CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
February 2, 2009

REGULAR MEETING **6:00 P.M.**

CALL TO ORDER

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS
1. January recycling award to Susan Neumann

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. Colleen Danford, Lucy Winton Bell Athletic Fields

CONSENT AGENDA	**TAB #**
Consider a resolution adopting items 1 through 5	
1. January 5, 2009 City Council regular meeting minutes	1
2. January payables and receipts	2
3. January building, plumbing and mechanical permits	3
4. Use agreement for the 800 MHz radio system	4
5. Special event application from BCAL for ice skating event at Perro Park	5

PUBLIC HEARINGS

1. Public hearing to consider a request for a conditional use permit (CUP) to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition to the garage, for the purpose of creating a single-family residential dwelling unit located at 9 Point Road	6

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

1. Update on Barker's Alps Phase I improvements	7
2. Review and discuss employee health insurance policy	8
3. Consider a resolution authorizing the city to enter into a grant agreement for the Bayport Storm Sewer Project	9

TAB #

NEW BUSINESS

1. Consider an appointment to the Planning Commission 10

2. Review beach house operation and rental policy 11

3. Review general guidelines for the city's Municipal Buildings Maintenance Fund Committee 12

COUNCIL ITEMS AND ANNOUNCEMENTS

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

1. Schedule a workshop to discuss potential 2009 budget revenue loss

2. Closed session to discuss pending litigation

ADJOURNMENT

RESOLUTION NO. 09-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD FEBRUARY 2, 2009

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 2nd day of February 2009, 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 1-5 FROM THE FEBRUARY 2, 2009 CITY COUNCIL AGENDA

1. January 5, 2009 City Council regular meeting minutes
2. January payables and receipts
3. January building, plumbing and mechanical permits
4. Use agreement for the 800 MHz radio system
5. Special event application from BCAL for ice skating event at Perro Park

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 –
Judy Seeberger –
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 2nd day of February 2009.

ATTEST:

_____
Mike McGuire, City Administrator

_____
Jon Nowaczek, Mayor

CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JANUARY 5, 2009
6:00 P.M.

CALL TO ORDER

Pursuant to due call and notice, Mayor-elect Nowaczek called the regular City Council meeting of January 5, 2009 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

SWEARING IN OF MAYOR JON NOWACZEK

City Administrator McGuire administered the Oath of Office to Mayor Nowaczek

SWEARING IN OF CITY COUNCILMEMBERS CONNIE CARLSON AND JUDY SEEBERGER. Mayor Nowaczek administered the Oath of Office to Councilmembers Connie Carlson and Judy Seeberger Councilmember Seeberger was welcomed as a new Bayport City Councilmember.

ROLL CALL

Members Present Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, and Torry Kraftson, and Judy Seeberger

Members Absent: None

Others Present: Administrator Mike McGuire, Police Chief Laura Eastman, Engineer Barry Peters, Assistant City Administrator/Planner Sara Taylor, and Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The December 2008 recycling award went to Tyler Bagley.
2. Police Chief Eastman introduced Police Officer Zach Lund as a new full-time officer with the Bayport Police Department. Officer Lund previously served as a police reserve and a part-time officer.

OPEN FORUM – None

CONSENT AGENDA

Mayor Nowaczek read items 1-13 on the consent agenda.

Administrator McGuire explained that the 2009 pay equity report (item #12) relates to internal equity and comparable pay schedules for male-female employees.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 09-01

RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE JANUARY 5 2009 CITY COUNCIL AGENDA

1. December 1, 2008 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permits
4. Safe and Sober "Operation NightCAP" resolution and grant agreement

5. Fire protection and rescue service contracts
6 Annual step increase for Assistant City Administrator
7. Lawful gambling application for pull-tabs by VFW Post 323 at Captain's Corner
8. Acceptance of a laptop computer from the Minnesota Chiefs of Police Association
9. Acceptance of grant from the Fred C. and Katherine B. Andersen Foundation and authorization to purchase related equipment
10. Quarterly K-9 donations report
11. Request by John David Koller to transfer gravesites in Hazelwood Cemetery
12. Pay Equity Report for 2009
13. Authorization to purchase a document scanner

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

Jon Nowaczek – aye Dan Johnson – aye Judy Seeberger – aye
Connie Carlson – aye Torry Kraftson – aye

PUBLIC HEARINGS - None

COUNCIL LIAISON REPORTS
Councilmember Kraftson reported the Middle St. Croix Watershed Management Organization (MSCWMO) did not meet in December. The next meeting is scheduled for Thursday, January 8. 2009, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Johnson reported on the December 18, 2008 meeting of the Library Board. The Board reaffirmed the non-resident family fee at $45.00. The next meeting is scheduled for Thursday. January 22, 2009, 6:00 p.m., at the library.

Councilmember Carlson reported the Lower St. Croix Partnership did not meet in December.

UNFINISHED BUSINESS
Consider actions to proceed with the Perro Creek Outlet – Bayport Storm Sewer project: Dave Beaudet, Chairperson of the MSCWMO, reviewed the final phase of the storm sewer project that will install a culvert to divert storm water directly into the St Croix River during a large rain event and alleviate flooding in the area. Mayor Nowaczek reviewed the three motions to be considered, to move the project forward. Attorney Vivian stated discussions continue with Andersen Corporation regarding the required easement agreement between the City of Bayport and Andersen Corporation, and this motion should be revised to direct the City Attorney and City Administrator to conclude negotiations on the easement agreement and bring the easement for approval at the February meeting. Engineer Peters updated the City Council on the Engineer's Estimate for the project costs at between $1,200,000.00-$1,300,000.00, which is less than the $1,700,000.00 appropriated by the State of Minnesota. Discussion followed on Andersen Corporation's request to waive the municipal liability caps as part of the easement agreement.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to approve the construction documents for the Perro Creek Outlet project and authorize advertising for bids. Motion carried.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to authorize the City Administrator to provide information to the State of Minnesota with respect to the grants authorized in the 2005 and 2008 Bonding Bill Appropriations for the Bayport Storm Sewer project, authorize the City Attorney to review and approve the appropriations forms and grant documents, and authorize the

City Administrator and Mayor to sign the appropriations forms and grant documents Motion carried.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to authorize the City Attorney and City Administrator to conclude negotiations regarding the easement agreement for the Perro Creek Outlet project with Andersen Corporation, with approval at the next meeting. Motion carried.

Chairperson Beaudet noted that the State of Minnesota requires that the easement agreement be signed before the project grant can be signed and monies released. He anticipates the bids being awarded at the March meeting, with construction beginning within 30 days or when the road restrictions are lifted.

NEW BUSINESS

Set City Council meeting dates for 2009: The 2009 meeting dates were discussed.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to approve the 2009 City Council meeting dates as presented. Motion carried.

Consider appointments, designations, and assignments for 2009:
It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to adopt the following appointments, designations and assignments for 2009. Motion carried.

Position		
Planning Commission Liaison	Judy Seeberger	Torry Kraftson, alternate
Library Board Liaison	Dan Johnson	Connie Carlson, alternate
Cable Commission Liaison	Dan Johnson	Torry Kraftson, alternate
Middle St. Croix Watershed Liaison	Torry Kraftson	Connie Carlson, alternate
Lower St. Croix Partnership	Connie Carlson	Dan Johnson, alternate
Andersen Citizen Advisory Liaison	Judy Seeberger	Dan Johnson, alternate

Deputy Mayor	Dan Johnson
City Attorney	Eckberg Law Firm (Nick Vivian)
City Engineer	SEH (Barry Peters)
City Planning Consultant	SEH (Mike Darrow)
City Auditor	Abdo Eick & Meyers, LLP
Deputy City Clerk	Assistant City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Mike Bell)
Deputy Fire Chief	Matt Bell
Weed Inspector	Mayor (Jon Nowaczek)
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)
Animal Control	Police Chief (Laura Eastman)
Financial Advisor	Northland Securities
Assessor	Washington County
Official Depository	First State Bank
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County

Consider appointments to the Library Board and Planning Commission:
It was moved by Councilmember Johnson and seconded by Councilmember Carlson to appoint Joseph Reding to the Library Board for a three-year term. Motion carried.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to appoint Pam Hoye to the Planning Commission for a three-year term Motion carried

A one-year term to fill a vacant seat on the Planning Commission remains open and residents are encouraged to visit the city's website for more information and an application form.

Consider a donation request from the Washington County Historical Society: Administrator McGuire reviewed a request from the Washington County Historical Society for a donation to assist in keeping the society's collections available to the public. Multiple items from Bayport are part of the collection, and he recommended a small donation be considered.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to donate $200.00 to the Washington County Historical Society. Motion carried.

Discuss reduction in local government aid (LGA) for 2008-2009: Administrator McGuire stated the city received notice from the State of Minnesota in late December that the city's LGA would be unalloted in the amount of $58,325.00 for the current year, which represents approximately 26% of the 2008 budgeted LGA. There is $93,612.50 in the 2008 contingency reserve fund, and he recommended using these funds to make up for the shortfall He also anticipates a decrease in LGA for 2009 of approximately $116,000.00, and staff is reviewing options for cutting expenses. He recommended holding a City Council workshop in the next few months to discuss which items could be cut from the 2009 budget, as needed.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor Nowaczek noted that the Minnesota Department of Health's latest monitoring results of the city's water supply indicate a trichloroethene (TCE) level of 6 2 ppb as it enters the air stripper and 0.0 ppb in water emerging from the water treatment system
2. Councilmember Kraftson acknowledged a $32,573.00 grant donation to the Bayport Police Department from the Fred C. and Katherine B. Andersen Foundation for equipment needed for the new 800 megahertz radio system
3. Councilmember Kraftson thanked city staff for maintaining the skating rinks at Perro Creek Park and noted the rinks are heavily used and appreciated by residents.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

1. Safety concerns: Police Chief Eastman reminded residents of the importance of locking their vehicles, as there have been several attempted vehicle thefts and items stolen from vehicles in Bayport and surrounding communities recently. Residents are asked to contact the Bayport Police Department to report any suspicious activity.

2. Closed session to discuss pending litigation It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn to closed session at 7:19 p m. to discuss pending litigation. Motion carried.

   Mayor Nowaczek resumed the regular meeting at 8:04 p m.

ADJOURNMENT

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to adjourn the meeting at 8:04 p.m. Motion carried.

BAYPORT, MN

REVENUE SUMMARY YTD THRU 01/31/2009

FUND	FUND Descr	2009 Budget	2009 YTD Amt	2009 % of Budget	2009 % of Budget Remain
		$0 00	$0 00	0 00%	0 00%
101	GENERAL	$2 135 878 00	$13 979 91	0 65%	99 35%
102	STREET RECONSTRUCTION	$0 00	$0 00	0 00%	0 00%
103	G O TIF BD FUND 1990 CAP PROJ	$0 00	$0 00	0 00%	0 00%
106	TIF ECON DEV DIST 2	$0 00	$0 00	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	$0 00	0 00%	0 00%
202	DRUG FORFEITURE	$0 00	$0 00	0 00%	0 00%
203	PUBLIC WORKS EQUIPMENT REPL	$0 00	$0 00	0 00%	0 00%
204	RECREATION CAP EQUIP & MAINT	$0 00	$0 00	0 00%	0 00%
205	TAX STABILIZATION FUND	$0 00	$0 00	0 00%	0 00%
206	WATER/SEWER IMPROVEMENT FUND	$0 00	$4,045 98	0 00%	0 00%
207	PARK IMPROVEMENT FUND	$0 00	$0 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	$50 00	0 00%	0 00%
211	LIBRARY	$286 447 00	$453 96	0 16%	99 84%
303	GO TIF BOND 1990 DEBT SERVICE	$0 00	$0 00	0 00%	0 00%
412	CEMETERY CAPITAL IMPROV	$0 00	$0 00	0 00%	0 00%
413	POLICE EQUIPMENT FUND	$0 00	$0 00	0 00%	0 00%
414	OFFICE AUTOMATION	$0 00	$0 00	0 00%	0 00%
415	MUNICIPAL BLDGS MAINT	$0 00	$0 00	0 00%	0 00%
601	WATER	$432,649 00	$183 89	0 04%	99 96%
602	SEWER	$641,750 00	$50,257 75	7 83%	92 17%
800	INVESTMENTS-POOLED	$0 00	$0 00	0 00%	0 00%
803	P & Z ESCROWS	$0 00	$0 00	0 00%	0 00%
851	NON EXP TRUST	$0 00	$0 00	0 00%	0 00%
		$3,496 724 00	$68 971 49	1 97%	98 03%

BAYPORT, MN

MONTHLY RECEIPTS

Period Name: JANUARY

FUND	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	1/27/2009	$7 324 66	15411	NOV-DEC 2008 TAX SETTLEMENT	R 101-00000-31000 GENERAL
101	1/8/2009	$30 00	15385	2009 CONTRACTOR LICENSE	R 101-00000-32100 BUSINES
101	1/8/2009	$65 00	15379	ATTORNEY FEE	R 101-00000-33100 ADMINIST
101	1/27/2009	$1 00	15396	JERRY HUTCHINSON - COPIES	R 101-00000-34105 USER FE
101	1/27/2009	$272 47	15411	NOV-DEC 2008 TAX SETTLEMENT	R 101-00000-36101 SPECIAL
101	1/27/2009	$127 35	15411	NOV-DEC 2008 TAX SETTLEMENT	R 101-00000-36103 SPEC AS
101	1/15/2009	$5 475 00	15394	ADOLFSON & PETERSON CONST - AD	G 101-20102 S A C CHARGE
101	1/8/2009	$4 00	15374	GREINER CONST CO - BLD PERMIT	G 101-20104 STATE SURCHA
101	1/8/2009	$5 00	15376	SURCHARGE	G 101-20104 STATE SURCHA
101	1/8/2009	$0 50	15377	SURCHARGE	G 101-20104 STATE SURCHA
101	1/15/2009	$0 50	15388	LAFORCE PLUMBING - PLUMBING PER	G 101-20104 STATE SURCHA
101	1/15/2009	$2 95	15395	J LEWIS BLG & REMODELING - WINDO	G 101-20104 STATE SURCHA
101	1/27/2009	$10 13	15397	PARK RESERATION	G 101-20603 SALES TAX PAY
101	1/8/2009	$35 00	15386	DEC 2008 HEALTH, LIFE & DENTAL	G 101-27107 DELTA DENTAL
101	1/27/2009	$35 00	15400	DENTAL	G 101-27107 DELTA DENTAL
101	1/27/2009	$35 00	15401	DENTAL	G 101-27107 DELTA DENTAL
101	1/27/2009	$35 00	15402	DENTAL	G 101-27107 DELTA DENTAL
101	1/8/2009	$497 76	15386	DEC 2008 HEALTH, LIFE & DENTAL	G 101-27109 MEDICA
101	1/27/2009	$497 76	15400	HEALTH	G 101-27109 MEDICA
101	1/27/2009	$497 76	15401	HEALTH	G 101-27109 MEDICA
101	1/27/2009	$497 76	15402	HEALTH	G 101-27109 MEDICA
101	1/8/2009	$14 50	15386	DEC 2008 HEALTH, LIFE & DENTAL	G 101-27118 LINCOLN LIFE
101	1/8/2009	$30 00	15370	2009 CONTRACTOR LICENSE	R 101-41910-32100 BUSINES
101	1/8/2009	$50 00	15375	MCCAUGH CONST CONTRACTOR LICE	R 101-41910-32100 BUSINES
101	1/8/2009	$30 00	15381	S & S TREE SPECIALIST - CONTRACTO	R 101-41910-32100 BUSINES
101	1/15/2009	$30 00	15387	O'CONNOR PLUBG & HTG - 2009 CONT	R 101-41910-32100 BUSINES
101	1/15/2009	$30 00	15390	BROCHMAN BLACKTOPPING - CONTRA	R 101-41910-32100 BUSINES
101	1/8/2009	$105 46	15374	PLAN REVIEW	R 101-41910-32210 BUILDING
101	1/8/2009	$162 25	15374	BUILDING PERMIT	R 101-41910-32210 BUILDING
101	1/8/2009	$124 64	15376	PLAN REVIEW	R 101-41910-32210 BUILDING
101	1/8/2009	$191 75	15376	BUILDING PERMIT	R 101-41910-32210 BUILDING
101	1/15/2009	$132 75	15395	J LEWIS BLG & REMODELING - WINDO	R 101-41910-32210 BUILDING
101	1/15/2009	$75 00	15388	LAFORCE PLUMBING - PLUMBING PER	R 101-41910-32220 PLUMBIN
101	1/8/2009	$75 00	15377	MECH PERMIT	R 101-41910-32230 MECHANI
101	1/27/2009	$3,002 87	15399	RNC REIMBURSEMENT - 2008	E 101-42100-101 WAGES AN
101	1/8/2009	$10 00	15371	DARRLY GERMAIN - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/8/2009	$10 00	15372	CHERYL DIXON - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/8/2009	$10 00	15378	DORA SEVERSON - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/8/2009	$20 00	15380	RACHAEL BLOMER - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/8/2009	$25 00	15383	JUDY SEEBERGER - SMALL BIRD PERM	R 101-42100-32240 ANIMAL F
101	1/15/2009	$20 00	15389	DAVE GOULETTE - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/15/2009	$30 00	15392	SARA ANDERSEN - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/15/2009	$20 00	15393	SHANNON OSWALD - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$20 00	15404	RALPH ROTHE - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$10 00	15405	BOB EHLERS - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$10 00	15406	LANAY GRAHAM - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$10 00	15407	KEVIN BORICK - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$10 00	15408	MELISSA SHURSON - PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$10 00	15409	PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/27/2009	$20 00	15410	ERIN GROWDER - 2 PET LICENSE	R 101-42100-32240 ANIMAL F
101	1/28/2009	$3,382 77	15413	WASH FINE/FEE DISB - DEC 08	R 101-42100-35101 COURT FI
101	1/8/2009	$40 00	15373	PRAINE RESTORATIONS INC - 2 BURN	R 101-42200-32200 NONBUSI
101	1/8/2009	$20 00	15384	DCCI LAND PLANNERS - BURN PERMIT	R 101-42200-32200 NONBUSI
101	1/15/2009	$20 00	15391	RON FREDCOVE - BURN PERMIT	R 101-42200-32200 NONBUSI
101	1/27/2009	$183 56	15398	DEC 2008 FIRE PROTECTION	R 101-42200-32200 NONBUSI
101	1/27/2009	$150 00	15397	PARK RESERATION	R 101-43200-34780 PARK FE
101	1/8/2009	$400 00	15379	TRANSFER	R 101-43300-34940 CEMETE
101	1/27/2009	$600 00	15403	STACY & PENNY NELSON - GRAVESITE	R 101-43300-34940 CEMETE
FUND 101 GENERA		$24,535 15			

BAYPORT, MN

MONTHLY RECEIPTS

Period Name: JANUARY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	1/15/2009	$246 91	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	1/28/2009	$3 799 07	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	1/8/2009	$435 22	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$16 19	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$632 00	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$371 65	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$85 44	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$16 44	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$98 59	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	1/13/2009	$441 77	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/13/2009	$16 80	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/13/2009	$19 32	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$73 92	0 UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	1/13/2009	$5 82	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$359 83	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$8 46	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/13/2009	$389 24	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$261 14	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/27/2009	$257 51	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$1,376 28	0 UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	1/27/2009	$11 33	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$71 85	0 UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$13 80	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$422 37	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$16 74	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/27/2009	$199 99	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$455 35	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/20/2009	$10 16	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/20/2009	$253 37	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$12 90	0 UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	1/8/2009	$9 60	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$521 72	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$420 47	0 UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$13 93	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	1/27/2009	$1 57	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	1/20/2009	$310 05	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	1/20/2009	$10 13	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	1/15/2009	$82 68	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
FUND 206 WATER/		$11,749 61		
FUND 210 K-9 UNIT				
210	1/8/2009	$50 00	15382 DONNA TODD - K9 DONATION	R 210-42103-36231 DONATIO
FUND 210 K-9 UNIT		$50 00		
FUND 211 LIBRARY				
211	1/27/2009	$304 46	15411 NOV-DEC 2008 TAX SETTLEMENT	R 211-45500-31000 GENERAL
211	1/27/2009	$149 50	15412 LIBRARY - SERVICE CHARGES	R 211-45500-34760 LIBRARY
FUND 211 LIBRARY		$453 96		
FUND 601 WATER				
601	1/8/2009	$225 00	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	1/8/2009	$64 68	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/8/2009	$90 18	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/8/2009	$2,998 56	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$9 29	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$70 46	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/8/2009	$1 18	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	1/8/2009	$4 77	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/8/2009	$6 36	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING

BAYPORT, MN

MONTHLY RECEIPTS

Period Name: JANUARY

FUND	Tran Date	Amount	Refer Comments	Account Descr
601	1/8/2009	$1 32	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	1/8/2009	$117 04	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/8/2009	$0 46	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$3,794 58	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$5,092 82	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$6 94	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$1 59	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/8/2009	$147 55	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/15/2009	$724 48	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/13/2009	$3,680 22	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/8/2009	$115 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/13/2009	$128 14	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/13/2009	$3 19	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/15/2009	$11 576 50	0 UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	1/15/2009	$127 50	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	1/15/2009	$34 98	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/15/2009	$50 00	0 UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	1/15/2009	$2 53	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	1/20/2009	$87 89	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/15/2009	$359 00	0 UB Receipt Serv 4 COMM W/COMB	G 601-14601 WATER BILLING
601	1/15/2009	$4 37	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/15/2009	$5,318 72	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/15/2009	$160 81	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/20/2009	$2 53	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/27/2009	$94 52	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/13/2009	$140 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/27/2009	$59 08	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	1/13/2009	$19 08	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/20/2009	$2 588 07	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/27/2009	$15 25	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	1/20/2009	$74 42	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	1/27/2009	$116 36	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	1/27/2009	$2,146 07	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	1/20/2009	$4 77	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/20/2009	$0 19	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	1/27/2009	$14 31	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	1/20/2009	$5 59	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/8/2009	$8 48	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/8/2009	$7 33	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/15/2009	$902 64	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/15/2009	$0 30	0 UB Receipt Surc 21 SALES TAX	G 601-14605 SALES TAX REC
601	1/27/2009	$7 65	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/8/2009	$22 48	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/13/2009	$11 03	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	1/8/2009	$32 76	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	1/8/2009	$7 88	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	1/13/2009	$1 29	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	1/20/2009	$74 07	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	1/8/2009	$11 98	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	1/15/2009	$55 91	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATER		$41,430 15		
FUND 602 SEWER				
602	1/8/2009	$2 176 14	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$821 60	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$135 39	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$1 32	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/13/2009	$161 60	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$1 18	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$5 00	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$140 20	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN

BAYPORT, MN

MONTHLY RECEIPTS

Period Name: JANUARY

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	1/13/2009	$48 50	0 UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLIN
602	1/13/2009	$3 19	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/27/2009	$1,666 95	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/27/2009	$108 99	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/27/2009	$13 10	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/13/2009	$3,233 59	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/27/2009	$2 50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$80 31	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/20/2009	$2 53	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$672 13	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$2 53	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$138 50	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$3,508 30	0 UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLIN
602	1/15/2009	$30 37	0 UB Receipt Serv 14 SEWER METER	G 602-14602 SEWER BILLIN
602	1/15/2009	$4 33	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$3 519 75	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/20/2009	$2 146 03	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$6 94	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/20/2009	$84 90	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/20/2009	$0 19	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	1/28/2009	$16,541 25	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$4,156 22	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/8/2009	$0 46	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$418 40	0 UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLIN
602	1/15/2009	$4,407 65	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	1/15/2009	$16,541 25	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	1/15/2009	$2,057 60	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
602	1/28/2009	$31 658 90	0 UB AR Serv 17 PLANT	R 602-46200-37240 ANDERS
FUND 602 SEWER		$94 497 79		
		$172 716 66		

BAYPORT, MN

EXPENSE SUMMARY YTD THRU 01/31/2009

12 Month = 8 34

DEPT	DEPT Descr	2009 Budget	2009 YTD Amt	Balance	2009 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	$0 00	$0 00	$0 00	0 00%
41100	ELECTIONS	$1,000 00	$470 00	$530 00	53 00%
41200	MAYOR & COUNCIL	$144,846 00	$14,129 73	$130 716 27	90 25%
41240	RECYCLING	$9,495 00	$247 78	$9,247 22	97 39%
41400	ADMINISTRATION	$152,887 54	$9 834 12	$143,053 42	93 57%
41903	DEBT SERVICE	$0 00	$0 00	$0 00	0 00%
41910	PLANNING & ZONING	$210,168 00	$12,761 01	$197,406 99	93 93%
41940	MUNICIPAL BUILDINGS	$46,591 00	$1,130 83	$45,460 17	97 57%
42100	POLICE	$669,684 34	$31,308 34	$638,376 00	95 32%
42200	FIRE PROTECTION	$393,893 00	$8,156 93	$385,736 07	97 93%
43100	STREET MAINT	$293,172 00	$13 265 63	$279,906 37	95 48%
43160	STREET LIGHTING	$22 400 00	$331 76	$22,068 24	98 52%
43200	PARKS	$88 676 00	$5,172 48	$83 503 52	94 17%
43300	CEMETERY	$11 100 00	$68 09	$11 031 91	99 39%
44100	PROJECT	$50 000 00	$0 00	$50 000 00	100 00%
44200	TRANSFER OUT-DEBT SERVIC	$0 00	$0 00	$0 00	0 00%
FUND 101 GENERAL		$2 093,912 88	$96,876 70	$1 997,036 18	95 37%
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	$0 00	$0 00	0 00%
41912	INSPIRATION	$0 00	$32 50	-$32 50	0 00%
FUND 209 DEVELOPER REIMBURSED PR		$0 00	$32 50	-$32 50	0 00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	$0 00	$0 00	$0 00	0 00%
FUND 210 K-9 UNIT		$0 00	$0 00	$0 00	0 00%
FUND 211 LIBRARY					
45500	LIBRARY	$286,447 00	$11,855 95	$274,591 05	95 86%
FUND 211 LIBRARY		$286,447 00	$11,855 95	$274,591 05	95 86%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	$43 814 00	$84 57	$43 729 43	99 81%
46120	WATER	$395 147 00	$15 273 00	$379 874 00	96 13%
FUND 601 WATER		$438,961 00	$15 357 57	$423,603 43	96 50%
FUND 602 SEWER					
44100	PROJECT	$0 00	$0 00	$0 00	0 00%
46200	SEWER - OPERATING	$375,438 00	$10,832 04	$364,605 96	97 11%
46990	SEWER - NON-OPERATING	$290,000 00	$26,255 95	$263,744 05	90 95%
FUND 602 SEWER		$665,438 00	$37 087 99	$628 350 01	94 43%
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	$0 00	$0 00	0 00%
80001	ANDERSEN ESCROW	$0 00	$0 00	$0 00	0 00%
80003	BAYTOWN ANNEXATION	$0 00	$0 00	$0 00	0 00%
80006	OSTERTAG VARIANCE	$0 00	$0 00	$0 00	0 00%

BAYPORT, MN

EXPENSE SUMMARY YTD THRU 01/31/2009

12 Month = 8.34

DEPT	DEPT Descr	2009 Budget	2009 YTD Amt	Balance	2009 % of Budget Remain
80008	CHARLES LUTZ STREET VACA	$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	$0 00	$0 00	0 00%
80012	FRIENDS OF ST CROIX PREP	$0 00	$3 82	-$3 82	0 00%
80013	BAYPORT MARINA	$0 00	$0 00	$0 00	0 00%
80014	GROUP 41 (MIKE SCHALON	$0 00	$0 00	$0 00	0 00%
80015	GARY SWAGER	$0 00	$0 00	$0 00	0 00%
80016	Pete Miller - Feasi Study	$0 00	$0 00	$0 00	0 00%
80017	AMERICAN LEGION POST 491	$0 00	$0 00	$0 00	0 00%
80018	MSCWM PERRO CREEK OUTL	$0 00	$51,598 40	-$51,598 40	0 00%
80019	JG HAUSE CONSTRUCTION	$0 00	$443 71	-$443 71	0 00%
80020	HYNNEK CUP APPLICATION	$0 00	$35 50	-$35 50	0 00%
FUND 803 P & Z ESCROWS		$0 00	$52 081 43	-$52 081 43	0 00%
FUND 999 ACCRUED INT PAYABLE					
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%
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%
		$3,484 758 88	$213 292 14	$3,271 466 74	93 88%

BAYPORT, MN

MONTHLY EXPENSES

Period Name JANUARY

FUND Search Name	Tran Date	Amount	Act Typ e	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL						
DEPT 41100 ELECTIONS						
101 WASHINGTON COUNTY	1/26/2009	$470 00	E	**41100**	416 2008 ACCU VOTE FEES & AUTO	REPAIR/MAINT O
DEPT 41100 ELECTIONS		$470 00				
DEPT 41200 MAYOR & COUNCIL						
101	1/8/2009	$1,042 88	E	**41200**	101 Labor Distribution	WAGES AND SAL
101	1/8/2009	$64 66	E	**41200**	122 Labor Distribution	CONT TO RET , S
101	1/8/2009	$15 12	E	**41200**	170 Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	1/21/2009	$2 62	E	**41200**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	1/21/2009	$0 87	E	**41200**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 ECKBERG LAMMERS, BRIG	1/21/2009	$104 00	E	**41200**	300 CEMETARY	PROF SER-LEGAL
101 ECKBERG LAMMERS, BRIG	1/21/2009	$229 50	E	**41200**	300 MEETINGS	PROF SER-LEGAL
101 ECKBERG LAMMERS, BRIG	1/21/2009	$500 50	E	**41200**	300 PROFESSIONAL SERVICES	PROF SER-LEGAL
101 S E H	1/26/2009	$363 04	E	**41200**	301 STAFF MEETINGS	PROF SER-ENGIN
101 S E H	1/26/2009	$163 97	E	**41200**	301 CERTIFICATE OF SURVEY REVI	PROF SER-ENGIN
101 S E H	1/26/2009	$70 55	E	**41200**	301 COUNCIL MTG	PROF SER-ENGIN
101 ABDO EICK & MEYERS LLP	1/21/2009	$2,500 00	E	**41200**	303 CERTIFIED 2008 AUDIT	PROF SER-AUDIT
101 ABDO EICK & MEYERS LLP	1/20/2009	$1,251 30	E	**41200**	303 INVOICE # 246389 2008 EXPEN	PROF SER-AUDIT
101 COMPLETE HEALTH ENVIRO	1/21/2009	$437 50	E	**41200**	306 PAINTENANCE PLAN - DEC 200	PROF SER-OTHE
101 STILLWATER GAZETTE	1/21/2009	$47 55	E	**41200**	350 ORDINANCE	PRINTING & PUBL
101 WASHINGTON COUNTY	1/26/2009	$178 18	E	**41200**	350 2009 TRUTH IN TAXATION NOTI	PRINTING & PUBL
101 STILLWATER GAZETTE	1/21/2009	$23 78	E	**41200**	350 ORDINANCE	PRINTING & PUBL
101 STILLWATER GAZETTE	1/21/2009	-$82 10	E	**41200**	350 CREDIT	PRINTING & PUBL
101 US INTERNET	1/13/2009	$46 00	E	**41200**	416 SECURENCE MTHLY 1/09-2/09	REPAIR/MAINT O
101 METRO CITIES	1/26/2009	$1 409 00	E	**41200**	433 MEMBERSHIP DUES	DUES & MEMBER
101 TR COMPUTER SALES LLC	1/21/2009	$360 81	E	**41200**	438 SERVER REPLACEMENT	TRANSFER OUT/
101 YOUTH SERVICE BUREAU	1/8/2009	$1 300 00	E	**41200**	444 2009 CONTIBUTION	COMMUNITY PRO
101 BELWIN	1/8/2009	$2 400 00	E	**41200**	444 2009 ANNUAL CONTRIBUTION	COMMUNITY PRO
101 COMMUNITY VOLUNTEER S	1/8/2009	$1,500 00	E	**41200**	444 2009 CONTIBUTION	COMMUNITY PRO
101 WASHINGTON COUNTY HIST	1/21/2009	$200 00	E	**41200**	444 DONATION REQUEST	COMMUNITY PRO
DEPT 41200 MAYOR & COUNCIL		$14,129 73				
DEPT 41240 RECYCLING						
101 MANAGEMENT SERVICES	1/8/2009	$21 78	E	**41240**	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	1/20/2009	$196 00	E	**41240**	302 CONSULTING	CONTRACT SERV
101 SUSAN NEUMANN	1/13/2009	$30 00	E	**41240**	370 RECYCLING RECIPIENT	RECYCLING INCE
DEPT 41240 RECYCLING		$247 78				
DEPT 41400 ADMINISTRATION						
101	12/20/2008	$287 92	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	1/9/2009	$2,248 11	E	**41400**	101 Labor Distribution	WAGES AND SAL
101	1/9/2009	$151 76	E	**41400**	121 Labor Distribution	P E R A
101	12/20/2008	$19 44	E	**41400**	121 Labor Distribution	P E R A
101	12/20/2008	$16 99	E	**41400**	122 Labor Distribution	CONT TO RET , S
101	1/9/2009	$138 53	E	**41400**	122 Labor Distribution	CONT TO RET , S
101	1/9/2009	$185 78	E	**41400**	126 Labor Distribution	H S A
101	12/20/2008	$185 78	E	**41400**	126 Labor Distribution	H S A
101	12/20/2008	$572 65	E	**41400**	131 Labor Distribution	CONT TO EMPLO
101	12/20/2008	$3 98	E	**41400**	170 Labor Distribution	MEDICARE
101	1/9/2009	$32 40	E	**41400**	170 Labor Distribution	MEDICARE
101 INNOVATIVE OFFICE SOLUTI	1/21/2009	$5 22	E	**41400**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	1/21/2009	$15 75	E	**41400**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	1/8/2009	$203 26	E	**41400**	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	1/20/2009	$1,829 32	E	**41400**	302 CONSULTING	CONTRACT SERV
101 NEOPOST	1/8/2009	$32 75	E	**41400**	322 POSTAL MACHINE LEASE JAN-	POSTAGE
101 MAMA	1/21/2009	$23 00	E	**41400**	402 2008 HOLIDAY LUNCHEON	CONFERENCES &
101 TR COMPUTER SALES LLC	1/26/2009	$303 43	E	**41400**	416 SCANNER	REPAIR/MAINT O
101 MN GFOA	1/8/2009	$60 00	E	**41400**	433 MEMBERSHIP DUES 2009	DUES & MEMBER
101 TR COMPUTER SALES LLC	1/26/2009	$27 00	E	**41400**	438 SERVER DISPOSAL	TRANSFER OUT/

BAYPORT, MN

MONTHLY EXPENSES

Period Name JANUARY

FUND	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
101	TR COMPUTER SALES LLC	1/26/2009	$1,686 98	E	41400	438	COMPUTER ENGAGEMENT	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/21/2009	$1 804 07	E	41400	438	SERVER REPLACEMENT	TRANSFER OUT/
	DEPT 41400 ADMINISTRATION		$9 834 12					
	DEPT 41910 PLANNING & ZONING							
101		12/20/2008	$538 90	E	41910	101	Labor Distribution	WAGES AND SAL
101		1/9/2009	$4,310 89	E	41910	101	Labor Distribution	WAGES AND SAL
101		12/20/2008	$36 39	E	41910	121	Labor Distribution	P E R A
101		1/9/2009	$291 00	E	41910	121	Labor Distribution	P E R A
101		1/9/2009	$265 60	E	41910	122	Labor Distribution	CONT TO RET , S
101		12/20/2008	$31 74	E	41910	122	Labor Distribution	CONT TO RET , S
101		12/20/2008	$353 87	E	41910	126	Labor Distribution	H S A
101		1/9/2009	$353 87	E	41910	126	Labor Distribution	H S A
101		12/20/2008	$1 065 56	E	41910	131	Labor Distribution	CONT TO EMPLO
101		12/20/2008	$7 43	E	41910	170	Labor Distribution	MEDICARE
101		1/9/2009	$62 12	E	41910	170	Labor Distribution	MEDICARE
101	INNOVATIVE OFFICE SOLUTI	1/21/2009	$4 35	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	OFFICE SUPPLY CONNECTI	1/21/2009	$13 12	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	HOLIDAY COMPANIES	1/20/2009	$98 83	E	41910	212	FUEL	MOTOR FUELS &
101	MANAGEMENT SERVICES	1/20/2009	$1,633 32	E	41910	302	CONSULTING	CONTRACT SERV
101	MANAGEMENT SERVICES	1/8/2009	$181 48	E	41910	302	CONSULTING	CONTRACT SERV
101	NEOPOST	1/8/2009	$27 29	E	41910	322	POSTAL MACHINE LEASE JAN-	POSTAGE
101	TR COMPUTER SALES LLC	1/26/2009	$252 86	E	41910	416	SCANNER	REPAIR/MAINT O
101	TR COMPUTER SALES LLC	1/26/2009	$22 50	E	41910	438	SERVER DISPOSAL	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/26/2009	$1 405 82	E	41910	438	COMPUTER ENGAGEMENT	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/21/2009	$1 804 07	E	41910	438	SERVER REPLACEMENT	TRANSFER OUT/
	DEPT 41910 PLANNING & ZONING		$12 761 01					
	DEPT 41940 MUNICIPAL BUILDINGS							
101	KIMBERLY A REIL	1/20/2009	$400 00	E	41940	302	CLEANING SERVICE	CONTRACT SERV
101	OFFICE OF ENT TECHNOLO	1/27/2009	$460 88	E	41940	321	2008 PHONES	COMMUNICATION
101	COMCAST	1/27/2009	$34 95	E	41940	321	2009 FEB PHONES	COMMUNICATION
101	SUMMIT FIRE PROTECTION	1/26/2009	$235 00	E	41940	420	ANNUAL FIRE SPRINKLER INSP	R & M BLDGS, ST
	DEPT 41940 MUNICIPAL BUILDINGS		$1 130 83					
	DEPT 42100 POLICE							
101		12/20/2008	$328 65	E	42100	050	Labor Distribution	SEASONAL/PART
101		1/9/2009	$1 168 16	E	42100	050	Labor Distribution	SEASONAL/PART
101		1/9/2009	$11,880 87	E	42100	101	Labor Distribution	WAGES AND SAL
101		12/20/2008	$2,257 86	E	42100	101	Labor Distribution	WAGES AND SAL
101		12/20/2008	$939 53	E	42100	102	Labor Distribution	OVERTIME
101		1/9/2009	$342 33	E	42100	102	Labor Distribution	OVERTIME
101		12/20/2008	$465 46	E	42100	121	Labor Distribution	P E R A
101		1/9/2009	$1 831 76	E	42100	121	Labor Distribution	P E R A
101		12/20/2008	$14 49	E	42100	122	Labor Distribution	CONT TO RET S
101		1/9/2009	$29 21	E	42100	122	Labor Distribution	CONT TO RET , S
101		1/9/2009	$716 58	E	42100	126	Labor Distribution	H S A
101		12/20/2008	$716 58	E	42100	126	Labor Distribution	H S A
101		12/20/2008	$2,590 74	E	42100	131	Labor Distribution	CONT TO EMPLO
101		1/9/2009	$159 30	E	42100	170	Labor Distribution	MEDICARE
101		12/20/2008	$38 27	E	42100	170	Labor Distribution	MEDICARE
101	OFFICE SUPPLY CONNECTI	1/21/2009	$13 12	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	INNOVATIVE OFFICE SOLUTI	1/21/2009	$4 35	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	STREICHERS	1/8/2009	$267 03	E	42100	202	SUPPLIES - UNIFORMS	UNIFORMS - MISC
101	UNIFORMS UNLIMITED	1/21/2009	$449 90	E	42100	202	MATERIAL - POLICE DEPT	UNIFORMS - MISC
101	UNIFORMS UNLIMITED	1/21/2009	$119 81	E	42100	202	SAFE BADGE SHIELD SEAL	UNIFORMS - MISC
101	UNIFORMS UNLIMITED	1/8/2009	$19 31	E	42100	202	UNIFORMS - 2008	UNIFORMS - MISC
101	EASTMAN, LAURA	1/8/2009	$25 95	E	42100	207	UNIFORMS	UNIFORMS - CHIE
101	UNIFORMS UNLIMITED	1/21/2009	$119 82	E	42100	207	SAFE BADGE SHIELD SEAL	UNIFORMS - CHIE
101	HOLIDAY COMPANIES	1/20/2009	$3 19	E	42100	212	FUEL	MOTOR FUELS &

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101	HOLIDAY COMPANIES	1/20/2009	$903 82	E	42100	212	FUEL	MOTOR FUELS &
101	UNIFORMS UNLIMITED	1/20/2009	$510 14	E	42100	220	CARTRIDGE - PD	OPERATING SUP
101	ECKBERG, LAMMERS, BRIG	1/21/2009	$542 50	E	42100	300	DAVID NESS	PROF SER-LEGAL
101	ECKBERG, LAMMERS, BRIG	1/8/2009	$2,080 00	E	42100	300	PROSECUTION 13467-9999	PROF SER-LEGAL
101	MINNESOTA SUPREME COU	1/26/2009	$532 80	E	42100	306	OPERATING SUPPLIES - POLIC	PROF SER-OTHE
101	PUBLIC SAFETY EQUIPMENT	1/26/2009	$105 00	E	42100	306	CERTIFICATION OF RADAR - P	PROF SER-OTHE
101	STILLWATER TOWING INC	1/8/2009	$300 00	E	42100	306	3 MTS STORAGE JAN-MARCH 2	PROF SER-OTHE
101	NEXTEL COMMUNICATIONS	1/21/2009	$206 54	E	42100	321	PHONES - POLICE DEPT	COMMUNICATION
101	NEOPOST	1/8/2009	$27 29	E	42100	322	POSTAL MACHINE LEASE JAN-	POSTAGE
101	STILLWATER GAZETTE	1/21/2009	$12 05	E	42100	350	ACCEPTING APP PATROL OFFI	PRINTING & PUBL
101	CENTURY COLLEGE	1/26/2009	$595 00	E	42100	403	LAW ENFORCEMENT TRAINING	POLICE TRAININ
101	CENTURY AVENUE COLLISI	1/26/2009	$508 55	E	42100	412	2005 DODGE DURANGO - POLIC	REP & MAINT VE
101	TR COMPUTER SALES LLC	1/26/2009	$252 86	E	42100	416	SCANNER	REPAIR/MAINT O
101	TR COMPUTER SALES LLC	1/26/2009	$22 50	E	42100	438	SERVER DISPOSAL	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/21/2009	$1,804 07	E	42100	438	SERVER REPLACEMENT	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/26/2009	$1,405 82	E	42100	438	COMPUTER ENGAGEMENT	TRANSFER OUT/
	DEPT 42100 POLICE		$34,311 21					
	DEPT 42200 FIRE PROTECTION							
101		1/8/2009	$875 00	E	42200	101	Labor Distribution	WAGES AND SAL
101		1/8/2009	$15 50	E	42200	122	Labor Distribution	CONT TO RET , S
101	MINNESOTA UC FUND/DEPT	1/13/2009	$934 91	E	42200	140	UNEMPLOYMENT 4TH QTR 08 -	UNEMPLOYMENT
101		1/8/2009	$8 46	E	42200	170	Labor Distribution	MEDICARE
101	MUNICIPAL EMERGENCY SE	1/27/2009	$765 87	E	42200	202	2009 FIRE - OPERATING MATER	UNIFORMS - MISC
101	W S DARLEY & CO	1/27/2009	$119 63	E	42200	202	2009 FIRE DEPT - OPERATING	UNIFORMS - MISC
101	W S DARLEY & CO	1/12/2009	$110 44	E	42200	202	VECH MAINT - FIRE DEPT 200	UNIFORMS - MISC
101	W S DARLEY & CO	1/27/2009	$38 32	E	42200	202	2009 FIRE - OPERATING MATER	UNIFORMS - MISC
101	HOLIDAY COMPANIES	1/20/2009	$275 01	E	42200	212	FUEL	MOTOR FUELS &
101	HOLIDAY COMPANIES	1/20/2009	$3 51	E	42200	220	FUEL	OPERATING SUP
101	BOUND TREE MEDICAL LLC	1/27/2009	$107 52	E	42200	220	2009 FIRE DEPT - OPERATING	OPERATING SUP
101	PHYSIO-CONTROL CORPOR	1/12/2009	$500 00	E	42200	306	ANNUAL MAINT AGREEMENT -	PROF SER-OTHE
101	STILLWATER MEDICAL GRO	1/27/2009	$27 00	E	42200	306	2008 FIRE DEPT - FLU SHOT	PROF SER-OTHE
101	NEXTEL COMMUNICATIONS	1/27/2009	$177 70	E	42200	321	2009 - FIRE DEPT - PHONES	COMMUNICATION
101	ANCOM COMMUNICATIONS I	1/12/2009	$12 50	E	42200	323	BATTERY/BELT CLIP - FIRE DE	RADIOS-REPAIR
101	ANCOM COMMUNICATIONS I	1/27/2009	$12 50	E	42200	323	2008 FIRE - TECHNICAL SERVIC	RADIOS-REPAIR
101	AMERICAN TEST CENTER	1/12/2009	$570 00	E	42200	412	FIRE TRUCK TESTED - FIRE DE	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$106 06	E	42200	412	BATTERY 2101	REP & MAINT VE
101	SUMMIT FIRE PROTECTION	1/27/2009	$235 00	E	42200	420	2009 FIRE DEPT ANNUAL FIRE	R & M BLDGS, ST
101	WASHINGTON CO FIRE CHIE	1/12/2009	$50 00	E	42200	433	2009 MEMBERSHIP DUES - FIR	DUES & MEMBER
101	CAPITOL CITY	1/12/2009	$50 00	E	42200	433	REGIONAL DUES 2009 - FIRE D	DUES & MEMBER
101	MINNESOTA STATE FIRE DE	1/12/2009	$288 00	E	42200	433	MEMBERSHIP DUES - FIRE DEP	DUES & MEMBER
101	ANCOM COMMUNICATIONS I	1/27/2009	$2 874 00	E	42200	530	2009 FIRE DEPT - MINITOR V P	CAPITAL OUTLAY
	DEPT 42200 FIRE PROTECTION		$8 156 93					
	DEPT 43100 STREET MAINT							
101		1/9/2009	$662 50	E	43100	050	Labor Distribution	SEASONAL/PART
101		12/20/2008	$357 12	E	43100	101	Labor Distribution	WAGES AND SAL
101		1/9/2009	$1,785 60	E	43100	101	Labor Distribution	WAGES AND SAL
101		12/20/2008	$24 12	E	43100	121	Labor Distribution	P E R A
101		1/9/2009	$120 54	E	43100	121	Labor Distribution	P E R A
101		12/20/2008	$21 67	E	43100	122	Labor Distribution	CONT TO RET , S
101		1/9/2009	$151 32	E	43100	122	Labor Distribution	CONT TO RET , S
101		12/20/2008	$88 48	E	43100	126	Labor Distribution	H S A
101		1/9/2009	$88 48	E	43100	126	Labor Distribution	H S A
101		12/20/2008	$350 69	E	43100	131	Labor Distribution	CONT TO EMPLO
101		1/9/2009	$35 40	E	43100	170	Labor Distribution	MEDICARE
101		12/20/2008	$5 07	E	43100	170	Labor Distribution	MEDICARE
101	OFFICE SUPPLY CONNECTI	1/21/2009	$2 62	E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	INNOVATIVE OFFICE SOLUTI	1/21/2009	$0 87	E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101	YOCUM OIL CO	1/26/2009	$361 08	E	43100	212	FLUIDS - CAT LOADER	MOTOR FUELS &

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101	HOLIDAY COMPANIES	1/20/2009	$1,130 59	E	43100	212	FUEL	MOTOR FUELS &
101	YOCUM OIL CO	1/26/2009	$267 77	E	43100	212	HYD OIL - PLOW TRUCK	MOTOR FUELS &
101	WASHINGTON CO TRANSPO	1/27/2009	$420 47	E	43100	225	298598 & 298506	SALT & SAND PU
101	AGGREGATE INDUSTRIES	1/26/2009	$40 97	E	43100	225	2009 WINTER SAND	SALT & SAND PU
101	WASHINGTON CO TRANSPO	1/26/2009	$549 08	E	43100	225	2008 SNOW & ICE CONTROL	SALT & SAND PU
101	MILLER EXCAVATING	1/27/2009	$2 715 48	E	43100	225	SALT	SALT & SAND PU
101	WASHINGTON CO TRANSPO	1/26/2009	$1 204 55	E	43100	225	2008 SNOW & ICE CONTROL	SALT & SAND PU
101	AGGREGATE INDUSTRIES	1/26/2009	$57 37	E	43100	225	2008 WINTER SAND	SALT & SAND PU
101	MIDWEST OVERHEAD CRAN	1/26/2009	$174 85	E	43100	240	2008 ANNUAL INSPECTION	SMALL TOOLS-E
101	NEOPOST	1/8/2009	$5 45	E	43100	322	POSTAL MACHINE LEASE JAN-	POSTAGE
101	FASTENAL	1/26/2009	$105 58	E	43100	412	CUTTING EDGE BOLTS	REP & MAINT VE
101	ZIEGLER INC	1/26/2009	$227 69	E	43100	412	VEH MAINTENANCE	REP & MAINT VE
101	BAUER BUILT	1/26/2009	$331 38	E	43100	412	WHEELS & TIRES - TANKER	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$85 15	E	43100	412	MEGA CRIMP HYD HOSE LAB	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$20 93	E	43100	412	POL FILTER	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$11 63	E	43100	412	FUEL FILTER	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	-$54 68	E	43100	412	HYD FILTER TRANS FILTER, OI	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$7 48	E	43100	412	HYD FILTER	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$63 93	E	43100	412	LIFT SUPPORT OIL STAB INJ C	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$17 40	E	43100	412	OIL FILTER GOLD PREM STATE	REP & MAINT VE
101	CARQUEST AUTO PARTS	1/26/2009	$1 58	E	43100	412	FINANCE CHARGE	REP & MAINT VE
101	TR COMPUTER SALES LLC	1/26/2009	$50 57	E	43100	416	SCANNER	REPAIR/MAINT O
101	MENARDS-STILLWATER	1/26/2009	$10 15	E	43100	420	PIPE WRAP	R & M BLDGS, ST
101	RIVER CITY SERVICES	1/27/2009	$428 23	E	43100	421	01/06/09 & 1/21/09	REPAIR & MAINT
101	RIVER CITY SERVICES	1/27/2009	$690 00	E	43100	421	11-19-08 TO 11/25/2008	REPAIR & MAINT
101	TR COMPUTER SALES LLC	1/26/2009	$4 50	E	43100	438	SERVER DISPOSAL	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/21/2009	$360 81	E	43100	438	SERVER REPLACEMENT	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/26/2009	$281 16	E	43100	438	COMPUTER ENGAGEMENT	TRANSFER OUT/
	DEPT 43100 STREET MAINT		$13,265 63					
	DEPT 43160 STREET LIGHTING							
101	LINNER ELECTRIC	1/26/2009	$27 76	E	43160	419	175 W MH BULB	REPAIR & MAINT
101	LINNER ELECTRIC	1/26/2009	$304 00	E	43160	419	2008 PHOTO CELL	REPAIR & MAINT
	DEPT 43160 STREET LIGHTING		$331 76					
	DEPT 43200 PARKS							
101		12/20/2008	$240 00	E	43200	050	Labor Distribution	SEASONAL/PART
101		1/9/2009	$886 50	E	43200	050	Labor Distribution	SEASONAL/PART
101		12/20/2008	$191 04	E	43200	101	Labor Distribution	WAGES AND SAL
101		1/9/2009	$955 20	E	43200	101	Labor Distribution	WAGES AND SAL
101		1/9/2009	$64 48	E	43200	121	Labor Distribution	P E R A
101		12/20/2008	$12 90	E	43200	121	Labor Distribution	P E R A
101		1/9/2009	$111 86	E	43200	122	Labor Distribution	CONT TO RET , S
101		12/20/2008	$24 40	E	43200	122	Labor Distribution	CONT TO RET S
101		12/20/2008	$44 24	E	43200	126	Labor Distribution	H S A
101		1/9/2009	$44 24	E	43200	126	Labor Distribution	H S A
101		12/20/2008	$177 75	E	43200	131	Labor Distribution	CONT TO EMPLO
101		1/9/2009	$26 17	E	43200	170	Labor Distribution	MEDICARE
101		12/20/2008	$5 71	E	43200	170	Labor Distribution	MEDICARE
101	VERN THOMPSON	1/8/2009	$116 04	E	43200	204	WEST BOOT REIMBURSTMENT	UNIFORMS - VER
101	HOLIDAY COMPANIES	1/20/2009	$20 41	E	43200	212	FUEL	MOTOR FUELS &
101	NEOPOST	1/8/2009	$5 45	E	43200	322	POSTAL MACHINE LEASE JAN-	POSTAGE
101	BAUER BUILT	1/26/2009	$964 78	E	43200	412	2008 WHEELS & TIRES - TANKE	REP & MAINT VE
101	TRI STATE BOBCAT INC	1/27/2009	$160 35	E	43200	412	VECH MAINTENANCE	REP & MAINT VE
101	TRI STATE BOBCAT INC	1/27/2009	$220 85	E	43200	412	VECH MAINT	REP & MAINT VE
101	TR COMPUTER SALES LLC	1/26/2009	$50 57	E	43200	416	SCANNER	REPAIR/MAINT O
101	ALL SAFE DIV/ALL FIRE TES	1/26/2009	$119 20	E	43200	420	INSTALLATION OF FIRE EXTING	R & M BLDGS, ST
101	AIR FRESH PORTABLE TOIL	1/26/2009	$83 87	E	43200	425	MONTHLY RENTAL	SATILLITIES
101	TR COMPUTER SALES LLC	1/26/2009	$281 16	E	43200	438	COMPUTER ENGAGEMENT	TRANSFER OUT/
101	TR COMPUTER SALES LLC	1/21/2009	$360 81	E	43200	438	SERVER REPLACEMENT	TRANSFER OUT/

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101 TR COMPUTER SALES LLC	1/26/2009	$4 50	E	43200	438 SERVER DISPOSAL	TRANSFER OUT/
DEPT 43200 PARKS		$5,172 48				
DEPT 43300 CEMETERY						
101 HOLIDAY COMPANIES	1/20/2009	$59 57	E	43300	212 FUEL	MOTOR FUELS &
101 HOLIDAY COMPANIES	1/20/2009	$8 52	E	43300	212 FUEL	MOTOR FUELS &
DEPT 43300 CEMETERY		$68 09				
FUND 101 GENERAL		$99,879 57				
FUND 202 DRUG FORFEITURE						
DEPT 42102 EXPENDITURE OF FORFEITURE MONE						
202 TR COMPUTER SALES LLC	1/26/2009	$1,011 46	E	42102	240 SCANNER	SMALL TOOLS-E
DEPT 42102 EXPENDITURE OF FORFEITURE		$1,011 46				
FUND 202 DRUG FORFEITURE		$1 011 46				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	1/27/2009	$2,360 00	E	44100	306 BARKER'S ALPS	PROF SER-OTHE
DEPT 44100 PROJECT		$2,360 00				
FUND 207 PARK IMPROVEMENT FUND		$2,360 00				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41912 INSPIRATION						
209 ECKBERG, LAMMERS, BRIG	1/21/2009	$32 50	E	41912	300 WATER EXTENSION TO BAYTO	PROF SER-LEGAL
DEPT 41912 INSPIRATION		$32 50				
FUND 209 DEVELOPER REIMBURSED PROJECTS		$32 50				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	12/20/2008	$644 38	E	45500	050 Labor Distribution	SEASONAL/PART
211	1/9/2009	$2,736 74	E	45500	050 Labor Distribution	SEASONAL/PART
211	12/20/2008	$541 12	E	45500	101 Labor Distribution	WAGES AND SAL
211	1/9/2009	$2,705 10	E	45500	101 Labor Distribution	WAGES AND SAL
211	12/20/2008	$77 46	E	45500	121 Labor Distribution	P E R A
211	1/9/2009	$340 04	E	45500	121 Labor Distribution	P E R A
211	12/20/2008	$66 82	E	45500	122 Labor Distribution	CONT TO RET S
211	1/9/2009	$330 72	E	45500	122 Labor Distribution	CONT TO RET S
211	1/9/2009	$88 47	E	45500	126 Labor Distribution	H S A
211	12/20/2008	$88 47	E	45500	126 Labor Distribution	H S A
211	12/20/2008	$373 82	E	45500	131 Labor Distribution	CONT TO EMPLO
211	12/20/2008	$15 62	E	45500	170 Labor Distribution	MEDICARE
211	1/9/2009	$77 35	E	45500	170 Labor Distribution	MEDICARE
211 BAKER & TAYLOR	1/27/2009	$59 17	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$26 55	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$9 41	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$11 74	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$22 99	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$9 41	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$21 73	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 LAKE ELMO LEADER	1/27/2009	$32 00	E	45500	217 2009 - 12 MTH SUBSCRIPTION -	MATERIALS & PR
211 POLK DIRECTORIES	1/27/2009	$435 00	E	45500	217 2009 CITY DIRECTORY PUBLIC	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$14 38	E	45500	217 BOOKS - 2008	MATERIALS & PR
211 BAKER & TAYLOR	1/27/2009	$14 96	E	45500	217 BOOKS - 2008	MATERIALS & PR

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211	BAKER & TAYLOR	1/27/2009	$165 18	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$180 04	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$142 23	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$147 62	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$133 58	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$26 59	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	BAKER & TAYLOR	1/27/2009	$13 85	E	45500	217	BOOKS - 2008	MATERIALS & PR
211	INNOVATIVE OFFICE SOLUTI	1/27/2009	$68 98	E	45500	220	2008 COPY PAPER	OPERATING SUP
211	INNOVATIVE OFFICE SOLUTI	1/27/2009	$23 97	E	45500	220	2009 - OFFICE SUPPLIES - LIB	OPERATING SUP
211	SHARON SIPPEL	1/27/2009	$450 00	E	45500	302	2008 CLEANING SERVICE	CONTRACT SERV
211	SHARON SIPPEL	1/27/2009	$1,050 00	E	45500	302	2009 CLEANING SERVICE	CONTRACT SERV
211	OFFICE OF ENT TECHNOLO	1/27/2009	$62 69	E	45500	321	2009 LIBRARY PHONE SERVICE	COMMUNICATION
211	WASHINGTON COUNTY LIBR	1/27/2009	$75 61	E	45500	391	2009 LIBRARY - GALE SCIENCE	SHARED AUTOMA
211	WASHINGTON COUNTY LIBR	1/27/2009	$61 43	E	45500	391	4TH QTR 2008 OVERDUE NOTIC	SHARED AUTOMA
211	WASHINGTON COUNTY LIBR	1/27/2009	$75 00	E	45500	391	2009 LIBRARY - YRLY SOFWAR	SHARED AUTOMA
211	TOSHIBA BUSINESS SOLUTI	1/27/2009	$32 48	E	45500	416	2009 LIBRARY - BAND 1	REPAIR/MAINT O
211	LINNER ELECTRIC	1/27/2009	$314 00	E	45500	420	2008- HEAT CABLE REPAIR - LI	R & M BLDGS ST
211	ECOWATER	1/27/2009	$8 25	E	45500	420	2009 LIBRARY - JAN MTLY REN	R & M BLDGS ST
211	CHRIS AMDAHL LOCKSMITH	1/27/2009	$81 00	E	45500	420	2008 - SERVICE CALL & BLDG K	R & M BLDGS, ST
	DEPT 45500 LIBRARY		$11,855 95					
FUND 211 LIBRARY			$11 855 95					
FUND 601 WATER								
	DEPT 46110 WATER-PUMPHOUSE							
601	HD SUPPLY WATERWORKS	1/26/2009	$84 57	E	46110	419	QUICK CAP	REPAIR & MAINT
	DEPT 46110 WATER-PUMPHOUSE		$84 57					
	DEPT 46120 WATER							
601		1/9/2009	$3,190 04	E	46120	101	Labor Distribution	WAGES AND SAL
601		12/20/2008	$573 26	E	46120	101	Labor Distribution	WAGES AND SAL
601		12/20/2008	$38 70	E	46120	121	Labor Distribution	P E R A
601		1/9/2009	$215 35	E	46120	121	Labor Distribution	P E R A
601		1/9/2009	$190 71	E	46120	122	Labor Distribution	CONT TO RET S
601		12/20/2008	$28 25	E	46120	122	Labor Distribution	CONT TO RET , S
601		12/20/2008	$212 33	E	46120	126	Labor Distribution	H S A
601		1/9/2009	$168 10	E	46120	126	Labor Distribution	H S A
601		12/20/2008	$607 36	E	46120	131	Labor Distribution	CONT TO EMPLO
601		1/9/2009	$44 60	E	46120	170	Labor Distribution	MEDICARE
601		12/20/2008	$6 62	E	46120	170	Labor Distribution	MEDICARE
601	OFFICE SUPPLY CONNECTI	1/21/2009	$2 62	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE
601	INNOVATIVE OFFICE SOLUTI	1/21/2009	$0 87	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE
601	HOLIDAY COMPANIES	1/20/2009	$94 44	E	46120	212	FUEL	MOTOR FUELS &
601	HAWKINS WATER	1/26/2009	$30 00	E	46120	216	CHEMICALS	CHEMICALS AND
601	HAWKINS WATER	1/26/2009	$78 86	E	46120	216	CHEMICALS	CHEMICALS AND
601	HAWKINS WATER	1/26/2009	$6,449 68	E	46120	216	CHLORINE	CHEMICALS AND
601	T R F SUPPLY	1/26/2009	$236 53	E	46120	220	POWERED FLOOR DEGREASE	OPERATING SUP
601	MANAGEMENT SERVICES	1/8/2009	$159 70	E	46120	302	CONSULTING	CONTRACT SERV
601	MANAGEMENT SERVICES	1/20/2009	$1,437 32	E	46120	302	CONSULTING	CONTRACT SERV
601	ONE CALL CONCEPTS	1/26/2009	$18 85	E	46120	307	2008 DECEMBER TICKETS	GOPHER STATE
601	USAMOBILITY	1/8/2009	$3 88	E	46120	321	PAGER JAN 2009	COMMUNICATION
601	NEOPOST	1/8/2009	$5 45	E	46120	322	POSTAL MACHINE LEASE JAN-	POSTAGE
601	TR COMPUTER SALES LLC	1/26/2009	$50 57	E	46120	416	SCANNER	REPAIR/MAINT O
601	HD SUPPLY WATERWORKS	1/26/2009	$572 44	E	46120	419	2008 EQUIPMENT REPAIR	REPAIR & MAINT
601	MINNESOTA RURAL WATER	1/27/2009	$210 00	E	46120	433	2009 MEMBERSHIP	DUES & MEMBER
601	TR COMPUTER SALES LLC	1/26/2009	$4 50	E	46120	438	SERVER DISPOSAL	TRANSFER OUT/
601	TR COMPUTER SALES LLC	1/21/2009	$360 81	E	46120	438	SERVER REPLACEMENT	TRANSFER OUT/
601	TR COMPUTER SALES LLC	1/26/2009	$281 16	E	46120	438	COMPUTER ENGAGEMENT	TRANSFER OUT/

BAYPORT, MN

MONTHLY EXPENSES

Period Name: JANUARY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 46120 WATER		$15,273 00				
FUND 601 WATER		$15,357 57				
FUND 602 SEWER						
DEPT 46200 SEWER - OPERATING						
602	1/9/2009	$4 145 24	E	**46200**	101 Labor Distribution	WAGES AND SAL
602	12/20/2008	$764 30	E	**46200**	101 Labor Distribution	WAGES AND SAL
602	1/9/2009	$279 74	E	**46200**	121 Labor Distribution	P E R A
602	12/20/2008	$51 55	E	**46200**	121 Labor Distribution	P E R A
602	1/9/2009	$247 61	E	**46200**	122 Labor Distribution	CONT TO RET , S
602	12/20/2008	$37 75	E	**46200**	122 Labor Distribution	CONT TO RET , S
602	1/9/2009	$212 29	E	**46200**	126 Labor Distribution	H S A
602	12/20/2008	$256 52	E	**46200**	126 Labor Distribution	H S A
602	12/20/2008	$785 03	E	**46200**	131 Labor Distribution	CONT TO EMPLO
602	1/9/2009	$57 90	E	**46200**	170 Labor Distribution	MEDICARE
602	12/20/2008	$8 79	E	**46200**	170 Labor Distribution	MEDICARE
602 OFFICE SUPPLY CONNECTI	1/21/2009	$2 65	E	**46200**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 INNOVATIVE OFFICE SOLUTI	1/21/2009	$0 87	E	**46200**	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 HOLIDAY COMPANIES	1/20/2009	$138 25	E	**46200**	212 FUEL	MOTOR FUELS &
602 UNITED RENTALS	1/26/2009	$130 00	E	**46200**	240 OPERATING SUPPLIES - SEWE	SMALL TOOLS-E
602 MANAGEMENT SERVICES	1/20/2009	$1 437 32	E	**46200**	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	1/8/2009	$159 70	E	**46200**	302 CONSULTING	CONTRACT SERV
602 NEOPOST	1/8/2009	$5 49	E	**46200**	322 POSTAL MACHINE LEASE JAN-	POSTAGE
602 CUMMINS NPOWER LLC	1/26/2009	$544 36	E	**46200**	412 REPAIR SEWER TRUCK	REP & MAINT VE
602 TR COMPUTER SALES LLC	1/26/2009	$50 59	E	**46200**	416 SCANNER	REPAIR/MAINT O
602 WEBER & TROSETH, INC	1/27/2009	$532 00	E	**46200**	419 2008 SEWER DEPT - ELKHART	REPAIR & MAINT
602 MENARDS-STILLWATER	1/27/2009	$35 38	E	**46200**	419 OPERATING MATERIAL	REPAIR & MAINT
602 J H LARSON CO	1/26/2009	$67 18	E	**46200**	420 25W T6 CLR INTERMED BASE	R & M BLDGS, ST
602 SUMMIT FIRE PROTECTION	1/26/2009	$235 00	E	**46200**	420 ANNUAL FIRE INSPECTION	R & M BLDGS, ST
602 TR COMPUTER SALES LLC	1/21/2009	$360 85	E	**46200**	438 SERVER REPLACEMENT	TRANSFER OUT/
602 TR COMPUTER SALES LLC	1/26/2009	$281 18	E	**46200**	438 COMPUTER ENGAGEMENT	TRANSFER OUT/
602 TR COMPUTER SALES LLC	1/26/2009	$4 50	E	**46200**	438 SERVER DISPOSAL	TRANSFER OUT/
DEPT 46200 SEWER - OPERATING		$10,832 04				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	1/21/2009	$26 255 95	E	**46990**	434 ANNUAL FLOW CHARGE	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		$26 255 95				
FUND 602 SEWER		$37 087 99				
FUND 803 P & Z ESCROWS						
DEPT 80012 FRIENDS OF ST. CROIX PREP						
803 ECKBERG, LAMMERS, BRIG	1/21/2009	$3 82	E	**80012**	300 ST CROIX PREP	PROF SER-LEGAL
DEPT 80012 FRIENDS OF ST CROIX PREP		$3 82				
DEPT 80018 MSCWM PERRO CREEK OUTLET						
803 ECKBERG LAMMERS, BRIG	1/21/2009	$305 50	E	**80018**	300 PERO CREEK PROJECT	PROF SER-LEGAL
803 REED BUSINESS INFORMATI	1/27/2009	$210 60	E	**80018**	301 MN STORM SEWER PHASE 3 P	PROF SER-ENGIN
803 S E H	1/21/2009	$50,622 80	E	**80018**	301 MSCWM PERRO CREEK OUTLE	PROF SER-ENGIN
803 REED BUSINESS INFORMATI	1/26/2009	$210 60	E	**80018**	301 MN SEWER PAHSE 3 PERRO C	PROF SER-ENGIN
803 STILLWATER GAZETTE	1/27/2009	$98 90	E	**80018**	350 LEGAL - PERRO CREEK OUTLE	PRINTING & PUBL
803 MN DEPT OF NATURAL RES	1/21/2009	$150 00	E	**80018**	350 PUBLIC WATERS PERMIT APPLI	PRINTING & PUBL
DEPT 80018 MSCWM PERRO CREEK OUTLET		$51 598 40				
DEPT 80019 JG HAUSE CONSTRUCTION						
803 S E H	1/26/2009	$351 71	E	**80019**	301 HAUSE SITE REVIEW	PROF SER-ENGIN
803 WASHINGTON COUNTY REC	1/21/2009	$92 00	E	**80019**	350 VARIANCE - JEFF HAUSE 2008	PRINTING & PUBL

BAYPORT, MN

MONTHLY EXPENSES

Period Name JANUARY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
DEPT 80019 JG HAUSE CONSTRUCTION		$443 71				
DEPT 80020 HYNNEK CUP APPLICATION						
803 STILLWATER GAZETTE	1/21/2009	$35 50	E	**80020**	350 PLANNING & ZONING HYNNEK/	PRINTING & PUBL
DEPT 80020 HYNNEK CUP APPLICATION		$35 50				
FUND 803 P & Z ESCROWS		$52 081 43				
		$219,666 47				

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

Building Permit Log

For: January, 2009

Permit Number: BP2009-1
Filing Date: 1/15/2009
Parcel Address: 553 5th Street N.
Bayport, MN 55003
Applicant:J Lewis Building & Remodeling
Applicant Phone:
J Lewis Building & Remodeling RESIDENTIAL BUILDER
Construction Value:$5,900.00
Total Fees: $135 70

Permit Number: BP2009-2
Filing Date: 1/28/2009
Parcel Address: 5 POINT Road
BAYPORT, MN 55003
Applicant:DOUG KROPELNICKI
Applicant Phone: 651-459-1744
DOUG KROPELNICKI CONSTRUCTION INC.
Construction Value:$7,500.00
Total Fees: $166 00

Permit Number: MC2009-1
Filing Date: 1/5/2009
Parcel Address: 321 PERIWINKLE Place
BAYPORT, MN 55003
Applicant:AUTOMATIC GARAGE DOOR &
Applicant Phone: 763-571-2525
AUTOMATIC GARAGE DOOR & FIREPLACES, INC.
Construction Value:$918.00
Total Fees: $75.50

Permit Number: PL2009-1
Filing Date: 1/7/2009
Parcel Address: 970 Pickett Street N.
Bayport, MN 55003
Applicant:STATE OF MINNESOTA
Applicant Phone:
OWNER OWNER
Construction Value:$19,763 00
Total Fees: $198 13

Permit Number: PL2009-2
Filing Date: 1/13/2009
Parcel Address: 393 1st Avenue So.
Bayport, MN 55003
Applicant: LaFORCE PLUMBING
Applicant Phone: 651-275-3737
LaFORCE PLUMBING Plumber
Construction Value:$3,000.00
Total Fees: $75.50

Washington County

Office of the Sheriff

Commitment to Excellence

William M. Hutton
Sheriff

Mike Johnson
Chief Deputy

December 26, 2008

Mike McGuire, City Administrator
294 North Third Street
Bayport, Minnesota 55003

Mr. McGuire,

On September 5 of 2006, the Washington County Board of Commissioners adopted administrative policy #1036 establishing the cost participation between Washington County and other agencies for the 800 MHz radio system.

The 800 MHz radio system construction is nearing completion and will be put into service starting in the middle of February 2009. We are in the process of completing work on programming of the radios and training for users of the radio system.

Enclosed with this letter, you will find a user agreement for your review and approval by your city council. This agreement between the city and county will cover the use of the radio system by members of your police and fire departments. The radio system is also available for use by other departments in your city such as public works and park departments.

There are three copies of the agreement. Please have all three signed and returned to me. When the County Board signs the agreement, I will return one to your city.

Sincerely,

Dean Tilley

Dean Tilley, Radio System Manager
Washington County
15015 62nd Street North
P.O. Box 3801
Stillwater, Minnesota 55082

Washington County

Administrative Policy #1036

COST PARTICIPATION BETWEEN WASHINGTON COUNTY AND OTHER AGENCIES FOR THE 800 MHz RADIO SYSTEM

PURPOSE

To establish policies for determining the appropriate allocation of costs between governmental units that will utilize the planned 800 MHz radio system in Washington County.

DEFINITIONS

Region-wide Public Safety Radio Communications System – a communication system designed to provide outdoor portable radio coverage in the Twin Cities metropolitan area. It includes a network of antennas, receivers, and transmitters located in a geographic area connected by technology (currently microwave links or fiber optic cable) that allows transmissions from any location within the geographic region to be repeated throughout the geographic region.

800 MHz – The frequency band identified for construction and operation of the Region-wide Public Safety Radio Communications System Other frequency bands commonly used for public safety communications include, but are not limited to: low band, VHF or high band, and UHF

Washington County Sub-network – Additional towers, base station equipment, and microwave equipment necessary to provide the level of radio coverage and capacity within Washington County for public safety entities

Public Safety Answering Points (PSAP) – Describes the location and facility where 9-1-1 calls are answered and dispatched.

Mobile Radio – Equipment used to transmit and receive two-way voice communications, which is installed in a public safety vehicle

Portable Radio – Equipment used to transmit and receive two-way voice communications, which may be carried (often in the hand or on the belt) and which is powered by batteries.

Control Station Radio – Equipment used to transmit and receive two-way voice communications, typically used as a "base" station by fire departments and police departments that do not operate a PSAP

Radio Infrastructure - A network of antennas, receivers, transmitters, and microwave/fiber optic equipment utilized for the 800 MHz radio system. The infrastructure is sometimes referred to as the "backbone" of the system. This does not include mobile, portable, or control station radios

800 MHz System Administrator – A Washington County employee assigned the responsibility of managing the 800 MHz radio system within Washington County.

COST SHARING POLICIES

A. Washington County will assume responsibility for the initial purchase of the Washington County sub-network infrastructure within the geographic boundary of Washington County and the communication center equipment utilized in the Washington County Sheriff's Office Communication Center, a Public Safety Answering Point (PSAP).

B. Municipalities that elect to operate a Public Safety Answering Point (PSAP) or a local communication center will assume responsibility for related 800 MHz radio system infrastructure costs and local communication center equipment

C. Each local unit of government will assume responsibility for the cost of the purchase or lease of mobile, portable, and control station radios utilized by its organization and staff

D. If federal, state, or regional grant funds are received, these funds will first be allocated according to the requirements of the grant agreements Grant funds that are made available to the 800 MHz system project without restrictions or specific designation will be allocated to cities and the county on a proportionate share basis computed on the total cost of the elements to be funded, if matched by the receiving city and/or county. If this policy differs from any applicable grant agreement, participation will be negotiated by the County Administrator (See example in Attachment A.)

E. Equipment purchased by local units of government must be compatible with the 800 MHz radio system infrastructure as approved by the 800 MHz system administrator.

F. Each local government will assume responsibility for annual maintenance or licensing costs for its mobile, portable, and control station radios, as well as any system access fees assessed by the Metropolitan Radio Board, or its successor.

G. Each local government will assume responsibility for annual maintenance and licensing costs for infrastructure based on its proportionate share of mobile, portable, and control station radios This fee will be determined when the final system design is completed and actual costs can be determined This fee may also

include costs for programming radios, user training, and system administration costs

H. Washington County will negotiate and administer a maintenance service agreement with a qualified service provider for the infrastructure equipment. Washington County will also negotiate a maintenance service agreement for the maintenance and repair of its mobile, portable, and control station radio equipment. This agreement will be extended to include local units of government using equipment made by the same manufacturer. If a significant number of local units of government lease or purchase equipment from a different manufacturer than the county selects, the county may also choose to negotiate a contract on behalf of those entities.

I. The costs for any additional compatible enhancements to the radio system infrastructure or equipment that are not included in the original network design will be the financial responsibility of the requesting local unit of government. (The most likely example will be enhancing coverage inside commercial or industrial buildings such as: schools, hospitals, government buildings, or large factories.)

VARIANCES

Any variance from this policy must be approved by the Washington County Board of Commissioners.

SOURCE

County Board action on September 5, 2006

Communications System Subscriber Agreement

Between Washington County and City of Bayport:

Use of the Region wide Public Safety Radio Communications System,

Washington County Sheriff's Office
15015 62nd Street North, P.O. Box 3801
Stillwater Minnesota 55082
Region wide Public Safety Radio Communications System

THIS AGREEMENT made and entered into by and between the COUNTY OF WASHINGTON, a body politic and corporate, under the laws of the STATE OF MINNESOTA, hereinafter referred to as the "COUNTY" and the:

City of Bayport
294 North Third Street
Bayport, MN 55003

acting by and through its duly authorized officers, hereinafter referred to as the "USER".

WITNESSETH:

WHEREAS, the COUNTY established Administrative Policy #1036 to operate and maintain a county sub-network of the Region wide Public Safety Radio Communication System, hereinafter referred to as "System"; and

WHEREAS, the COUNTY has provided for the capability of Cities, Agencies, Districts and Other Authorized Users within the County to have access to the System; and

WHEREAS, the COUNTY bears primary responsibility for the health, security and integrity of the System and other communications systems; and

WHEREAS, the USER has elected to participate as a subscriber with end user radios operating on the System.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY and the USER agree as follows:

1. PURPOSE AND INTRODUCTION

The purpose of this Agreement is to define the rights and obligations of the COUNTY and the USER with respect to the cooperative and coordinated purchase, lease, maintenance, technical and administrative support and use of portable, mobile, desktop and other end user radios by the USER on the COUNTY's System.

The System is a multi-site general purpose wireless communications system designed to provide, among other things, 95% area coverage reliability for portable radio operation above ground level in light to medium buildings throughout most of the County. Other USER benefits and services include, access to a wide area nine county region wide public safety radio communications system, multiple system redundancies with backup power, a wide range of talk groups, electronic identification of all radios on all transmissions, encryption availability, system security, radio interoperability, 24 hour a day system monitoring and repair response, access to a pool of special event radios and USER radio training.

2. DUTIES AND RESPONSIBILITIES OF USER

2.1 Conformance to Statewide Radio Board (SRB), Metropolitan Emergency Services Board (MESB) and COUNTY Standards

USER agrees to be aware of and conform to all applicable standards, policies, procedures and protocols established or amended by the SRB, MESB and COUNTY related to use of the System including but not limited to radio user training requirements, radio operating guidelines, audit, monitoring and compliance.

2.2 Conformance to Federal Laws and Regulations

USER agrees to be aware of and conform to all applicable Federal Rules, Regulation and Laws pertaining to use of the System including but not limited to the Communications Act of 1934 as Amended and Part 90 of the Federal Communications Commission Rules and Regulations.

2.3 Response to Improper Use

In the event COUNTY informs USER that statistical analysis of System usage or other information indicates that USER personnel may have inappropriately used the System, or may have violated standards, policies, procedures, rules, regulations or laws regarding proper operation of the System, or may have violated the provisions of this Agreement. USER agrees to take immediate and appropriate investigative and corrective action to stop the violation and eliminate any reoccurrence.

2.4 Subscriber Support Fees

USER agrees to pay COUNTY all Subscriber Support Fees assessed to USER by COUNTY. Subscriber Support Fees for 2009 and 2010 will be $400.00 per radio. The Subscriber Support Fees are subject to annual adjustment. The COUNTY shall provide USER notice of any proposed annual change to the Subscriber Support Fee by May 1st of each year. The COUNTY will notify the USER of the actual Subscriber Support Fee by September 1st of each year.

2.5 Pass Through Metropolitan Emergency Services Board User Fees

In addition to the cost assessed under Section 2.4 of this agreement, the USER agrees to pay to COUNTY all user fees attributable to USER assessed to the COUNTY by the MESB, or its successor entity if applicable, and passed through by COUNTY to USER

2.6 Invoicing and Payment Terms

COUNTY will invoice USER monthly, or at other intervals as determined by COUNTY, for all fees specified herein. All fees specified in this Agreement will commence as follows: For radios activated on or before the 15th of the month, USER will be charged for the entire month. For radios activated after the 15th of the month, the fees will commence on the first day of the following month. Payment of all fees herein shall be made directly to the COUNTY within thirty (30) days from receipt of the invoice.

2.7 Provisional Use of USER Purchased and Owned Radios and Radio Software

USER may utilize radios purchased and owned by USER on the System provided that such radios and radio operating software versions are specifically certified for use on the System by the MESB and the COUNTY. The USER shall not access or use the system with non-certified radios or radios operating with non-certified software versions.

2.8 De-certification and Disposition of Obsolete Radios

The SRB, MESB and/or COUNTY may de-certify radios and/or radio operating software versions which become obsolete for reasons including but not limited to: become unsafe to use, impair System performance, are no longer supported by the radio Manufacturer, are no longer supported by the COUNTY, exhibit substantial defects, exhibit performance deficiencies, impair implementation of System upgrades, become unreliable, become economically unfeasible to maintain, etc. Except in those cases affecting safety or performance impacts to the System, COUNTY will make reasonable efforts to avoid de-certification of radios used by the USER and to provide USER with at least one (1) year of advance notice prior to the effective date of radio or software version de-certification. De-certified radios or radios operating with de-certified software versions will not be allowed to access or use the System.

2.9 Limitation of Radio Programming, Radio Code Plug Programming Files and System Key File
Regardless of ownership, all radios on the System shall be programmed by the COUNTY or with permission from the COUNTY and the COUNTY shall retain an archived electronic copy of all radio code plug programming files and encryption keys files installed in all USER radios covered under this Agreement. The configuration of all radio code plug programming files and radio templates shall be subject to approval by the COUNTY before the radios will be activated on the System. All radio code plug programming files, system key files and encryption key files are the sole property of the COUNTY, and contain information that is **classified as security information and non-public government data.** Unless specifically authorized by the COUNTY in writing, USER may not directly or indirectly, permit any third party to: view, read, print, extract, copy, archive, edit, create, clone, transfer, tamper with or otherwise compromise the security of any radio code plug programming file, system key file or encryption key file for any radio on the System. If USER learns that any party has improperly or fraudulently obtained radio code plug programming file information, system key file or encryption key file, USER will immediately notify COUNTY of such an event.

Maintenance and programming of radios other than Motorola radios will be the responsibility of the USER except for fleet map and code plug development, which will be the responsibility of the County.

2.10 Risk of Loss for Lost, Stolen or Destroyed Radios
USER assumes full risk of loss for COUNTY provided radios assigned to USER including but not limited to special event and repair loaner radios temporarily assigned to USER, which are lost, stolen, physically un-repairable or destroyed for any reason except damage which occurs while the radios are in the possession of COUNTY. USER will be invoiced, and agrees to pay for the replacement of any lost, stolen or destroyed radios.

2.11 Notification to COUNTY of Lost or Stolen Radios
USER agrees to immediately notify COUNTY of any missing, lost or stolen radios so the radio can be immediately deactivated on the system.

3. DUTIES AND RESPONSIBILITIES OF COUNTY

3.1 Furnishing of End User Radios
COUNTY will assist USER in selecting and ordering radios that are purchased directly by USER for use on the System.

Each USER will assume responsibility for the cost of the purchase or lease of mobile, portable, and control station radios utilized by its organization and staff. Each USER will assume responsibility for annual maintenance of mobile, portable, and control station radios.

Equipment purchased by USER must be compatible with the 800 MHz radio system infrastructure as approved by the COUNTY 800 MHz radio system manager.

3.2 Radio Maintenance and Repair Services
COUNTY will negotiate and administer a maintenance service agreement with a qualified service provider for the infrastructure equipment. COUNTY will also negotiate a maintenance service agreement for the maintenance and repair of its mobile, portable, and control station radio equipment. This agreement will be extended to include local units of government using equipment made by the same manufacturer. However, pursuant to section 2.09 of this Agreement, the maintenance and programming of radios other than Motorola will be the responsibility of the USER. If a significant number USERs, lease or purchase equipment from a different manufacturer than the COUNTY selects, the COUNTY may also choose to negotiate a contract on behalf of those entities.

3.3 Repair Loaner and Special Event Radios
COUNTY will maintain a fleet of Motorola radios which will be made available to USER, generally on a first come first serve basis, for temporary assignment for special events, response to emergencies, or other similar events. USER may receive a temporary loaner radio to replace a radio taken out of service for maintenance or repair. If there are more requests for loaner radios than can be accommodated, the COUNTY will prioritize allocations and the COUNTY may require early return of repair loaner and special event radios early.

3.4 Allocation of System Resources
COUNTY will allocate to USER, on a fair and non-discriminatory basis, sufficient System resources including Talk Groups, Announcement Groups. Radio Unit IDs, Alias IDs, etc. in order to provide USER with an equivalent grade of service afforded to other comparable System users.

3.5 Monitoring of USER Talk Groups
COUNTY will periodically monitor talk groups allocated to USER for USER's internal use for system management purposes including but not limited to maintenance, troubleshooting, system performance assessments, unusual traffic patterns (sudden jump in usage), policy and procedure compliance checks, etc. COUNTY monitoring of USER's talk groups may occur at any time, for any duration, may be without notice and is subject to recording.

3.6 Radio Operator Training
COUNTY will provide USER with access to trainer instruction to be used in training USER's radio operators. Once the near term deployment is completed, USER will have sole responsibility for training new employees and for providing refresher training.

3.7 Database Administration
COUNTY will manage and administer the System database records containing the information related to inventory, configuration, programming history, software version control, radio IDs, service levels, statistical usage analysis, etc. for USER's subscriber radios used on the System.

3.8 Radio Station Licenses
COUNTY shall hold and administer all FCC licenses on behalf of all users of the System. USER shall operate as authorized mobile, portable and control station units under the COUNTY's FCC radio station licenses.

4. TERM AND CANCELLATION

4.1 Term of Agreement
This Agreement shall be for an initial term beginning on the date executed by the COUNTY and continuing through December 31, 2009. After the initial term and any subsequent extensions thereto, this Agreement will automatically extend for additional one (1) year terms, unless either party gives written notice of intent not to extend to the other party, said notice to be given at least one hundred twenty (120) days prior to the expiration of the then current term.

4.2 Cancellation of Agreement
This Agreement may be canceled with or without cause by either party upon one hundred eighty (180) days' written notice, provided that any such cancellation by COUNTY shall require action by the Board of Washington County Commissioners.

5. DEFAULT

5.1 If either party fails to perform any material term of this Agreement, this shall constitute a default. Unless the USER's default is excused by the COUNTY, the COUNTY may upon written notice immediately cancel this Agreement in its entirety. Unless the COUNTY's default is excused by the USER, the USER may upon thirty (30) days' written notice cancel this Agreement in its entirety.

5.2 Notwithstanding any provision of this Agreement to the contrary, the defaulting party shall not be relieved of liability to the other party for damages sustained by the non defaulting party by virtue of any breach of this Agreement by the defaulting party.

5.3 The above remedies shall be in addition to any other right or remedy available under this contract, law, statute, rule, and/or equity.

5.4 The failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

6. MISCELLANEOUS PROVISIONS

6.1 Independent Parties
It is mutually understood that this Agreement does not create an employment relationship between the parties, nor does it create a partnership or joint venture, nor does it constitute a cooperative agreement or joint powers agreement.

6.2 Liability
Each party agrees that it will be responsible for its own acts and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of the other party and the results thereof. The COUNTY's and the USER's liability is governed by the provisions of Minnesota Statutes Chapter 466,

6.3 Data Privacy
USER, its officers, agents, owners, partners, employees, volunteers or subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act. Minnesota Statutes, Chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

6.4 Records – Availability/ Access
Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the USER agrees that the COUNTY, the State Auditor, the Legislative Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the USER and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

6.5 Notices
Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the Office of the County Sheriff at the address given below. Notice to the USER shall be sent to the address stated below

To COUNTY: Washington County Administrator
14949 62nd Street North
P.O. Box 6
Stillwater, Minnesota 55082-0006

Copy to: Radio System Manager
Washington County Sheriff's Office
15015 62nd Street North, P.O. Box 3801
Stillwater, Minnesota 55082

USER: City Administrator
294 North Third Street
Bayport, MN 55003

USERS, having signed this contract, and the County having duly approved this contract on the ____ day of _____, _____, and pursuant to such approval, the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

WASHINGTON COUNTY	CITY OF BAYPORT
_____	_____
Chair Date Board of Commissioners	
_____	_____
James R. Schug Date County Administrator	

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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information

Address: Perro Park Skating Rinks

City: Bayport State: Minnesota Zip Code: 55003

Owner Name:

Home Phone Number: Work/Cell Phone Number:

Owner Address:

City/State/Zip:

Applicant Information

Applicant Name: BCAL - Susan Davis

Home Phone Number: 651-351-1873 Work/Cell Phone Number:

Address: PO Box 133

City/State/Zip: Bayport, MN 55003

Event Information

Bayport Community Action League would like to throw a community skating party at the Perro Park skating rinks February 13th (Friday) 5:30p 9:00p Hot dogs, hot chocolate + coffee served. Free of charge. Open to the community.

Start Date: February 13th 2009 End Date:

Days of Operation *(check all that apply)*

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday

Hours of Operation:

Weekdays: 5:30p 9:00p

Weekends:

Requested City Assistance and/or Services

Please waive application fee
Bon fire
Use of warming house to serve hotdogs & drinks
Bleachers brought up from Lakeside Park to Pemo Park.
Police presence.
Ice groomed

Application Process and Fees

The processing fee for the application is $50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: [signature] **Date:** 1-26-09

Property Owner: _____ **Date:** _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ Site Inspection			
Office Use – Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	$50.00			
Escrow or cost incurred				

BCAL

Bayport
Community
Action
League

Sue Davis
President
651-352-1873
kristmanndavis@comcast.net

Bob Johnson
Vice President
651-439-8894
bobj@mrinc.com

Jill Theiri
Secretary
651-275-4800
jtheiri@preshomes.org

Salena Drucker
Treasurer
651-351-0425
aerialplot@comcast.net

January 26, 2009

Mayor Jon Nowaczek, Michael McGuire and Members of the City Council
City of Bayport
294 Third Street North
Bayport, MN 55003

Mr. Mayor, Mr. McGuire and Council Members:

Please consider the following request from the Bayport Community Action League for a Community Skating Party on Friday, February 13, 2009.

The evening event will include:

February 13, 2009 at Perro Park 5:30pm-9:00pm

- Free of charge
- Hot dogs, hot chocolate and coffee served in the warming house
- Music
- Bon fire with seating

Services requested from the city:

- Fire pit set up
- Bleachers brought from Lakeside Park up to Perro Park
- Extra trash containers
- Ice groomed for events
- Bayport Police presence
- Waiving of application fee

Thank you for your time and consideration,

BCAL
PO Box 133
Bayport, MN 55003
www.bayportcommunityactionleague.com

M E M O R A N D U M

DATE: **January 13, 2009**

TO: **City Council (February 2' 2009 meeting)**
Mike McGuire, City Administrator

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

SUBJECT: **Public hearing to consider a request for a conditional use permit (CUP) to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition to the garage, for the purpose of creating a single-family residential dwelling unit located at 9 Point Road**

A. BACKGROUND

The property is located at 9 Point Road and is legally described as Lot 9. Point Addition to Bayport. Washington County. Minnesota The parcel is approximately 55,000 square feet and is zoned R-1 Single-family Estate. The parcel contains an existing garage that is currently being used for storage by the property owners, who reside at 10 Point Road. but it does not contain an existing residential dwelling unit. The property abuts the St Croix River to the west and is surrounded by residential homes to the north, south, and east

Braden Construction has submitted an application for a conditional use permit (CUP), on behalf of the applicant, to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition to the garage, for the purpose of creating a single-family dwelling unit Both the existing garage and the proposed dwelling unit are permitted uses within this zoning district. However, since this property is located within the floodplain, it must also comply with the elevation requirements found within the Floodplain Management Ordinance Sections 402 and 403 of this ordinance state that all structures must be elevated on fill, so that the lowest floor level is protected from flooding Since the proposed single-family dwelling will not be elevated on fill and instead will be constructed as a second level addition to the existing garage, the proposed addition requires a CUP.

The following informational items are attached

- narrative by the applicant
- survey of the property
- photo of the existing garage
- sketches of the garage and proposed addition

B. STAFF COMMENTS

City code requires that new structures located within the floodplain be elevated on fill, to minimize the exposure of water and potential flood damage to the structure. This property is somewhat unique in that it contains an existing garage structure, which was constructed with masonry floodproof materials in the year 1991 Rather than demolishing the existing garage, which is of sound construction and in good condition, the applicant is proposing to use the garage as the foundation to elevate the proposed dwelling unit, instead of fill. By utilizing the existing garage, the property

owners will be able to eliminate the need for fill, thus preserving many trees on the site, as well as the natural terrain and river views. However, in order to utilize this alternative elevation method, a CUP is required.

As proposed, the floor elevation of the second level dwelling would be 699 feet, which complies with the minimum 693 foot floor elevation for dwelling structures, as required by the Floodplain Management Ordinance. Similar elevation methods were used in the development of the Waterford Condominiums, located adjacent to the Bayport Marina, which have proven to be successful in elevating dwelling structures above flood elevations.

It is the property owner's immediate intent to utilize the second level of the structure as a personal, hobby art studio and/or single-family dwelling. The existing garage portion of the structure will continue to be utilized as a tuck-under style storage space for tools, yard/recreational equipment, and similar items of minimal investment. However, since the lower level of the structure will be prone to frequent flooding, flood vents are required to be installed, to provide hydrostatic relief, to sustain the proposed second level addition, and comply with the Floodplain Management Ordinance.

The proposed second level will be an open floor plan concept and include a bathroom, kitchen, and new septic and well system. Ingress/egress to the second level dwelling area would be accessed solely from an exterior ramp/walkway adjacent to the building. Interior access from the lower level garage area to the second level will not be allowed. Including the proposed cantilevers over the north and south foundation walls of the existing garage, the interior second level dwelling area is 1,980 square feet. An outdoor deck area, which is approximately 532 square feet, is also proposed to cantilever over the west foundation wall, overlooking the river. As proposed, the existing garage and proposed second level dwelling will comply with all impervious coverage requirements and setbacks.

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

The purpose of a CUP is to regulate uses that are not permitted by right in a zoning district. As part of the application process for a CUP, the property should be reviewed for compliance with performance standards set forth by city code, impacts and overall compatibility with the surrounding neighborhood, and whether the proposed use would be beneficial to the community.

After reviewing the property and proposed project, staff feels that the second level addition to the existing garage, to create a single-family residential dwelling unit, would be compatible with the zoning for the property and the overall neighborhood. Although an elevation method other than fill is proposed for this project, staff feels that this method will be consistent with other projects within the city (Waterford Condominiums) which have proven to be a successful elevation method and have not had a negative effect on the community. As such, allowing a CUP for the proposed elevation method and second level dwelling may be appropriate. However, to comply with regulations set forth by city code, staff and the Minnesota Department of Natural Resources (DNR) recommend the following conditions of approval.

- The proposed addition to the existing garage structure shall be constructed in compliance with the survey, site plan, and elevation sketches that were provided as part of the CUP application, for the purpose of creating a single-family residential dwelling unit, and maintained in a manner that is compliant with city code.

- The use of the structure shall be limited to those permitted within the R-1 Single-family Estate zoning district. Use of the structure for commercial, retail, or exhibiting to the public is prohibited.

- A Minnesota licensed structural engineer is required to design the proposed cantilever areas, posts, elevated walkways, and required flood vents associated with the structure, as well as provide documentation that the garage foundation is an appropriate elevation method, an appropriate method of floodproofing, and able to withstand hydrostatic pressure associated with the proposed project

- Prior to installation of the proposed well and septic system, plans must be submitted to Washington County Public Health Department for permit review and approval.

- This project may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO) The applicant shall coordinate plan review, permitting, and/or approval directly with the MSCWMO

- The following items shall be submitted to the city and the DNR for final review and approval:

  - land survey
  - site plan
  - construction plan
  - grading/drainage plan
  - vegetative cutting plan (permit required for cutting)
  - site stabilization/erosion control plan
  - landscape plan
  - color swatches for all exterior finishes on structure (must be earth or summer vegetation tone)
  - documentation of approval from a Minnesota licensed structural engineer for project design
  - documentation of approval from MSCWMO
  - documentation of approval and permit for well/septic system from Washington County Public Health Department

- The project shall meet all requirements of city code, with the exception of the alternate elevation method allowed by the CUP

- The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP

D. *PLANNING COMMISSION ACTION*

Due to a lack of a quorum, the public hearing scheduled for the January 20, 2009 Planning Commission meeting was canceled As such, the public hearing has been rescheduled for the February 2, 2009 City Council meeting. Notice of the rescheduled hearing was published in the Stillwater Gazette on Friday, January 23, 2009 and posted at City Hall. Staff did not receive any comments from the Planning Commission on the application.

E. *RECOMMENDATION*

Staff recommends approval of a CUP to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition, for the purpose of creating a single-family residential dwelling unit Suggested findings of fact and conditions of approval are stated in section "C" of the staff report. City Council action to approve or deny the application is requested

BRADEN
CONSTRUCTION

December 15, 2008

To Whom it may concern,

On behalf of the property owners, Eric & Julia Hynnek, Braden Construction is applying for a conditional use permit to remodel an existing garage at #9 Point Road, Bayport, MN into a single family home/art studio. The Hynneks have spent over a year analyzing different options to create a studio space on this lot. A great deal effort and resources were spent exploring the option of demolishing this garage and building a new studio structure. To make this happen, many trees would be lost and much fill would need to be brought in altering both the terrain and views. Additionally, the building height would have been significantly higher than what is currently proposed. After careful and thoughtful analysis of these options, the Hynneks decided to utilize the existing garage as a foundation and add a second level thereby transforming this building into single-family living and studio space. In order to proceed with this option, they are requesting a conditional use permit.

The existing 1320 sq. ft. garage is a substantial building constructed out of masonry flood proof materials with a floor elevation at 688.64'. Currently, there are no flood vents in this garage space to provide for hydrostatic relief should water levels reach that stage. Part of the scope of work would involve adding these vents as required to bring this garage into conformity. This garage space would continue to be used for storage of yard tools and items like lawn tractors only. The second level is constructed using materials, finishes and an exterior architectural style that is similar to the Hynneks residence on lot 10. The finished floor height of this level is 699.30'. The structure will average approximately 25' above finished grade. The finished living area is 1980 sq. ft.

It is the homeowner's intent to use this building primarily as an art studio space. It will include a bathroom, kitchen, and new septic & well.

1438 7th Street
Houlton, Wisconsin 54082

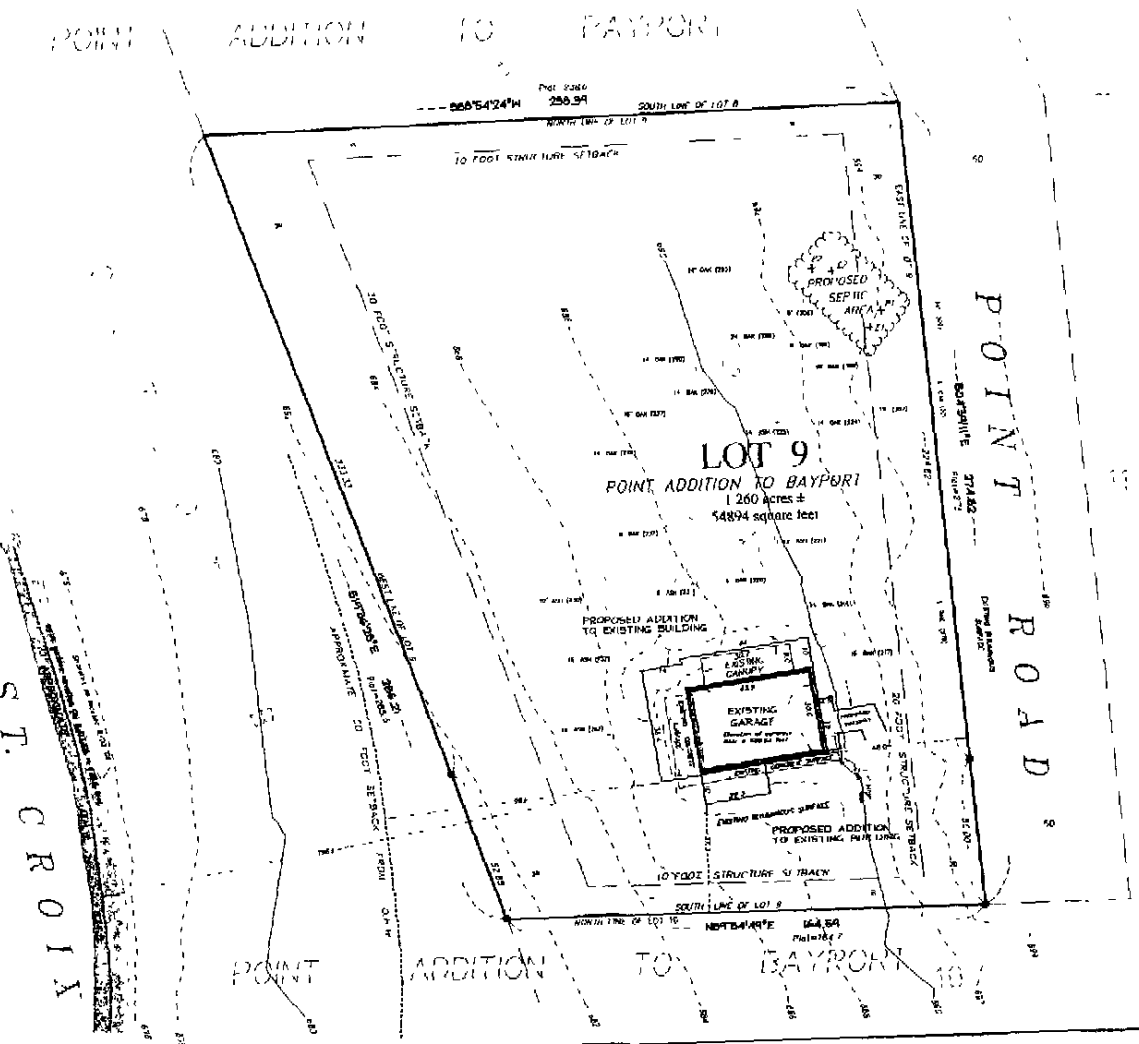
MN: 651.779.6819 WI: 715.549.6099 Fax: 715.549.6199 www.BradenConstruction.com

SITE PLAN

LOT 9, POINT ADDITION TO BAYPORT,
CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA

VICINITY MAP

LOCATED IN
SECTIONS 2 AND 11, T29N, R20W
CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA



LEGEND

Orientation of the bearing system is assumed.
Distances are in feet and decimals of a foot.
Contours are five foot elevations and are NGVD 1929.

● Denotes a 1/2 inch white diameter iron pipe monument marked by a plastic cap inscribed with JMEZ RLS 13775, set in a curb box or hit

SURVEY PREPARED BY
Landmark Surveying, Inc.
21150 Grant Avenue North – P.O. Box 65
Scandia, Minnesota 55073

TRUSTEES DEED

BENCHMARK ELEVATION 683.85 FEET NGVD 1929

NATIONAL OCEANIC ATMOSPHERIC AGENCY

Garage	131
Canopy	
Concrete	121
Bituminous	3113
Total	

PERCENT OF EXISTING IMPERVIOUS SURFACE
(3113/54894) = 005*100

North Side	10
West Side	
South Side	0
East Side	
Total	

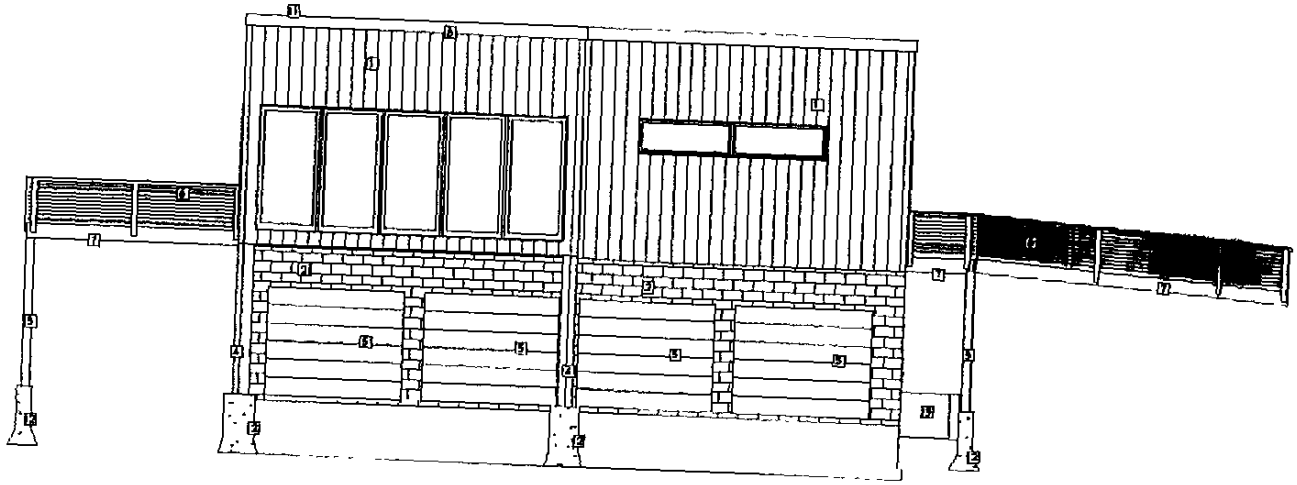
REVISED December 17, 2009

Photo copy of the original plat is a true and correct copy of the original plat on file in the office of the County Recorder, Washington County, Minnesota.

Dated at Stillwater, Minnesota, January 19, 1971

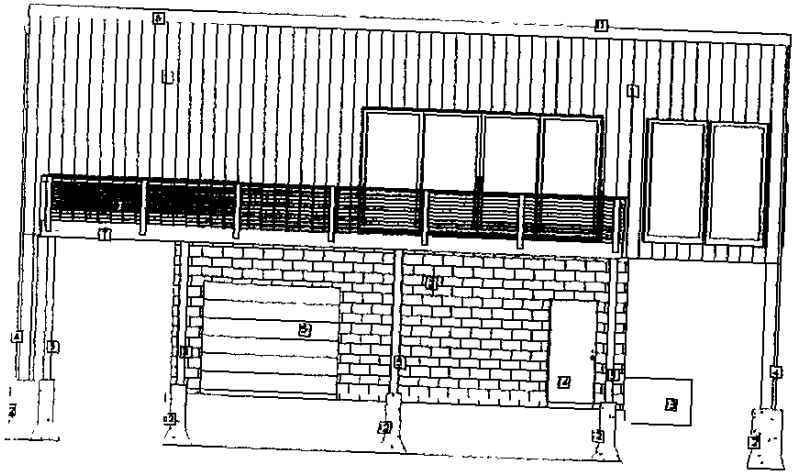
EXISTING #2

MATERIAL LEGEND



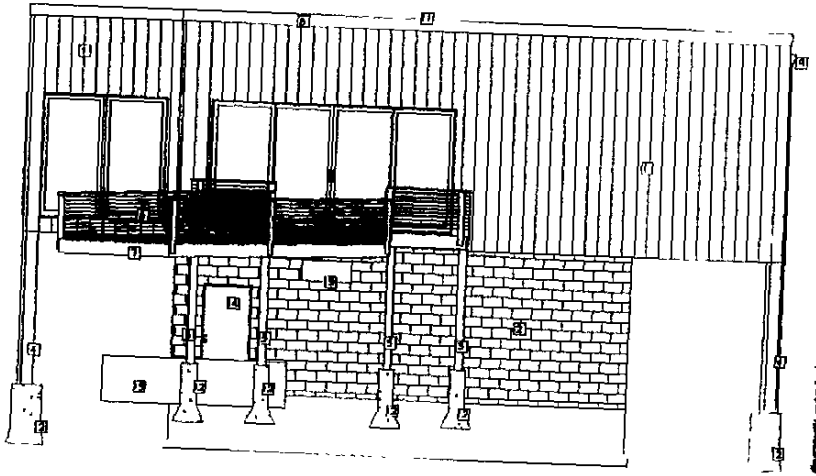
SOUTH ELEVATION

Scale: 1/4" = 1' 0"



WEST ELEVATION

Scale: 1/4" = 1' 0"



EAST ELEVATION

Scale: 1/4" = 1' 0"

RESOLUTION NO. 09-

EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD FEBRUARY 2, 2009

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 2nd day of February, 2009.

The following members were present:

The following members were absent

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

RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE EXISTING GARAGE ON THE PROPERTY TO BE UTILIZED AS AN ELEVATION METHOD OTHER THAN FILL, TO CONSTRUCT A PROPOSED SECOND LEVEL ADDITION TO THE GARAGE, FOR THE PURPOSE OF CREATING A SINGLE-FAMILY RESIDENTIAL DWELLING UNIT LOCATED AT 9 POINT ROAD, LEGALLY DESCRIBED AS LOT 9, POINT ADDITION TO BAYPORT, WASHINGTON COUNTY, MINNESOTA

WHEREAS, The city received a request from Braden Construction to consider a conditional use permit (CUP) to allow an alternate elevation method for the proposed single-family dwelling , and

WHEREAS, The City Council of the City of Bayport held a public hearing on February 2, 2009 for the purpose of obtaining public comment on the application. At the close of the public hearing, the City Council approved the application, and

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

FINDINGS OF FACT

A. On or about December 15, 2008, the city received a CUP application to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition to the garage, for the purpose of creating a single-family residential dwelling unit located at 9 Point Road.

B. The subject property is zoned R-1 Single-family Estate. Both the existing garage and the proposed dwelling unit are permitted uses within this zoning district However, since this property is located within the floodplain, it must also comply with the elevation requirements found within the Floodplain Management Ordinance Sections 402 and 403 of this ordinance state that all structures must be elevated on fill, so that the lowest floor level is protected from flooding Since the proposed single-family dwelling will not be elevated on fill and instead will be constructed as a second level addition to the existing garage, the proposed addition requires a CUP.

C. As proposed, the floor elevation of the second level dwelling would be 699 feet, which complies with the minimum 693 foot floor elevation for dwelling structures, as required by the Floodplain Management Ordinance

D. The proposed second level of the structure will be utilized as a personal, hobby art studio and/or single-family dwelling and include a bathroom, kitchen, and new septic and well system. Ingress/egress to the second level dwelling area will be accessed solely from an exterior ramp/walkway adjacent to the

building. Including the proposed cantilevers over the north and south foundation walls of the existing garage, the interior second level dwelling area is 1,980 square feet

The existing garage portion of the structure will continue to be utilized as a tuck-under style storage space for tools, yard/recreational equipment, and similar items of minimal investment. Interior access from the lower level garage area to the second level will not be allowed. An outdoor deck area, which is approximately 532 square feet, is also proposed to cantilever over the west foundation wall, overlooking the river As proposed, the existing garage and proposed second level dwelling will comply with all impervious coverage requirements and setbacks

E. A majority of the parcels in the immediate vicinity of the subject property are zoned and used for residential purposes Similar elevation methods have been used in recent residential developments within Bayport and have proven to be successful in elevating dwelling structures above flood elevations As such, allowing a CUP for the proposed use is appropriate

F Based on paragraphs (A)-(E) above, a CUP is justified to allow the existing garage on the property to be utilized as an elevation method other than fill, to construct a proposed second level addition to the garage, for the purpose of creating a single-family residential dwelling unit.

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

1. The application for the requested CUP is hereby approved, subject to the conditions below and based on findings of fact above, and the regulations set forth by city code and the Minnesota Department of Natural Resources (DNR):

- ❑ The proposed addition to the existing garage structure shall be constructed in compliance with the survey, site plan, and elevation sketches that were provided as part of the CUP application, for the purpose of creating a single-family residential dwelling unit, and maintained in a manner that is compliant with city code.

- ❑ The use of the structure shall be limited to those permitted within the R-1 Single-family Estate zoning district. Use of the structure for commercial, retail, or exhibiting to the public is prohibited

- ❑ A Minnesota licensed structural engineer is required to design the proposed cantilever areas, posts, elevated walkways, and required flood vents associated with the structure, as well as provide documentation that the garage foundation is an appropriate elevation method, an appropriate method of floodproofing, and able to withstand hydrostatic pressure associated with the proposed project.

- ❑ Prior to installation of the proposed well and septic system, plans must be submitted to Washington County Public Health Department for permit review and approval.

- ❑ This project may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO) The applicant shall coordinate plan review, permitting, and/or approval directly with the MSCWMO.

- ❑ The following items shall be submitted to the city and the DNR for final review and approval:

  - land survey
  - site plan
  - construction plan
  - grading/drainage plan
  - vegetative cutting plan (permit required for cutting)

- site stabilization/erosion control plan
- landscape plan
- color swatches for all exterior finishes on structure (must be earth or summer vegetation tone)
- documentation of approval from a Minnesota licensed structural engineer for project design
- documentation of approval from MSCWMO
- documentation of approval and permit for well/septic system from Washington County Public Health Department

- The project shall meet all requirements of city code, with the exception of the alternate elevation method allowed by the CUP

- The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP

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

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

Jon Nowaczek -	Connie Carlson -
Dan Johnson -	Judy Seeberger -
Torry Kraftson -	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator Passed by the City Council, City of Bayport, Washington County, Minnesota on this 2nd day of February, 2009.

ATTEST:

_____	_____
Mike McGuire	Jon Nowaczek
City Administrator	Mayor

SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

MEMORANDUM

TO: Mike McGuire
FROM: Larry Wacker
SUBJECT: Barker's Alps Park Phase I Improvement Project
DATE: January 28, 2009
CC: Sara Taylor

At the December 2008 Bayport City Council meeting, SWB, Inc. was authorized to proceed with further development of the design for Phase 1 improvements planned for construction at Barker's Alps Park in 2009. Since then, SWB has been working on the preparation of design development drawings and coordinating with the MPCA and PEER Engineering on Environmental testing procedures.

Phase I construction is expected to include the following scope of improvements:

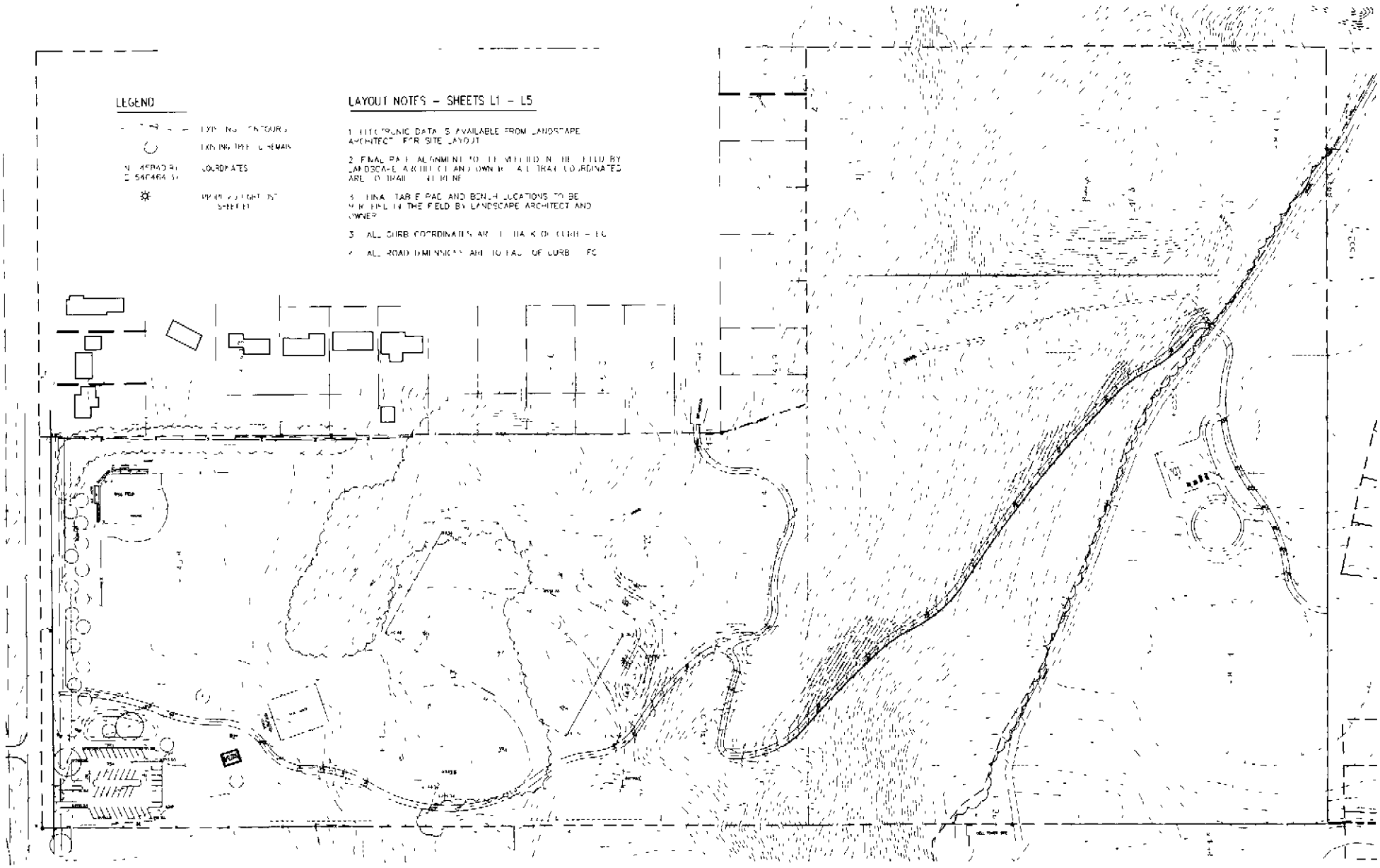
- 45 car parking lot
- Renovation of the existing south playfield
- Asphalt path connection between 5th Ave. and the Inspiration Development and a paved path connection to 2nd Ave.
- Play area and court games on top of the slope at the south end of the park
- Landscaping
- Completing any clean-up that may be required by the MPCA

The attached drawings show current design progress on the proposed improvements. They include an overall park layout plan and enlarged plans of the north and south ends of the park. SWB is continuing to target $390,500.00 as the total construction cost (not including a 10% contingency) as discussed at the December Council meeting.

SWB met, in January, with representatives from PEER Engineering and the Minnesota Pollution Control Agency to discuss the preliminary findings of PEER's testing on the site. PEER has completed the Phase I Environmental Assessment report and is expected to complete the Phase II report within the next couple of weeks followed by recommendations crafted by the PCA. Test excavations revealed concrete and brick rubble and some discarded metal pieces from historic dumping activity. Soil testing revealed some traces of petroleum byproducts. The MPCA is preparing recommendations that will likely include removal of the rubble and metal, monitoring of excavation activity by an environmental engineer, and removal of any soils containing contaminants beyond prescribed levels. PEER Engineers believe that, based on their soil sampling and testing, a few yards of soil may require removal from the site due to trace petrochemical content.

The next steps in the design construction process for Barker's will include further refinement of project drawings and specifications and further coordination with the MPCA regarding the agency's recommendations stemming from PEER's report.

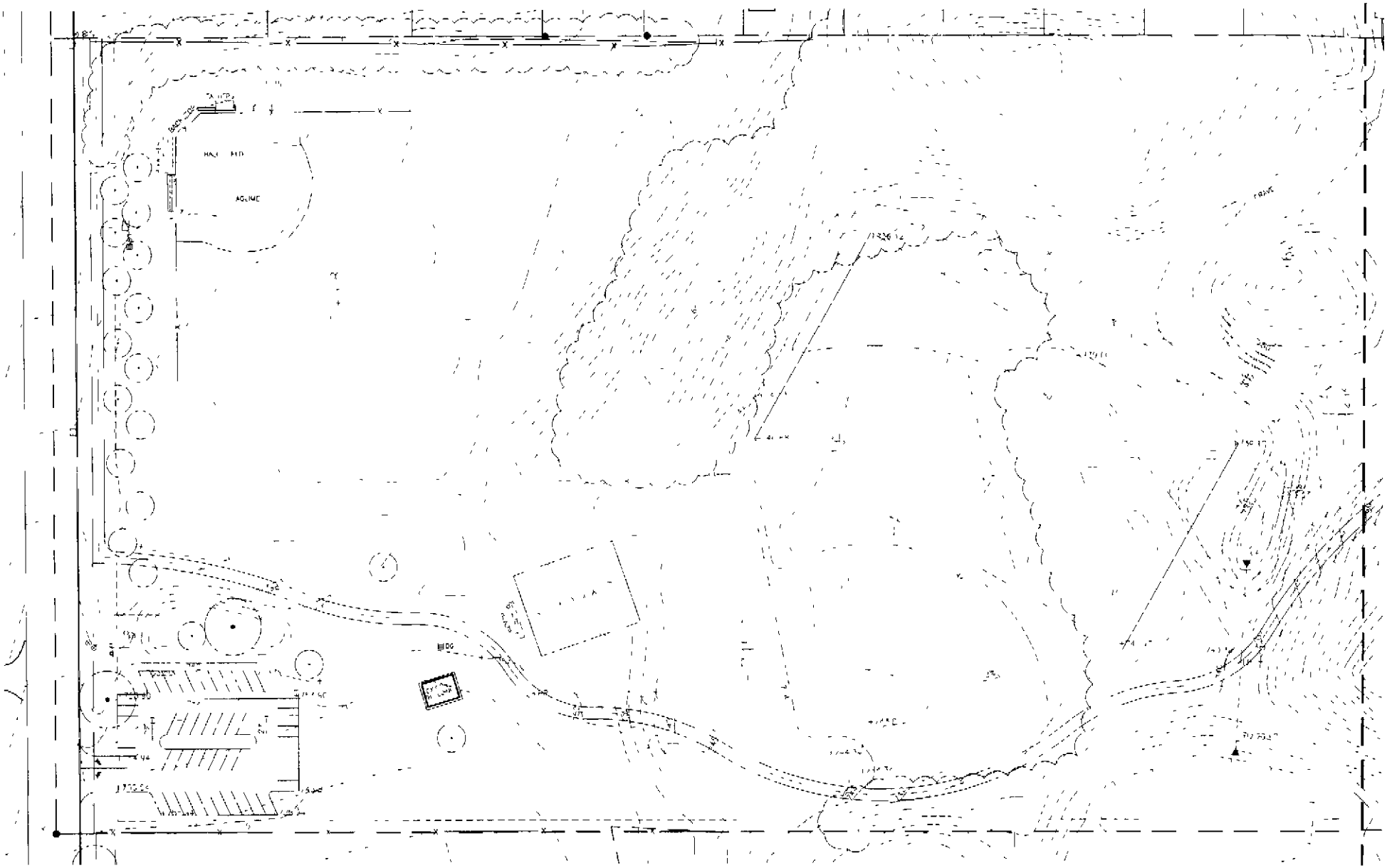
365 EAST KELLOGG BOULEVARD - SAINT PAUL MINNESOTA 55101-1411
PHONE 651 221 0401 FAX 651-297-6817
EMAIL OFFICE@SWBINC.COM WWW.SWBINC.COM



1 / L1 SITE LAYOUT / LAYOUT DETAIL KEY

SCALE 1"=80'-0"

0 40 80 160



1 / 1.2 NORTH LAYOUT DETAIL

SCALE 1"=40' 0"

1
L2
SOUTH LAYOUT DETAIL
SCALE 1"=40'-0"

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

DATE: January 28, 2009

TO: Mayor and City Council

FROM Mike McGuire, City Administrator
Wanda Madsen, Finance Officer

RE: Review and discuss employee health insurance policy

BACKGROUND

The City of Bayport health insurance projected rate increase for 2009 was 32% over the 2008 rate After negotiations, Medica agreed to a rate increase of 15 5% for 2009

An employee meeting was held to brainstorm suggestions on how to further reduce insurance costs beyond the 15.5% for 2009. It was decided that because the Public Works Department and the Police Departments are both under contract. it would be difficult to negotiate a change in coverage at this time. However, staff has agreed to form an employee health insurance committee to review the insurance coverage and policy for the upcoming year. Staff will present findings from this committee to the City Council later this year.

RECOMMENDATION

Staff recommends the City Council adopt a motion to continue health insurance coverage with Medica for 2009, at a rate increase of 15 5%.

RESOLUTION NO. 09-

EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD FEBRUARY 2, 2009

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 2nd day of February, 2009.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE CITY OF BAYPORT TO SUBMIT INFORMATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY AND TO ENTER INTO A GRANT AGREEMENT FOR THE BAYPORT STORM SEWER PROJECT

WHEREAS, under the provisions contained in Minnesota Laws of 2005, Chapter 20, Article 1, Section 23, Subdivision 3, the 2005 Legislature appropriated $1,550,000.00 and under the provisions contained in Minnesota Laws of 2008, Chapter 179, Section 22, Subdivision 8, the 2008 Legislature appropriated $150,000.00 for a one-time grant to the City of Bayport to complete the storm sewer system extending from Minnesota Department of Natural Resources pond 82-310P (the prison pond) in Bayport through the Stillwater prison grounds to the St. Croix River, and

WHEREAS, to receive this money, the City must submit required information and enter into a grant agreement with the Minnesota Public Facilities Authority, and

BE IT FURTHER RESOLVED that the City of Bayport has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance for the project for its design life

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bayport that the City of Bayport is authorized to enter into a grant agreement with the State of Minnesota for $150,000.00 for the funding of the Bayport Storm Sewer Project.

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

Jon Nowaczek -
Connie Carlson –
Dan Johnson –
Torry Kraftson –
Judy Seeberger –

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 2nd day of February, 2009.

ATTEST:

Mike McGuire City Administrator/Clerk	Jon Nowaczek Mayor

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

Date: January 28, 2009

To: Mayor and City Council

From: Mike McGuire, City Administrator

Subject: Appointment to the Planning Commission

BACKGROUND

As you know, an opening still exists on the Planning Commission, to fill the seat that was vacated by Judy Seeberger This is a special term, with an expiration of December 31, 2009

We were fortunate to have received two letters of interest from residents willing to serve on the Planning Commission (see attached) Planning Commission Chair Tom Mabie, Assistant Administrator/Planner Sara Taylor, and I met with both residents to discuss their interest, as well as attributes that would be beneficial to the Planning Commission After this meeting, staff felt that although both residents were qualified, it was in the best interest of the city to consider the appointment of Dan Goldston to the Planning Commission.

RECOMMENDATION

Staff recommends the City Council adopt a motion appointing Dan Goldston to the Planning Commission for a special term, to fill a vacancy, with a term expiration of December 31, 2009

CITY OF BAYPORT
PLANNING COMMISSION APPLICATION FORM

Name: Dan Goldston

Address: 4 Point Road

Bayport, Minnesota 55003

Home Phone: 651-275-0817

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

Bayport resident for 9+ years.

Employed within the construction industry for 29 years with emphasis on mechanical contracting as a Project Manager. Experiences in architectural drafting and design, estimating, HVAC design and engineering. Have project managed multi-million dollar projects in St Paul Currently attending to the 3M account with present employer

Have completed LEED AP for new construction

Would like to become more involved within the community as a Bayport resident, looking to help and contribute to making a difference and meeting new people.

Dan Goldston
Signature

1-8-09
Date

Please return to: Bayport City Hall
294 North 3rd Street
Bayport, MN 55003

CITY OF BAYPORT
PLANNING COMMISSION APPLICATION FORM

Name: John W. Nelson

Address: 301 Periwinkle Place

Bayport, MN 55003

Home Phone: 651-222-3424

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

As a resident of Bayport I am looking for ways to become involved in our wonderful community and serving on the Planning Commission is exactly what I want to do. I want to provide another objective and honest voice on the development commission to ensure the values and ideals of our community are considered when development issues are brought forward.

Background:

Currently, I work for Land O'Lakes as a project manager specializing in new product development. My entire work history revolves around the organization, communication, and execution of large scale, multi-year projects. 95% of my job involves leading teams in a collaborative environment. Negotiation, respect, patience, and communication are skills essential to my job. I am very comfortable reading blue prints, plans, and speaking in a public forum.

Thank you for your time and consideration.

Signature

1/7/2009
Date

Please return to: Bayport City Hall
294 North 3rd Street
Bayport, MN 55003

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

DATE January 26, 2009

TO: Mayor and City Council

FROM: Mike McGuire, City Administrator

RE: Review of beach house operation and rental policy

BACKGROUND

At the April 7, 2008 meeting, the City Council adopted some general policies and guidelines related to the general operation and rental of the Lakeside Park beach house. Following the 2008 season, the City Council requested that these policies be brought back for review and discussion for the upcoming 2009 season. As such, staff has prepared a summary of the policies and activities related to the operation and rental of the beach house for 2008, as well as recommendations for the 2009 season (see attached) for discussion.

RECOMMENDATION

Staff recommends the City Council adopt a motion to establish the beach house operation and rental policies.

BEACH HOUSE USAGE SUMMARY

	POLICIES FOR 2008	STAFF COMMENTS	POLICIES RECOMMENDED FOR 2009
RENTAL TIMES WITH EXCLUSIVE INTERIOR USE	7 AM - 11 AM AND 7 PM - 11 PM	6 TOTAL RENTALS - MOST REQUESTS FOR AN EVENING RENTAL WANTED A 4 OR 5 PM START TIME INSTEAD OF 7 PM	7 AM - 11 AM AND 5 PM - 9 PM (4 HOUR BLOCKS OF TIME)
RENTAL TIMES WITH USE OF INTERIOR SEATING AREA ONLY (DURING CONCESSION HOURS)	12 PM - 3 PM AND 3 PM - 6 PM	5 TOTAL RENTALS - A 4 PM END TIME WOULD WORK BETTER TO ACCOMMODATE EVENING RENTAL REQUESTS	12 PM - 4 PM (4 HOUR BLOCK OF TIME)
STAFFING OF PARK / CONCESSION ATTENDANT	WORKED 11 AM - 7 PM DAILY, MEMORIAL DAY-LABOR DAY	CONCESSION SALES AND BEACH ATTENDANCE WERE VERY MINIMAL BEFORE SCHOOL WAS OUT AND ANYTIME AFTER 5 PM FOR THE ENTIRE SEASON	STAFF MEMORIAL DAY - SCHOOL OUT (WEEKENDS ONLY 11 AM - 5 PM) STAFF SCHOOL OUT - LABOR DAY (DAILY 11 AM - 5 PM)
PARK / CONCESSION ATTENDANT SALARY COSTS	HOURLY RATE WAS $9 00 - $10 00 PER HOUR TOTAL COST WAS APPROX $8000 00	WITH THE PROFIT FROM CONCESSION SALES, TOTAL COST WAS APPROX $6450 00	KEEP SALARY AT $9 00 PER HOUR AND DECREASE STAFFING HOURS DURING SLOW TIMES TO REDUCE COST
CONCESSIONS FOR SALE	PREPACKAGED ITEMS - POP, JUICE, WATER, CANDY, ICE CREAM, SANDWICHES, CHIPS	JUICE, CANDY, AND SANDWICHES DID NOT SELL WELL	SELL POP, WATER, ICE CREAM, CHIPS, AND MAYBE SANDWICHES
CONCESSION INVENTORY COSTS AND SALES (DOES NOT INCLUDE OPERATING SUPPLIES, COOLER RENTAL, ELECTRICITY, OR CONCESSION FOOD LICENSE)	APPROX SALES=$3280 00 APPROX INVENTORY=$1730 00	APPROX PROFIT=$1550 00	REDUCE CONCESSION INVENTORY TO INCLUDE ONLY HIGH SALE ITEMS
PUBLIC USAGE OF BEACH (COUNTS STARTED AUG. 19TH AFTER BEACH WAS COMPLETE)	PEAK USAGE OF BEACH WAS 12 PM - 4 PM DAILY, DURING WHICH TIME AVERAGE ATTENDANCE WAS 15	PEAK CONCESSION SALES USUALLY CORRESPONDED WITH PEAK BEACH ATTENDANCE (12 PM - 4 PM DAILY)	PARK / CONCESSION ATTENDANT WILL WORK DURING PEAK BEACH HOURS (12 PM - 4 PM)

CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

MUNICIPAL BUILDINGS MAINTENANCE FUND COMMITTEE

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SECTION 1

MUNICIPAL BUILDINGS MAINTENANCE FUND

A. **Establishment.** The Municipal Buildings Maintenance Fund was established in 2008 as a special revenue fund for the city, which will be funded by the city's general fund, as needed.

B. **Purpose.** The purpose of this fund is to establish and build a fund balance, which will be allocated strictly toward the repair and maintenance of specific municipal buildings.

C. **Municipal buildings eligible for funding.** The following municipal buildings shall be eligible for funding by the Municipal Buildings Maintenance Fund:

- City Hall
- Library
- Fire Hall
- Public Works main facility building

D. **Repairs and maintenance eligible for funding.** The following types of repairs and maintenance shall generally be eligible for, but not limited to, funding by the Municipal Buildings Maintenance Fund:

- Significant roof repair or replacement
- Window replacement
- Heating / cooling system replacement
- Ventilation replacement
- Carpet or flooring replacement (when necessary for safety/welfare reasons)
- Structural repairs
- Significant fire sprinkler repair or replacement

SECTION 2

MUNICIPAL BUILDINGS MAINTENANCE FUND COMMITTEE

A. **Establishment.** The Municipal Buildings Maintenance Fund Committee was established on _____, 2009 by the Bayport City Council.

B. **Purpose.** The purpose of this committee is to evaluate and make a determination on whether specific repair and maintenance projects related to municipal buildings shall be eligible for funding by the Municipal Buildings Maintenance Fund.

C. **Voting members.** The Municipal Buildings Maintenance Fund Committee shall be consist of the following five voting employees:

- City Administrator
- Assistant City Administrator
- Library Director
- Public Works Supervisor
- Fire Chief

D. **Ex-Officio members.** The Municipal Buildings Maintenance Fund Committee may invite employees, contractors, or other individuals to be non-voting, ex-officio members of the committee, for the purpose of providing information that may be beneficial to the committee or a specific project. The attendance of an ex-officio member must be approved by the Chairperson of the committee.

E. **Officers.** The officers of the Municipal Buildings Maintenance Fund shall be the Chairperson, Vice Chairperson, and Secretary. The City Administrator shall serve in the capacity of Chairperson. The Vice Chairperson and Secretary shall be elected at the first annual meeting of the committee, for the calendar year, by a majority vote of the committee members in attendance.

F. **Duties of the officers.** The Chairperson shall preside at and conduct all meetings, approve all ex-officio members, monitor the fund balance and budgeted expenditures, exercise the same voting rights as other members, and schedule all committee meetings. The Vice Chairperson shall act as the Chairperson and assume all applicable duties in the Chairperson's absence. The Secretary shall coordinate with the Chairperson to notify committee members of upcoming meetings, prepare meeting agendas, and prepare meeting minutes.

G. **Meetings.** The Municipal Buildings Maintenance Fund Committee shall meet a minimum of two times per year, to evaluate and discuss immediate and upcoming

municipal building repair and maintenance projects. Additional meetings may be called at the discretion of the Chairperson, as necessary. Election of officers shall be conducted at the first meeting of each calendar year