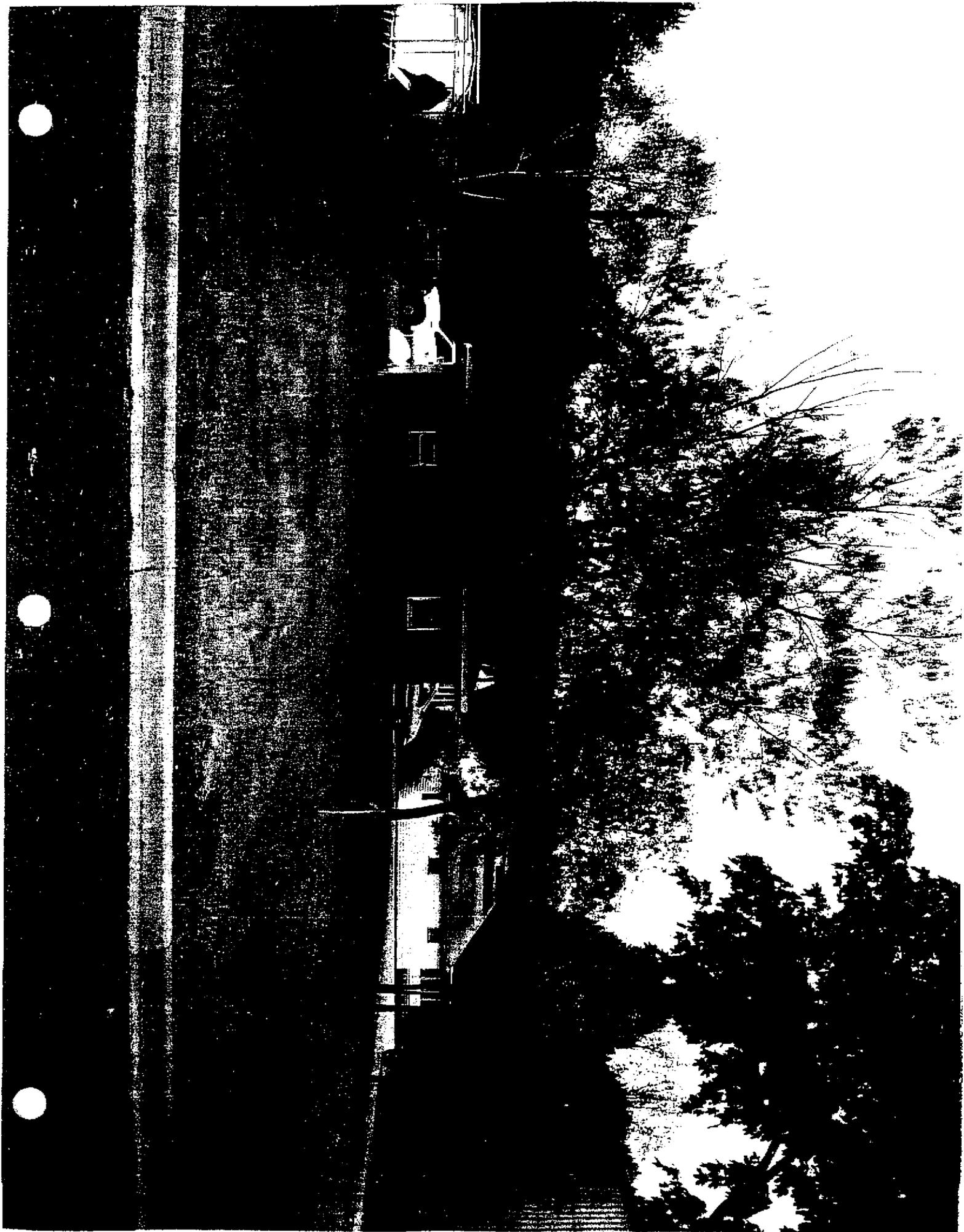
E. RECOMMENDATION

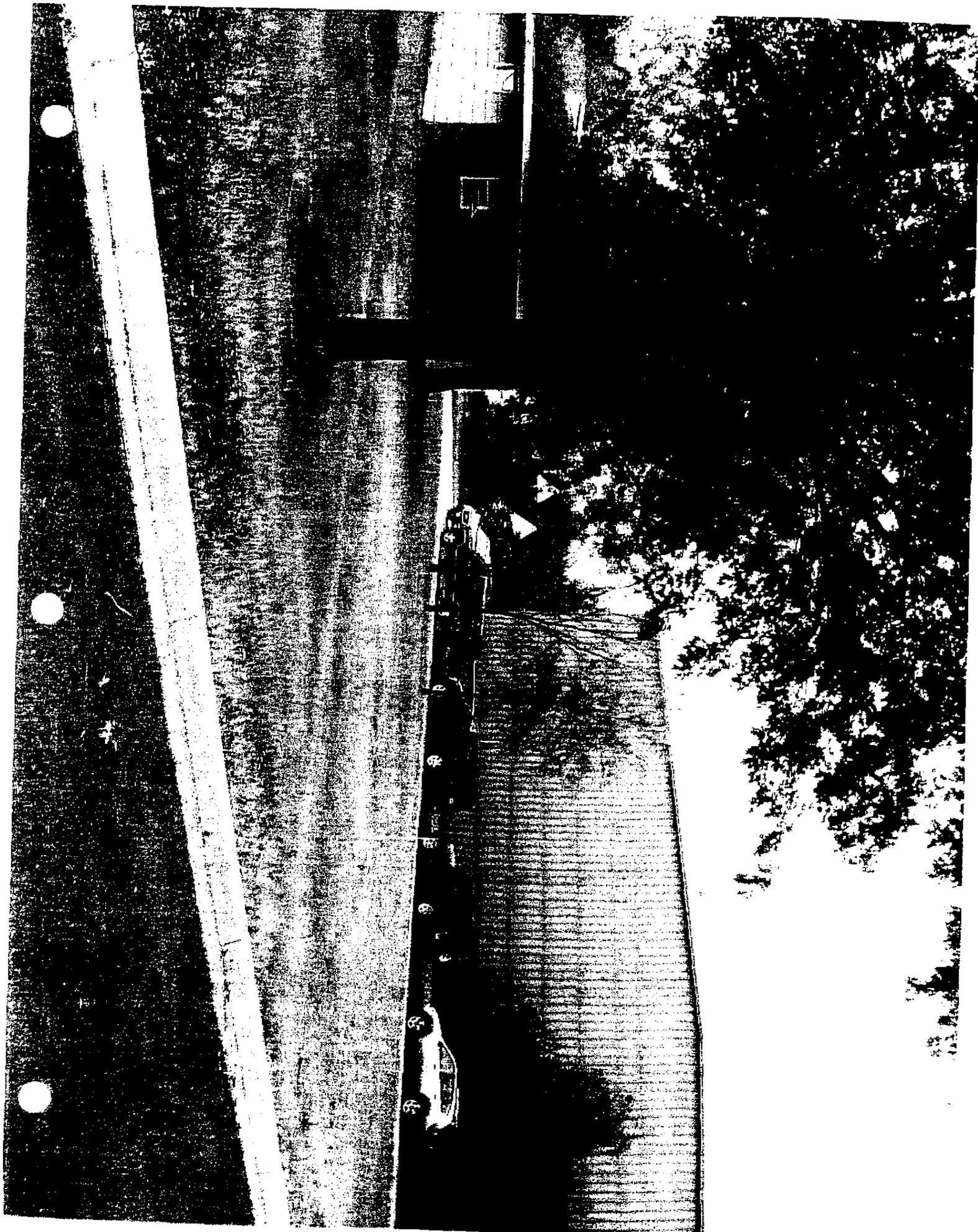
Staff recommends approval of Application 2007-03 for a request to rezone 386 Maine Street South from I-Industrial to R2-Single-family Urban to allow construction of a new single-family home to be donated to Twin Cities Habitat for Humanity. Suggested findings of fact are as stated in section "C" of the staff report and are subject to the conditions suggested by the Planning Commission in section "D" above, as well as the following:

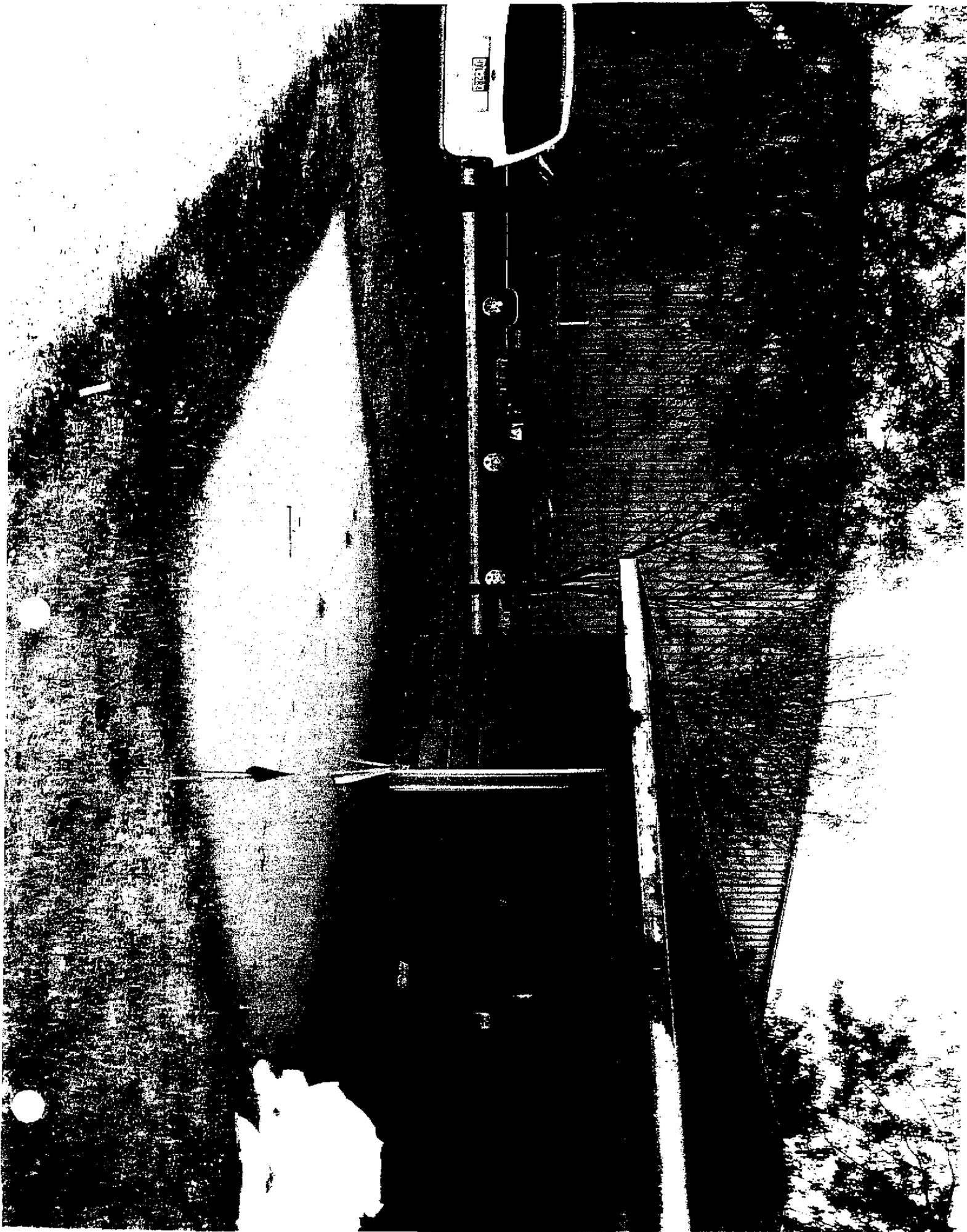
- ❑ All conditions set forth herein shall be the responsibility of the applicant, Andersen Corporation.
- ❑ Prior to the issuance of a building permit, a complete set of construction plans for the house shall be submitted by the applicant, in accordance with the conditions of approval, for review and approval by the city's building official.
- ❑ The applicant shall work with city staff to acquire all necessary permits and permissions to extend municipal utilities to the property.
- ❑ The proposed landscaping plan shall be modified to include shrubs, bushes, opaque residential fencing, or a combination of these materials along the north side of the subject property, to provide a buffer from the adjacent industrial facility.
- ❑ Prior to the issuance of a building permit for the new house, an inspection of the existing garage on the property must be completed by the city's building official, in order to determine what renovations are necessary to comply with the Minnesota State Building Code. At a minimum, the type and color of the exterior siding and shingles for the garage and house must be consistent with one another.
- ❑ One 10 x 20 foot accessory parking space, paved with asphalt or concrete, must be installed adjacent to the existing driveway, on the north side of the garage, to provide off-street parking that complies with city code.
- ❑ The area of grass between the existing driveway and alley must be removed and replaced with asphalt or concrete, to create appropriate access to the driveway and garage.

- The property owner shall give an easement to the city for road right-of-way that encroaches onto the eastern portion of the property.
- Execution and recording of the easement for any other encroachments, i.e. railroad right-of-way, is the responsibility of the applicant.
- An as-built survey of the property must be submitted to the city upon completion of the project.
- Ownership of the property must be transferred to Twin Cities Habitat for Humanity.
- All conditions of approval must be completed or met, prior to a certificate of occupancy being issued for the new house.

City Council action to approve or deny the application is requested.







CERTIFICATE OF SURVEY

Notes:

"M." Ind. measured value.
 "R." Ind. plat record value.
 Seering system is assumed datum.
 Offsets shown to existing structures are measured to the outside building wall line, unless shown or noted otherwise hereon.
 "Δ" Ind. tree location, size and type as noted.
 Spot Elevations shown are based on NGVD, 1929 Adj.
 See BENCHMARK location note below.
 See Proposed Road & Utility Easement on Sheet 2.

BARRETT M. STACK
 STILLWATER, MINN. 55082
 MINNESOTA REGISTERED
 LAND SURVEYOR
 Tel. No. 439-5630

Notes:

Ind. #13774 iron set.
 Ind. survey monument set, as noted.
 Underground or overhead, public or private utilities, on or adjacent the parcel, were not located in conjunction with this survey, unless shown or noted otherwise hereon.
 The publically maintained roadway, locally known as Maine St., encroaches onto the above described overall parcel. No written easement for this appears on Doc. No. 814411 supplied.

SURVEY MADE EXCLUSIVELY FOR: Andersen Corporation, 100 Fourth Avenue North, Bayport, MN 55003-1096
 attn: Dawn DeKeyser, Facilities Management & Real Estate.

DESCRIPTION: Overall Parcel Description Supplied: (copy of Doc. No. 814411, Wash. Co. records)

Lot 15 and the Northerly 1/2 of Lot 14, Block 89, Bayport, (formerly South Stillwater) according to the recorded plat thereof.

Description Report: (Note)

As shown hereon, the above described Overall Parcel may be impacted by a deed for railroad right-of-way purposes as described in Book 27 of Deeds, Page 588, Wash. Co. records. Elements of this deed are shown on part of a railroad right-of-way map. (see copy enclosed). If this instrument is valid, it will impact both the overall parcel area and, more importantly, eliminate the majority of road frontage to platted Maine Street, as noted hereon. Discuss this matter with an attorney for an opinion on what steps, if any, that may be required to address this matter.
 Building Setback lines shown are for the R2-Single Family Urban zoning district (R2-SFU). Overall parcel is currently zoned Commercial and will need to be re-zoned to R2-SFU district.
 Contact Mr. Mel Horak, City of Bayport Public Works Department, at tel. (651) 275-4404, for additional available information on location and character of existing utilities on or adjacent the parcel.

July 13, 2007 - Sheet 1 Revision Notes:

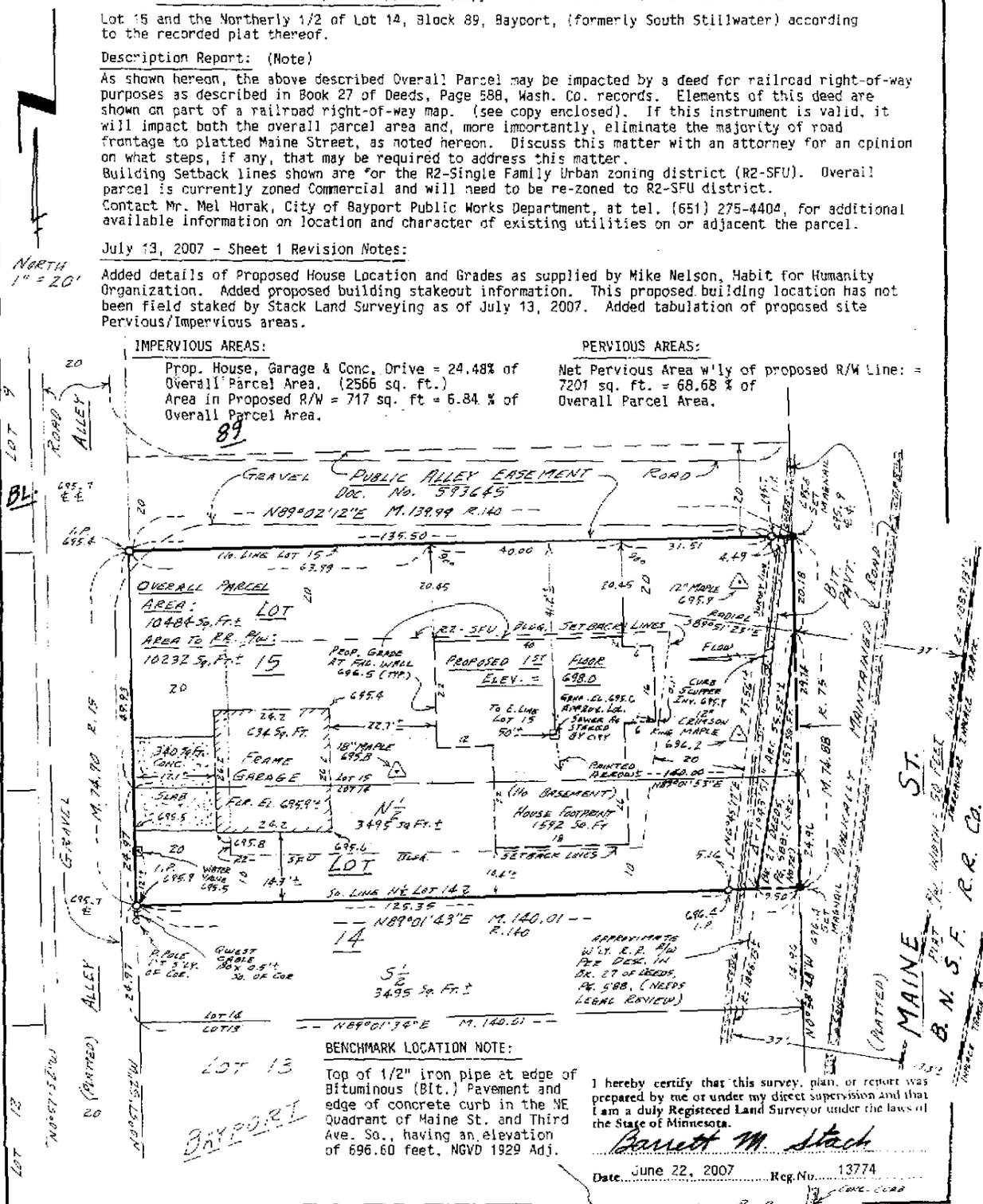
Added details of Proposed House Location and Grades as supplied by Mike Nelson, Habit for Humanity Organization. Added proposed building stakeout information. This proposed building location has not been field staked by Stack Land Surveying as of July 13, 2007. Added tabulation of proposed site Pervious/Impervious areas.

IMPERVIOUS AREAS:

Prop. House, Garage & Conc. Drive = 24.48% of Overall Parcel Area. (2566 sq. ft.)
 Area in Proposed R/W = 717 sq. ft. = 6.84 % of Overall Parcel Area.

PERVIOUS AREAS:

Net Pervious Area w/ly of proposed R/W Line: = 7201 sq. ft. = 68.68 % of Overall Parcel Area.



BENCHMARK LOCATION NOTE:

Top of 1/2" iron pipe at edge of Bituminous (Bit.) Pavement and edge of concrete curb in the NE Quadrant of Maine St. and Third Ave. So., having an elevation of 696.60 feet, NGVD 1929 Adj.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Barrett M. Stack

Date: June 22, 2007 Reg. No. 13774

BIT. PAVT. CURB CURB BENCHMARK 1/2" I.P. PRINTED 5/17

Andersen Corporation is seeking to have the property located at 386 South Maine Street rezoned back to R2-Single Family Urban (R2-SFU) from Industrial. Andersen Corporation acquired the property with a single family home and 2 stall garage in 1994. The home was razed in 2000 due to its state of disrepair while the garage remained and is still in use. Immediately adjacent to the property is an industrial building (owned by Andersen Corporation) located to the north, the Bayport Park to the east and additional residential to the south, west and north-west. We believe this rezoning will benefit the city of Bayport by providing consistency with the majority of the adjacent property types and zoning. It is the intent of Andersen to donate this property to the Twin Cities Habitat for Humanity upon the rezoning for use once again as a single family home as outlined in further detail below.

Andersen Corporation is pleased to partner with Twin Cities Habitat for Humanity on a very special home construction project in Bayport. In 2003 Andersen Corporation celebrated its centennial. To honor that milestone, the company and the Andersen-related foundations made a commitment to fund and build 100 Habitat homes over five years in honor of the company's 100 years in the building industry. The effort began in June of 2003 and the company will complete the five-year project with the Bayport site being the location of the 100th home.

Since the 100-home project began, Andersen and the related foundations have donated \$5 million to build the homes. In addition, they donated all the windows, and most importantly, the employees of Andersen Corporation donated more than 52,000 volunteer hours to building homes locally as well as nationally. Being able to complete this enormous effort in the company's hometown is a particularly meaningful opportunity.

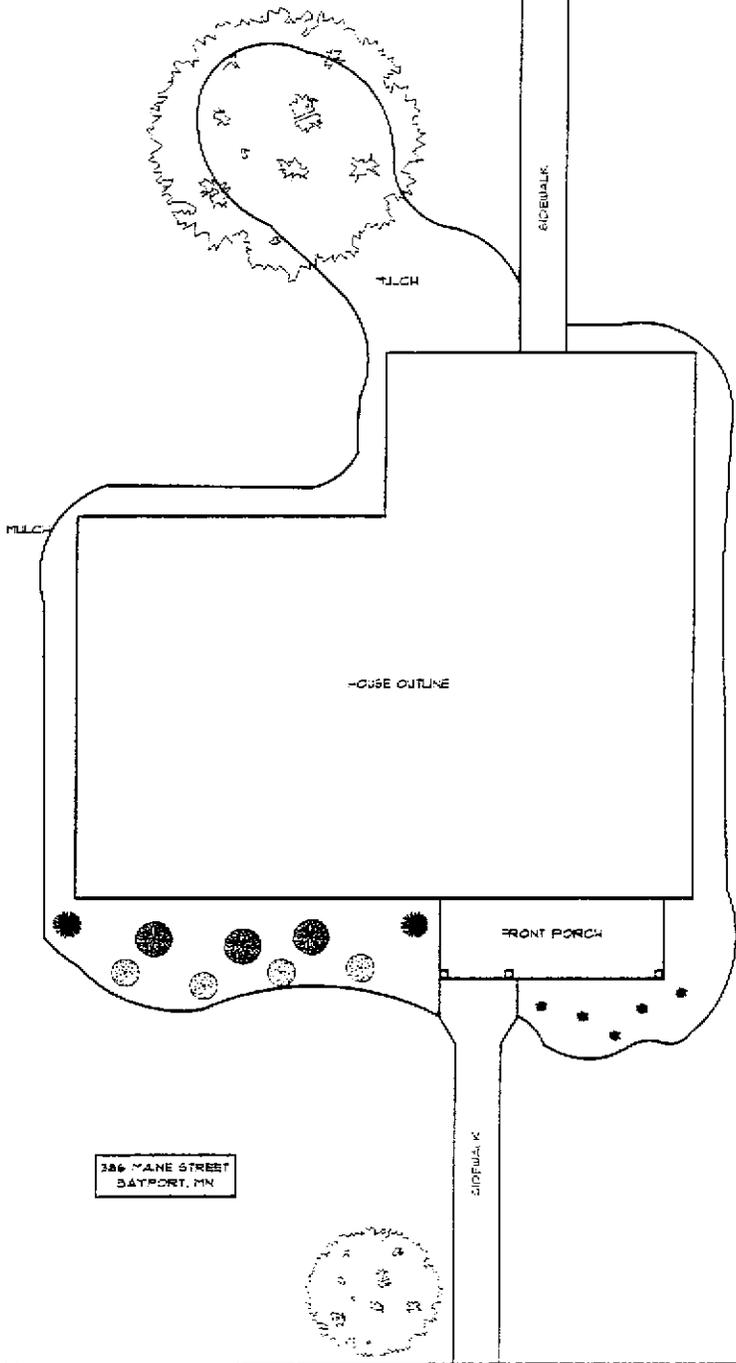
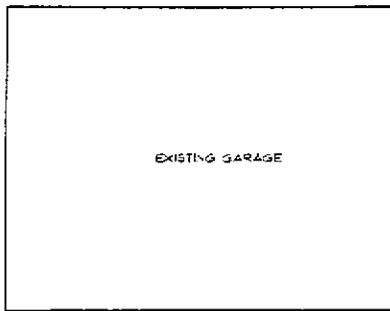


Twin Cities Habitat for Humanity, (TCHFH) proposes a 4 bedroom, 2 bath, 1,510 square foot, slab on grade, ranch style home at 386 Maine Street, Bayport. We plan to utilize and have incorporated into the site plan, the existing two stall garage. Habitat homes meet or exceed Energy Star standards by featuring high quality Andersen Windows, Whirlpool Energy Star appliances and 92% energy efficient heating system.

TCHFH is a licensed Residential Building Contractor in the State of Minnesota with over 20 years of experience. In the past 20 years TCHFH has built over 650 single and multi-family homes in the seven county Minneapolis/St. Paul area.

The Habitat construction model is based on volunteer labor and homeowner sweat-equity. The site is supervised full time by a TCHFH Construction Site Supervisor. We sub contract all mechanical, plumbing and electrical work to licensed contractors. Those contractors may offer to TCHFH reduced fee or In-Kind services. Many of the high quality products used in the construction of TCHFH homes are either donated or deeply discounted by the supplier.

July 20th, 2007



ALLEY

PLANTING KEY	
	(NEW) SPIREA GOLDMOUND PINK
	(NEW) FLOSSERS
	(NEW) SPREADING YE W
	(NEW) CAROUSEL BARBERRY
	(NEW) RIVER BIRCH TREE
	EXISTING TREE

386 MAINE STREET
DARTMOUTH, MN



MAINE STREET

LANDSCAPING PLAN

Sheet 2

STACK LAND SURVEYING
9090 North Fairy Falls Road
Stillwater, MN 55082
(651) 439-5630
June 29, 2007

Andersen Window Corporation
100 Fourth Avenue North
Bayport, MN 55003-1096

attn.: Dawn DeKeyser
Facilities Management & Real Estate.

PROPOSED PUBLIC ROADWAY AND UTILITY EASEMENT DESCRIPTION:
(to be conveyed to the City of Bayport by Quit Claim Deed)

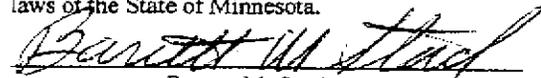
An easement for public roadway and utility purposes, over, under and across all that part of Lot 15 and the Northerly 1/2 of Lot 14, Block 89, Bayport, (formerly South Stillwater) Washington County, Minnesota, lying easterly of the following described line, to wit:

Beginning at a point on the southerly line of said Northerly 1/2 of Lot 14, distant 14.66 feet westerly of the southeast corner thereof; thence northerly, along the line being described, to a point in the northerly line of said Lot 15, distant 4.49 feet westerly of the northeast corner thereof, and said line being described there terminate.

The above described easement is granted subject to and together with any other valid easements, reservations, restrictions or prior conveyances that may encumber or impact said easement description.

Note: See details of this proposed easement description on Sheet 1.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.



Barrett M. Stack

Date: 6-29-07 License No. 13774

RESOLUTION NO. 07-

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 10, 2007**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 10th day of September, 2007.

The following members were present:

The following members were absent:

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING ANDERSEN CORPORATION'S APPLICATION TO REZONE
386 MAINE STREET SOUTH, LEGALLY DESCRIBED AS LOT 15 AND THE NORTHERLY
½ OF LOT 14, BLOCK 89, BAYPORT, WASHINGTON COUNTY, MINNESOTA
FROM I-INDUSTRIAL TO R-2 SINGLE-FAMILY URBAN**

WHEREAS, The city received a request from Andersen Corporation to consider a request to rezone 386 Maine Street South from I-Industrial to R2-Single-family Urban to allow construction of a new single-family home; and

WHEREAS, The Planning Commission of the City of Bayport held a public hearing on August 20, 2007 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the rezoning request to the City Council; and

WHEREAS, The City Council of the City of Bayport approved this application on September 10, 2007 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

- A. On or about July 20, 2007, Andersen Corporation (applicant and property owner), submitted an application to rezone the subject property from I-Industrial to R-2 Single-family Urban.
- B. The subject property is zoned I-Industrial due to its proximity to the adjacent industrial facility. However, the property once contained a single-family home and is currently surrounded by a majority of properties that are zoned and used for residential purposes.
- C. Zoning Ordinance 601 (7) states that no residential uses are allowed in the I-Industrial zoning district. Therefore, the applicant has requested that the property be rezoned to residential, to allow construction of a new single-family home.

- D. The Planning Commission of the City of Bayport held a public hearing on the applicant's rezoning application on August 20, 2007. At the close of the public hearing, the Planning Commission unanimously recommended approval of the request to the City Council.
- E. Because the property previously contained a single-family home and many of the surrounding parcels are zoned and used for residential purposes, rezoning the property for residential use would not have a negative impact on the neighborhood.
- F. The style and layout of the proposed new house and other improvements planned for the property will complement the surrounding land uses and the installation of landscaping throughout the property will create a buffer from the adjacent industrial facility.
- G. Based on paragraphs (A)-(F) above, rezoning of the property from I-Industrial to R-2 Single-family Urban to allow construction of a new single-family home is justified.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. The application for the requested rezoning is hereby approved, based on the findings of fact above and subject to the conditions below:
 - All conditions set forth herein shall be the responsibility of the applicant, Andersen Corporation.
 - Prior to the issuance of a building permit, a complete set of construction plans for the house shall be submitted by the applicant, in accordance with the conditions of approval, for review and approval by the city's building official.
 - The applicant shall work with city staff to acquire all necessary permits and permissions to extend municipal utilities to the property.
 - The proposed landscaping plan shall be modified to include shrubs, bushes, opaque residential fencing, or a combination of these materials along the north side of the subject property, to provide a buffer from the adjacent industrial facility, but not interfere with traffic and/or pedestrian visibility.
 - A substantial effort should be made by the applicant to complete the installation of the landscaping, as delineated on the landscape plan submitted by the applicant, and the additional landscaping buffer along the north side property line required by the city, as soon as possible, but no later than June 1, 2008. A final certificate of occupancy will not be issued until the required landscaping is completed.
 - Prior to the issuance of a building permit for the new house, an inspection of the existing garage on the property must be completed by the city's building official, in order to determine what renovations are necessary to comply with the Minnesota State Building Code. At a minimum, the type and color of the exterior siding and shingles for the garage and house must be consistent with one another.

- ❑ One 10 x 20 foot accessory parking space, consisting of asphalt, concrete, or approved pavers must be installed adjacent to the existing driveway, on the north side of the garage, to provide off-street parking that complies with city code.
- ❑ The area of grass between the existing driveway and alley must be removed and replaced with asphalt or concrete, to create appropriate access to the driveway and garage.
- ❑ The property owner shall give an easement to the city for road right-of-way that encroaches onto the eastern portion of the property.
- ❑ Execution and recording of the easement for any other encroachments, i.e. railroad right-of-way, is the responsibility of the applicant.
- ❑ An as-built survey of the property must be submitted to the city upon completion of the project.
- ❑ Ownership of the property must be transferred to Twin Cities Habitat for Humanity.
- ❑ All conditions of approval must be completed or met, prior to a final certificate of occupancy being issued for the new house.

2. The entire record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are hereby made a part of the record of these proceedings.

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

Jon Nowaczek -
 Dan Johnson -
 Torry Kraftson -

Connic Carlson -
 Sharon Ridgway -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 10th day of September, 2007.

ATTEST:

 Mike McGuire
 City Administrator

 Jon Nowaczek
 Mayor



September 4, 2007

Sara Taylor
 City of Bayport
 Assistant City Administrator/Planner
 294 North 3rd Street
 Bayport, MN 55003

Dear Sara:

Twin Cities Habitat for Humanity respectfully requests an adjustment to the foot print of the single family home we are proposing at 386 Maine Street. Since the application of the zoning change submitted on July 20, 2007, we have discovered from St. Croix Tree the 18" maple tree directly east of the existing garage would very likely not survive the construction activities of the new house foundation work. The combination of heavy equipment and disruption of the root system will stress the tree to the point of needing to be removed in 2 to 3 years. St. Croix Tree has graciously agreed to remove the tree at no cost before construction of the new home and also donate two, 1 ½ - 2" trees to replace the existing maple on the property. With the construction of the new home, removal of the maple in 2 - 3 years will become more expensive due to the close proximity of a new home. Removal at that time will take longer and present a risk of damage to both the garage and new home, plus a financial burden to a new household.

With the removal of the tree, the family could greatly benefit now with the opportunity to increase in the size of all bedrooms. Due to the lot characteristics, a full basement is not allowed and the increase in size will allow more floor space and storage on the main level. The total increase proposed is 172 square feet, with no change to the front elevation. **Please note that the new footprint is within both the buildable area and maximum lot coverage of 35%.** No variances will be required, see the attached survey.

Thank you for your consideration of this request. Please contact me with any questions or concerns.

Sincerely,

Mike Nelson
 Land Acquisition Manager
 Twin Cities Habitat for Humanity

Enc.

Cc: Susan Roeder, Andersen Corporation
 Dawn DeKeyser, Andersen Corporation
 Barry Stack, Stack Land Surveying

Notes:

"M." Ind. measured value.
 "R." Ind. plat record value.
 Bearing system is assumed datum.
 Offsets shown to existing structures are measured to the outside building wall line, unless shown or noted otherwise hereon.
 "Δ" Ind. tree location, size and type as noted.
 Spot Elevations shown are based on NAVD, 1929 Adj.
 See BENCHMARK location note below.
 See Proposed Road & Utility Easement on Sheet 2.

CERTIFICATE OF SURVEY

Notes:

BARRETT M. STACK
 STILLWATER, MINN 55082
 MINNESOTA REGISTERED
 LAND SURVEYOR
 Tel No. 439-5630

o Ind. #13774 iron set.
 • Ind. survey monument set, as noted.
 Underground or overhead, public or private utilities, on or adjacent the parcel, were not located in conjunction with this survey, unless shown or noted otherwise hereon.
 The publically maintained roadway, locally known as Maine St., encroaches onto the above described overall parcel. No written easement for this appears on Doc. No. 814411 supplied.

SURVEY MADE EXCLUSIVELY FOR: Andersen Corporation, 100 Fourth Avenue North, Bayport, MN 55003-1096
 attn: Dawn DeKeyser, Facilities Management & Real Estate.

DESCRIPTION: Overall Parcel Description Supplied: (copy of Doc. No. 814411, Wash. Co. records)

Lot 15 and the Northerly 1/2 of Lot 14, Block 89, Bayport, (formerly South Stillwater) according to the recorded plat thereof.

Description Report: (Note)

As shown hereon, the above described Overall Parcel may be impacted by a deed for railroad right-of-way purposes as described in Book 27 of Deeds, Page 588, Wash. Co. records. Elements of this deed are shown on part of a railroad right-of-way map. (see copy enclosed). If this instrument is valid, it will impact both the overall parcel area and, more importantly, eliminate the majority of road frontage to platted Maine Street, as noted hereon. Discuss this matter with an attorney for an opinion on what steps, if any, that may be required to address this matter.
 Building setback lines shown are for the R2-Single Family Urban zoning district (R2-SFU). Overall parcel is currently zoned Commercial and will need to be re-zoned to R2-SFU district.
 Contact Mr. Mel Horak, City of Bayport Public Works Department, at tel. (651) 275-4404, for additional available information on location and character of existing utilities on or adjacent the parcel.

Sept. 4, 2007 - Sheet 1 Revision Notes:

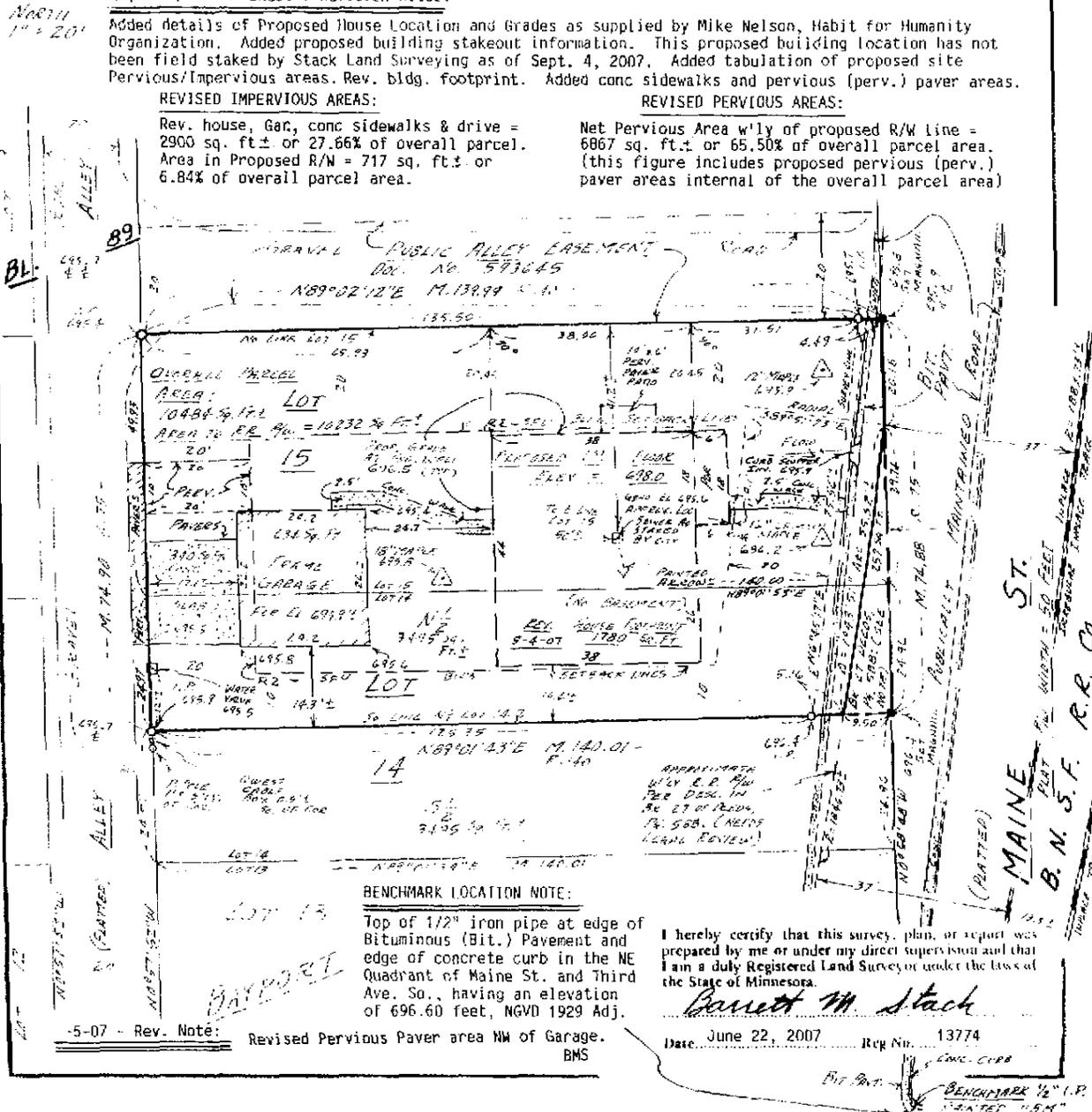
Added details of Proposed House Location and Grades as supplied by Mike Nelson, Habit for Humanity Organization. Added proposed building stakeout information. This proposed building location has not been field staked by Stack Land Surveying as of Sept. 4, 2007. Added tabulation of proposed site Pervious/Impervious areas. Rev. Bldg. footprint. Added conc sidewalks and pervious (perv.) paver areas.

REVISED IMPERVIOUS AREAS:

Rev. house, Gar, conc sidewalks & drive = 2900 sq. ft± or 27.66% of overall parcel.
 Area in Proposed R/W = 717 sq. ft± or 6.84% of overall parcel area.

REVISED PERVIOUS AREAS:

Net Pervious Area w/ly of proposed R/W line = 6867 sq. ft± or 65.50% of overall parcel area.
 (this figure includes proposed pervious (perv.) paver areas internal of the overall parcel area)



-5-07 - Rev. Note: Revised Pervious Paver area NW of Garage.
 BMS

BENCHMARK 1/2" I.P.
 PLATTED 11.54"

MEMORANDUM

DATE: August 24, 2007

TO: City Council (September 10th meeting)
Mike McGuire, City Administrator

FROM: Sara Taylor, Assistant City Administrator/Planner

SUBJECT: Consider rezoning 398 Maine Street South from I-Industrial to R2 Single-family Urban

A. BACKGROUND

The property is located at 398 Maine Street South and is legally described as Lot 13 and the southerly ½ of Lot 14, Block 89, Washington County, Minnesota. The subject property is zoned I-Industrial and is surrounded by a mixture of land uses, including 386 Maine Street South, which is also being considered for rezoning to R2 Single-family Urban, an industrial facility owned and operated by the Andersen Corporation, single-family residential homes, and railroad right-of-way/vacant land. The property currently is being used for residential purposes and contains a single-family home and 1-car garage.

Andersen Corporation has submitted an application requesting that the property directly to the north of this property be rezoned from I-Industrial to R2-Single-family Urban, to allow construction of a new single-family home. If approved, this rezoning would isolate the subject property with an industrial zoning classification. To provide consistency with zoning classification and land use, the city is requesting consideration to rezone this property to R2 Single-family Urban.

The Planning Commission held the required public hearing on August 20, 2007. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on August 7, 2007.

The following informational items are attached:

- zoning and land use map of the area surrounding the subject property
- photos of the subject property

B. STAFF COMMENTS

Although the property contains a single-family home for residential use, it is currently zoned I-Industrial. This means that the home is considered to be legally non-conforming. Per the Bayport City Code, legally non-conforming uses and structures are permitted to continue being used, but the use cannot be intensified or the structure cannot be altered beyond normal

maintenance. As such, the current I-Industrial zoning would limit any potential remodeling or additions to the structure.

As noted above, Andersen Corporation has submitted an application to the city requesting that the parcel directly north of the subject property be rezoned to R2-Single-family Urban to allow construction of a new single-family home. Because city staff feels that this parcel and the subject property are better suited for residential uses, the city feels that rezoning these properties is appropriate. It should be noted that no alterations are being proposed that would affect the current condition of the property. However, rezoning the property would eliminate the legally non-conforming status of the home, and allow the property owner more flexibility for any potential remodeling in the future.

It should be noted that a portion of public right-of-way may encroach onto this property. However, a land survey would need to be completed to determine the extent of the encroachment. Since no improvements or expansion to the house are planned at this time, the city feels that it is unjustified to require that a land survey be completed only for the encroachment. It has been the city's policy to resolve this type of encroachment on other properties when a building permit application is submitted for a project that would require a land survey.

C. *SUGGESTED FINDINGS OF FACT*

A majority of the parcels in the immediate vicinity of the subject property are zoned and used for residential purposes. The subject property currently contains a single-family home and is used for residential purposes. Therefore, rezoning the property would not have a negative impact on the neighborhood.

D. *PLANNING COMMISSION ACTION*

At its meeting on August 20, 2007, the Planning Commission voted 4-0 to recommend approval of the application, subject to the findings of fact as stated in section "C".

E. *RECOMMENDATION*

Staff recommends approval to rezone 398 Maine Street South from I-Industrial to R2-Single-family Urban. Suggested findings of fact are as stated in section "C" of the staff report. City Council action to approve or deny the application is requested.





RESOLUTION NO. 07-

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 10, 2007**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 10th day of September, 2007.

The following members were present:

The following members were absent:

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING THE REZONING OF 398 MAINE STREET SOUTH,
LEGALLY DESCRIBED AS LOT 13 AND THE SOUTHERLY ½ OF LOT 14, BLOCK 89,
BAYPORT, WASHINGTON COUNTY, MINNESOTA FROM I-INDUSTRIAL
TO R-2 SINGLE-FAMILY URBAN**

WHEREAS, The city has evaluated 398 Maine Street South and has determined that the property would be better suited for residential use; and

WHEREAS, The Planning Commission of the City of Bayport held a public hearing on August 20, 2007 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended rezoning the property from I-Industrial to R2-Single-family Urban; and

WHEREAS, The City Council of the City of Bayport approved rezoning of this property to residential on September 10, 2007 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

- A. On or about July 20, 2007, the city evaluated the subject property and determined that it would be better suited for residential use, as it is primarily surrounded by properties zoned and used for residential purposes. Therefore, the city feels that rezoning the property from I-Industrial to R-2 Single-family Urban is appropriate.
- B. The subject property is zoned I-Industrial due to its proximity to the adjacent industrial facility. However, the property currently contains a single-family home.
- C. Zoning Ordinance 601 (7) states that no residential uses are allowed in the I-Industrial zoning district. Therefore, the existing home is considered to be legally non-conforming. Legally non-conforming uses and structures are permitted to continue, but the use cannot be intensified or the structure cannot be altered beyond normal maintenance. As such, the current I-Industrial zoning limits any potential remodeling or additions to the structure.

- D. The Planning Commission of the City of Bayport held a public hearing on the applicant's rezoning application on August 20, 2007. At the close of the public hearing, the Planning Commission unanimously recommended approval of the request to the City Council.
- E. Because many of the surrounding parcels are zoned and used for residential purposes, rezoning the property for residential use would not have a negative impact on the neighborhood.
- F. Based on paragraphs (A)-(E) above, rezoning of the property from I-Industrial to R-2 Single-family Urban is justified.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

- 1. The rezoning is hereby approved, based on the findings of fact above.
- 2. The entire record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are hereby made a part of the record of these proceedings.

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

Jon Nowaczek -
Dan Johnson -
Torry Kraftson -

Connie Carlson -
Sharon Ridgway -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 10th day of September, 2007.

ATTEST:

Mike McGuire
City Administrator

Jon Nowaczek
Mayor

August 22 2007

Council Members

This letter is in regard to fees for right of way excavation on the South Minn. St. Project.

We already paid \$25,000 for water + sewer and grading of city property. Now when we connect to water + sewer on our property we are charged an additional \$250 right of way excavation fee.

We are asking for the \$250 be refunded. The digging is on private land not on the city right of way. We also think it should be deferred all together for the South Minn St Project

Looking Forward to Your Response

Sincerely,

Warren & Beth Utecht

832 Minn. St. S.

Bayport, Mn.