



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

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DATE: February 25, 2010  
TO: Mayor and Council  
FROM: Mitchell Berg, City Administrator  
RE: Appointments to the Riverfront Advisory Commission

### ***BACKGROUND***

The city received a total of 16 applications from residents expressing an interest to serve on the Riverfront Advisory Commission. Because the resolution establishing the commission calls for 7-11 members, staff decided to employ a third party individual, not affiliated with the city, with expertise on volunteer citizen boards, committees, and commissions, to assist in pairing down the 16 applicants to fit within the established number. The following applicants submitted their application:

Mel Horak, 226 3<sup>rd</sup> Avenue S  
Robert McManus, 516 S 4<sup>th</sup> Street  
Tim Gardner, 771 N 5<sup>th</sup> Street  
Dan Goldston, 4 Point Road  
Lacia Kløver, 207 Mariner Court  
Marshall Nowlin, 200 5<sup>th</sup> Avenue S

Anthony Reusch, 5 Point Road  
Harold W. Radke, 521 Mariner Drive  
Mary Lanz, 540 Lakeside Bay Drive S  
Tim Siegfried, 415 Lakeside Drive S  
Sandra Ness, 461 7<sup>th</sup> Street N

Eric Baitz, 565 8<sup>th</sup> Street N  
Don Hoye, 1034 Pioneer Trail  
Phil St. Ores, 345 Lake Street S  
Jim Selmecki, 317 Lake Street S  
Ron Sockness, 428 3<sup>rd</sup> Street S

In choosing the applicants to serve on the committee the consultant examined the applications for:

- Job and civic engagement experience, which might be beneficial on the commission (i.e. someone with a planning, finance, environmental, and/or construction background).
- Geographic representation, in an effort to include different parts of the city, as well as different areas along the river (5 of the recommended appointees live on the river and the remaining 4 appointees live in different parts of the city).
- Diversity, to ensure the committee would be balanced and also representative of the community as a whole.

### ***RECOMMENDATION***

Based on the consultant's advisement, staff recommends the City Council appoint the following 9 members to serve on the Riverfront Advisory Commission:

- Mary Lanz, 540 Lakeside Bay Drive S  
The consultant felt she would be a good candidate being she holds a Master's Degree in Public Administration and has some experience in land use planning. She also lives along the river and is familiar with the community, as she serves as a city election judge.
- Tim Siegfried, 415 Lakeside Drive S  
The consultant felt he would be a good candidate being that he and his family have long ties to the community, over 50 years according to his application, and he lives on the river. Furthermore, he owns a construction business in Bayport and his knowledge in the construction trade might prove beneficial while serving on the commission.

- Dan Goldston, 4 Point Road  
The consultant felt he would be good candidate because of his civic engagement in the community and being on the Planning Commission, he is also knowledgeable in land use planning. The applicant also resides on the River.
- Jim Selmecki, 317 Lake Street S  
The consultant was impressed with his application and felt he would be a good candidate for appointment. The applicant also resides on the River.
- Lacia Kluver, 207 Mariner Court  
The consultant felt she would be a good candidate because, as with the other four applicants who live on the river, she would have a unique perspective as a condo owner. Furthermore, although her occupation is in computer software, her firm does extensive work with municipal clients. Therefore, she may bring a unique perspective if added to the commission.
- Don Hoye, 1034 Pioneer Trail  
The consultant felt he would bring a lot to the table being a realtor and having experience with land use. Furthermore, he geographically represents an area of the city that would otherwise not be represented.
- Sandra Ness, 461 7<sup>th</sup> Street N  
The consultant felt she would be an asset to the commission, in particular because of her level of civic engagement and her knowledge of the community.
- Eric Baitz, 565 8<sup>th</sup> Street N  
The consultant was impressed with his application, being an avid hiker, biker, and fisherman and felt he would be a good fit for the committee.
- Robert McManus, 516 S. 4<sup>th</sup> Street  
The consultant was impressed by his passion for the environment and felt he would be a good member to round off the committee.

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# MEMORANDUM

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**DATE:** February 18, 2010

**TO:** City Council – March 1, 2010 meeting  
Mitch Berg, City Administrator

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

**SUBJECT:** Consider a variance to reconstruct a portion of the existing single-family house located at 456 4<sup>th</sup> Street South

## **A. BACKGROUND**

The property is located at 456 4<sup>th</sup> Street South and is legally described as Lot 18 and the north ½ of Lot 17 of Block 94, Bayport, Washington County, Minnesota. Its dimensions are approximately 139 feet on the north and south lot lines, and 75 feet along the east and west lot lines, with a total lot area of 10,466 square feet. The subject property is surrounded by residential uses and is zoned R-2 Single-family urban.

The property owners, Mike and Judy Seeberger, are proposing to demolish and reconstruct a portion of the existing house, due to disrepair, which is located above the tuck-under garage, on the north side of the property. The Seebergers would like to reconstruct this portion of the house within the existing footprint. However, because this existing portion of the house is non-conforming with current setback requirements of the zoning code, a variance is required.

The Planning Commission held the required public hearing on February 16, 2010. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on January 27, 2010.

The following informational items are attached:

- narrative by the property owner
- survey of the property with existing and proposed footprint of the house
- photos of the existing house
- exterior sketch of the proposed house

## **B. STAFF COMMENTS**

Like many Bayport homes, the existing house on the property was constructed prior to adoption of the zoning code. As such, it is not uncommon for these homes to encroach into current setback requirements on one or more sides of the property. The Seeberger's home is no exception; the north side yard setback of approximately 4 feet does not meet the 10 foot setback required by city code.

The existing north side of the house is in a state of disrepair, due to faulty electrical wiring, inadequate insulation, and poor construction, which have all taken their toll on this portion of the house and pose ongoing safety concerns. Because this portion of the house is located above an

existing tuck-under garage, which is in fairly good condition, the Seebergers would simply like to reconstruct this portion of the house in its current location.

City code states that non-conforming structures cannot be altered or improved beyond normal maintenance, without being brought into compliance. As such, the Seebergers are requesting a variance to city code, to allow this portion of the house to be reconstructed at the existing setback of 4 feet. Because the house will be reconstructed within the same footprint on the north side of the house, visually, the house would not alter the character of the neighborhood.

In addition to reconstructing the north portion of the house, the Seebergers are also proposing an addition to the front and rear of the house, to expand their living space. The front addition will be located on the northeast side of the house, and as proposed, will comply with the 10 foot north side yard setback, as well as the 20 foot front yard setback requirements. The rear addition will consist of a mudroom and covered porch on the northwest side of the house, which will also comply with the 10 foot north side yard setback, as well as the 30 foot rear yard setback requirements.

**C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL**

Minn. Stat. 462.357 requires that a variance request must meet all three criteria of an undue hardship for the variance to be granted. The criteria is as follows: (1) the property in question cannot be put to a reasonable use if used as required by this Zoning Code; and (2) the plight of the landowner is due to circumstances unique to the property and not created by the property owner; and (3) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if a reasonable use for the property exists under the terms of the ordinance.

Findings of fact to approve the variance: Strict application of the ordinance in this particular case would constitute an undue hardship, because all three of the required criteria are met. Specifically:

- (1) The north side of the house is in a state of disrepair. In order to permit reasonable use, and correct the existing safety concerns, a variance to allow reconstruction of this portion of the house within the existing footprint, would be appropriate.
- (2) The existing house was constructed prior to the current zoning code, and therefore does not comply with current setback requirements. Because the house will not encroach further into the setback on the north side of the property, it will not have a negative impact on adjacent properties.
- (3) Because the reconstructed portion of the house will remain within the existing footprint, and the proposed front and rear additions will be located within the setback requirements, staff feels the request is consistent with adjacent properties and the character of the neighborhood.

**D. PLANNING COMMISSION ACTION**

At its meeting on February 16, 2010, the Planning Commission voted 3-0 to recommend approval of the application, subject to the findings of fact as stated in section "C" and the conditions recommended by staff, noting the change to the completion date for restoration of sod/landscaping and as-built drawings to September 1, 2010, and that staff be given additional flexibility to extend this date within reason, if necessary.

**E. RECOMMENDATION**

Staff recommends approval of a variance to reconstruct a portion of the existing single-family house located at 456 4<sup>th</sup> Street South within the existing footprint, at a setback of approximately 4 feet. Staff also recommends approval of the proposed front and rear additions, which will be located within the setbacks required by city code. Suggested findings of fact are as stated in section "C" of the staff report and are subject to the following conditions of approval:

- This application may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented as part of this application.
- Prior to any demolition, a permit will need to be secured from the city, in addition to any inspections deemed necessary by city staff or other agencies.
- Prior to the issuance of a building permit, a complete set of construction and grading plans for the proposed house shall be submitted by the applicant, in accordance with the approved variance, for review and approval by city staff.
- The type and color of the exterior siding and shingles for the new and old portions of the house shall be consistent with one another.
- Vegetative landscaping and/or sod shall be restored/installed on all areas affected by the reconstruction/construction no later than September 1, 2010.
- An as-built survey that delineates all structures and impervious coverage shall be completed by September 1, 2010.

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

We are looking to add an addition on to our existing home. Our house currently has 2 bedrooms and one bath with 1300 finished square feet. For a family of four, we are finding space is becoming more and more of an issue. As a part of the process, the builder has proposed to tear down and re-build the north section of our house. The reason for this is that the north section of our home has numerous problems that would be difficult and expensive to try to fix piece-meal:

(1) the floors slant in different directions resulting in a small (2") step down into one bedroom and a small step-up into the other bedroom. People visiting our home are constantly tripping in and out of those rooms.

(2) the slanting floors also result in uneven steps up into the main living space.

(3) there is a 4-6" lip that people must step over when entering the front door, then immediately there is a 2" step down. As a result, people tend to sort of trip into our home.

(4) there is a hidden junction box somewhere in the north section that 3 electricians have been unable to find. There is a loose wire in that junction box or some other unknown problem which has caused two switched outlets to quit working.

(5) additional insulation and duct work is needed under the north section to properly service that section of the house and keep it warm since it is over a tuck-under (unheated) garage.

(6) rebuilding that section would result in a much more energy efficient / insulated structure.

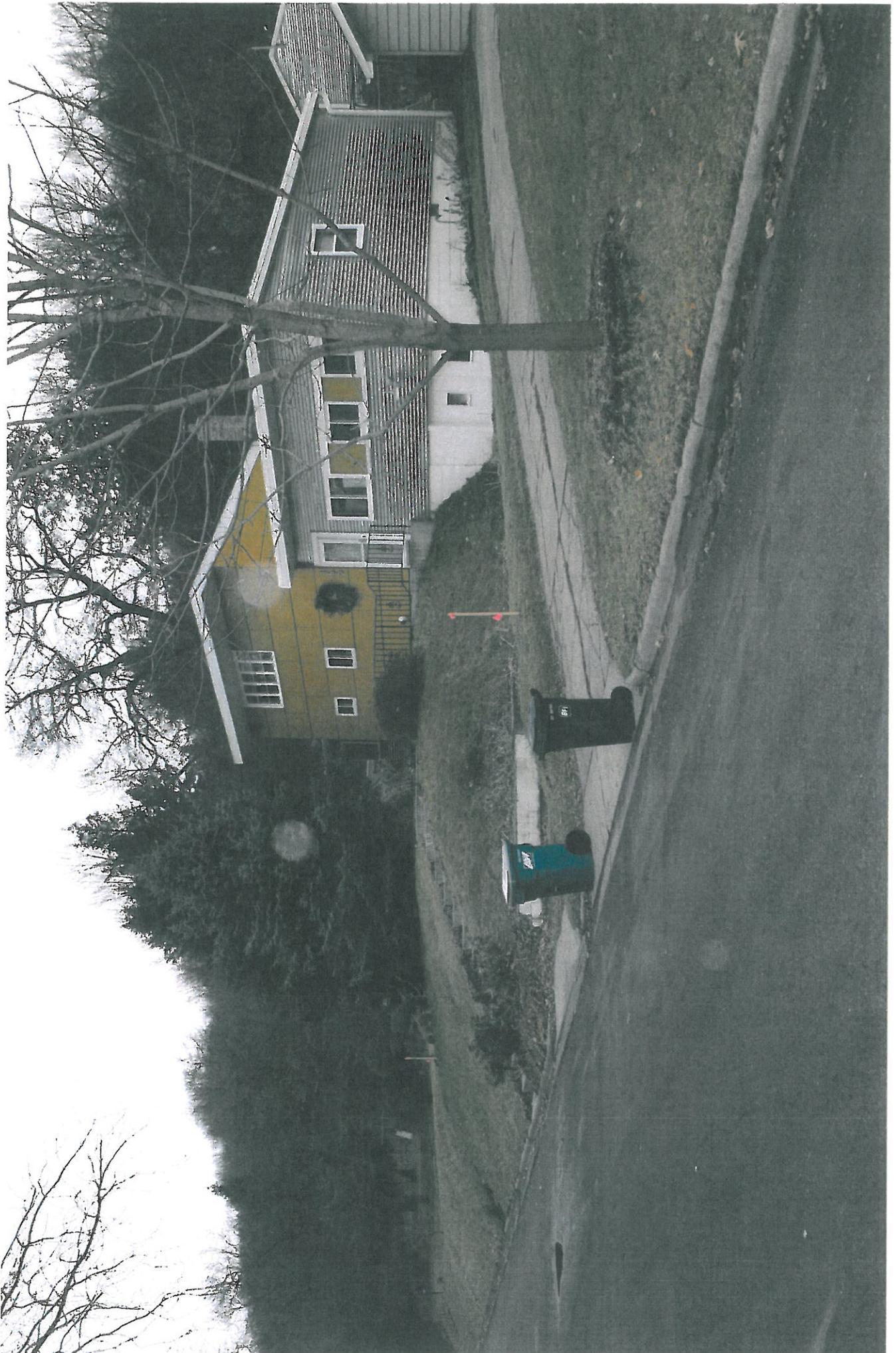
The quickest, easiest, and best way to fix these problems, per our builder, is to simply tear off the north section of the house and re-build it on the same footprint.

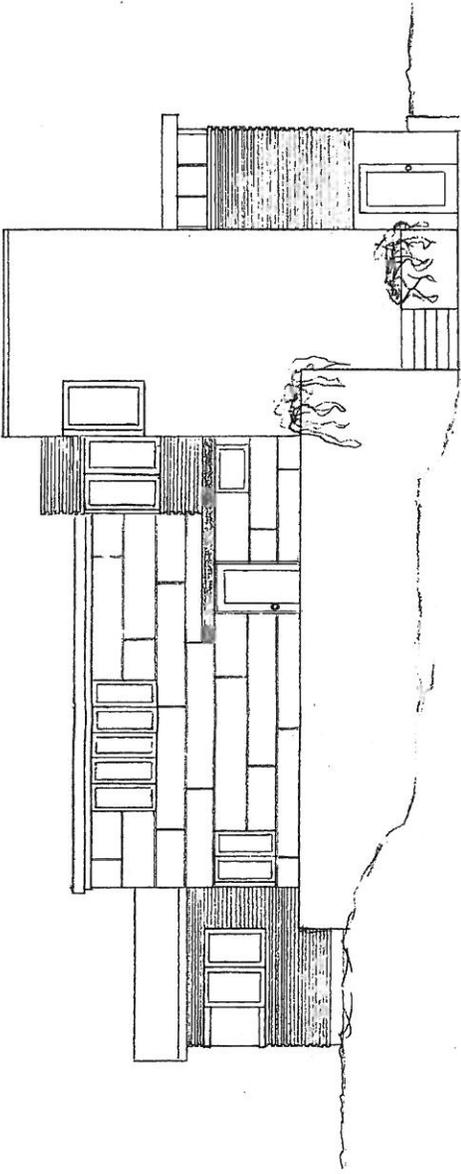
The reason we are requesting a variance is because our house is situated about 4 feet from the north lot line. Thus, it is already not in compliance with the 10-foot set-back requirement. Rather than simply leave the north section as is, we would like to improve that section of our home in connection with the new addition. The work on the north section that is within 10 feet of the property line would be within the existing footprint - we would not be encroaching any closer to our north property line. In addition, the north section of our home sits directly atop a tuck-under garage. Thus, it would be difficult or impossible to remove that section and re-configure the home in order to comply with set-back requirements.

The new addition to our home would be partially over the north section of the house, and partly to the west off the north section of our house. The new addition will comply with set-back requirements. We are asking that the variance be approved because the work to be done on the north section will be within the same footprint as the existing structure. The work will also improve the interior of our home and will get rid of the problems we have been living with in that section of the house. As long as we are putting in the work to add additional living space, we would also like to improve our existing living area. For that, we will need a variance in order to do the work.

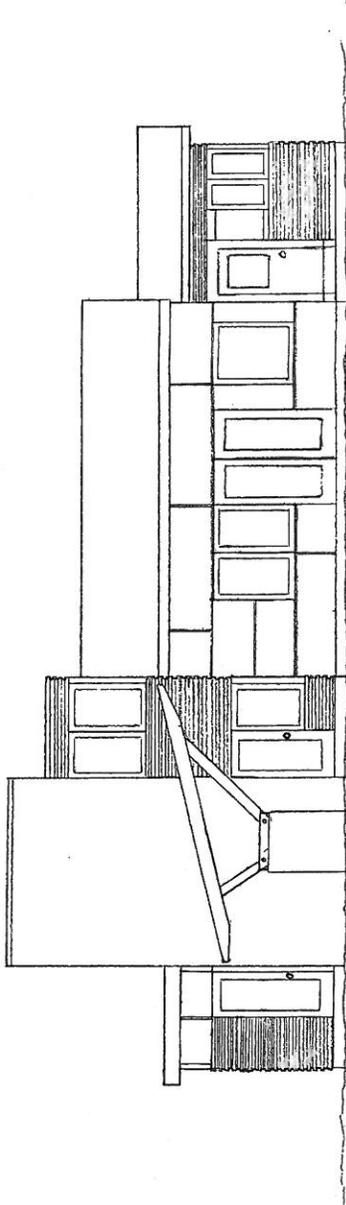








EAST ELEVATION



WEST ELEVATION

SEEBERGER RESIDENCE

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD MARCH 1, 2010**

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 1<sup>st</sup> day of March, 2010.

The following members were present:

The following members were absent:

Council member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A VARIANCE TO RECONSTRUCT A PORTION OF THE EXISTING  
SINGLE-FAMILY HOUSE LOCATED AT 456 4<sup>TH</sup> STREET SOUTH, LEGALLY DESCRIBED AS  
LOT 18 AND THE NORTH ½ OF LOT 17 OF BLOCK 94, BAYPORT,  
WASHINGTON COUNTY, MINNESOTA**

WHEREAS, The city received a request from Mike and Judy Seeberger to consider a variance to allow reconstruction of a portion of the existing house, due to disrepair, which is located above the tuck-under garage on the north side of the house located at 456 4<sup>th</sup> Street South; and

WHEREAS, The Planning Commission of the City of Bayport held a public hearing on February 16, 2010 for the purpose of obtaining public comment on the variance application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the variance to the City Council; and

WHEREAS, The City Council of the City of Bayport approved this application on March 1, 2010 at its regular meeting; and

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

FINDINGS OF FACT

- A. On or about January 19, 2010, the city received a variance application to reconstruct a portion of the existing house, due to disrepair, within the required setback area established by city code. In addition, to reconstructing the north portion of the house, an addition to the front and rear of the house is proposed, to expand the overall living space. The front addition will be located on the northeast side of the house, and as proposed, will comply with the 10 foot north side yard setback, as well as the 20 foot front yard setback requirements. The rear addition will consist of a mudroom and covered porch on the northwest side of the house, which will also comply with the 10 foot north side yard setback, as well as the 30 foot rear yard setback requirements.
- B. The existing house on the property was constructed prior to adoption of the zoning code. As such, the north side yard setback of approximately 4 feet does not meet the 10 foot setback required by city code.
- C. Zoning Ordinance 601 specifies the requirements for building setbacks. The portion of the existing house above the tuck-under garage is in a state of disrepair, due to faulty electrical wiring, inadequate insulation, and poor construction. In order to correct the existing safety concerns associated with this disrepair, a variance to allow reconstruction of this portion of the house within the existing footprint, at a setback of approximately 4 feet, is appropriate.

- D. Because the reconstructed portion of the house will remain within the existing footprint, and the proposed front and rear additions will be located within the setback requirements, the request is consistent with adjacent properties and the character of the neighborhood.
- E. The Planning Commission of the City of Bayport held a public hearing on the variance application on February 16, 2010. At the close of the public hearing, the Planning Commission unanimously recommended approval of the variance.
- F. The three (3) statutory requirements for granting a variance under the undue hardship standard are: (1) the property in question cannot be put to a reasonable use if used as required by this Zoning Code; (2) the plight of the landowner is due to circumstances unique to the property and not created by the property owner; and (3) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance. See Minn. Stat. §462.357.
- G. Based on paragraphs (A)-(F) above, the applicant has demonstrated an undue hardship, justifying the granting of the requested variance.

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 variance is hereby approved, subject to the conditions below, based on findings of fact above, and that the application meets the criteria of an undue hardship:
  - This application may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented as part of this application.
  - Prior to any demolition, a permit shall be secured from the city, in addition to any inspections deemed necessary by city staff or other agencies.
  - Prior to the issuance of a building permit, a complete set of construction and grading plans for the proposed house shall be submitted by the applicant, in accordance with the approved variance, for review and approval by city staff.
  - The type and color of the exterior siding and shingles for the new and old portions of the house shall be consistent with one another.
  - Vegetative landscaping and/or sod shall be restored/installed on all areas affected by the reconstruction/construction no later than September 1, 2010.
  - As-built drawings that delineate all structures and impervious coverage shall be completed and submitted to the city by September 1, 2010.
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 -

Connie Carlson -  
Torry Kraftson -

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 1<sup>st</sup> day of March, 2010.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

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



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

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Date: February 22, 2010  
To: Mayor and City Council  
Mitch Berg, City Administrator  
From: Mel Horak, Public Works Supervisor  
Subject: Public Works Ventilation Improvement Project

***BACKGROUND***

Plans and specifications have been prepared for the Public Works building ventilation improvement project. A request for proposals (RFP) was made available to at least four mechanical contractors as of Friday, February 19, 2010. Proposals for the completion of the project are due at City Hall by 10:00 a.m. on Monday, March 1, 2010 and will be presented to the City Council for consideration and possible award of the contract at the regular March meeting.

Construction costs for the project are estimated at \$28,000.00 to \$36,000.00. Attached, please find a copy of the documents included in the RFP. Copies of the construction document are available at City Hall for public inspection.

***RECOMMENDATION***

Based on the proposals that are received, staff will provide a recommendation at the March 1, 2010 City Council meeting.



**City of Bayport**  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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## **Request for Proposals**

Date: February 18, 2010  
To: Interested parties  
From: City of Bayport  
Subject: Ventilation Improvement Project for Public Works Building

### **Overview/Introduction**

The City of Bayport is requesting proposals for a ventilation improvement project to the 1991 vintage 20,000 square foot Public Works building located at 98 2<sup>nd</sup> Avenue South. The majority of this project is to supply and install four through-wall ½ horsepower 5400 CFM exhaust fan units with related electrical; supply and install four CO and NO<sub>2</sub> sensors with related controls; and other miscellaneous related work.

### **Proposal Submittal/Opening**

Sealed proposals, which must include the City of Bayport Proposal Sheet, will be accepted at City Hall, 294 North 3<sup>rd</sup> Street until 10:00 a.m. on Monday, March 1, 2010, at which time proposals will be opened and read aloud. The City Council will review the proposals at their regular meeting at 6:00 p.m. on March 1, 2010 and may award the project to the lowest responsible party, should they elect to do so. The project construction document is available for public inspection at Bayport City Hall during regular business hours or at Hallberg Engineering, 1750 Commerce Court, White Bear Lake, MN.

The lump sum proposal will be based on the specifications and improvements detailed on the enclosed construction document titled Bay-1. All permit fees, sales taxes (if applicable), and any other incidental charges are to be included in the lump sum.

### **Conditions of Project**

- All work is to be performed in a safe, professional manner acceptable to the city. Work can be stopped and the related contract can be terminated due to poor workmanship, unsafe practices, or other circumstances deemed unacceptable by the city's Building Official.
- The project is to be completed by May 14, 2010. Be it understood that potential for added work exists if mutually agreed upon by the city, as well as the contractor at negotiated prices.

- Individuals submitting proposals shall contact Mel Horak, Public Works Supervisor at 651-275-4404 prior to the scheduled opening to discuss any concerns regarding the proposal and its specification document relative to error, conflicts, discrepancies, or unclear text.
- The completed proposal form, signed by the contractor and city representatives, along with a copy of the resolution accepting the proposal will serve as a contract for this project.
- The City Council will review proposals at its Monday, March 1, 2010 meeting and award the project to the successful party, if it chooses to do so.
- The successful party will be notified by telephone on Tuesday, March 2, 2010 and by mail of the award by Monday, March 8, 2010. A state HVAC license and signed contract are due by Monday, March 8, 2010.
- No bid bond or performance bond will be required for this project.
- Payment in full will be made after successful completion of the project, based on a final inspection and acceptance by city staff. Payment will be made by the 15<sup>th</sup> of the following month after receipt of invoice. Payment will be based on the lump sum proposal amount and negotiated extra work, if any.
- The city reserves the right to accept any or all proposals as it deems is in the best interest of the city.
- Enclosed is a distribution list for your information.

**2010 City of Bayport Public Works Building  
Ventilation Improvement Project  
Proposal Sheet**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail address: \_\_\_\_\_

Email address: \_\_\_\_\_

**The undersigned agrees to complete the ventilation project as per construction document  
and specifications for the lump sum amount of: \$ \_\_\_\_\_**

**Written amount:** \_\_\_\_\_

Owner: City of Bayport

Contractor: \_\_\_\_\_

By: \_\_\_\_\_  
Jon Nowaczek, Mayor

By: \_\_\_\_\_  
Owner/President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Mitch Berg, City Administrator



**RESOLUTION NO. 10-\_\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD FEBRUARY 1, 2010**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 1<sup>st</sup> day of March 2010, 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 A FULL-TIME CITY EMPLOYEE HIRING FREEZE**

WHEREAS, the City of Bayport is a Minnesota Statutory City; and

WHEREAS, the City is anticipated to lose a significant amount of revenue, in the form of an additional cuts in LGA in 2010; and

WHEREAS, the City has initiated budget reduction methods; and

WHEREAS, a hiring freeze is considered one of the budget reduction methods being presented to the City Council for their consideration; and

WHEREAS, the City Council directs the City Administrator to establish and implement administrative procedures for departments seeking to fill critical positions.

THEREFORE BE IT RESOLVED, the City of Bayport shall enact a full-time employee hiring freeze effective March 1, 2010 through December 31, 2010.

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 –	Torry Kraftson –	Dan Johnson –
Connie Carlson –	Judy Seeberger –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 1<sup>st</sup> day of March 2010.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

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



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

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Date: February 23, 2010  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
Re: City Administrator's Report

As many of you know the Governor has proposed an additional \$122,542 cut in LGA for 2010. This is in addition to the \$113,445 the Governor announced as an unallotment for 2010. In addition to these cuts the City is anticipating an additional (worse case scenario) shortfall in revenue of approximately \$180,000, for a total loss of \$415,987 for 2010.

The good news is the City did not budget the first LGA cut into the 2010 budget and built a \$50,000 contingency. Nevertheless, with the latest budget projection and with the additional cuts to LGA, the City may still end up seeing a budget shortfall for 2010 of approximately \$250,000 to \$300,000.

As a result, I have begun implementing a budget plan which includes the hiring freeze, to be presented at the March meeting, and have begun asking department heads to examine what additional cuts they can make to their department budgets for 2010. Furthermore, I have asked that a budget component be integrated in the strategic planning workshop as a means to get the City Council and staff on the same page in dealing with the upcoming budget crisis.

In addition to the budget, the City Administrator has been working on:

- A potential language change in the DNR Lower St. Croix Bluffland statute
- Legislation which could allow communities which host a correctional facility to receive a minimum amount of state aid
- Attended a meeting at the prison to discuss their bonding request and to meet with them on I&I
- Attended several meetings on the proposed Governor's unallotment of LGA with other communities and the LMC
- Took an on-line learning course on HR management (conducted by the LMC)
- Attended a tour of Anderson Windows
- Met with various vendors (P&L insurance, engineering and IT) interested in bidding for services with the City
- Convened an employee task force to discuss health insurance options
- Worked on the 2009 audit (with the assistance of the Finance Officer)

Items I would like the City Council to be aware of:

- Since the City of Bayport does not convene a Board of Appeals and Equalization meeting themselves, residents have the opportunity to attend any of four open book meetings being held throughout the County. To find out the dates, time and locations of these meetings property owners may contact the Washington County Tax Payer Services hotline.
- The final bids for all parties interested in the log cabin are invited to submit a sealed bid into City Hall by 4:00 p.m. on March 22, 2010. Those interested have been encouraged to contact City Hall at 651-275-4404 for additional information.