

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
September 8, 2008**

WORKSHOP (Public Works Department Review, BCAL Donation) **5:00 P.M.**
(Held at the Public Works building, 98 2nd Avenue South)

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 John Kirchstein
2. Utecht Family 50th anniversary

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.

CONSENT AGENDA

Consider approving a resolution adopting items 1 through 10

- | | <u>TAB #</u> |
|---|---------------------|
| 1. August 4, 2008 City Council regular meeting minutes | 1 |
| 2. August payables and receipts | 2 |
| 3. August building, plumbing and mechanical permits | 3 |
| 4. Retirement of Police Officer Patrick Logan and authorization to fill the position | 4 |
| 5. Renewal of Captains Corner, LLC, 193 North 3 rd Street, Bayport, MN 55003
2:00 a.m. liquor license | 5 |
| 6. Purchase of an airless line painting machine for the Public Works Department | 6 |
| 7. Purchase of a utility vehicle and attachments for the Public Works Department | 7 |
| 8. Completion of the 2008 city audit by the firm of Abdo, Eick, & Meyers | 8 |
| 9. Central St. Croix Valley Joint Cable Commission and Valley Access Channels
budgets for 2009 | 9 |
| 10. Administrative fine for Woody's Bar and Grill for serving alcohol to an underage customer | 10 |

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- | | |
|--|----|
| 1. Consider quotes for the Lakeside Park stone monument entry sign | 11 |
| 2. Consider options for replacement of teeter-totters in Lakeside Park | 12 |
| 3. Update on progress of beach area improvements at Lakeside Park and Brownfield Assessment
at Barker's Alps Park | |
| 4. Consider a request to extend the temporary storage of house on public property | 13 |

TAB #

NEW BUSINESS

1. Consider city alley paving project, including authorization to order a feasibility study, and setting an assessment hearing date
2. Consider 2009 preliminary budget

14

15

COUNCIL ITEMS AND ANNOUNCEMENTS

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT



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

Date: September 2, 2008

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Public Works Department Review

The following is the program outline for the Public Works Department review presentation scheduled for Monday, September 8th, 5:00 p.m., at the Public Works building at 98 2nd Avenue South. **Please use the east service door to enter the building.**

Public Works Department Overview Presentation

1. Handout of department's review sheet
2. Review of Public Works staff
3. Review of Water Department SCADA System
4. Building tour and equipment viewing
5. Question and answer period

2008 PUBLIC WORKS REVIEW

Current Full-time Staff Members

<u>Name</u>	<u>Years of Service</u>
Josh Eisinger	2.75
Mel Horak, Supervisor	9
Tim Gardner	30
Vern Thompson	30

Department Review/Objectives

Cemetery (#43300)

2009 Proposed Budget: \$11,100

- Maintenance of grounds
- Maintenance of mowing equipment
- Cremains burials
- In the field administration

Parks (#43200)

2009 Proposed Budget: \$88,676

- Mowing and grounds keeping of park and other city properties
- Maintenance of play structures, picnic shelters, park buildings and skating rink structures
- Cleaning and flooding of the skating rinks
- Clearing of snow from city walks and bike paths
- Tree planting, tree trimming and watering

Streets (#43100)

2009 Proposed Budget: \$293,172

- Maintain approximately 16 miles of streets and alleys
 - street patching
 - snowplowing and sanding
 - street sweeping
 - administering the seal coat program
 - storm sewer repair
 - alley grading
 - tree trimming, planting and watering

PUBLIC WORKS REVIEW

Department Review/Objectives (continued)

Sewer (#46200)

2009 Proposed Budget: \$641,750

- Operate and maintain approximately 66,500 feet of various diameter and material types of gravity sewer main and related manhole structures
- Operate and maintain two lift stations and related controls
- Administer sewer inflow and infiltration reduction program

Water

#46110

2009 Proposed Budget: \$ 43,814

#46120

2009 Proposed Budget: \$395,147

- Operate and maintain approximately 68,150 feet of various diameter water mains, fire hydrants, and related appurtenances
- Maintain 740 water meters and administer quarterly water usage recording
- Operate and maintain three wells and related pumps/pump houses
- Operate and maintain two storage reservoirs, air stripper facility, and booster station facility

RESOLUTION NO. 08-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 8, 2008

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 8th day of September 2008, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption

A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE SEPTEMBER 8, 2008 CITY COUNCIL AGENDA

1. August 4, 2008 City Council regular meeting minutes
2. August payables and receipts
3. August building, plumbing and mechanical permits
4. Retirement of Police Officer Patrick Logan and authorization to fill the position
5. Renewal of Captains Corner, LLC, 193 North 3rd Street, Bayport, MN 55003 2 00 a.m liquor license
6. Purchase of an airless line painting machine for the Public Works Department
7. Purchase of a utility vehicle and attachments for the Public Works Department
8. Completion of the 2008 city audit by the firm of Abdo, Eick, & Meyers
9. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budgets for 2009
10. Administrative fine for Woody's Bar and Grill for serving alcohol to an underage customer

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 8th day of September 2008.

ATTEST:

Mike McGuire, City Administrator

Jon Nowaczek, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBER
AUGUST 4, 2008
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of August 4, 2008 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Mayor Nowaczek announced that the July recycling award went to Dick Beberg.
2. Mayor Nowaczek read a proclamation declaring Tuesday, August 5, 2008, as National Night Out in the City of Bayport. The Bayport Police Department will be hosting the annual city-wide event at Lakeside Park beginning at 6:00 p.m.

OPEN FORUM - None

CONSENT AGENDA

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

Councilmember Ridgway requested that item #5 regarding replacement of the teeter-totter in Lakeside Park be moved to New Business.

Councilmember Ridgway made a motion to move consent agenda item #5, *Replacement of teeter-totter in Lakeside Park*, to New Business, introduced the following renumbered resolution and moved its adoption:

Resolution 08-12

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-9 FROM THE
AUGUST 4, 2008 CITY COUNCIL AGENDA**

1. July 7, 2008 City Council regular meeting minutes
2. July payables and receipts
3. July building, plumbing and mechanical permits
4. Bayport Marina temporary liquor license August 9, 2008
5. Bethlehem Lutheran Church Fall Festival at Village Green Park
6. Bayport Marina temporary liquor license September 2-4, 2008
7. Sale of Public Works Department 1988 Ford plow truck
8. Hiring of Fire Department personnel
9. People's Church Community Carnival at Perro Park

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

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

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Ridgway reported the Cable Commission's next meeting is scheduled for Wednesday, August 20, 2008, 7:00 p.m., at the cable studio located in the Valley Ridge Mall in Stillwater.

Councilmember Kraftson reported on the July 10th meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). The MSCWMO will be following up with cities regarding submission of their surface water management plans and suggested that staff contact the MSCWMO regarding the status of Bayport's plan. Councilmember Kraftson will report on the Perro Creek storm sewer project during discussion of this New Business agenda item later in the meeting. The next meeting is scheduled for Thursday, August 14, 2008, 7:00 p.m., at the Washington Conservation District office located in the Valley Ridge Mall.

Councilmember Johnson reported the library board did not meet in July, and the next meeting is scheduled for Thursday, August 28, 2008, 6:00 p.m., at the library.

Councilmember Carlson reported the next meeting of the Lower St. Croix Partnership is scheduled for Wednesday, September 17, 2008, 7:00 p.m., at the St. Croix County Government Center.

UNFINISHED BUSINESS

Consider a change in design for the public utility extension to St. Croix Preparatory Academy in Baytown Township: Engineer Peters reviewed the action taken at the February 4, 2008 City Council meeting to extend city water and sanitary sewer service to the St. Croix Preparatory Academy site in Baytown Township. At that time, only one option for water service to the site was explored, and ultimately approved, at the February meeting. The school has now requested that the trunk water main improvement be scaled back to minimize costs. Staff reviewed the proposed changes and recommended that the school be allowed to construct a smaller trunk improvement at this time, provided they approve an agreement outlining their financial responsibilities in the future. Engineer Peters stated that the fire marshal is satisfied with the proposed fire hydrant locations. Attorney Vivian reviewed a draft agreement between the city and St. Croix Preparatory Academy for construction and assessment of water main improvements. Discussion followed on placement options for the 12-inch trunk water main along Stagecoach Trail (east or west side), and it was recommended to make the installation language more generic to cover both possibilities. Engineer Peters explained that the water mains would be public, and the intent is for the city to have an easement from the school for maintenance purposes. Attorney Vivian stated the city would pursue securities from the school to ensure the proper easements are obtained.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve the draft agreement for construction and assessment of water main improvements between the City of Bayport and St. Croix Preparatory Academy, subject to final approval by the city attorney. Motion carried.

NEW BUSINESS

Consider an agreement for professional services between the City of Bayport, on behalf of the MSCWMO, and SEH for Phase 3 Perro Creek Outlet Storm Sewer Project: David Beaudet, Chairperson for the Middle St. Croix Watershed Management Organization (MSCWMO), explained that the contract being considered is an amendment to the original Agreement for Professional Services between the City of Bayport, on behalf of the MSCWMO, and SEH, dated September 2, 1998, for the State of Minnesota Storm Sewer Project. Funding from the State of Minnesota for the third and final stage of this project to mitigate flooding in portions of Perro Creek Survey has been approved, and this agreement with SEH is needed to develop the construction/bidding documents and get the necessary easements. Mr. Beaudet stated approximately \$2.75 million is available, and he is confident the project can be completed with this funding. Councilmember Kraftson stated there was discussion at the last MSCWMO meeting regarding the appropriateness of approving the agreement with SEH without first seeking proposals from other firms. He believes there should be a competitive bidding process for this public project and is not in favor of approving the agreement. Mr. Beaudet stated the general consensus of MSCWMO representatives was that it would be unlikely to receive a better bid from another firm because of the substantial amount of preliminary work already done by SEH. Additionally, the bid process would cause a considerable delay in getting the project completed, and Mr. Beaudet believes SEH has proposed a reasonable price. Attorney Vivian clarified that the MSCWMO is subject to public bidding requirements; however, since this is a services contract, it is not required to be put out to bid.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to approve the signing by the City of Bayport of the letter dated June 19, 2008, addressed to Mr. David Beaudet, regarding supplementing the agreement for professional services between the City of Bayport, on behalf of the Middle St. Croix Watershed Management Organization, and Short Elliott Hendrickson, Inc. (SEH), dated September 2, 1998. Motion carried 4-1, with Councilmember Kraftson voting nay.

Consider quotes for extending parking area on north side of Lakeside Park: Public Works Supervisor Mel Horak reviewed a request to provide additional parking at the north end of Lakeside Park, on the south side of Central Avenue. Staff believes it is an opportune time for this project, given the other park improvement projects currently in progress. Two favorable quotes were received for the project and staff recommends that the project be awarded to the low bidder, A.C.T. Specialties, Shoreview, Minnesota. Mr. Horak indicated it is staff's intent to save the healthy, mature trees in the project area. It is anticipated that approximately 9 parking spaces would be realized with this additional parking area.

It was moved by Councilmember Ridgway and seconded by Councilmember Carlson to award the project to increase parking on the north end of Lakeside Park to the low bidder, A.C.T. Specialties, Shoreview, Minnesota, for the approximate cost of \$5,015.00.

Mayor Nowaczek proposed using these funds for improvements at Barker's Alps Park, rather than Lakeside Park, and indicated a desire to use the available money wisely. Discussion followed on the need for the additional parking and the possibility of providing dedicated loading/unloading parking spaces near the shelters on the north side of the park. If the paving project is approved, staff plans on completing the project as soon as possible.

Motion carried.

Replacement of teeter-totter at Lakeside Park: Councilmember Ridgway would like city staff to look into the purchase of a new type of teeter-totter that is spring loaded and allows one person to use the equipment, without weight distribution concerns. Public Works Supervisor Horak stated the equipment quoted by St. Croix Recreation has the spring-type action; however from a long-term maintenance

standpoint and due to potential safety concerns with the springs, he recommended the conventional, pivot-style equipment quoted by Earl F. Anderson Company. Staff recommended continuing this topic to the next meeting, to provide councilmembers with more information on the different styles of equipment available.

COUNCIL ITEMS/ANNOUNCEMENTS

1. Councilmember Carlson announced the Bayport American Legion has an aluminum can recycling container behind their building and would appreciate residents dropping off their aluminum cans
2. Councilmember Carlson stated that on Tuesday, August 26th at 10:30 a.m., the Bayport Senior Center is sponsoring a "Bam!" cooking class, followed by lunch at 11:30 a.m. Registration is required.
3. Councilmembers Ridgway and Carlson stated they have received inquiries on establishing a farmer's market in Bayport and requested input on how residents could move forward with the idea. Administrator McGuire indicated residents should contact City Hall.
4. Mayor Nowaczek encouraged residents to participate in the National Night Out event tomorrow evening at Lakeside Park.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS

1. Review of summer business hours for City Hall: Administrator McGuire reviewed a memo that was handed out on this topic. He is proposing that the business hours approved for the summer, 7:30 a.m.-5:00 p.m. Monday-Thursday, and 7:30 a.m.-11:30 a.m. on Friday, be extended through October 31, 2008. He stated other work hours are being considered, e.g., a 4-day work week, to reduce utility and commuting costs, and he will provide an approximate energy cost savings for this option. He urged residents to contact him with feedback. Staff will report back at the October City Council meeting.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to extend the summer business hours for City Hall through October 31, 2008, and direct staff to look into options for possible cost savings in relation to business hours, for discussion at the October 6, 2008 meeting Motion carried.

2. Preliminary update of 2009 budget: The preliminary budget will be presented at the September 8, 2008 meeting, as required by state law. Administrator McGuire stated preliminary budget figures show a 1.5% increase in overall expenses, mostly for labor and energy costs, with a levy increase of approximately 3.9%. He noted that Bayport's local government aid was increased by 3.9%, approximately \$20,000.00, and that only a few cities received an increase. The budget does not figure in use of the tax stabilization fund, and it does incorporate a savings plan for future major maintenance issues with city buildings (Fire Hall, City Hall, Library, and Public Works building)
3. Closed session to discuss pending litigation: It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn to closed session at 7:00 p.m.

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to resume the regular meeting of the August 4, 2008 Bayport City Council meeting at 7:33 p.m. Motion carried

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 7:34 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 08/31/08

FUND	FUND Descr	2008 Budget	2008 YTD Amt	2008 % of Budget	2008 % of Budget Remain
101	GENERAL	\$2,108,130 00	\$951,692 11	45 14%	54 86%
102	STREET RECONSTRUCTION	\$0 00	\$4,852 52	0 00%	0 00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0 00	\$0 00	0 00%	0 00%
105	GENERAL FIXED ASSETS	\$0 00	\$0 00	0 00%	0 00%
106	TIF ECON DEV DIST 2	\$0 00	\$15,338 94	0 00%	0 00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0 00	\$0 00	0 00%	0 00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0 00	\$45,000 00	0 00%	0 00%
201	D A R E	\$0 00	\$0 00	0 00%	0 00%
202	DRUG FORFEITURE	\$0 00	\$2,994 12	0 00%	0 00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0 00	\$11,000 00	0 00%	0 00%
204	RECREATION CAP EQUIP & MAINT	\$0 00	\$3,932 30	0 00%	0 00%
205	TAX STABILIZATION FUND	\$0 00	\$0 00	0 00%	0 00%
206	WATER/SEWER IMPROVEMENT FUND	\$0 00	\$65,135 85	0 00%	0 00%
207	PARK IMPROVEMENT FUND	\$0 00	\$4,000 00	0 00%	0 00%
208	PRISON SEWER PROJECT	\$0 00	\$0 00	0 00%	0 00%
209	DEVELOPER REIMBURSED PROJECTS	\$0 00	\$0 00	0 00%	0 00%
210	K-9 UNIT	\$0 00	\$9,442 00	0 00%	0 00%
211	LIBRARY	\$290,334 00	\$94,276 73	32 47%	67 53%
303	GO TIF BOND 1990 DEBT SERVICE	\$0 00	\$42,642 28	0 00%	0 00%
307	DEBT SERVICE GO BONDS \$710,000	\$0 00	\$0 00	0 00%	0 00%
601	WATER	\$332,920 00	\$76,718 05	23 04%	76 96%
602	SEWER	\$634,587 96	\$256,726 17	40 46%	59 54%
800	INVESTMENTS-POOLED	\$0 00	\$133,920 86	0 00%	0 00%
803	P & Z ESCROWS	\$0 00	\$15,800 00	0 00%	0 00%
851	NON EXP TRUST	\$0 00	\$0 00	0 00%	0 00%
		\$3,365,971 96	\$1,733,471 93	51 50%	48 50%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	8/11/2008	\$134 80	15084 1ST HALF 2008 AGGREGATE TAX (GRA	R 101-00000-31701 GRAVEL
101	8/21/2008	\$45 00	15094 GEORGE MILLER - PD ADMIN FINE	R 101-00000-33100 ADMINIST
101	8/21/2008	\$45 00	15106 MYRON ROZMARK - ADMINISTRATIVE F	R 101-00000-33100 ADMINIST
101	8/28/2008	\$100 00	15117 PHILIP QUAST - ADMINISTRATIVE FINE	R 101-00000-33100 ADMINIST
101	8/28/2008	\$2 00	15120 DAVE NESS - FILING FEE FOR ELECTIO	R 101-00000-33100 ADMINIST
101	8/28/2008	\$2 00	15121 JON NOWACZEK - CANDIDATE FILING F	R 101-00000-33100 ADMINIST
101	8/28/2008	\$2 00	15122 CONNIE CARLSON - CANDIDATE FILING	R 101-00000-33100 ADMINIST
101	8/29/2008	\$45 00	15135 EMILY EINWALTER - ADMIN FEE FINE	R 101-00000-33100 ADMINIST
101	8/11/2008	\$20 00	15068 524 MN ST SO	R 101-00000-34105 USER FE
101	8/11/2008	\$2 00	15072 TRINITY LUTHERAN - COPY CITY MAP	R 101-00000-34105 USER FE
101	8/21/2008	\$1 00	15091 DIANE LEGATO - COPIES	R 101-00000-34105 USER FE
101	8/21/2008	\$0 25	15096 CASH - COPY	R 101-00000-34105 USER FE
101	8/21/2008	\$1 00	15109 BECKY - COPIES	R 101-00000-34105 USER FE
101	8/21/2008	\$0 25	15111 DONALD NESS - COPY	R 101-00000-34105 USER FE
101	8/11/2008	\$2,794 71	15067 INTEREST	R 101-00000-36210 INVESTM
101	8/11/2008	\$9,205 29	15067 PRINCIPAL	G 101-15102 ACCTS REC MIS
101	8/11/2008	\$0 50	15065 SURCHARGE	G 101-20104 STATE SURCHA
101	8/11/2008	\$0 50	15070 SURCHARGE	G 101-20104 STATE SURCHA
101	8/21/2008	\$0 50	15092 SURCHARGE	G 101-20104 STATE SURCHA
101	8/21/2008	\$4 40	15101 SURCHARGE	G 101-20104 STATE SURCHA
101	8/21/2008	\$12 75	15103 SURCHARGE	G 101-20104 STATE SURCHA
101	8/21/2008	\$2 94	15108 SURCHARGE	G 101-20104 STATE SURCHA
101	8/28/2008	\$2 40	15123 SURCHARGE	G 101-20104 STATE SURCHA
101	8/29/2008	\$0 50	15129 SURCHARGE	G 101-20104 STATE SURCHA
101	8/29/2008	\$5 00	15132 SURCHARGE	G 101-20104 STATE SURCHA
101	8/11/2008	\$15 79	15082 SALES TAX	G 101-20603 SALES TAX PAY
101	8/21/2008	\$6 75	15093 TAX	G 101-20603 SALES TAX PAY
101	8/21/2008	\$30 49	15116 SALES TAX	G 101-20603 SALES TAX PAY
101	8/28/2008	\$9 92	15128 SALES TAX	G 101-20603 SALES TAX PAY
101	8/21/2008	\$35 00	15112 DENTAL	G 101-27107 DELTA DENTAL
101	8/11/2008	\$60 67	15069 HEALTH INS - AUGUST 2008	G 101-27109 MEDICA
101	8/11/2008	\$497 76	15075 HEALTH INS, AUGUST 2008	G 101-27109 MEDICA
101	8/21/2008	\$497 76	15112 HEALTH	G 101-27109 MEDICA
101	8/11/2008	\$257 49	15085 REFUND OF OVERPMT - HALL LANDSC	R 101-41200-36240 REFUND
101	8/28/2008	\$558 00	15119 METAL RECYCLING	R 101-41240-34105 USER FE
101	8/11/2008	\$30 00	15066 LICENSE FEE	R 101-41910-32100 BUSINES
101	8/21/2008	\$30 00	15100 BROCKAMN BLACK TOPPING - CONTRA	R 101-41910-32100 BUSINES
101	8/21/2008	\$177 00	15101 PERMIT	R 101-41910-32210 BUILDING
101	8/21/2008	\$275 44	15103 PLAN REVIEW	R 101-41910-32210 BUILDING
101	8/21/2008	\$423 75	15103 PERMIT	R 101-41910-32210 BUILDING
101	8/21/2008	\$132 75	15108 PERMIT	R 101-41910-32210 BUILDING
101	8/28/2008	\$118 00	15123 PERMIT	R 101-41910-32210 BUILDING
101	8/29/2008	\$25 00	15129 PERMIT	R 101-41910-32210 BUILDING
101	8/29/2008	\$191 75	15132 PERMIT	R 101-41910-32210 BUILDING
101	8/21/2008	\$75 00	15092 PERMIT	R 101-41910-32220 PLUMBIN
101	8/11/2008	\$75 00	15065 FEE	R 101-41910-32230 MECHANI
101	8/11/2008	\$75 00	15070 FEE	R 101-41910-32230 MECHANI
101	8/21/2008	\$250 00	15097 CONDITIONAL USE APPLICATION	R 101-41910-34100 P & Z PE
101	8/28/2008	\$1,729 83	15118 BUILDING INSPECTIONS	R 101-41910-34103 LAKELAN
101	8/11/2008	\$10 00	15063 PAM STOCKWELL - PET LICENSE	R 101-42100-32240 ANIMAL F
101	8/21/2008	\$10 00	15110 BRENT HOGBERG - PET LICENSE	R 101-42100-32240 ANIMAL F
101	8/21/2008	\$22 80	15089 RODD TSCHIDA ATTORNEY - PD REPO	R 101-42100-34201 POLICE A
101	8/29/2008	\$3,284 45	15129 JULY 2008 FINES	R 101-42100-35101 COURT FI
101	8/21/2008	\$1,245 78	15115 APRIL SPEED S & S	R 101-42100-36233 GRANTS
101	8/21/2008	\$1,830 02	15115 MAY SEATBELTS S & S	R 101-42100-36233 GRANTS
101	8/11/2008	\$2,803 75	15087 POST BOARD TRAINING REIMBURSTM	R 101-42100-36242 POST TR
101	8/11/2008	\$90 00	15076 JOE JOHNSON - TOWING CHARGE	R 101-42100-37306 SALE OF
101	8/11/2008	\$60 00	15071 KLEIDOSTY CK#8393,BETTES CK#10222	R 101-42200-32200 NONBUSI
101	8/21/2008	\$367 12	15104 JULY FIRE PERMITS	R 101-42200-32200 NONBUSI
101	8/21/2008	\$20 00	15113 KROENING # 5287	R 101-42200-32200 NONBUSI

CITY OF BAYPORT

09/03/08 1 05 PM

Page 2

MONTHLY RECEIPTS

Period Name: AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	8/21/2008	\$20 00	15113 PETERSON #8046	R 101-42200-32200 NONBUSI
101	8/28/2008	\$25 00	15126 JARDINE, LOGAN, O'BRIEN - FIRE REPO	R 101-42200-32200 NONBUSI
101	8/11/2008	\$10.00	15074 JIM MILLIKEN - BOAT TRAILER PERMIT	R 101-43200-34780 PARK FE
101	8/11/2008	\$480 00	15078 PARK - BOAT TRAILER PARKING FEE	R 101-43200-34780 PARK FE
101	8/11/2008	\$30 00	15079 CHARLES SPANIER - BOAT TRAILER PA	R 101-43200-34780 PARK FE
101	8/11/2008	\$10 00	15080 BILL VEZINA - BOAT TRAILER PARKING	R 101-43200-34780 PARK FE
101	8/11/2008	\$10 00	15081 JERRY CHERRY - BOAT TRAILER PERM	R 101-43200-34780 PARK FE
101	8/11/2008	\$194 72	15082 PARK CONCESSIONS - PROCEEDS	R 101-43200-34780 PARK FE
101	8/21/2008	\$10 00	15088 KATIE SWANSON - BOAT TRIALER PAR	R 101-43200-34780 PARK FE
101	8/21/2008	\$100 00	15093 FEE	R 101-43200-34780 PARK FE
101	8/21/2008	\$421.26	15116 PROCEEDS	R 101-43200-34780 PARK FE
101	8/28/2008	\$159 00	15127 CASH - BOAT TRAILER PARKING FEE	R 101-43200-34780 PARK FE
101	8/28/2008	\$137 08	15128 PARK CONCESSIONS - 08/20/08-08/26/0	R 101-43200-34780 PARK FE
101	8/29/2008	\$250 00	15136 SEPHEN FAHS - PARK SHELTER REVE	R 101-43200-34780 PARK FE
101	8/28/2008	\$1,000 00	15125 BEVERLY WROBEL - 5 CREMAINS BURI	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$30,608 92		
FUND 203 PUBLIC WORKS EQUIPMENT REPL				
203	8/21/2008	\$11,000 00	15095 SCHLONKA EXCAVATING - SALE OF 88	R 203-41900-37301 TRANSFE
FUND 203 PUBLIC		\$11,000 00		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	8/21/2008	\$293 97	15099 GAMBLING REVENUE - JULY 2008	R 204-00000-32204 GAMBLIN
FUND 204 RECREA		\$293 97		
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	8/19/2008	\$67.45	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	8/21/2008	\$24 51	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	8/21/2008	\$20 34	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	8/29/2008	\$13 22	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	8/29/2008	\$18 40	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	8/11/2008	\$24 30	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	8/21/2008	\$54 53	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	8/21/2008	\$75 18	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	8/11/2008	\$357 34	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	8/11/2008	\$1,151 63	0 UB Receipt Serv 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	8/11/2008	\$25 25	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	8/11/2008	\$435 74	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	8/20/2008	\$15 60	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	8/20/2008	\$12 18	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
FUND 206 WATER/		\$2,295 67		
FUND 210 K-9 UNIT				
210	8/11/2008	\$1,902 00	15077 ZEUS & COMPANY - DONATION FOR FU	R 210-42103-36231 DONATIO
210	8/11/2008	\$260 00	15083 POLICE NATIONAL NIGHT OUT - DUNK	R 210-42103-36231 DONATIO
210	8/21/2008	\$100 00	15090 LAURA EASTMAN - DONATION FOR FU	R 210-42103-36231 DONATIO
210	8/21/2008	\$200 00	15102 HAADOLFO - K-9 DONATION	R 210-42103-36231 DONATIO
210	8/21/2008	\$100 00	15105 AZMIRA HOLISTRIC ANIMAL CARE - K-9	R 210-42103-36231 DONATIO
210	8/21/2008	\$300 00	15107 MARCELLE LEVY - CANINE PROGRAM	R 210-42103-36231 DONATIO
210	8/28/2008	\$1,000.00	15124 KELLY ANN STAFFORD - CANINE DONA	R 210-42103-36231 DONATIO
FUND 210 K-9 UNIT		\$3 862 00		
FUND 211 LIBRARY				
211	8/29/2008	\$86 00	15134 ACERS 14.00,PYE 20 00, FENNERN 45 0	R 211-45500-34760 LIBRARY
211	8/29/2008	\$140 00	15133 MARYNEL RYAN - LIBRARY ROOM REN	R 211-45500-36220 RENTAL I
FUND 211 LIBRARY		\$226 00		
FUND 601 WATER				

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name. AUGUST

FUND	Tran Date	Amount	Refer Comments	Account Descr
601	8/11/2008	\$4.49	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	8/21/2008	\$5 09	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	8/21/2008	\$626 36	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	8/21/2008	\$31 63	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	8/21/2008	\$169 45	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	8/11/2008	\$192 50	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	8/11/2008	\$71 29	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	8/29/2008	\$3 18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	8/11/2008	\$7 50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	8/29/2008	\$153 53	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	8/29/2008	\$1 96	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	8/21/2008	\$13 26	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	8/29/2008	\$3 25	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	8/11/2008	\$167 92	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	8/11/2008	\$3,707 83	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	8/21/2008	\$12 39	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	8/11/2008	\$15 95	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	8/11/2008	\$135 60	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	8/20/2008	\$130 00	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	8/11/2008	\$25 00	15064 DEBBIE FLORES - WATER RECONNECT	R 601-46120-37110 WATER R
601	8/11/2008	\$25 00	15073 DUNCAN MILLER - WATER RECONNEC	R 601-46120-37110 WATER R
601	8/21/2008	\$25 00	15098 BAYPORT HOMES - WATER RECONN	R 601-46120-37110 WATER R
601	8/21/2008	\$25 00	15114 DAN ASMUS - RECONNECT WATER SE	R 601-46120-37110 WATER R
601	8/20/2008	\$1 83	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
FUND 601 WATER		\$5,555 01		
FUND 602 SEWER				
602	8/11/2008	\$163 01	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	8/11/2008	\$2 50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	8/11/2008	\$9,596 90	0 UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLIN
602	8/11/2008	\$14,921 30	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	8/11/2008	\$3,071 80	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	8/21/2008	\$5 09	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	8/21/2008	\$31 63	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	8/21/2008	\$205 25	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	8/29/2008	\$14,921 30	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	8/21/2008	\$454 62	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	8/29/2008	\$110 14	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	8/29/2008	\$3 25	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	8/11/2008	\$212 03	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	8/20/2008	\$101 50	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	8/19/2008	\$14,921.30	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	8/19/2008	\$562 08	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
FUND 602 SEWER		\$59,283 70		
FUND 803 P & Z ESCROWS				
803	8/21/2008	\$500 00	15097 ESCROW	R 803-80017-34100 P & Z PE
FUND 803 P & Z ES		\$500 00		
		\$113,625 27		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 08/31/2008

7 Month = 66 7

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41100	ELECTIONS	\$5,140 00	\$775 11	\$4,364 89	84 92%
41200	MAYOR & COUNCIL	\$139,413 00	\$128,995 37	\$10,417 63	7 47%
41240	RECYCLING	\$9,407 00	\$9,296 23	\$110 77	1 18%
41400	ADMINISTRATION	\$143,769 00	\$105,347 41	\$38,421 59	26 72%
41903	DEBT SERVICE	\$0 00	\$0 00	\$0 00	0 00%
41910	PLANNING & ZONING	\$203,035 00	\$136,459 79	\$66,575 21	32 79%
41940	MUNICIPAL BUILDINGS	\$38,272 00	\$33,287 54	\$4,984 46	13 02%
42100	POLICE	\$644,608 00	\$418,753 92	\$225,854 08	35 04%
42200	FIRE PROTECTION	\$384,469 00	\$151,416 35	\$233,052 65	60 62%
43100	STREET MAINT	\$281,499 00	\$159,110 90	\$122,388 10	43 48%
43160	STREET LIGHTING	\$21,000 00	\$11,351 66	\$9,648 34	45 94%
43200	PARKS	\$78,513 00	\$73,897 37	\$4,615 63	5 88%
43300	CEMETERY	\$11,400 00	\$2,527 82	\$8,872 18	77 83%
44100	PROJECT	\$0 00	\$6,387 50	-\$6,387 50	0 00%
44200	TRANSFER OUT-DEBT SERVIC	\$0 00	\$0 00	\$0 00	0 00%
FUND 101 GENERAL		\$1,960,525 00	\$1,237,606 97	\$722,918 03	36 87%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
FUND 208 PRISON SEWER PROJECT		\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0 00	\$362 15	-\$362 15	0 00%
41912	INSPIRATION	\$0 00	\$736 14	-\$736 14	0 00%
41913	EMERALD FALLS	\$0 00	\$0 00	\$0 00	0 00%
99999	PW CAPITAL OUTLAY	\$0 00	\$0 00	\$0 00	0 00%
FUND 209 DEVELOPER REIMBURSED PR		\$0 00	\$1 098 29	-\$1,098 29	0 00%
FUND 211 LIBRARY					
45500	LIBRARY	\$290,333 52	\$237,644 67	\$52,688 85	18 15%
FUND 211 LIBRARY		\$290,333 52	\$237,644 67	\$52,688 85	18 15%
FUND 601 WATER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46110	WATER-PUMPHOUSE	\$42,350 00	\$20,107 45	\$22,242 55	52 52%
46120	WATER	\$281,538 00	\$160,440 87	\$121,097 13	43 01%
FUND 601 WATER		\$323,888 00	\$180,548 32	\$143,339 68	44 26%
FUND 602 SEWER					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46200	SEWER - OPERATING	\$353,230 00	\$137,774 26	\$215,455 74	61 00%
46990	SEWER - NON-OPERATING	\$290,000 00	\$189,476 88	\$100,523 12	34 66%
FUND 602 SEWER		\$643,230 00	\$327,251 14	\$315,978 86	49 12%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 800 INVESTMENTS-POOLED		\$0 00	\$0 00	\$0 00	0 00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0 00	\$4,349 54	-\$4,349 54	0 00%
80001	ANDERSEN ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80002	CPDC SENIOR COOP	\$0 00	\$0 00	\$0 00	0 00%
80003	BAYTOWN ANNEXATION	\$0 00	\$0 00	\$0 00	0 00%
80004	CROIXDALE	\$0 00	\$0 00	\$0 00	0 00%
80005	HARRIS CO - MCF	\$0 00	\$0 00	\$0 00	0 00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 08/31/2008

7 Month = 66.7

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
80006	OSTERTAG VARIANCE	\$0 00	\$0 00	\$0 00	0 00%
80007	JEFF NELSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80008	CHARLES LUTZ STREET VACA	\$0 00	\$0 00	\$0 00	0 00%
80009	DON THRON VARIANCE	\$0 00	\$0 00	\$0 00	0 00%
80010	JERRY PETERSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80011	CAPTAINS CORNER	\$0 00	\$62 00	-\$62 00	0 00%
80012	FRIENDS OF ST CROIX PREP	\$0 00	\$71 50	-\$71 50	0 00%
80013	BAYPORT MARINA	\$0 00	\$650 00	-\$650 00	0 00%
80014	GROUP 41 (MIKE SCHALON	\$0 00	\$755 29	-\$755 29	0 00%
80015	GARY SWAGER	\$0 00	\$108 62	-\$108 62	0 00%
80016	Pete Miller - Feasi Study	\$0 00	\$1,971 02	-\$1,971 02	0 00%
80018	MSCWM PERRO CREEK OUTL	\$0 00	\$2,529 57	-\$2,529 57	0 00%
FUND 803 P & Z ESCROWS		\$0 00	\$10 497 54	-\$10 497 54	0 00%
FUND 999 ACCRUED INT PAYABLE					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41000	DEPRECIATION EXP - GEN GO	\$0 00	\$0 00	\$0 00	0 00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0 00	\$0 00	\$0 00	0 00%
42200	FIRE PROTECTION	\$0 00	\$0 00	\$0 00	0 00%
43000	DEPRECIATION EXP - PUBLIC	\$0 00	\$0 00	\$0 00	0 00%
43100	STREET MAINT	\$0 00	\$0 00	\$0 00	0 00%
43200	PARKS	\$0 00	\$0 00	\$0 00	0 00%
43300	CEMETERY	\$0 00	\$0 00	\$0 00	0 00%
44000	DEPRECIATION EXP - LIBRARY	\$0 00	\$0 00	\$0 00	0 00%
45000	DEPRECIATION EXP - PARKS	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 999 ACCRUED INT PAYABLE		\$0 00	\$0 00	\$0 00	0 00%
		\$3,217,976 52	\$1,994 646 93	\$1,223,329 59	38 02%

CITY OF BAYPORT

09/03/08 1 11 PM

Page 1

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL						
DEPT 41100 ELECTIONS						
101 PETTY CASH	8/26/2008	\$4 18	E	41100	220 ELECTIONS	OPERATING SUP
101 PETTY CASH	8/26/2008	\$10 47	E	41100	220 ELECTIONS	OPERATING SUP
101 STILLWATER GAZETTE	8/28/2008	\$14 27	E	41100	350 NOTICE OF PUBLIC ACCUR VO	PRINTING & PUBL
101 STILLWATER GAZETTE	8/28/2008	\$25 36	E	41100	350 NOTICE OF 2008 MUNICIP ELEC	PRINTING & PUBL
DEPT 41100 ELECTIONS		\$54 28				
DEPT 41200 MAYOR & COUNCIL						
101	6/19/2008	\$1,175 00	E	41200	101 Labor Distribution	WAGES AND SAL
101	6/19/2008	\$11 25	E	41200	121 Labor Distribution	P E R A
101	6/19/2008	\$72 85	E	41200	122 Labor Distribution	CONT TO RET , S
101	6/19/2008	\$17 03	E	41200	170 Labor Distribution	MEDICARE
101 REX MILLS PRINTING CO	8/6/2008	\$16 50	E	41200	201 RECEIPT BOOKS	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	9/3/2008	\$7 28	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 PETTY CASH	8/26/2008	\$15 08	E	41200	201 SUPPLIES	OFFICE SUPPLIE
101 PETTY CASH	8/26/2008	\$17 82	E	41200	201 SUPPLIES	OFFICE SUPPLIE
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$208 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$97 50	E	41200	300 13467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$39 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$65 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$32 50	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$0 42	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$67 50	E	41200	300 13467-14377	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$135 00	E	41200	300 16467-14377	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$32 50	E	41200	300 13467-15018	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$65 00	E	41200	300 13467-17722	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	9/3/2008	\$52 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 S E H	8/28/2008	\$76 48	E	41200	301 COUNCIL MEETING	PROF SER-ENGIN
101 COMPLETE HEALTH ENVIRO	9/3/2008	\$437 50	E	41200	302 JULY 2008 AMINTENANCE PLAN	CONTRACT SERV
101 COMPLETE HEALTH ENVIRO	9/2/2008	\$437 50	E	41200	306 MAINTENANCE PLAN - AUGUST	PROF SER-OTHE
101 STILLWATER GAZETTE	8/28/2008	\$2 60	E	41200	350 2007 ANNUAL DISCLOSURE	PRINTING & PUBL
101 MUNICIPAL CODE CORPORA	9/2/2008	\$2,839 91	E	41200	350 SUPPLEMENT PAGES	PRINTING & PUBL
101 MNAPA	8/11/2008	\$270 00	E	41200	402 REGISTRATION FORM	CONFERENCES &
101 US INTERNET	8/28/2008	\$46 00	E	41200	416 MTHLY - SECURENCE	REPAIR/MAINT O
101 LEAGUE OF MINNESOTA CIT	9/2/2008	\$2,911 00	E	41200	433 MEMBERSHIP DUES	DUES & MEMBER
101 BFI/ALLIED WASTE	9/3/2008	\$1,537 05	E	41200	444 CLEANUP 07/21/2008	COMMUNITY PRO
DEPT 41200 MAYOR & COUNCIL		\$10,885 27				
DEPT 41240 RECYCLING						
101 MANAGEMENT SERVICES	8/21/2008	\$197 00	E	41240	302 CONSULTING SERVICES	CONTRACT SERV
101 MCGUIRE, MIKE	8/6/2008	\$127 79	E	41240	302 CONSULTING	CONTRACT SERV
101 BFI/ALLIED WASTE	9/3/2008	\$4,611 17	E	41240	306 CLEANUP 07/21/2008	PROF SER-OTHE
101 JOHN KIRCHSTEIN	9/3/2008	\$30 00	E	41240	370 RECYCLING RECIPIENT - AUGU	RECYCLING INCE
DEPT 41240 RECYCLING		\$4,965 96				
DEPT 41400 ADMINISTRATION						
101	7/24/2008	\$2,174 95	E	41400	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$2,174 95	E	41400	101 Labor Distribution	WAGES AND SAL
101	7/24/2008	\$141 38	E	41400	121 Labor Distribution	P E R A
101	8/7/2008	\$141 38	E	41400	121 Labor Distribution	P E R A
101	7/24/2008	\$133 81	E	41400	122 Labor Distribution	CONT TO RET , S
101	8/7/2008	\$133 81	E	41400	122 Labor Distribution	CONT TO RET , S
101	7/24/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	8/7/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	7/24/2008	\$570 02	E	41400	131 Labor Distribution	CONT TO EMPLO
101 WELLS FARGO HBS	8/6/2008	\$229 50	E	41400	131 ADMINISTRATION FEES	CONT TO EMPLO
101	7/24/2008	\$31 30	E	41400	170 Labor Distribution	MEDICARE
101	8/7/2008	\$31 30	E	41400	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	9/3/2008	\$43 70	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE

CITY OF BAYPORT

09/03/08 1 11 PM

Page 2

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101 REX MILLS PRINTING CO	8/6/2008	\$99 00 E	41400	201 RECEIPT BOOKS	OFFICE SUPPLIE
101 MCGUIRE, MIKE	8/6/2008	\$1,192 67 E	41400	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	8/21/2008	\$1,838 69 E	41400	302 CONSULTING SERVICES	CONTRACT SERV
101 ABDO EICK & MEYERS LLP	8/28/2008	\$388.00 E	41400	306 SERVICES	PROF SER-OTHE
101 TAYLOR, SARA	8/11/2008	\$101 36 E	41400	400 MILEAGE - REIMBURSTMENT	USE OF PERSON
101 MAMA	9/3/2008	\$25 00 E	41400	402 MAMA/APMP MID-SUMMER BUS	CONFERENCES &
101 TR COMPUTER SALES LLC	9/3/2008	\$43 50 E	41400	416	REPAIR/MAINT O
DEPT 41400 ADMINISTRATION		\$9,865 88			
DEPT 41910 PLANNING & ZONING					
101	7/24/2008	\$4,100 17 E	41910	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$4,100 17 E	41910	101 Labor Distribution	WAGES AND SAL
101	7/24/2008	\$266 53 E	41910	121 Labor Distribution	P E R A
101	8/7/2008	\$266 53 E	41910	121 Labor Distribution	P E R A
101	7/24/2008	\$252 24 E	41910	122 Labor Distribution	CONT TO RET , S
101	8/7/2008	\$252 24 E	41910	122 Labor Distribution	CONT TO RET , S
101	8/7/2008	\$353 87 E	41910	126 Labor Distribution	H S A
101	7/24/2008	\$353 87 E	41910	126 Labor Distribution	H S A
101	7/24/2008	\$1,061.88 E	41910	131 Labor Distribution	CONT TO EMPLO
101	8/7/2008	\$59 00 E	41910	170 Labor Distribution	MEDICARE
101	7/24/2008	\$59 00 E	41910	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	9/3/2008	\$36 42 E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 REX MILLS PRINTING CO	8/6/2008	\$82 50 E	41910	201 RECEIPT BOOKS	OFFICE SUPPLIE
101 HOLIDAY FLEET	8/11/2008	\$192.44 E	41910	212 PLANNING DEPT	MOTOR FUELS &
101 S E H	8/28/2008	\$4,976 54 E	41910	301 2008 COMPREHENSIVE PLAN	PROF SER-ENGIN
101 MCGUIRE, MIKE	8/6/2008	\$1,064 88 E	41910	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	8/21/2008	\$1,641 69 E	41910	302 CONSULTING SERVICES	CONTRACT SERV
101 TAYLOR, SARA	8/11/2008	\$101 37 E	41910	400 MILEAGE - REIMBURSTMENT	USE OF PERSON
101 10,000 LAKES CHAPTER	8/6/2008	\$60 00 E	41910	402 8-21-2008 CHAPTER EDUCATIO	CONFERENCES &
101 TR COMPUTER SALES LLC	9/3/2008	\$36 25 E	41910	416 MIKE'S LAPTOP	REPAIR/MAINT O
101 MNAPA	9/2/2008	\$50 00 E	41910	433 DUES	DUES & MEMBER
DEPT 41910 PLANNING & ZONING		\$19,367 59			
DEPT 41940 MUNICIPAL BUILDINGS					
101 KIMBERLY A REIL	8/6/2008	\$400 00 E	41940	302 CLEANING SERVICES FOR JUL	CONTRACT SERV
101 KIMBERLY A REIL	8/28/2008	\$450 00 E	41940	302 CLEANING SERVICES - CITY HA	CONTRACT SERV
101 OFFICE OF ENT TECHNOLO	9/2/2008	\$393 72 E	41940	321 PHONES - CITY HALL	COMMUNICATION
101 COMCAST	9/2/2008	\$34 95 E	41940	321 HIGH SPEED INTERNET - CITY	COMMUNICATION
101 XCEL	8/6/2008	\$1,202 08 E	41940	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
101 XCEL	8/6/2008	\$116 06 E	41940	381 GAS/ELECTRIC CHARGES	FUEL FOR HEAT
101 ELECTRO WATCHMAN, INC	9/2/2008	\$95 85 E	41940	420 CITY HALL/FIRE BLDGS	R & M BLDGS, ST
101 MINNESOTA ELEVATOR	9/3/2008	\$9 06 E	41940	420 BUILDING SERVICE	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$2,701 72			
DEPT 42100 POLICE					
101	7/24/2008	\$1,997 86 E	42100	050 Labor Distribution	SEASONAL/PART
101	8/7/2008	\$1,865 53 E	42100	050 Labor Distribution	SEASONAL/PART
101	7/24/2008	\$11,256 79 E	42100	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$9,144 35 E	42100	101 Labor Distribution	WAGES AND SAL
101	8/15/2008	\$2,285 60 E	42100	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$889 36 E	42100	102 Labor Distribution	OVERTIME
101	7/24/2008	\$2,228 47 E	42100	102 Labor Distribution	OVERTIME
101	8/7/2008	\$1,427 55 E	42100	121 Labor Distribution	P E R A
101	8/15/2008	\$294 84 E	42100	121 Labor Distribution	P E R A
101	7/24/2008	\$1,826 22 E	42100	121 Labor Distribution	P E R A
101	8/7/2008	\$54 32 E	42100	122 Labor Distribution	CONT TO RET , S
101	7/24/2008	\$75 04 E	42100	122 Labor Distribution	CONT TO RET , S
101	8/15/2008	\$176 93 E	42100	126 Labor Distribution	H S A
101	8/7/2008	\$539.65 E	42100	126 Labor Distribution	H S A
101	7/24/2008	\$716 58 E	42100	126 Labor Distribution	H S A

CITY OF BAYPORT

09/03/08 1 11 PM

Page 3

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101	7/24/2008	\$2,580 03 E	42100	131 Labor Distribution	CONT TO EMPLO
101	8/15/2008	\$610 05 E	42100	131 Labor Distribution	CONT TO EMPLO
101	7/24/2008	\$180 12 E	42100	170 Labor Distribution	MEDICARE
101	8/7/2008	\$171 85 E	42100	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	9/3/2008	\$36 42 E	42100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 CDC DISTRIBUTING	8/28/2008	\$162 90 E	42100	201 GLOVES	OFFICE SUPPLIE
101 LYNN PEAVEY CO	8/28/2008	\$146 45 E	42100	201 POWDER KIT - POLICE DEPT	OFFICE SUPPLIE
101 REX MILLS PRINTING CO	8/6/2008	\$82 50 E	42100	201 RECEIPT BOOKS	OFFICE SUPPLIE
101 KEEPRS, INC	8/28/2008	\$287 55 E	42100	202 ZIP FRONT SAFETY VEST - POL	UNIFORMS - MISC
101 JACKSON, JAY	8/21/2008	\$138 44 E	42100	208 REIMBURSTMENT - CABELA'S	UNIFORMS - JAY
101 UNIFORMS UNLIMITED	8/11/2008	\$278 23 E	42100	209 UNIFORM - PD DEPT	UNIFORMS - WILL
101 HOLIDAY FLEET	8/11/2008	\$2,310 58 E	42100	212 POLICE DEPT	MOTOR FUELS &
101 STILLWATER TOWING INC	9/3/2008	\$90 53 E	42100	220 TOWING CHARGE - POLICE DE	OPERATING SUP
101 STILLWATER GAZETTE	9/3/2008	\$74 75 E	42100	220 30 DAY PUBLIC NOTICE - POLIC	OPERATING SUP
101 OVERHEAD DOOR COMPAN	9/2/2008	\$361 97 E	42100	220 GARAGE DOOR - POLICE DEPT	OPERATING SUP
101 HOLIDAY FLEET	8/11/2008	\$5 41 E	42100	220 POLICE DEPT	OPERATING SUP
101 PETTY CASH	8/26/2008	\$0 40 E	42100	220 POSTAGE	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	8/6/2008	\$2,094 46 E	42100	300 PROSECUTION(13467-9999) PO	PROF SER-LEGAL
101 STILLWATER TOWING INC	8/11/2008	\$90 53 E	42100	306 TOWING - POLICE DEPT	PROF SER-OTHE
101 STILLWATER MEDICAL GRO	9/2/2008	\$224 00 E	42100	306 MEDICAL - POLICE DPET	PROF SER-OTHE
101 NEXTEL COMMUNICATIONS	8/21/2008	\$619 46 E	42100	321 COMMUNICATIONS - PD DEPT	COMMUNICATION
101 VERIZON WIRELESS	8/6/2008	\$120 14 E	42100	391 PHONES - POLICE DEPT	SHARED AUTOMA
101 INTERNATIONAL ASSOCIATI	8/28/2008	\$325 00 E	42100	403 TRAINING - DAVID WYNIA ID NU	POLICE TRAININ
101 DAKOTA COUNTY TECHNICA	9/2/2008	\$210 00 E	42100	403 ADVANCED POST PURSUIT - JA	POLICE TRAININ
101 CASPERSON MOTORS	8/28/2008	\$379 02 E	42100	412 REPLACE BRAKES - 2502	REP & MAINT VE
101 EMERGENCY AUTOMOTIVE	9/3/2008	\$146 52 E	42100	412 REPAIR MILLENNIUM LIGHT BA	REP & MAINT VE
101 CASPERSON MOTORS	8/28/2008	\$379 02 E	42100	412 REPLACE BRAKES - 2501	REP & MAINT VE
101 CASPERSON MOTORS	8/28/2008	\$28 85 E	42100	412 OIL & FILTER - UNDER COVER	REP & MAINT VE
101 CENTURY AVENUE COLLISI	9/2/2008	\$598 41 E	42100	412 VEHICLE MAINT - POLICE DEPT	REP & MAINT VE
101 CASPERSON MOTORS	8/28/2008	\$28 85 E	42100	412 OIL & FILTER - 2502	REP & MAINT VE
101 TR COMPUTER SALES LLC	9/3/2008	\$36 25 E	42100	416 MIKE'S LAPTOP	REPAIR/MAINT O
101 HUMANE SOCIETY	8/6/2008	\$148.11 E	42100	427 4-1-08 / 6-30-08 DOG & KITTEN	ANIMAL EXPENSE
101 WYNIA, DAVID	8/6/2008	\$64 04 E	42100	444 YOUTH BIKE - TARGET	COMMUNITY PRO
101 ACTION RENTAL	8/21/2008	\$80 06 E	42100	444 HELIUM - NATIONAL NIGHT OU	COMMUNITY PRO
101 MOORE FUN, INC	9/2/2008	\$750 00 E	42100	444 NATIONAL NIGHT OUT	COMMUNITY PRO
101 WYNIA, DAVID	8/6/2008	\$116 74 E	42100	444 CASES OF POP - SAM'S CLUB	COMMUNITY PRO
DEPT 42100 POLICE		\$48,736 73			
DEPT 42200 FIRE PROTECTION					
101	6/19/2008	\$733 33 E	42200	101 Labor Distribution	WAGES AND SAL
101	6/19/2008	\$12.92 E	42200	122 Labor Distribution	CONT TO RET , S
101	6/19/2008	\$7 01 E	42200	170 Labor Distribution	MEDICARE
101 PUBLIC SAFETY CENTER, IN	8/28/2008	\$555 78 E	42200	202 SUPPLIES - FIRE DEPT	UNIFORMS - MISC
101 HOLIDAY FLEET	8/11/2008	\$948 14 E	42200	212 FIRE DEPT	MOTOR FUELS &
101 U S BANK VISA	9/3/2008	\$231 10 E	42200	220 FIRE DEPT CREDIT CARD	OPERATING SUP
101 BOUND TREE MEDICAL, LLC	9/3/2008	\$268.30 E	42200	220 OPERATING SUPPLIES - FIRE D	OPERATING SUP
101 STILLWATER MEDICAL GRO	8/28/2008	\$772 00 E	42200	306 MEDICAL SERVICES - FIRE DE	PROF SER-OTHE
101 NEXTEL COMMUNICATIONS	9/3/2008	\$233 33 E	42200	321 PHONES - FIRE DEPT	COMMUNICATION
101 ANCOM COMMUNICATIONS I	9/3/2008	\$442 23 E	42200	323 PROGRAMMED 9 MOBILE RADI	RADIOS-REPAIR
101 EMERGENCY APPARATUS M	8/28/2008	\$1,659 72 E	42200	412 MATERIAL, SERVICE - FIRE DE	REP & MAINT VE
101 WINGFOOT COMMERCIAL TI	8/28/2008	\$6 76 E	42200	412 FINANCE CHG	REP & MAINT VE
101 TIREPROZ	9/3/2008	\$1,202 01 E	42200	412 VEHICLE REPAIR - FIRE DEPT	REP & MAINT VE
101 MUNICIPAL EMERGENCY SE	8/28/2008	\$105 68 E	42200	419 REPLACE CONSOLE BOARD - F	REPAIR & MAINT
101 MUNICIPAL EMERGENCY SE	9/3/2008	\$982.28 E	42200	419 FLOW TEST - FIRE DEPT	REPAIR & MAINT
101 WIPERS AND WIPES, INC	8/28/2008	\$149 98 E	42200	420 KLEENEX BLEACHED ROLL TO	R & M BLDGS, ST
101 MN DEPT OF LABOR AND IN	8/28/2008	\$10 00 E	42200	420 247635 PAIR - FIRE DEPT	R & M BLDGS, ST
DEPT 42200 FIRE PROTECTION		\$8,320 57			
DEPT 43100 STREET MAINT					
101	8/7/2008	\$1,241 50 E	43100	050 Labor Distribution	SEASONAL/PART

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101	7/24/2008	\$1,233 00 E	43100	050 Labor Distribution	SEASONAL/PART
101	7/24/2008	\$1,691 20 E	43100	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$1,691 20 E	43100	101 Labor Distribution	WAGES AND SAL
101	7/24/2008	\$764 94 E	43100	102 Labor Distribution	OVERTIME
101	8/7/2008	\$109 93 E	43100	121 Labor Distribution	P E R A
101	7/24/2008	\$159 64 E	43100	121 Labor Distribution	P E R A
101	8/7/2008	\$181 35 E	43100	122 Labor Distribution	CONT TO RET , S
101	7/24/2008	\$228 17 E	43100	122 Labor Distribution	CONT TO RET , S
101	8/7/2008	\$88 48 E	43100	126 Labor Distribution	H S A
101	7/24/2008	\$101 17 E	43100	126 Labor Distribution	H S A
101	7/24/2008	\$399 31 E	43100	131 Labor Distribution	CONT TO EMPLO
101	8/7/2008	\$42 42 E	43100	170 Labor Distribution	MEDICARE
101	7/24/2008	\$53 37 E	43100	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	9/3/2008	\$7 28 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 REX MILLS PRINTING CO	8/6/2008	\$16 50 E	43100	201 RECEIPT BOOKS	OFFICE SUPPLIE
101 YOCUM OIL CO	8/28/2008	\$112 92 E	43100	212 TEXACO STARPLEX MOLY - PU	MOTOR FUELS &
101 HOLIDAY FLEET	8/11/2008	\$697 11 E	43100	212 STREET DEPT	MOTOR FUELS &
101 PETTY CASH	8/26/2008	\$7 00 E	43100	220 STAFF MTG	OPERATING SUP
101 OXYGEN SERVICE COMPAN	8/28/2008	\$6 29 E	43100	220 SUPPLIES - PUBLIC WORKS DE	OPERATING SUP
101 HIGHWAY TECHNOLOGIES	9/3/2008	\$441 18 E	43100	220 SUPPLIES - PUBLIC WORKS	OPERATING SUP
101 CCP INDUSTRIES	9/2/2008	\$67 47 E	43100	220 OPERATING MATERIAL - PUBLI	OPERATING SUP
101 ELECTRO WATCHMAN, INC	9/2/2008	\$63 90 E	43100	302 PUBLIC WORKS BLDG	CONTRACT SERV
101 BUBERL RECYCLING & COM	8/28/2008	\$108 89 E	43100	410 HARDWOOD BRUSH MULCH	REPAIR & MAINT
101 U S BANK VISA	9/2/2008	\$66 79 E	43100	410 LOWES	REPAIR & MAINT
101 BUBERL BLACK DIRT	8/28/2008	\$179 34 E	43100	410 BLACK DIRT 14 YDS	REPAIR & MAINT
101 NORTHERN SAFETY TECHN	8/28/2008	\$150 25 E	43100	412 REPAIR CALL ON OLOW TRUCK	REP & MAINT VE
101 CENTURY POWER EQUIPME	8/28/2008	\$270 56 E	43100	412 VEH MAINT.	REP & MAINT VE
101 GRAINGER	9/3/2008	\$101.92 E	43100	412 OPERATING TOOLS SUPPLIES -	REP & MAINT VE
101 MARKS LANDSCAPING	8/28/2008	\$140 00 E	43100	413 GRIND & REMOVE ONE STUMP	TREES
101 ST CROIX TREE SERVICE	9/3/2008	\$79 88 E	43100	413 CHIPPED STUMP - PUBLIC WO	TREES
101 TR COMPUTER SALES LLC	9/3/2008	\$7 25 E	43100	416 MIKE'S LAPTOP	REPAIR/MAINT O
101 MILLER EXCAVATING	8/28/2008	\$1,030 26 E	43100	421 REPLACE CULVERT	REPAIR & MAINT
101 U S BANK VISA	9/2/2008	\$126 22 E	43100	421 THE HOME DEPOT	REPAIR & MAINT
101 ROETTGER WELDING	8/28/2008	\$121 70 E	43100	421 BAR GRATE - PUBLIC WORKS	REPAIR & MAINT
101 JOHNSTON FARGO CULVER	9/3/2008	\$2,244 27 E	43100	421 OPERATING MATERIAL - STREE	REPAIR & MAINT
101 T A SCHIFSKY & SONS INC	8/28/2008	\$301 60 E	43100	421 BASE ASPHALT	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	8/28/2008	\$429 00 E	43100	421 STREET REPAIR	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	8/28/2008	\$417 05 E	43100	421 STREET REPAIR	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	8/28/2008	\$267 87 E	43100	421 MATERIAL - PUBLIC WORKS	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	8/28/2008	\$120 13 E	43100	421 MATERIAL - PUBLIC WORKS	REPAIR & MAINT
101 NEENAH FOUNDRY COMPAN	9/3/2008	\$657 07 E	43100	421 STREET REPAIR	REPAIR & MAINT
DEPT 43100 STREET MAINT		\$16,225 38			
DEPT 43160 STREET LIGHTING					
101 XCEL	8/6/2008	\$2,030 67 E	43160	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
DEPT 43160 STREET LIGHTING		\$2,030 67			
DEPT 43200 PARKS					
101	8/7/2008	\$1,604 75 E	43200	050 Labor Distribution	SEASONAL/PART
101	7/24/2008	\$2,072.00 E	43200	050 Labor Distribution	SEASONAL/PART
101	8/7/2008	\$927 20 E	43200	101 Labor Distribution	WAGES AND SAL
101	7/24/2008	\$927 20 E	43200	101 Labor Distribution	WAGES AND SAL
101	8/7/2008	\$60.27 E	43200	121 Labor Distribution	P E R A
101	7/24/2008	\$60 27 E	43200	121 Labor Distribution	P E R A
101	8/7/2008	\$154 65 E	43200	122 Labor Distribution	CONT TO RET S
101	7/24/2008	\$183 63 E	43200	122 Labor Distribution	CONT TO RET , S
101	8/7/2008	\$44 24 E	43200	126 Labor Distribution	H S A
101	7/24/2008	\$44.24 E	43200	126 Labor Distribution	H S A
101	7/24/2008	\$176.70 E	43200	131 Labor Distribution	CONT TO EMPLO
101	8/7/2008	\$36 17 E	43200	170 Labor Distribution	MEDICARE

CITY OF BAYPORT

09/03/08 1 11 PM

Page 5

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101	7/24/2008	\$42 95 E	43200	170 Labor Distribution	MEDICARE
101 VERN THOMPSON	8/21/2008	\$116 04 E	43200	204 UNIFORM ALLOWANCE PURCH	UNIFORMS - VER
101 HOLIDAY FLEET	8/11/2008	\$101 98 E	43200	212 PARK DEPT	MOTOR FUELS &
101 E A SWEEN COMPANY	8/6/2008	\$57 75 E	43200	220 OPERATING SUPPLIES - BEAC	OPERATING SUP
101 PETTY CASH	8/26/2008	\$23 47 E	43200	220 BATHHOUSE	OPERATING SUP
101 PETTY CASH	8/26/2008	\$8 09 E	43200	220 BATHHOUSE	OPERATING SUP
101 PETTY CASH	8/26/2008	\$61 94 E	43200	220 BATHHOUSE	OPERATING SUP
101 SCHWAN FOOD COMPANY	8/26/2008	\$105 90 E	43200	220 ICE CREAM - CONCESSIONS	OPERATING SUP
101 SCHWAN FOOD COMPANY	8/26/2008	\$49 76 E	43200	220 ICE CREAM - CONCESSIONS	OPERATING SUP
101 SCHWAN FOOD COMPANY	8/26/2008	\$54 45 E	43200	220 ICE CREAM - CONCESSIONS	OPERATING SUP
101 U S BANK VISA	9/2/2008	\$38 28 E	43200	412 POLFUS IMPLEMENT	REP & MAINT VE
101 MTI	8/28/2008	\$95 19 E	43200	412 FRONT FORK CASTOR ASM - P	REP & MAINT VE
101 TR COMPUTER SALES LLC	9/3/2008	\$7 25 E	43200	416 MIKE'S LAPTOP	REPAIR/MAINT O
101 U S BANK VISA	9/3/2008	\$187 29 E	43200	420 ACCOUNT # 4798175443002082	R & M BLDGS, ST
101 MENARDS-STILLWATER	9/2/2008	\$100 94 E	43200	420 TOOLS SUPPLIES - PUBLIC WO	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$12 80 E	43200	420 ACE HARDWARD	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	-\$46 58 E	43200	420 MENARDS	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$69 60 E	43200	420 MENARDS	R & M BLDGS, ST
101 MENARDS-STILLWATER	9/2/2008	\$27 57 E	43200	420 TOOL SUPPLIES - PUBLIC WOR	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$64 75 E	43200	420 MENARDS	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$13 86 E	43200	420 MENARDS	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$25 53 E	43200	420 LOWES	R & M BLDGS, ST
101 U S BANK VISA	9/2/2008	\$123 18 E	43200	420 MENARDS 3129	R & M BLDGS, ST
101 MENARDS-STILLWATER	8/28/2008	\$18 53 E	43200	420 MATERIAL - PUBLIC WORKS DE	R & M BLDGS, ST
101 MENARDS-STILLWATER	9/2/2008	\$62 54 E	43200	420 TOOL SUPPLIES - PUBLIC WOR	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	8/28/2008	\$315 00 E	43200	425 SANDARD UNIT	SATILLITIES
101 AIR FRESH PORTABLE TOIL	8/28/2008	\$45 05 E	43200	425 SALES TAX	SATILLITIES
101 AIR FRESH PORTABLE TOIL	8/28/2008	\$378 00 E	43200	425 HANDICAP	SATILLITIES
DEPT 43200 PARKS		\$8,452 43			
DEPT 43300 CEMETERY					
101 HOLIDAY FLEET	8/11/2008	\$266 78 E	43300	212 CEMETARY DEPT	MOTOR FUELS &
101 SHERWIN WILLIAMS LC	8/28/2008	\$22 48 E	43300	410 4" CHIP BRUSH	REPAIR & MAINT
101 SHERWIN WILLIAMS LC	8/28/2008	\$60.83 E	43300	410 GALLON DKSCPS SLD COL ULT	REPAIR & MAINT
101 SHERWIN WILLIAMS LC	8/28/2008	\$140 07 E	43300	410 4" CHIP BRUSH - 5 GAL DKSCP	REPAIR & MAINT
101 MENARDS-STILLWATER	8/28/2008	\$23 52 E	43300	410 MATERIAL SUPPLIES - PUBLIC	REPAIR & MAINT
DEPT 43300 CEMETERY		\$513 68			
FUND 101 GENERAL		\$131,920 16			
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
DEPT 00000 GENERAL GOVERNMENT					
103 ABDO EICK & MEYERS LLP	8/28/2008	\$1,500 00 E	00000	306 SERVICES	PROF SER-OTHE
DEPT 00000 GENERAL GOVERNMENT		\$1,500 00			
FUND 103 G O TIF BD FUND 1990 CAP PROJ		\$1,500 00			
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
DEPT 42200 FIRE PROTECTION					
200 ALEX AIR APPARATUS, INC	8/28/2008	\$80 00 E	42200	437 HOSE IN HOSE REEL - FIRE DE	TRANSFER OUT/
200 ALEX AIR APPARATUS, INC	8/28/2008	\$2,809 02 E	42200	437 OPER SUPPLIES - FIRE DEPT	TRANSFER OUT/
DEPT 42200 FIRE PROTECTION		\$2,889 02			
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN		\$2,889 02			
FUND 207 PARK IMPROVEMENT FUND					
DEPT 44100 PROJECT					
207 PETERSON COMPANIES, IN	9/2/2008	\$63,697.50 E	44100	444 LAKESIDE PARK - SITE IMPROV	COMMUNITY PRO

CITY OF BAYPORT

09/03/08 1 11 PM

Page 6

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
207 SANDERS WACKER BERGLY	8/28/2008	\$2,467.86	E	44100	444 BARKER'S ALPS	COMMUNITY PRO
DEPT 44100 PROJECT		\$66,165.36				
FUND 207 PARK IMPROVEMENT FUND		\$66,165.36				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	8/7/2008	\$2,436.31	E	45500	050 Labor Distribution	SEASONAL/PART
211	7/24/2008	\$2,442.39	E	45500	050 Labor Distribution	SEASONAL/PART
211 DEMCO	9/2/2008	\$41.95	E	45500	050 SUPPLES	SEASONAL/PART
211	7/24/2008	\$2,626.31	E	45500	101 Labor Distribution	WAGES AND SAL
211	8/7/2008	\$2,626.31	E	45500	101 Labor Distribution	WAGES AND SAL
211	7/24/2008	\$286.45	E	45500	121 Labor Distribution	P E R A
211	8/7/2008	\$288.31	E	45500	121 Labor Distribution	P E R A
211	8/7/2008	\$307.20	E	45500	122 Labor Distribution	CONT TO RET , S
211	7/24/2008	\$307.58	E	45500	122 Labor Distribution	CONT TO RET , S
211	7/24/2008	\$88.47	E	45500	126 Labor Distribution	H S A
211	8/7/2008	\$88.47	E	45500	126 Labor Distribution	H S A
211	7/24/2008	\$371.72	E	45500	131 Labor Distribution	CONT TO EMPLO
211	8/7/2008	\$71.85	E	45500	170 Labor Distribution	MEDICARE
211	7/24/2008	\$71.93	E	45500	170 Labor Distribution	MEDICARE
211 BAKER & TAYLOR	9/2/2008	\$9.94	E	45500	217 BOOKS	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	9/2/2008	\$27.63	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$32.61	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$54.20	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$199.04	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$546.72	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$250.57	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$132.90	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$28.75	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$27.64	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	-\$13.27	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$130.42	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$2.28	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$45.72	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$28.24	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$84.04	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	9/2/2008	\$7.20	E	45500	217 BOOKS	MATERIALS & PR
211 DEMCO	9/2/2008	\$60.14	E	45500	220 SUPPLIES - LIBRARY	OPERATING SUP
211 DEMCO	9/2/2008	\$52.26	E	45500	220 SUPPLIES - LIBRARY	OPERATING SUP
211 KINDER MELODIES	9/2/2008	\$825.00	E	45500	302 STORY TIME - LIBRARY	CONTRACT SERV
211 TRU-CLEAN MAINTENANCE	9/2/2008	\$1,500.00	E	45500	302 CLEANING SERVICE - LIBRARY	CONTRACT SERV
211 INTEGRA TELECOM	9/2/2008	\$20.02	E	45500	321 COMMUNICATIONS - LIBRARY	COMMUNICATION
211 WASHINGTON COUNTY LIBR	9/2/2008	\$136.41	E	45500	321 BA'S QWEST'S DATA - LIBRARY	COMMUNICATION
211 OFFICE OF ENT TECHNOLO	9/2/2008	\$60.22	E	45500	321 TELEPHONE JUNE 2008- LIBRA	COMMUNICATION
211 OFFICE OF ENT TECHNOLO	9/2/2008	\$62.93	E	45500	321 PHONES JULY 2008 - LIBRARY	COMMUNICATION
211 XCEL	8/6/2008	\$1,165.18	E	45500	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
211 XCEL	8/6/2008	\$32.19	E	45500	381 GAS/ELECTRIC CHARGES	FUEL FOR HEAT
211 WASHINGTON COUNTY LIBR	9/2/2008	\$461.36	E	45500	391 LIBRARY SHARE OF GALE LITFI	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	9/2/2008	\$88.00	E	45500	391 LIBRARY SHARE GALE OPPOSI	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	9/2/2008	\$122.14	E	45500	391 LIBRARY SHARE OF LEARNING	SHARED AUTOMA
211 WASHINGTON COUNTY LIBR	9/2/2008	\$44.04	E	45500	391 LIBRARY SHARE GREENWOOD	SHARED AUTOMA
211 TOSHIBA BUSINESS SOLUTI	9/2/2008	\$21.02	E	45500	416 BAND 1 - LIBRARY	REPAIR/MAINT O
211 ELECTRO WATCHMAN, INC	9/2/2008	\$60.00	E	45500	420 LIBRARY BLDG	R & M BLDGS, ST
211 TRU GREEN CHEMLAWN	9/2/2008	\$47.25	E	45500	420 SPRAYED WEEDS - LIBRARY	R & M BLDGS, ST
211 MINNESOTA ELEVATOR	9/2/2008	\$145.82	E	45500	420 AUGUST SERVICE & FUEL SUR	R & M BLDGS, ST
211 ECOWATER	9/2/2008	\$27.00	E	45500	420 MONTHLY RENT ON COOLER -	R & M BLDGS, ST
211 AMERICAN LIBRARY ASSOCI	9/2/2008	\$120.00	E	45500	433 REGULAR MEMBERSHIP BASIC	DUES & MEMBER
DEPT 45500 LIBRARY		\$18,700.86				

CITY OF BAYPORT

09/03/08 1 11 PM

Page 7

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
FUND 211 LIBRARY		\$18,700 86			
FUND 601 WATER					
DEPT 46110 WATER-PUMPHOUSE					
601 XCEL	8/6/2008	\$2,188 62 E	46110	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
601 XCEL	8/6/2008	\$54 45 E	46110	381 GAS/ELECTRIC CHARGES	FUEL FOR HEAT
601 GRAINGER	9/3/2008	\$64 81 E	46110	419 TOOLS SUPPLIES - WATER DE	REPAIR & MAINT
601 CHRIS AMDAHL LOCKSMITH.	9/3/2008	\$444 00 E	46110	419 4 KEYED & 4 STANDARD	REPAIR & MAINT
601 PROCESS PLUS ELECTRIC	8/28/2008	\$205 00 E	46110	419 WELL HOUSE	REPAIR & MAINT
DEPT 46110 WATER-PUMPHOUSE		\$2,956 88			
DEPT 46120 WATER					
601	7/24/2008	\$3,056 63 E	46120	101 Labor Distribution	WAGES AND SAL
601	8/7/2008	\$3,046.63 E	46120	101 Labor Distribution	WAGES AND SAL
601	8/7/2008	\$198 05 E	46120	121 Labor Distribution	P E R A
601	7/24/2008	\$198 70 E	46120	121 Labor Distribution	P E R A
601	7/24/2008	\$181 38 E	46120	122 Labor Distnbution	CONT TO RET , S
601	8/7/2008	\$180 73 E	46120	122 Labor Distribution	CONT TO RET , S
601	7/24/2008	\$206.15 E	46120	126 Labor Distribution	H S A
601	8/7/2008	\$212 33 E	46120	126 Labor Distribution	H S A
601	7/24/2008	\$702 82 E	46120	131 Labor Distribution	CONT TO EMPLO
601	8/7/2008	\$42 27 E	46120	170 Labor Distribution	MEDICARE
601	7/24/2008	\$42 41 E	46120	170 Labor Distribution	MEDICARE
601 OFFICE SUPPLY CONNECTI	9/3/2008	\$7 28 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 REX MILLS PRINTING CO	8/6/2008	\$16 50 E	46120	201 RECEIPT BOOKS	OFFICE SUPPLIE
601 HOLIDAY FLEET	8/11/2008	\$332 64 E	46120	212 WATER DEPT	MOTOR FUELS &
601 U S BANK VISA	9/2/2008	\$2 19 E	46120	216 USPS	CHEMICALS AND
601 HAWKINS WATER	9/3/2008	\$166 99 E	46120	216 CHEM - WATER DEPT	CHEMICALS AND
601 HAWKINS WATER	9/3/2008	\$25 00 E	46120	216 CHEM - WATER DEPT	CHEMICALS AND
601 HAWKINS WATER	9/3/2008	\$33 81 E	46120	216 OPERATING SUPPLIES - WATE	CHEMICALS AND
601 HAWKINS WATER	8/28/2008	\$52 13 E	46120	216 SUPPLIES - WATER DEPT	CHEMICALS AND
601 U S BANK VISA	9/2/2008	\$14 10 E	46120	216 WRAP N SHIP	CHEMICALS AND
601 HAWKINS WATER	8/28/2008	\$78 66 E	46120	216 SUPPLIES - WATER DEPT	CHEMICALS AND
601 STATE OF MINNESOTA DEP	9/3/2008	\$25 00 E	46120	220 EPCRA PROGRAM FEE	OPERATING SUP
601 MN DEPT OF LABOR AND IN	8/28/2008	\$10 00 E	46120	220 568745 PAIR - WATER DEPT	OPERATING SUP
601 U S BANK VISA	9/2/2008	\$21 32 E	46120	220 LOWES	OPERATING SUP
601 CARQUEST AUTO PARTS	8/28/2008	\$17 55 E	46120	240 IMP ADAPTER	SMALL TOOLS-E
601 S E H	9/3/2008	\$823 83 E	46120	301 WELLHEAD PROTECTION PHAS	PROF SER-ENGIN
601 MCGUIRE, MIKE	8/6/2008	\$937.09 E	46120	302 CONSULTING	CONTRACT SERV
601 BANYON DATA SYSTEMS	8/28/2008	\$197 54 E	46120	302 WINUB METER DEVICE SUPPO	CONTRACT SERV
601 MANAGEMENT SERVICES	8/21/2008	\$1,444 69 E	46120	302 CONSULTING SERVICES	CONTRACT SERV
601 ONE CALL CONCEPTS	8/28/2008	\$47 85 E	46120	307 TICKETS - WATER DEPT	GOPHER STATE
601 USAMOBILITY	8/11/2008	\$7 60 E	46120	321 8/1/08-8/31/08 PAGER SERVICE	COMMUNICATION
601 XCEL	8/6/2008	\$1,587 40 E	46120	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
601 XCEL	8/6/2008	\$53 19 E	46120	380 GAS/ELECTRIC CHARGES	ELECTRIC SERVI
601 U S BANK VISA	9/2/2008	\$300 00 E	46120	412 STILLWATER AUTO	REP & MAINT VE
601 CARQUEST AUTO PARTS	8/28/2008	\$11 28 E	46120	412 DISCONNECT SET	REP & MAINT VE
601 CARQUEST AUTO PARTS	8/28/2008	\$333 56 E	46120	412 ELECTRIC FUEL PUMP	REP & MAINT VE
601 U S BANK VISA	9/2/2008	\$411 46 E	46120	412 STILLWATER AUTO	REP & MAINT VE
601 CARQUEST AUTO PARTS	9/2/2008	\$20 62 E	46120	412 HD PUMICE - WATER DEPT	REP & MAINT VE
601 CARQUEST AUTO PARTS	9/2/2008	\$8 20 E	46120	412 FUEL LINE HOSE - WATER DEP	REP & MAINT VE
601 CARQUEST AUTO PARTS	8/28/2008	\$7.19 E	46120	412 FUEL FILTER	REP & MAINT VE
601 TR COMPUTER SALES LLC	9/3/2008	\$7 25 E	46120	416 MIKE'S LAPTOP	REPAIR/MAINT O
601 MILLER EXCAVATING	9/2/2008	\$62 37 E	46120	421 MANHOLE RISER - WATER DEP	REPAIR & MAINT
601 ACTION RENTAL	9/3/2008	\$106 75 E	46120	421 CONCRETE - WATER DEPT	REPAIR & MAINT
601 ASPHALT SPECIALTIES	9/2/2008	\$650 00 E	46120	421 69 LN FEET OF ASPHALT	REPAIR & MAINT
601 T A SCHIFSKY & SONS INC	9/2/2008	\$1,135 25 E	46120	421 TACK OIL & PAVING - PUBLIC W	REPAIR & MAINT
601 MINNESOTA DEPT OF HEAL	8/28/2008	\$1,046 00 E	46120	434 QUARTERLY SERVICE CONNEC	STATE FEES FOR
DEPT 46120 WATER		\$18,070 59			

CITY OF BAYPORT

09/03/08 1 11 PM

Page 8

MONTHLY EXPENSES

Period Name: AUGUST

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
FUND 601 WATER		\$21,027.47				
FUND 602 SEWER						
DEPT 46200 SEWER - OPERATING						
602	8/7/2008	\$3,973.80	E	46200	101 Labor Distribution	WAGES AND SAL
602	7/24/2008	\$3,973.80	E	46200	101 Labor Distribution	WAGES AND SAL
602	7/24/2008	\$258.27	E	46200	121 Labor Distribution	P E R A
602	8/7/2008	\$258.25	E	46200	121 Labor Distribution	P E R A
602	7/24/2008	\$235.89	E	46200	122 Labor Distribution	CONT TO RET , S
602	8/7/2008	\$235.85	E	46200	122 Labor Distribution	CONT TO RET , S
602	7/24/2008	\$250.01	E	46200	126 Labor Distribution	H S A
602	8/7/2008	\$256.52	E	46200	126 Labor Distribution	H S A
602	7/24/2008	\$878.13	E	46200	131 Labor Distribution	CONT TO EMPLO
602	8/7/2008	\$55.14	E	46200	170 Labor Distribution	MEDICARE
602	7/24/2008	\$55.15	E	46200	170 Labor Distribution	MEDICARE
602 OFFICE SUPPLY CONNECTI	9/3/2008	\$7.31	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 REX MILLS PRINTING CO	8/6/2008	\$16.50	E	46200	201 RECEIPT BOOKS	OFFICE SUPPLIE
602 WEAR GUARD	9/3/2008	\$133.15	E	46200	206 UNIFORMS - SEWER DEPT	UNIFORMS - PW
602 HOLIDAY FLEET	8/11/2008	\$314.63	E	46200	212 SEWER DEPT,	MOTOR FUELS &
602 U S BANK VISA	9/2/2008	\$200.22	E	46200	240 LOWES	SMALL TOOLS-E
602 MCGUIRE, MIKE	8/6/2008	\$937.09	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	8/21/2008	\$1,444.69	E	46200	302 CONSULTING SERVICES	CONTRACT SERV
602 TR COMPUTER SALES LLC	9/3/2008	\$7.25	E	46200	416 MIKE'S LAPTOP	REPAIR/MAINT O
DEPT 46200 SEWER - OPERATING		\$13,491.65				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	9/3/2008	\$23,684.61	E	46990	434 MONTHLY CANNUAL FLOW CH	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$23,684.61				
FUND 602 SEWER		\$37,176.26				
FUND 803 P & Z ESCROWS						
DEPT 41910 PLANNING & ZONING						
803 S E H	8/28/2008	\$1,042.67	E	41910	301 ST CROIX PREP PLAN REVIEW	PROF SER-ENGIN
DEPT 41910 PLANNING & ZONING		\$1,042.67				
DEPT 80012 FRIENDS OF ST. CROIX PREP.						
803 ECKBERG, LAMMERS, BRIG	9/3/2008	\$39.00	E	80012	300 13467-17722	PROF SER-LEGAL
803 ECKBERG, LAMMERS, BRIG	9/3/2008	\$32.50	E	80012	300 16989	PROF SER-LEGAL
DEPT 80012 FRIENDS OF ST CROIX PREP		\$71.50				
DEPT 80018 MSCWM PERRO CREEK OUTLET						
803 ECKBERG, LAMMERS, BRIG	9/3/2008	\$52.00	E	80018	300 16467-1659	PROF SER-LEGAL
803 S E H	9/3/2008	\$2,477.57	E	80018	301 MSCWM PERRO CREEK OUTLE	PROF SER-ENGIN
DEPT 80018 MSCWM PERRO CREEK OUTLET		\$2,529.57				
FUND 803 P & Z ESCROWS		\$3,643.74				
		\$283,022.87				

City of Bayport

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

Building Permit Log

For: August, 2008

Printed:9/2/2008

Page1 of 2

Permit Number: BP2008-51
Parcel Address: 444 7th Street N.
Applicant:BLUE SKY OUTDOORS GROUP
BLUE SKY OUTDOORS GROUP INC. RESIDENTIAL
Construction Value:\$25,500.00
Filing Date: 8/12/2008
Bayport, MN 55003
Applicant Phone: 651-330-0337
Total Fees: \$711.94

Permit Number: BP2008-52
Parcel Address: 355 2ND Ave. S.
Applicant:MCKINLEY EVEREST
MCKINLEY EVEREST CONSULTING (HAIL PROS
Construction Value:\$8,800.00
Filing Date: 8/14/2008
BAYPORT, MN 55003
Applicant Phone: 612-325-5500
Total Fees: \$181.40

Permit Number: BP2008-53
Parcel Address: 341 6TH St. S.
Applicant:WEATHERGUARD
WEATHERGUARD CONSTRUCTON General
Construction Value:\$5,878.00
Filing Date: 8/19/2008
BAYPORT, MN 55003
Applicant Phone: 651-439-4320
Total Fees: \$135.69

Permit Number: BP2008-54
Parcel Address: 186 MAINE St. N.
Applicant:HORAK INC.
HORAK INC. EXCAVATION & DEMOLITION
Construction Value:\$4,800.00
Filing Date: 8/22/2008
BAYPORT, MN 55003
Applicant Phone: 651-430-2809
Total Fees: \$120.40

Permit Number: BP2008-55
Parcel Address: 394 4th Street S.
Applicant:TORRY KRAFTSON
OWNER OWNER
Construction Value:\$500.00
Filing Date: 8/28/2008
Bayport, MN 55003
Applicant Phone: 651-275-0850
Total Fees: \$25 50

Building Permit Log

For: August, 2008

Printed:9/2/2008

Page2 of 2

Permit Number: BP2008-56	Filing Date: 8/28/2008
Parcel Address: 355 4th Street S.	Bayport, MN 55003
Applicant: JABEZ EXTERIORS, INC. JABEZ EXTERIORS, INC. RESIDENTIAL BUILDER	Applicant Phone: 763-767-8166
Construction Value: \$5,400.00	Total Fees: \$135.45

Permit Number: BP2008-57	Filing Date: 8/29/2008
Parcel Address: 494 4 St. S.	BAYPORT, MN 55003
Applicant: CUSTOM REMODELERS INC. CUSTOM REMODELERS INC. General Contractor	Applicant Phone: 651-784-2646
Construction Value: \$10,000.00	Total Fees: \$196 75

Permit Number: MC2008-19	Filing Date: 8/4/2008
Parcel Address: 3 POINT Road	BAYPORT, MN 55003
Applicant: O'Conner's One Hour Heating & Air O'Conner's One Hour Heating & Air MECHANICAL	Applicant Phone: 651-437-4177
Construction Value: \$6,675.00	Total Fees: \$75.50

Permit Number: PL2008-19	Filing Date: 8/13/2008
Parcel Address: 555 LAKESIDE DRIVE	BAYPORT, MN 55003
Applicant: POLO PLUMBING INC. POLO PLUMBING INC. Plumber	Applicant Phone: 651-436-1397
Construction Value: \$9,500.00	Total Fees: \$75.50



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

Date: August 7, 2008
To: Mayor and City Council
City Administrator Michael McGuire
From: Police Chief Laura Eastman
Subject: Officer Patrick Logan's Retirement Announcement

After 25 years of combined part-time and full-time service to the City of Bayport, Officer Logan has submitted his retirement notice effective March 31, 2009. At this time, I request your acceptance of his retirement notice and permission to begin the process of filling this full-time officer position.



Renewal Application for Optional Liquor 2AM

License Type. 2AM-100K-500K Expires On: September 12, 2008 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 A. Rinehart Date 7-17-08
(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 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
www.dps.state.mn.us



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

Date: August 27, 2008
To: Mayor and City Council
Mike McGuire, City Administrator
From: Mel Horak, Public Works Supervisor
Subject: **Purchase of an airless line painting machine**

BACKGROUND

As part of the city's annual maintenance program, the Public Works Department repaints various sections of yellow curbing, cross-walk borders, and parking areas. We are currently using a 25+ year old, obsolete air emulsion type piece of spray equipment. For this reason, we are requesting authorization to replace this unit with a newer technology airless sprayer, which will enable us to do a cleaner and better job repainting these areas, as necessary.

Last summer, the Public Works Department demonstrated two brands of airless painters. Staff was impressed with the Graco Line Laser IV 3900 type sprayer, which included a two gun unit. Quotes were solicited from two vendors for this unit and are as follows:

Sherwin Williams Co., Stillwater, MN	\$4567.83
Hirshfields Decoration Center, Hudson, WI	\$6328.95

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the Public Works Department to purchase the Graco Line Laser mentioned above from Sherwin Williams Co. for a quoted price of \$4567.83. Funding for this purchase will be obtained from the Public Works Equipment Replacement Fund, which currently has a balance of approximately \$520,000.



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

Date: August 27, 2008

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Purchase of a Toolcat Utility Vehicle and related attachments

BACKGROUND

For the last 20+ years, the Public Works Department has been using converted lawn mowing machines to sweep and blow snow from various locations, including city sidewalks and skating rinks. It is a time consuming process converting these machines for seasonal use in the fall and spring. In addition, the blower and broom attachments are beyond their life expectancy and obsolete. Staff anticipated replacement of this equipment in 2008, and therefore budgeted \$50,000 in the city's CIP.

Approximately six years ago, the Bobcat Company introduced a new vehicle specially designed for municipal/institutional use, called the Toolcat 5600. This vehicle is very versatile and can accommodate attachments for use throughout the year. It seats two people, has great visibility, is easy to operate, and has a 2000 pound carry and dump capability. The Public Works Department recently rented this machine, and was pleased with its performance. This machine is also currently used by many of the neighboring municipalities.

Staff is proposing to purchase the Toolcat and several attachments from Tri-State Bobcat, Inc. in Burnsville, MN through the State of Minnesota Materials Management Division Procurement Program, contract release #439916. Attached, please find a copy of the specifications and pricing for the vehicle and attachments, which include a bucket, land plane, snow blower, angle broom, brush cutter, snow blade, and pallet forks.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the Public Works Department to purchase a Bobcat 5600 Toolcat and attachments from Tri-State Bobcat, Inc. in Burnsville, MN for the quoted price of \$56,478.36. Funding for this purchase will be obtained from the Public Works Equipment Replacement Fund, which currently has a balance of approximately \$520,000.



Bobcat.

3

Product Quotation

Quotation Number: WM-01231

Date: 08/26/2008

Ship to	Bobcat Dealer	Bill To
City of Bayport Attn: Mel Horak 98 2nd Ave. S. Bayport, MN 55003 Phone: 651-275-4410	Tri State Bobcat Inc 1800 West Highway 13 Burnsville MN 55337-2214 Phone: 651-407-3727 Fax: 651-407-7345 ----- Contact: Bill Miller Cellular: 612-919-1840 E Mail: billm@tristatebobcat.com	

Description	Part No	Qty	Price Ea.	Total
Bobcat 5600 Turbo Toolcat	M1001	1	\$31,700.75	\$31,700.75
Factory Installed Deluxe Road Package	M1001-P01-C01	1	\$1,496.00	\$1,496.00
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
Cab Enclosure with Heater/Air Conditioning	M1001-R02-C03	1	\$3,565.75	\$3,565.75
High Flow Aux Hydraulics	M1001-R03-C02	1	\$1,054.00	\$1,054.00
Heavy Duty Battery	M1001-R07-C02	1	\$63.75	\$63.75
Attachment Control Kit	M1001-R08-C02	1	\$148.75	\$148.75
Power Bobtach	M1001-R12-C02	1	\$841.50	\$841.50
Attachments 62" General Purpose Bucket	7114585	1	\$491.30	\$491.30
--- Bolt-On Cutting Edge, 62"	6732406	1	\$145.00	\$145.00
68" Angle Broom	6905805	1	\$3,366.68	\$3,366.68
72" Deluxe Landplane	6906150	1	\$1,251.20	\$1,251.20
SB200 Snowblower - 60" Width	6907779	1	\$2,564.28	\$2,564.28
--- 9.6 Hydraulic Motor Package	6958440	1	\$747.32	\$747.32
60" Brushcat Rotary Cutter, High Flow	7114296	1	\$3,800.52	\$3,800.52
72" Snow Blade	6905156	1	\$1,298.12	\$1,298.12
Pallet Fork Frame	6712927	1	\$261.80	\$261.80
--- 42" Pallet Fork Teeth	6540183	1	\$234.60	\$234.60

Total of Items Quoted	\$53,031.32
Taxes: State of Minnesota	\$3,447.04
Quote Total - US dollars	\$56,478.36

Notes:

All prices subject to change without prior notice or obligation. This price quote supercedes all preceeding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:



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

Date: August 12, 2008

To: Mayor and City Council

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

Subject: Authorize Abdo Eick & Meyers, LLP Engagement Letter for the 2008 Audit

BACKGROUND

Abdo Eick & Meyers, LLP, presented a standard engagement letter for auditing services for the year ending December 31, 2008 for the City of Bayport. The attached letter details the scope of services to be performed, as well as a fee schedule for the 2008 audit.

Abdo Eick & Meyers, LLP, is proposing to complete the 2008 audit for a fee not to exceed \$22,600.00. The proposed fee schedule is the amount stated in their three-year contract.

RECOMMENDATION

Staff recommends authorizing the engagement letter from Abdo Eick & Meyers, LLP, and approving audit fees of \$22,600.00.



Certified Public Accountants & Consultants

August 7, 2008

Grandview Square
5201 Eden Avenue
Suite 370
Edina, MN 55436

Honorable Mayor and Council
City of Bayport
Bayport, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Bayport (the City) for the year ended December 31, 2007. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2008. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the City's basic financial statements. As part of our engagement, we will apply certain limited procedures to the City's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.

Supplementary information other than RSI, such as combining and individual fund financial statements, also accompanies the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.



Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee our financial statement preparation services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. We will also enter the current year capital asset transactions into our software based on information you provide. As part of the audit we will prepare a draft of your financial statements and related notes. We will also use the financial statements to complete the Office of the State Auditors' City Reporting Form. You will be required to review and approve those financial statements and forms prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and forms. Further you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Our fee for these services will be \$21,310 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) estimated at \$775 for the audit and \$515 for the office of the State Auditor's reporting form. Additional year-end accounting work will be based on our hourly rates. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ABDO, EICK & MEYERS, LLP
Certified Public Accountant & Consultants

Andrew K. Berg, CPA
Governmental Service Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Bayport.

By: _____

Title City Administrator

Date: 08-11-2008

**Central St. Croix Valley
Joint Cable Communications Commission**

**Operating & Capital Expenditure Budget
Fiscal Year 2009
(February 1, 2009 – January 31, 2010)**

Revenue

Franchise Fees	245,000
PEG Fees	115,500
Interest Earnings	2,000
Expense Reimbursements	1,000
2008 Lower Valley Funding	16,800
Total Revenue	\$ 380,300

Expenses

Salary (includes employer's FICA & PERA)

Admin. Secretary (30 hr. week) 36,200

Professional Services

Legal Fees 3,500
Accounting 800

Other Expenses

Office Supplies 1,000
Telephone 1,250
Postage 250
Maintenance/Repairs 200
Conf/Mtgs/Dues 1,000
Print/Publish 75
Insurance/Bond 4,200
Medical Insurance 7,200
Dental Insurance 600
Office Rent 19,175
Gas & Electric 2,300
Security System Monitoring 150
Photocopier Expenses 350
Access Center Support 296,920

(PEG Fees 115,500; Franchise Fees 149,720; Interest Earnings 900; Lower Valley Funds 16,800; Tape Dub Reimbursements 14,000)

Cable Commission FY 2009 Budget – Page 2

Miscellaneous Expenses	2,000
Telephone System Maintenance	150
Valley Ridge Mall Christmas Event	200

Capital Expenses

Office Furniture/Equipment	200
----------------------------	-----

Reserve Funds Accounts

Audit Fund	1,200
Legal Contingency	-0-
Leasehold/Facility/Relocation	-0-
HVAC Maintenance/Repair	-0-
Security Fund	-0-
Commission Contingency Fund	<u>1,380</u>
Total Expenses	\$ 380,300

Salary figure includes a 3% cost of living increase as of February 1st, 2009 and a step increase as of August 1st, 2009.

**Valley Access Channels
Operating & Capital Expenditure Budget
Fiscal Year 2009
(February 1, 2009 – January 31, 2010)**

Revenue

Commission Subsidies: PEG Fees	115,500.00	
Franchise Fees	149,720.00	
Interest Earnings	900.00	
2007 Lower Valley Funds	16,800.00	
Tape Dub Reimbursements	<u>14,000.00</u>	296,920.00
834 School Dist. Reimbursement		3,500.00
Miscellaneous Reimbursements		<u>100.00</u>
Total Revenue		\$300,520.00

Expenses

***Salaries** (includes employer's FICA & PERA where applicable)

Access Manager – 40 hours	57,100
Lead Facilities Coordinator – 40 hours	46,150
Facilities Coordinator– 40 hours	41,100
Facilities Coordinator– 40 hours	39,260
Access Associate – up to 40 hrs/month	8,470
Access Associate – up to 20 hrs/month	4,000
Freelance/Temp Employees	<u>12,000</u>
Total Salary Expense	\$208,080

Professional Services

Accounting	800
------------	-----

Other Expenses

Office Supplies	1,200
Media Supplies*	500
Telephone	1,250
Rent & CAM	38,345
Gas & Electric	4,500
Insurance/Bond	3,800
Medical Insurance	22,320
Dental Insurance	2,100
Postage/Mtg/Conf/Dues	1,200
Maintenance/Repairs	5,000
Mileage – 58.5c/mile	900

Valley Access Channels – FY 2009 Budget – Page 2

Publicity	1,500
Grants – 10 @\$300	3,000
Misc/Facility/Office Furniture	5,000
Telephone System Maintenance	375
Security Monitoring	300
Copy Machine Expense	<u>350</u>
Total Expenses	\$300,520.00

Salary figures are budgeted for a 3% COLA increase as of February 1, 2009 and a step increase as of August 1, 2009. A 3% COLA increase was also budgeted for the 2 part time positions.

Our newest facilities coordinator is budgeted to receive ½ of his step increase on February 1st and the other ½ on August 1st in order to get him a raise prior to being here for 2-1/2 years and also to get him on the same schedule for step increases as the other employees working 30+ hours per week.

The Media Fund is funded almost entirely from tape dub reimbursements.



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

DATE: September 2, 2008

TO: Mayor and City Council
Mike McGuire, City Administrator

FROM: Police Chief Laura Eastman

RE: Woody's Bar and Grill – Administrative fine for serving alcohol to an underage customer

BACKGROUND

On 9/1/08, Officer Wynia took a report from a concerned mother of a 19-year old that was served alcohol while at Woody's Bar and Grill on 8/31/08. On 9/2/08, I interviewed the 19-year old and her mother. The 19-year old stated that she went into the establishment with friends where she purchased a mixed drink without being asked for identification. Subsequently, her mother is requesting that charges be filed against the establishment. I interviewed the bartender who admitted to serving the underage customer.

RECOMMENDATION

1. The report will be sent to the city attorney requesting formal charges be brought against the bartender for serving alcohol to an underage customer.
2. Administrative fine assigned to Woody's Bar and Grill for a first violation of serving an underage customer. The recommended fine schedule states \$500.00 for the first violation in 12 months



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

TRANSMITTAL

TO: Mike McGuire

FROM: Larry Wacker

COMPANY: City of Bayport

DATE: 08/28/2008

RE: **Recommendation to Award**
Lakeside Park I.D. Sign

SWB PROJECT NUMBER.

COPY TO:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY FOR YOUR USE

NOTES/COMMENTS:

Sanders Wacker Bergly, Inc. recommends accepting a bid of \$4,044.18 from Rivard Stone, Inc. for fabrication of the 'identification sign' for Lakeside Park. Two bids were received as follows:

- | | |
|-----------------------|------------|
| 1. Rivard Stone, Inc. | \$4,044.18 |
| 2. Hedberg | \$5,136.00 |

Copies of the quotes are attached.

Please call me if you have any questions or require additional information.



"Best on Service"

Type of Form:

Order Form
Quote Form
Lead Form

Date
Needed by:

876 Nathan Lane N
Plymouth, MN 55441
(763) 225-0540 Phone
(763) 225-0511 Fax

1205 Nathan Lane N
Plymouth, MN 55411
(763) 545-4400 Phone
(763) 545-7121 Fax

1375 170th St W
Farmington, MN 55024
(651) 423-6048 Phone
(651) 423-6300 Fax

8400 60th St N
Stillwater, MN 55082
(651) 748-3158 Phone
(651) 748-3159 Fax

13535 Gross St NW
Andover, MN 55304
(763) 754 8491 Phone
(763) 767-77 2 Fax

Univ Sales Form Version 2 # 10/25/2008

Cust Name: Sanders Wacker Bergly	Cell:	Del:	Del Date:
Proj Addr:	Fax:	Rma:	Del Day:
City/Zip:	Email:	cpu:	Typ Truck:
Cust Contact:	Salesperson:	Direct Ship:	
Customer #:	Cust PO:	Cust. Unload:	

Stock #	Qty.	Unit of Meas	Description	Unit Price	Extended Price
	1.00		Onsite Engraving	2104.00	2104.00
	1.00		5' x 9' x 18" thick Fon Du Lac Weathered Edge	3032.00	3032.00
	1.00		Delivery Crane Placement	555.00	555.00
					omit LLW
This Quote is an estimate only. Please note there may be additional charge for fuel from the quarry. Estimated 4-8 weeks for stone delivery from time of order. Then additional 1-2 weeks for engraving					

Availability/Lead Time:

Special Instructions/Comments:

Hauling	LLW 5,136.00
Subtotal	95,091.00
Tax	
Total	95,091.00

LLW 5,136.00

Type of Payment:

Payment: Check #

Credit Card # Exp Date:

V-Code

Quoted By: Quote Valid for: Days

Order Type: Accepted By: Date:



Estimate #474

08/20/2008

Prepared for:
Sanders Wacker Bergley "Inc.
 Larry Wacker
 St Paul, MN.

Prepared by:
Rivard Stone Inc.
 Salesperson: Gary Stetter
 Rivard Stone Co.
 318 HWY 35&64
 Houlton, WI 54082
 email: garys@rivardstone.com
 Phone: 715-247-3856 Fax: 715-247-4798

Phone: 651-221-0401 Fax:

Description:

Bayport Park sign on large St Croix Valley Limestone approx. 5' high x 8' wide, natural face, one sided.

Delivery:

Production time for the following item(s) will be approximately 40 working days

Quantity	Description	Each	Amount	Tax
7.72	St. Croix Valley Limestone - per ton	\$275.63	\$2,127.86	\$0.00
1	St Croix Valley Limestone, 1 side, 60" H x 96" W Moderate coverage with Anchor Stencil #117 30", Anchor Stencil #111 21"; Simple artwork	\$1,786.32	\$1,786.32	\$0.00
1	Delivery to Bayport, MN (Does not include unloading or setting of sign)	\$130.00	\$130.00	\$0.00
TOTALS			Subtotal:	\$4,044.18
			WI. Tax:	\$0.00
			Total:	\$4,044.18

Terms:

This estimate good for 60 days. 50% non-refundable deposit due on signing, balance due on completion.
 Signs are custom orders. Custom orders must be picked up or arrangements made for delivery within 60 days of completion; otherwise the downpayment will be lost, and the item will be returned to stock. Every effort will be made to complete the project when indicated above, but it is not a guarantee of the completion date.
 Price quoted does not include Tax or Freight charges unless stated above.

By my signature below, I authorize work to begin and agree to pay above amount in full according to the terms on this agreement.

SIGNED: _____ DATE: _____ AMT. PAID TODAY: _____



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

Date: September 2, 2008

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Teeter Totter at Lakeside Park Playground

Enclosed, please find additional teeter totter options, details, and pricing for the requested teeter totter replacement project. I am also providing a copy of last month's City Council memo.

Staff recommends you inspect the two units located in Oak Park Heights and Afton. Please keep in mind we have a target budget of \$4,000.00 for this project. As Public Works Supervisor, I maintain my original recommendation to purchase two 2-seat teeter totters from the Earl F Anderson Company, for the quoted price of \$3,999.15.



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

Date: July 28, 2008
To: Mayor and City Council
Mike McGuire, City Administrator
From: Mel Horak, Public Works Supervisor
Subject: **Teeter Totter at Lakeside Park Playground**

BACKGROUND

A thorough inspection of the Lakeside Park playground equipment was completed in April 2007 by Josh Fitch, League of Minnesota (LMC) Loss Control Consultant. Among the 18 requested items to be addressed was the removal or repair of the teeter totter. The requested repair was completed soon thereafter. Since that time, the city has had other issues with this unit, including almost total failure of one of the two teetering beams, and the LMC noted additional inadequacies of the teeter totter during a 2008 inspection.

With these issues in mind, staff is requesting authorization to replace the teeter totter at Lakeside Park. Two quotes were solicited for the provision and installation of one 4-seat unit including appurtenances, shipping, and tax. The quotes are as follows:

- Earl F. Anderson Item #148637A \$2,407.97
 Bloomington, MN Unit with installation \$2,707.85

- St. Croix Recreation Item #PC 1910 \$2,661.44
 Stillwater, MN (installation price not quoted)

The existing teeter totter is a two beam unit with one common pivot pipe. This style of unit is no longer available. Another option to somewhat duplicate the existing equipment would be to install two single units, with single seats. The following is a quote for two single units, with single seats, all appurtenances, installation, shipping, and taxes:

- Earl F. Anderson Item #148636A
 Bloomington, MN Quantity: 2 \$3,999.15 (total for 2)

RECOMMENDATION

Staff recommends the City Council authorize the City of Bayport Public Works Department to purchase two #148636A, 2-seat teeter totters, from the Earl F. Anderson Company, for the quoted price of \$3,999.15, for the replacement of the obsolete teeter totter at Lakeside Park. The quoted price includes installation.

Funding for this purchase will be obtained from the #204 Recreational Equipment and Maintenance Fund. Revenue for this fund is obtained through gambling taxes.) The fund's current balance is \$3,638.33, and it is anticipated that there will be an adequate amount in the fund to cover the purchase by the time payment is due.

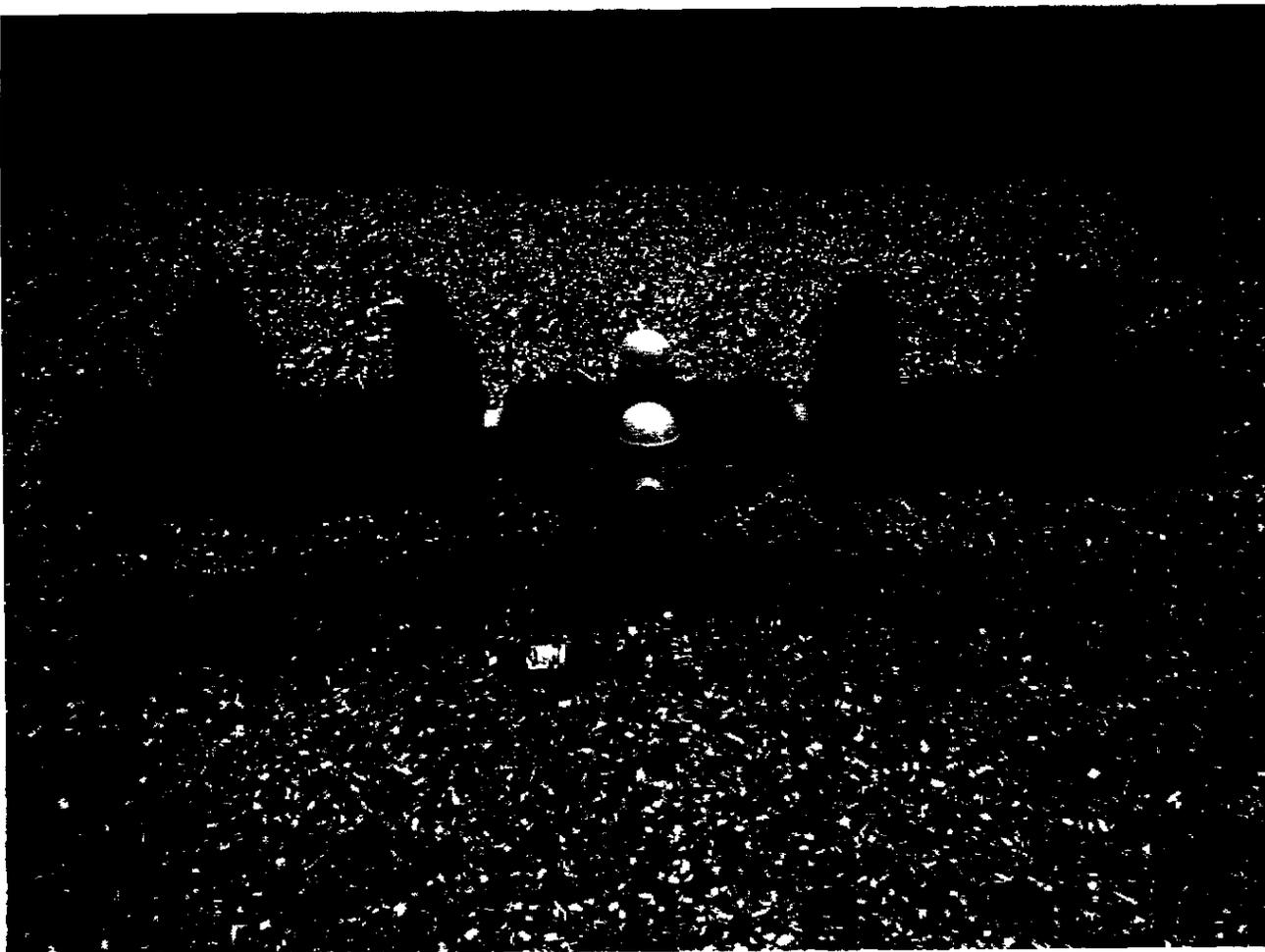


ITEM # 148636 A 2 SEAT MODEL
3999.15 FOR 2 SEPARATE UNITS
WITH TAX AND INSTALLATION. CAN BE SEEN
AT AFTON CITY PARK - WEST OF SELMA'S
ICE CREAM PARLOR.

ITEM # 148637 A 4 SEAT UNIT # 2707.85
WITH TAX AND INSTALLATION.

NO TIRES ARE NEEDED UNDER SEATS.

EQUIPMENT OFFERED BY EARL F ANDERSEN CO.,
BLOOMINGTON MN.



MODEL PC 1910 4 PLACE SPRING SEESAW

TOTAL WITH TAX

2,395.19 PLUS \$500 INSTALLATION FOR
A TOTAL PRICE OF \$2895.19

OFFERED BY ST CROIX RECREATION - STILLWATER MN

CAN BE SEEN AT OAK PARK HEIGHTS ELEMENTARY
SCHOOL.

2 ITEMS \$800.00



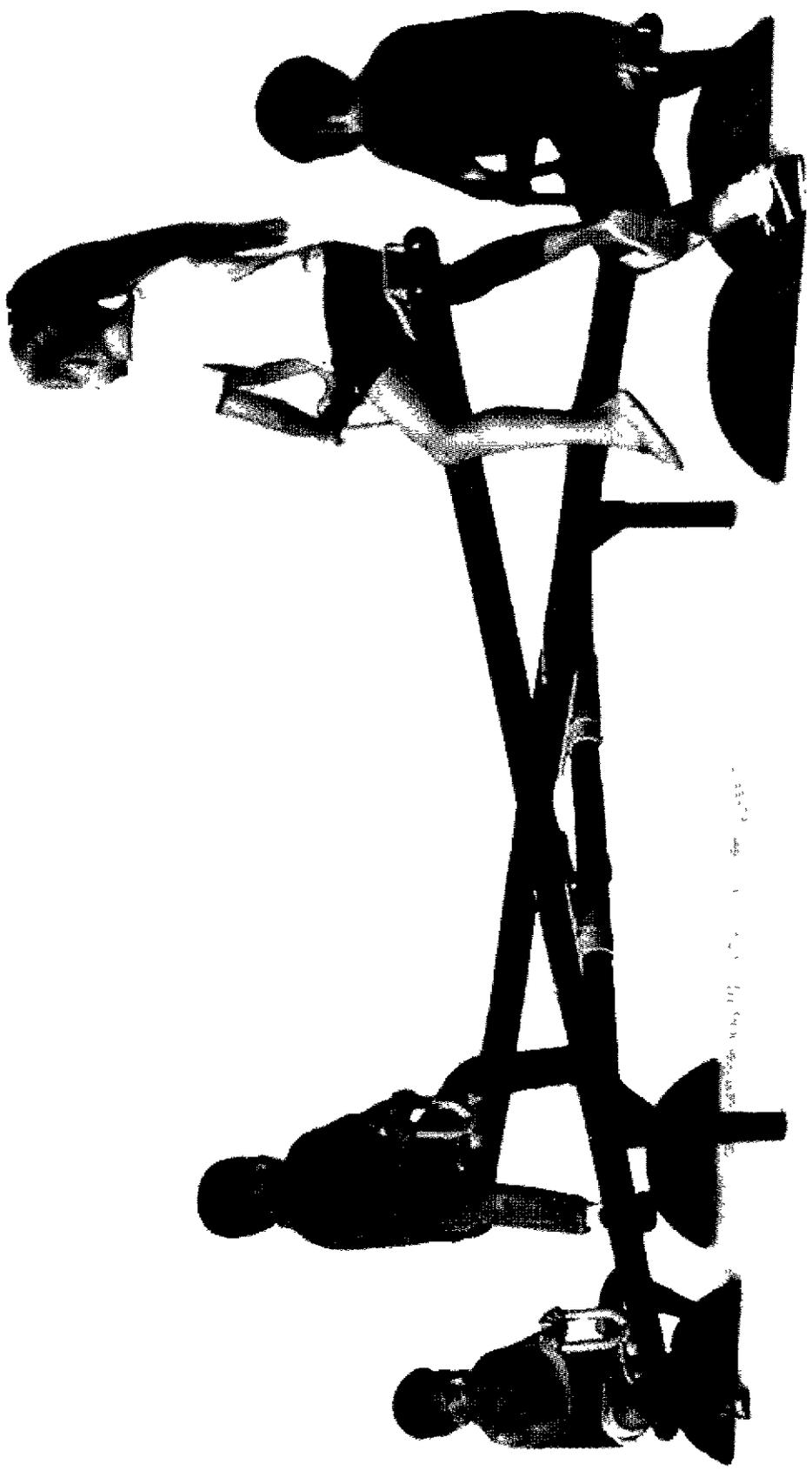
MODEL # Z2X0596 DOO SEE-SAW WITH BACKREST
1718.00 PLUS TAX AND INSTALLATION

MIDWEST PLAY SCAPES



ZZXX0650 WAVE RIDER SEESAW # 950 PLUS TAX AND INSTALLATION
 MIDWEST PLAYSCAPES

TIRES WILL BE REQUIRED UNDER THESE UNITS. Page 1 of 1



22XX0604 2 SEAT SEE SAW \$960.00 PLUS TAX AND INSTALLATION
 (SINGLE BEAM)

22XX0604 4 SEAT SEE SAW \$1830. PLUS TAX AND INSTALLATION
 (TWO BEAM)

MIDWEST PLAYSLAPES



CHILDFORMS 2 SEAT TEETER TOTTER

800.63 INCLUDING TAX + FREIGHT PLUS INSTALLATION
OF \$400.00 TO \$700.00

QUOTED BY FLAMAGAN SALES INC ST. PAUL, MN.



SPORTSPLAY 2 SEAT TEE TOR TOTTER

962.89 INCLUDING TAX & FREIGHT PLUS INSTALLATION OF

400.00 TO \$ 700.00



A DEVELOPMENT SERVICES FIRM

1515 E. SHAWANAPITCOI AVENUE, SUITE 200, MINNEAPOLIS, MN 55412
TEL: 612-757-7900 FAX: 612-757-1603

8/21/08

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

RE: River Park Marina / House Storage

Dear Mike,

Please accept this letter as our request to extend the temporary agreement that was established between Semple Cos. and the City of Bayport for the storage of the former Kaiser home. We are requesting an extension until the next available City Council Meeting where we would officially address Council for a specific extension / agreement to allow adequate time to engage the process.

As you are now aware, the Shelton's are exploring the feasibility of moving the home onto a portion of the River Park Marina property.

Our firm has been retained by the Shelton's to explore such feasibility studies and research associated with such.

Please inform me at your earliest convenience of your decision along with scheduling for the agenda on the next City Council meeting.

Sincerely,

Phil Soby
President

cc: Brian Shelton / River Park Marina



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

Date: August 27, 2008

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: City alley paving project

BACKGROUND

City staff recently received a petition from a group of residents which live along the alley between 8th and 9th Street North, south from 5th Avenue North. The petition requested the city provide costs for the paving of this portion of alley.

In response to the petition, the city sent an informational letter to the six property owners that would potentially benefit from the project, requesting them to reply whether or not they were in favor of the project (see attached letter). The city has received responses from all six property owners, with three residents in favor and three residents not in favor of the project.

RECOMMENDATION

Staff requests the City Council discuss the alley paving project and decide whether or not to proceed. If the decision is to proceed, a feasibility study will need to be completed and an assessment hearing will need to be scheduled (preferably to be held at the October City Council meeting). Barry Peters, SEH, estimated that the cost to complete the feasibility study would be \$1,000.00 - 1,500.00, depending upon the scope of work.



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

To:
 From: Mike McGuire, City Administrator
 Date: August 19, 2008
 Re: **Paving City Alley**

The City of Bayport has received a petition from residents living in the vicinity of the alley between 8th and 9th Streets North, between 4th and 5th Avenues North. The petition is requesting the city to determine costs involved with paving this alley.

If there appears to be enough resident support of the paving project, the City Council could authorize a feasibility study to determine actual costs to each benefiting property owner. A feasibility study is required by Minnesota state law on any governmental project funded by assessments. This report will cost the city between \$1,000.00 and \$1,500.00, depending on the scope of the work involved. Consequently, if there is insufficient resident support, the City Council may choose to not order the feasibility study, which would stop the process to pave the alley.

The feasibility study will provide actual cost information for each property owner, and an assessment hearing would be scheduled in order to present the information. The assessment hearing will be open for public comment and you will be allowed to express your opinion on the project, if you choose to do so.

The preliminary cost of the alley paving project is approximately \$13,000.00, plus a 20% city overhead and restoration fee of \$2,600.00, for a total of \$15,600.00. The current city street reconstruction policy indicates that the city pays 50% and the benefiting property owners pay the remaining 50% of a project. A breakdown of projected costs follows:

Estimated cost to benefiting property owners: 50% of \$15,600.00 = \$7,800.00
 \$7,800.00 divided by 6 benefiting properties = \$1,300.00
 Approximate cost to each property owner = \$1,300 (variable, dependent upon lot size)

Property owners may choose to pay at the completion of the project or be assessed and put on your property tax bill over a 10-year period at an interest rate of 6.5%.

In order to determine resident support for this project, please fill out the lower portion of this memo and return it to City Hall by Monday, August 25th. As a reminder, there is a correspondence drop box on the north side of City Hall. If you have any questions, please call Mel Horak, Public Works Supervisor, at 651-275-4410

YES, as a benefiting property owner, I am in favor of paving the previously mentioned alley. I understand I will be required to pay for a portion of this project.

NO, as a benefiting property owner, I am not in favor of paving the previously mentioned alley, and I am unwilling to pay for a portion of this project.

Signed: _____ Date: _____

Address: _____



CITY OF BAYPORT 2009

PROPOSED BUDGET PRESENTATION

City of Bayport Principal City Officials September 2009

CITY COUNCIL

Jonathan A Nowaczek
Term Expires 12-31-08

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
Wanda M. Madsen	Finance Officer	November 13, 2007

BUDGET GOALS

- 1. Present balanced budget to City Council.**
- 2. Keep overall levy increase to a minimum.**
- 3. Maintain current level of service.**
- 4. Provide for future needs of the Police Department, Cemetery, Municipal Buildings, and Office Automation.**

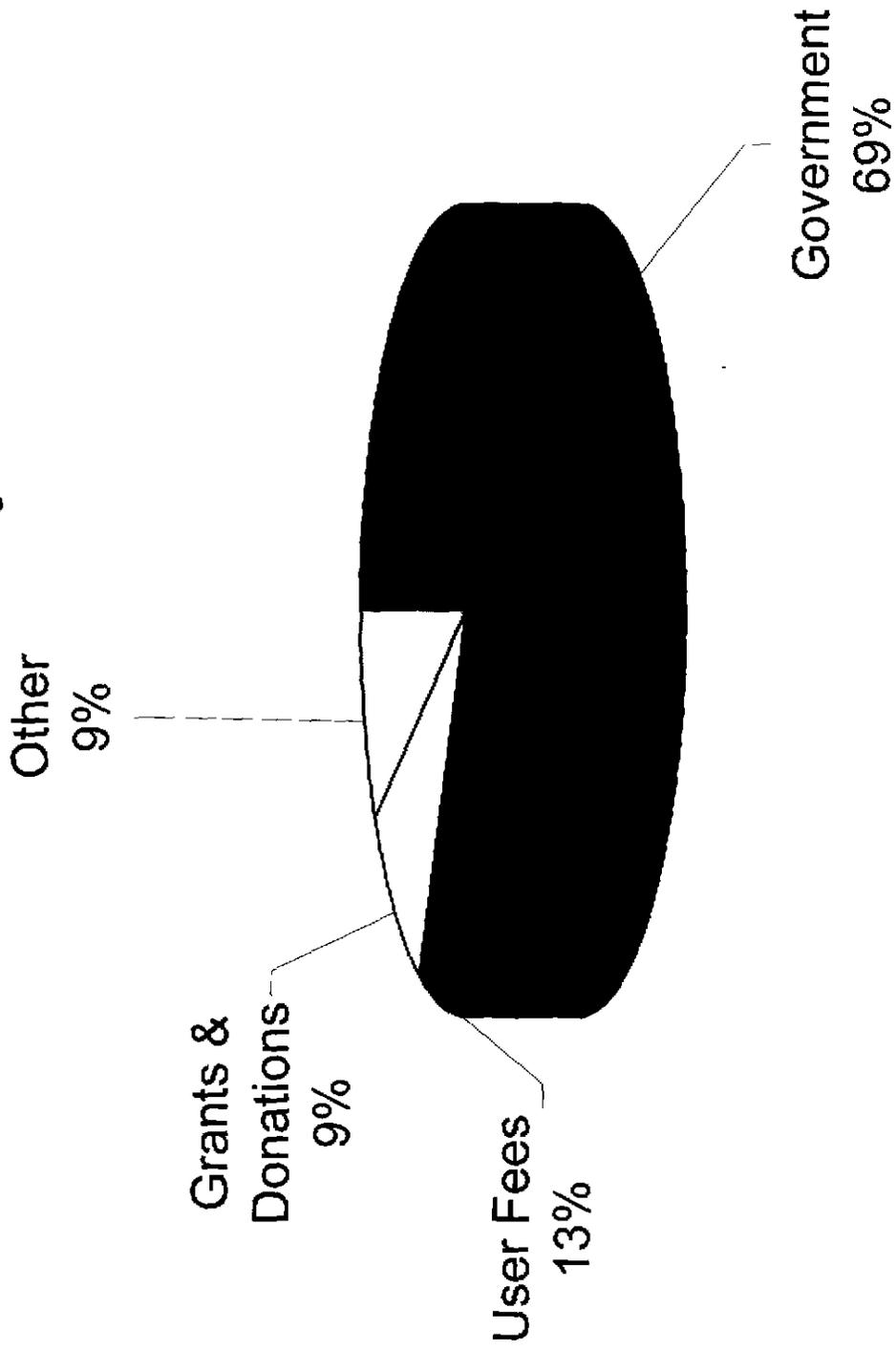
BUDGET PROCESS

- **At approximately mid year, prepare year-to-date revenue and expenditure reports for department heads.**
- **Receive budget requests and review with staff.**
- **After meeting with staff City Administrator finalizes proposed budget.**
- **Present Proposed Budget to City Council at September Council Meeting.**

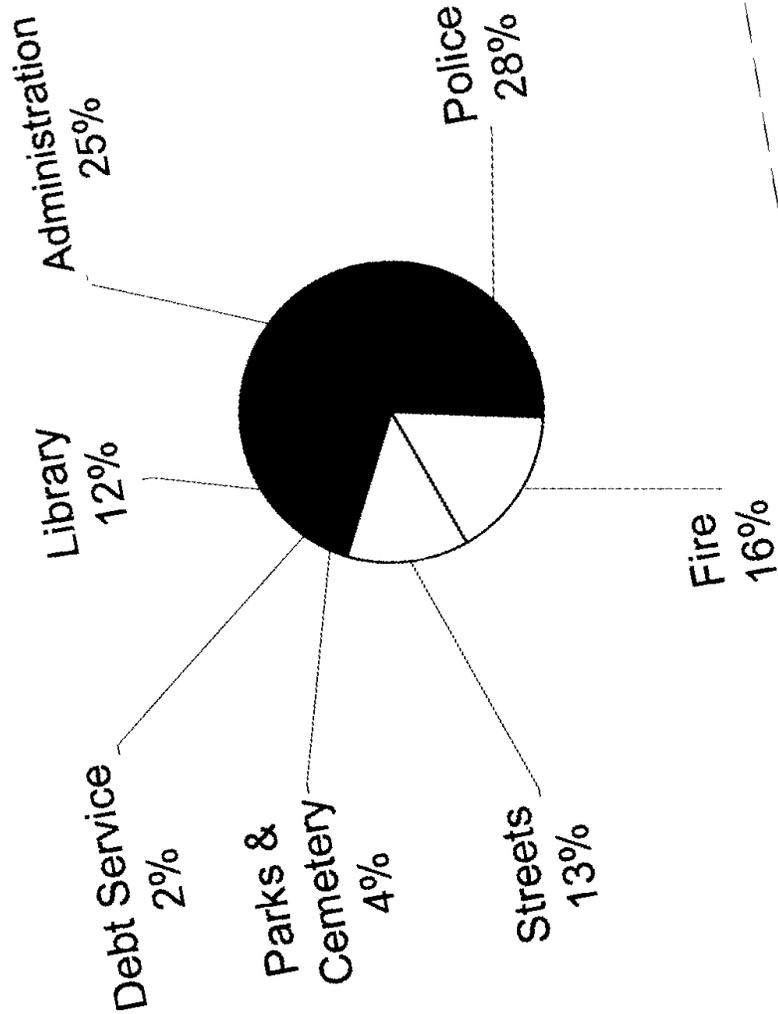
CONDITIONS THAT INFLUENCED 2009 BUDGET

- Rising costs for petroleum based products.
- Labor agreements that determine personnel costs.
- Rising insurance costs.
- Replacement of expensive equipment as required.

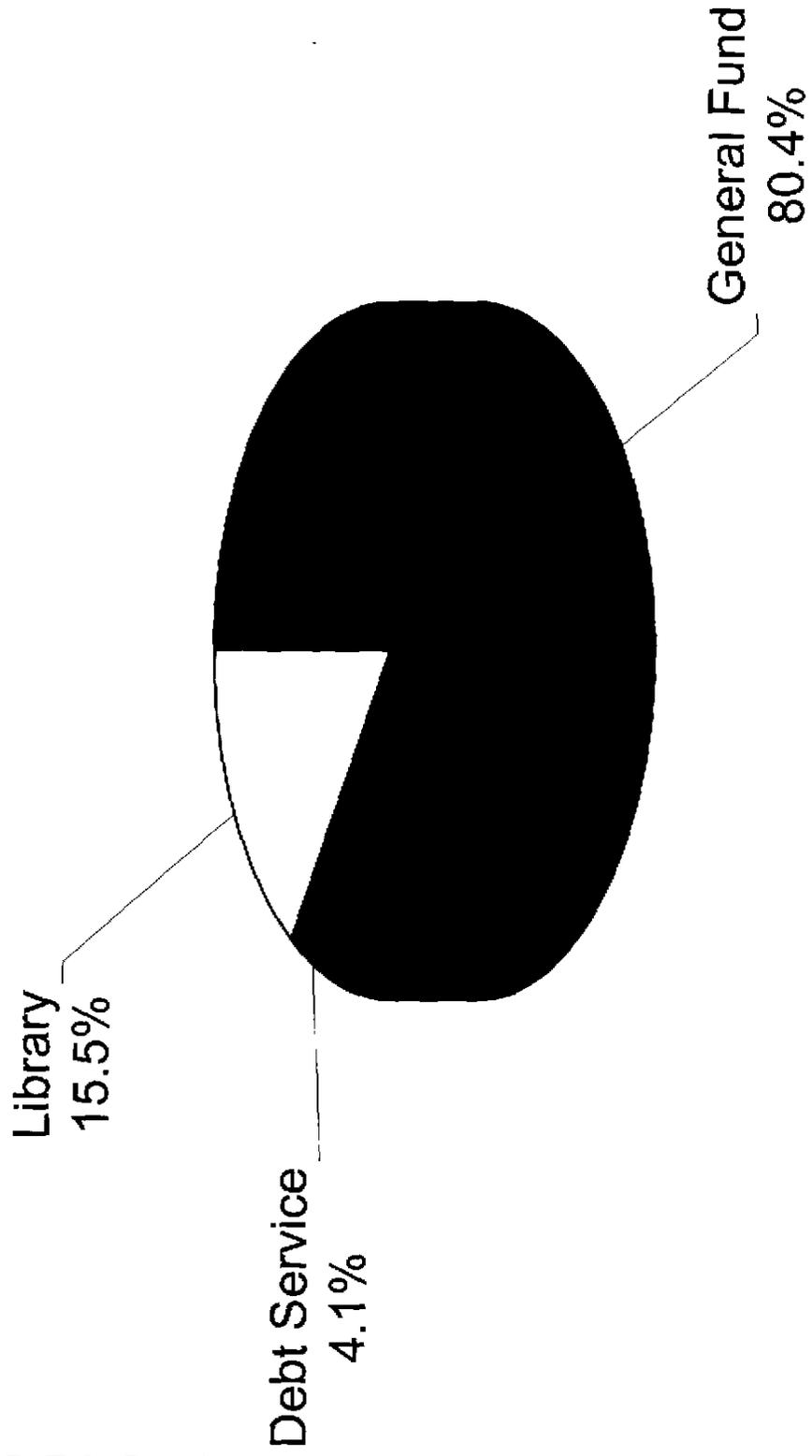
2009 Revenue by Source



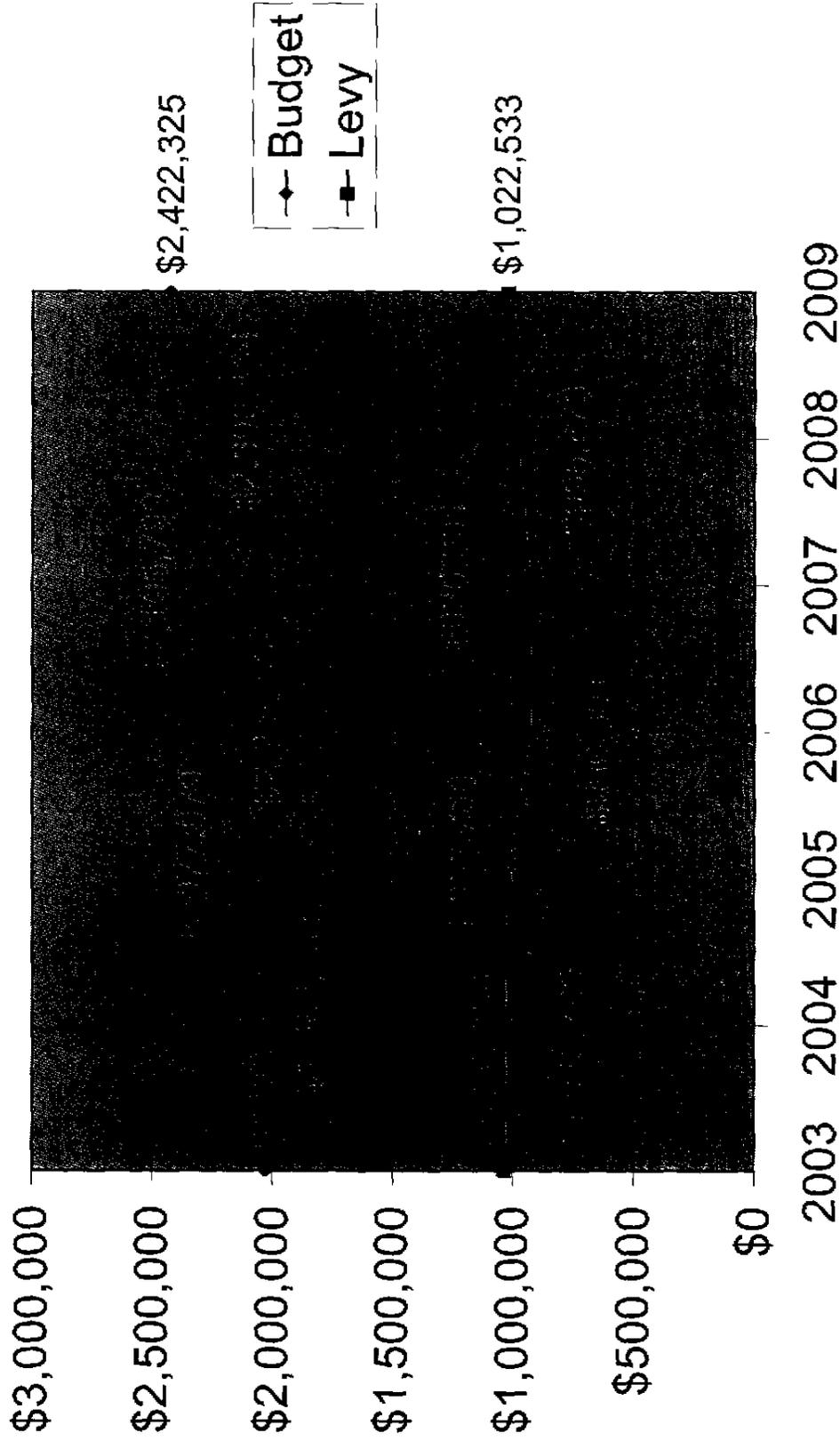
2009 PROPOSED BUDGET EXPENSES BY DEPARTMENT



2009 PROPOSED TAX LEVY



Budget and Levy Trends 2003-2009

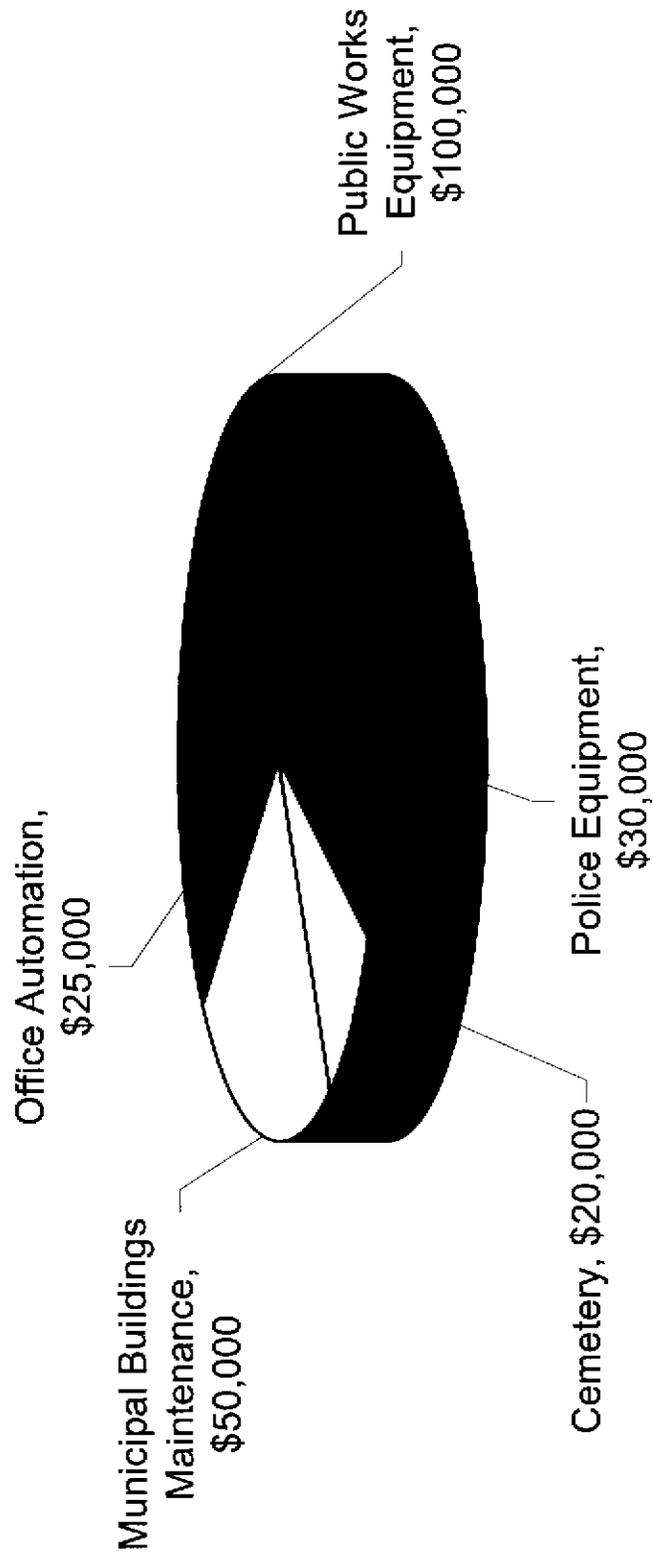


SUMMARY

Accomplishments of 2009 Budget

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

2009 CAPITAL PROJECTS



CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

2009

FUND	203 Public Works Equipment Fund	206 Water/ Sewer Improvement Fund	102 Street Reconstruction Fund	212 Cemetery Capital Improvement Fund	207 Park Dedication Fund	200 Fire Equipment Fund	213 Police Equipment Fund	214 Office Automation	215 Municipal Bldgs Maint Fund
Squad Car Replacement							\$30,000		
Purchase Compact Pick-up	\$25,000								
Replace 1967 IHC Tank Truck	\$25,000								
Replace 1995 Ford 4x4 truck and add snow plow Ventilation correction at Public Works	\$50,000								\$50,000
Replace Cemetery Fence				\$20,000					
Server								\$ 13,000	
Copier								\$ 10,000	
PW Computer								\$ 2,000	
2009 Total	\$100,000	\$0	\$0	\$20,000	\$0	\$0	\$30,000	\$25,000	\$50,000

CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

2010-2013

FUND	203 Public Works Equipment Fund	206 Water/ Sewer Improve- ment Fund	102 Street Recon- struction Fund	212 Cemetery Capital Improve- ment Fund	207 Park Dedication Fund	200 Fire Equipment Fund	213 Police Equipment Fund	214 Office Automation	215 Municipal Bldgs Maint Fund
New Fire Hall						\$2,000,000			
Replace 2 Patrol Vehicles							\$60,000		
GIS Parcel info System			\$20,000						
Radio Meter Reading System		\$70,000							
Acquire property for storm water treatment ponds			\$50,000						
Pavement Mgmt Program			\$15,000						
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						
2010-2013 TOTAL	\$0	\$70,000	\$760,000	\$40,000	\$510,000	\$2,000,000	\$60,000	\$0	\$0

**CITY OF BAYPORT
2009 Debt**

Amount

Tax Increment Debt

\$1,535,000 TIF Refunding Bond 2001

Debt Balance 12/31/07

\$1,075,000

Principal payment due in 2009

\$100,000

Debt Balance 12/31/08

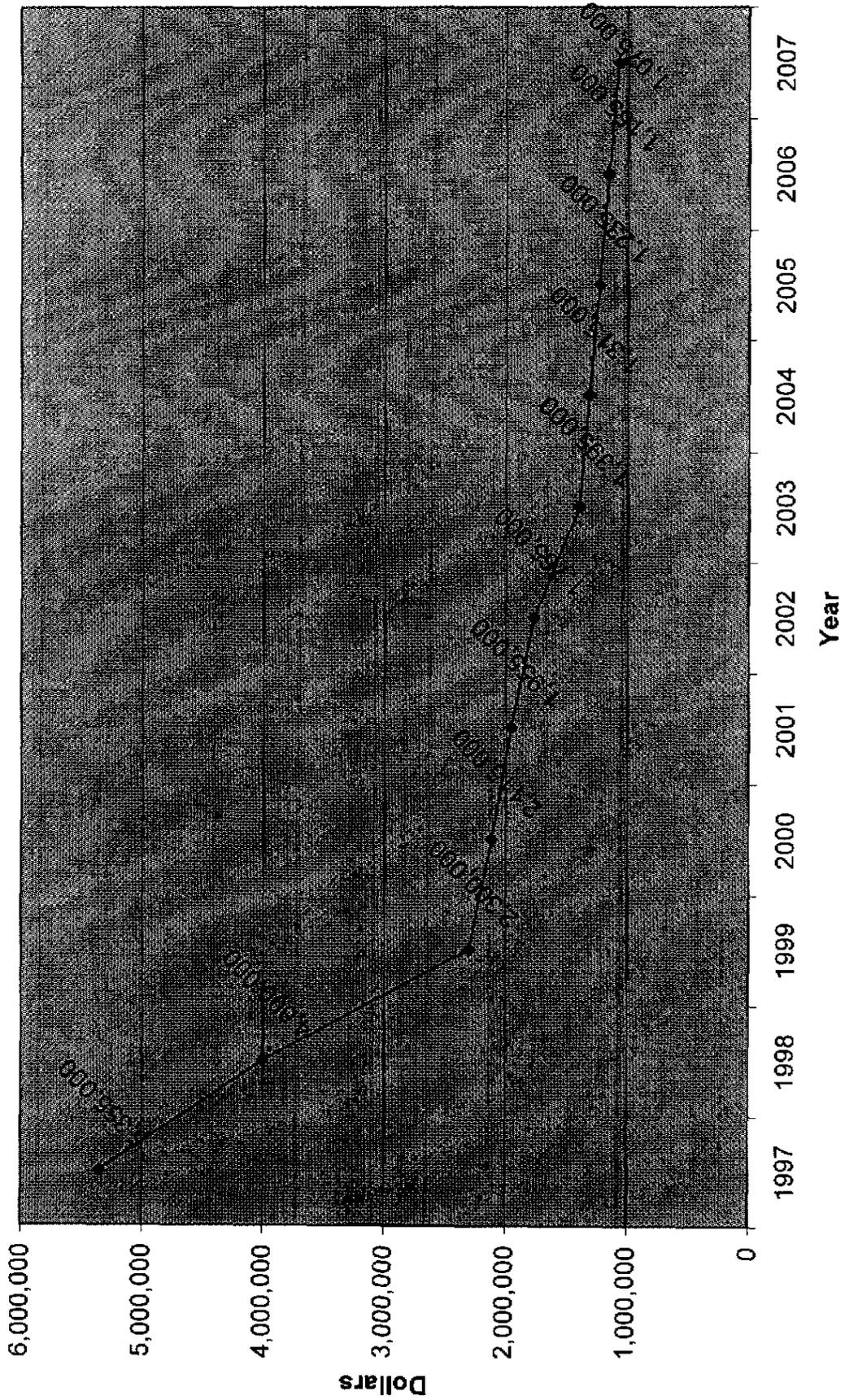
\$975,000

2009 Levy Allocation for Debt Service

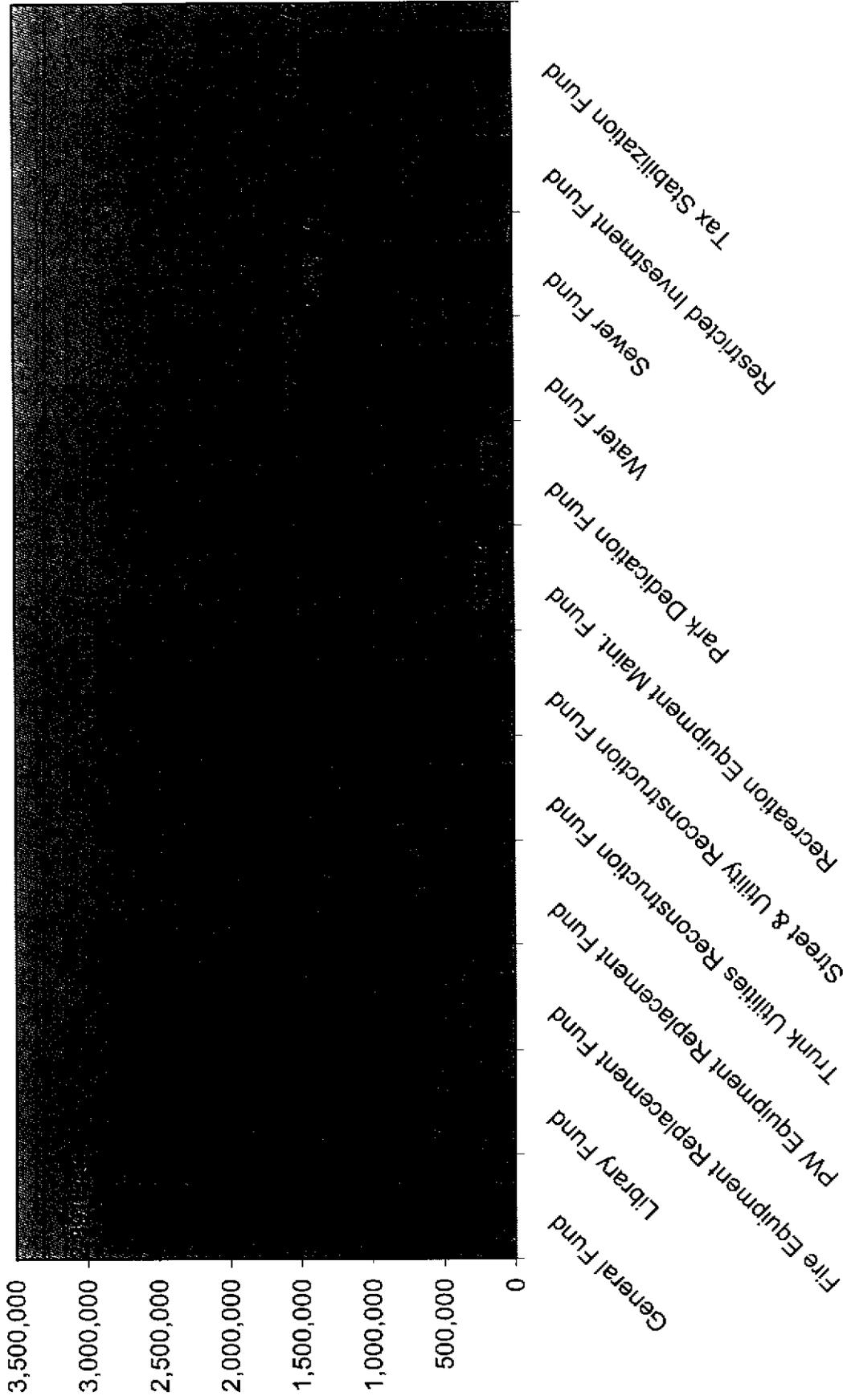
General Fund Levy

\$41,965

BOND DEBT BALANCE: 1997-2007



Major Fund Balances 12/31/2007



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
Recreation Capital Equipment
Maintenance
Fire Equipment Replacement
Police Equipment Replacement
Tax Stabilization
Drug Forfeiture
Municipal Building Maintenance
Office Automation
Restricted Investment Fund**

CITY OF BAYPORT ENTERPRISE FUNDS

WATER & SEWER

<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)

<u>Projected</u>	Water	Sewer
2009 Revenue	432,649	641,750
2009 Expense	438,961	<u>665,438</u>
Profit/(Loss)	(6,312)	(23,688)



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

Date: August 25, 2008

To: Mayor and City Council

From: Mike McGuire, City Administrator

Subject: Providing Lifeguard Service at Lakeside Park Beach

BACKGROUND

At the July City Council meeting, staff was directed to look into the costs associated with retaining lifeguards for the city beach at Lakeside Park. Seven communities were contacted, and one (Lake St. Croix Beach) indicated they do not provide lifeguards due to liability concerns. Generally, lifeguards are paid \$9.00-\$12.00 per hour, and service is provided between Memorial Day/early June through mid August/Labor Day, 7-8 hours per day. Please refer to the attached spreadsheet for additional detail, as well as the memorandum for our City Attorney Nick Vivian.

I will comment further at the meeting.

LIFEGUARD SURVEY

City	Lifeguards Employed?	Number	Dates/Times Employed	Hourly Rate	Annual Cost	Note
Chicago City Hastings	Through Chicago Lakes School District. Contact: Ellen Heath, 651-213-2604 ** Yes - at outdoor water park, no beach	1 FT, 3-4 who can rotate in based on temperature. 1 up 87 degrees; 2 if temp. above 87 degrees; 3 if above 92	Memorial Day-Labor Day; daily 11 a.m.-7 p.m.	Pay range \$9-\$12/hour. School district charges Chisago City \$12.50/hour \$9.25-\$13.00	Contracted not to exceed \$12,000/year	Lifeguards take statistics of beach users every 1/2 hour. School district has 16 lifeguards who provide service to 1 year-round pool and 2 beaches.
Hudson Lake St. Croix Beach	Yes No - too much of a liability issue	8 (3 on at a time)	Memorial Day-Labor Day, 11 a.m. - 6 p.m.	\$10.50-\$12.00	\$29,596	
Lindstrom	See Chisago City	See Chisago City	July 4-Aug. 17 (7 weekends); Friday-Sunday 1-7 p.m.	See Chisago City	\$1700-\$2100	See Chisago City.
Oakdale	Yes	6 (2-3 on at a time) 3 on weekdays; 4-5 on weekends 1 beach monitor on weekends before 6/7/08 and from 8/17/08-Labor Day	June 13 - August 17, 2008; noon-7 p m	\$9-\$15/hour		
Washington County's Square Lake Park	Yes		June 7-Aug 17, 12 noon-8 p m.	\$8.50 (new)-\$10.50 (lead), with \$ 50 increase every year they come back		Must be 17 y/o

** Ellen Heath available as a resource

ECKBERG LAMMERS
MEMORANDUM

TO: Mike McGuire
FROM: Nicholas J. Vivian
DATE: July 18, 2008
RE: Lifeguards for City Beach Area
General File: 13467-01659

You have asked that I provide a brief memorandum regarding the use of lifeguards at City beach areas. The City's current practice does not involve the use of lifeguards at its beach areas. Rather, the City has opted to post a sign cautioning swimmers and users of the beach area that there is no lifeguard on duty. This approach places the responsibility to use caution and care on the users themselves.

In the event that the City considers adopting a policy whereby lifeguards are used at City beach areas, the following should be considered. First lifeguards must be certified in first aid cardio pulmonary resuscitation and have a Red Cross lifeguard certification or equivalent. Second, continual safety training must be provided to lifeguards on recognition of responsibilities, accident prevention, and emergency response. Third, the City will be required to adopt a policy and procedure manual which outlines lifeguard duties. The reason for doing so is to eliminate confusion and create standard operating procedures for emergency situations for lifeguards. Additional training will also need to be provided for responsibilities including beach inspection reports, accident and incident reports, etc. The City will be required to keep training reports which will include information on the individuals who attended the training sessions, the subjects discussed, and the date of training. Finally, the Minnesota Child Labor Law prohibits minors under the age of eighteen from working unless they are working under uninterrupted adult supervision.

The League of Minnesota Cities Insurance Trust takes the position that any cost incurred for well-trained lifeguard staff is money well spent. The City should be aware that the responsibilities of hiring, training, and supervising lifeguard employees will create a burden on existing staff. If the responsibilities of proper hiring, training, and supervision do not take place, the City could also face liability resulting from injury to users of the beach areas.

It is my recommendation that the City continue to utilize its existing practices. Moving to a lifeguard monitored system for the City's beach areas could prove to subject the City to greater liability than that which it experiences today.

NJV/dn



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

Date: August 28, 2008
To: Mayor and City Council
From: Mike McGuire, City Administrator
Subject: **City Council Compensation**

BACKGROUND

At the July City Council meeting, staff was directed to compare the City of Bayport's compensation rates for City Council members with similarly sized cities, as well as cities in the surrounding area. Ten cities were contacted; please refer to the attached spreadsheet. The 10 cities vary greatly, but Bayport is on the lower end.

CITY COUNCIL PAY RATES

City	Population	Salary - Members	Salary - Mayor	Annual % of COL	Rate Adjustment Consideration	Meetings per Month
Afton	2923	\$2400/year	\$3600/year	No	No set schedule, last adjusted a couple years ago	1 regular, typically 1 special
Bayport	3245	\$2700/year	\$3300/year	No		1
Chrisago City	4307	\$2000/year	\$2800/year	No	Proposed: 2009 \$3000/member, \$4000/mayor, 2010 \$4000/member, \$5000/mayor	2
Grant	4236	\$2400/year	\$2600/year	No	Every 2-3 years	1 (Compensated \$25/special meeting)
Lake Elmo	7695	\$3130/year	\$3915/year	No	Every 2 years	2 regular, with 1 workshop/month
Lindstrom	3966	\$2200/year	\$3300/year	Yes - beginning in 2009	2009 - 3%, 2010 - 3%; 2011 - 2.5% (in line with union contract)	1 regular meeting (Compensated \$35/special meeting - typically 10-12/year)
Mahtomedi	8039	\$3600/year	\$4800/year	No	No set schedule, adjusted in 2007 after many years	2
Newport	3565	\$3800/year	\$4350/year	No	No set schedule, last adjusted in 2006	2
Oak Park Heights	4676	\$5550/year	\$6550/year	No	Reviewed annually during budget process	2
Stillwater	17,929	\$7200/year	\$9000/year	No	Reviewed annually during budget process	2
Wayzata	4059	\$3000/year	\$4500/year	No	Reviewed annually during budget process	2

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 08, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 8th day of September, 2008 at 6:00 PM.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, ADOPTING THE PRELIMINARY CITY BUDGET FOR 2009**

WHEREAS, The City of Bayport established a preliminary certification of the City of Bayport's levy at its September 8th, 2008 meeting; and

WHEREAS, The City of Bayport is not required to and will not be holding public hearings for the 2009 budget; and

WHEREAS, The City Council of the City of Bayport wishes to establish its preliminary 2009 budget which must be certified to the Washington County Auditor/Treasurer by September 15, 2008.

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

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the preliminary city budget for 2009, as attached.

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

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

Thereupon 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 at this 8th day of September, 2008.

ATTEST:

Mike McGuire
City Administrator

Jonathon Nowaczek
Mayor

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 08, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 8th day of September, 2008, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR
THE CITY'S GENERAL AND DEBT SERVICE FUND AND LIBRARY FUND AT
\$1,022,533**

WHEREAS, The State of Minnesota requires the City to adopt a proposed preliminary levy certification for its General and Debt Service Fund and Library Fund; and

WHEREAS, The City Council is required to adopt its 2009 preliminary levy certification on or before September 15, 2008; and

WHEREAS, The City Council of the City of Bayport wishes to comply with the State law effective in this area.

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

- | | | |
|--|----|-----------|
| 1. Establish the 2009 General Fund preliminary levy certification at | \$ | 821,963 |
| 2. Establish the 2009 Debt Service preliminary levy certification at | \$ | 41,965 |
| 3. Establish the 2009 Library Fund preliminary levy certification at | \$ | 158,605 |
| 4. Establish the 2009 preliminary total levy certification at | \$ | 1,022,533 |

5. Authorize and direct the City Administrator to certify the proposed General Fund, Debt Service Fund, and Library Fund preliminary levies for the year 2009 to the Washington County Auditor/Treasurer's Office on or before September 15, 2008.

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

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

Thereupon 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 on this 8th day of September, 2008.

ATTEST:

Mike McGuire
City Administrator

Jonathon Nowaczek
Mayor

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 8, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 8th day of September, 2008, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, The City of Bayport established a preliminary certification of the City of Bayport's levy at its September 8, 2008 meeting; and

WHEREAS, The City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2009 through 2013.

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

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the preliminary Capital Improvement Plan for 2009 through 2013, as distributed.

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

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

Thereupon 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 at this 8th day of September, 2008.

ATTEST:

Mike McGuire
City Administrator

Jonathon Nowaczek
Mayor