



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
JANUARY 21, 2016 – 5:30 P.M.**

MAYOR: Tim Geraghty
COUNCIL: Tom Ingemann
Bill Sumner
Tracy Rahm
Dan Lund

City Administrator: Deb Hill
Supt. of Public Works: Bruce Hanson
Fire Chief: Steven Wiley
Asst. to the City Admin: Renee Eisenbeisz

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
 - A. Minutes of the January 7, 2016 Regular City Council Meeting
 - B. List of Bills in the Amount of \$345,380.24
 - C. Gambling Permit
 - D. **Resolution No. 2016-2** - Establishing Hourly Rates for Election Judges
 - E. **Resolution No. 2016-3** - Accepting Donations for the Period of December 1, 2015 - January 14, 2016
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
 - A. Classification and Compensation Study
 - B. Zoning Amendments
 1. **Ordinance No. 2016-2** - Amending Section 1320, Section 1330, and Section 1380
10. ATTORNEY'S REPORT
11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT
12. FIRE CHIEF'S REPORT
13. ENGINEER'S REPORT

Agenda for 01-21-16

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- | | | |
|--|-------------------|-----------|
| 1. Park Board Meeting | January 28, 2016 | 6:30 p.m. |
| 2. City Council Meeting | February 4, 2016 | 5:30 p.m. |
| 3. Planning Commission Meeting | February 11, 2016 | 6:00 p.m. |
| 4. City Offices Closed for Presidents' Day | February 15, 2016 | |



**City of Newport
City Council Minutes
January 7, 2016**

1. CALL TO ORDER

Mayor Geraghty called the meeting to order at 5:30 P.M.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL -

Council Present – Tim Geraghty; Tom Ingemann; Bill Sumner; Tracy Rahm; Dan Lund

Council Absent –

Staff Present – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Renee Eisenbeisz, Assistant to the City Administrator; Steve Wiley, Fire Chief; Fritz Knaak, City Attorney; Jon Herdegen, City Engineer; Larry Osterman, Sergeant

Staff Absent –

4. ADOPT AGENDA

Motion by Sumner, seconded by Rahm, to adopt the Agenda as presented. With 5 Ayes, 0 Nays, the motion carried.

5. ADOPT CONSENT AGENDA

Motion by Sumner, seconded by Ingemann, to approve the Consent Agenda as presented, which includes the following items:

- A. Minutes of the December 17, 2015 Regular City Council Meeting
- B. List of Bills in the Amount of \$475,944.76
- C. **Resolution No. 2015-35** - Accepting Part II of the Wellhead Protection Plan

With 5 Ayes, 0 Nays, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

Rich Werner, Owner of 303 21st Street - My wife and I are the sole owners of 303 21st Street. Recently, we had a request from the City to put an enclosure around our rubbish containers. I don't think our property falls within the ordinance but if it does, there is one house that can see the rubbish container and I've moved a vehicle and trailer to block their view. That method was approved by Travis Martin a while ago. Tonight, I talked with Robert Lanz who is the owner of that property and he said that he's never had an issue with the trash containers. I have some photographs and Google Earth pictures to show you where it is and what it would look like from his perspective. I just think it's not appropriate to have this an issue in front of the Council.

Mayor Geraghty - What reasoning do you have that you don't think it should apply?

Mr. Werner - Because it's an MX zone.

Asst. to the City Admin. Eisenbeisz - Section 1350.18, item F says that all refuse and recycling containers must

be stored within the principal structure or a fully enclosed accessory structure. We received a complaint regarding the trash and that's why we sent a letter.

Mr. Werner - Who made the complaint?

Asst. to the City Admin. Eisenbeisz - It was anonymous.

Councilman Lund - I would say that the residential neighbor isn't the only reason for that ordinance. You have a very visible property and we're making a push to improve the look of Newport and having a refuse container sitting out in view of the highway is not the best thing. I think applying the rule consistently makes sense.

Councilman Rahm - Where is it located?

Mr. Werner - On the north side, facing the railroad tracks. It's not visible from 21st, 7th, 3rd, or the highway.

Councilman Rahm - The ordinance doesn't say anything about seeing it, it says it just needs to be enclosed.

Admin. Hill - Yes.

Mr. Werner - If I read it right, it says that it needs to be the same material as the building and it's sheet metal.

Councilman Ingemann - I don't believe it needs to be. You've seen the enclosures at McDonalds or over at Napa? It's like a wooden fence with a gate. It doesn't need to be locked or have a top. That's what they're talking about.

Mr. Werner - That's a different discussion I had with Travis.

Mayor Geraghty - It doesn't require a top.

Asst. to the City Admin. Eisenbeisz - No. We're actually changing the ordinance requiring similar materials. That'll be before the Planning Commission next week and the City Council in two weeks.

Mayor Geraghty - There's no requirement to have it locked?

Asst. to the City Admin. Eisenbeisz - No.

Mayor Geraghty - It sounds like there was a misunderstanding on what you need to put in. It could be a simple fenced in thing with a gate and lock if you want.

Mr. Werner - I don't want to do anything. It becomes expensive and I don't have the budget to include it in.

Mayor Geraghty - Well you may be required to do it.

7. MAYOR'S REPORT – Nothing to report.

8. COUNCIL REPORTS –

Councilman Rahm - Nothing to report

Councilman Ingemann - Nothing to report

Councilman Sumner - I just want to make note that the Vikings did win an important game and I think everyone will be wishing them well on Sunday.

Councilman Lund - I would just like to thank our officers for agreeing to continue serving Newport. I know it's not the easiest transition working under a new boss but I appreciate their efforts and the Sheriff bringing us aboard.

9. ADMINISTRATOR'S REPORT –

A. Memorandum of Agreement between the City of Newport and Law Enforcement Labor Services Local 347

Admin. Hill - We had a couple meetings with LELS and Scott Freemyer on this and the transition with the last two years of the contract. The transfer of sick and vacation time are in the agreement, it's also State Statute. The one thing they really wanted was the pay differential for the newer employees. We have three employees that we'll be paying a differential for. The contract with the County and their union has not been finalized. The difference will be about \$17,500 based on the assumption that they'll have a 1.5% raise.

Mayor Geraghty - They had built in some with the numbers they gave us right?

Admin. Hill - No, that's ours.

Mayor Geraghty - But the contract settlement, they had anticipated some raise?

Admin. Hill - Yes.

Councilman Rahm - So that includes the sick and vacation payout?

Admin. Hill - No, we'll be transferring about \$100,000 of the value, which was our liability anyways. There was the first year vacation payout as well, which was another \$14,000.

Councilman Sumner - Our attorney has looked at this?

Attorney Knaak - I have and it couldn't be even more straightforward.

Mayor Geraghty - I think this was our intent all along to hold our officers whole so they wouldn't have a pay cut. I think it's the right thing to do.

Motion by Geraghty, seconded by Ingemann, to approve the Memorandum of Agreement between the City of Newport and Law Enforcement Labor Services Local 347. With 5 Ayes, 0 Nays, the motion carried.

B. Friends in Need Donation Request

Admin. Hill presented on this item as outlined in the January 7, 2016 City Council packet. The City donates \$250 to the annual Holiday Train. Friends in Need is requesting for a special donation for their new building.

Mayor Geraghty - Another \$250?

Councilman Rahm - Have we done anything in the past?

Mayor Geraghty - This is a special request.

Councilman Ingemann - Make it \$500.

Councilman Sumner - I think you all know that I'm involved with Stone Soup and I've never requested any money for Stone Soup. I think if we're going to donate to this organization we should consider a similar donation

to Stone Soup. They provide an important counterpart to the food that's provided. They enable people to buy reasonably priced clothing, house ware, books, etc. I would never vote against a donation to the food shelf but would like to consider a similar or increased donation to Stone Soup.

Motion by Ingemann, seconded by Geraghty, to approve a \$500 donation to the Friends in Need Food Shelf. With 5 Ayes, 0 Nays, the motion carried.

C. 2016 Annual Appointments

Assistant to the City Admin. Eisenbeisz presented on this item as outlined in the January 7, 2016 City Council packet.

Councilman Rahm - Barb and Virginia have done an excellent job on the commission so I strongly recommend reappointing them.

Councilman Sumner - Who would fill in for you while you're gone?

Asst. to the City Admin. Eisenbeisz - Deb would, the resolution allows me to designate someone.

Councilman Lund - All the Council terms except the Sheriff's liaison is for one year. Is there a reason that's for two years?

Asst. to the City Admin. Eisenbeisz - Because the contract is for two years. You can certainly change it to one year.

Councilman Sumner - Central Bank is changing their name soon.

Asst. to the City Admin. Eisenbeisz - We will bring forward an amendment once they change their name officially.

Motion by Sumner, seconded by Ingemann, to approve the 2016 Annual Appointments as presented. With 5 Ayes, 0 Nays, the motion carried.

Motion by Geraghty, seconded by Rahm, to approve Resolution No. 2016-1 Appointing Renee Eisenbeisz as the Responsible Authority. With 5 Ayes, 0 Nays, the motion carried.

D. Ordinance No. 2016-1 - Amending Chapter 6, Animals

Assistant to the City Admin. Eisenbeisz presented on this item as outlined in the January 7, 2016 City Council packet.

Councilman Sumner - My background is in agriculture. You can have a larger number of animals that are currently allowed, it's all a matter of how you manage them. Certainly you're not grazing that many horses.

Kim Brown, 1675 Kolff Street - Correct. Have you seen the type of horses I have? I don't have backyard nothing horses, they're show horses and American Thoroughbred Race Horses. At the most, I'd have 16 horses, probably 14. The horses are in the barn. The hay is purchased off-site, they don't survive off of grazed land. My barn is spotless. The manure is picked up monthly by various nurseries. My property and horses are spotless. They're beautiful.

Councilman Rahm - They're your horses?

Ms. Brown - Yes.

Councilman Sumner - Has the City received any complaints.

Asst. to the City Admin. Eisenbeisz - No.

Councilman Sumner - I'd support this. Does the interim permit grant us more control?

Admin. Hill - It has a sunset clause, so it's for a shorter period of time whereas a conditional use permit runs with the land.

Ms. Brown - I also agreed in writing to pay an additional \$1,000 to the City per year.

Councilman Rahm - That's nice but not required.

Councilman Ingemann - The ordinance would allow you to have 9 but more with an interim. I don't have a problem with that. There might be other people that want 8,000 horses too. You need to set the ordinance but allow you to do what you need to do as well.

Mayor Geraghty - This would authorize 9?

Councilman Ingemann - And then she can get an interim.

Mayor Geraghty - What's the basis for that?

Asst. to the City Admin. Eisenbeisz - Sherri would review that and I believe she's had similar cases in other cities. It would go through the public hearing process.

Councilman Rahm - How did we figure out 9?

Asst. to the City Admin. Eisenbeisz - At one acre per animal unit and she has 8.76 acres.

Councilman Lund - The other thing we should point out is that currently properties with four acres can have one animal and we're increasing it to five.

Asst. to the City Admin. Eisenbeisz - She's the only one with a farm animal permit and I don't know how many more properties there are with 4 acres.

Councilman Rahm - I'm probably one of the few people that have had horses in Newport. That's a lot of horses. Looking at the aerial, you don't have a lot of pasture land.

Ms. Brown - I don't need it, they're show horses.

Councilman Rahm - I had a thoroughbred and put him outside all the time. I have 3 acres and one horse kept the land pretty clean.

Councilman Lund - Do you have neighbors with 4 acres?

Councilman Rahm - Not that I know. We're keeping the same requirements aren't we?

Councilman Lund - No, we're increasing it to five.

Mayor Geraghty - How does that work for chickens?

Asst. to the City Admin. Eisenbeisz - Chickens are separate, we allow 4 chickens per acre.

Mayor Geraghty - It's on the chart.

Asst. to the City Admin. Eisenbeisz - We can take that off.

Councilman Lund - I think we can leave chickens in there because a farm animal permit is different than a chicken permit. I don't think it's inconsistent.

Councilman Rahm - Where does it say we're going from four to five acres?

Mayor Geraghty - It's struck out.

Councilman Lund - I'd be comfortable keeping it at four.

Councilman Rahm - I would keep it at four too.

Motion by Sumner, seconded by Ingemann, to approve Ordinance No. 2016-1 as amended. With 5 Ayes, 0 Nays, the motion carried.

10. ATTORNEY'S REPORT - Nothing to report.

11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT -

Sergeant Larry Osterman - I thought I'd give you a quick update on who I am. Out of high school, I went to Alexandria for law enforcement and worked for Mora for about 6.5 years. I worked for Hennepin County Sheriff's Office too. We came down here because my wife needed to go to a bigger hospital for her work. I liked Washington County and got a job here. I've worked in every division and unit of the Sheriff's Office except the jail and special investigations unit. I worked general patrol for about a year and then Lake Elmo. I then went to Stillwater at Juvenile and stayed as a Sergeant there. I worked out of narcotics, general investigations, etc. After an additional year, I came back as a shift commander at midnights for a couple years. Then I went to be an Administrative Sergeant for the patrol division for a couple years. I went from there to special services and worked on civil process and court security. Was there through the building of the towers and updates of the government center. I then went back to special services and worked on the special projects unit where we wrote policy, did some internal affair stuff, and building projects. That's where I was until you guys voted to have the Sheriff's Office come and help. I have 2 kids, my oldest is 18 and he plays major juniors hockey for the Seattle Thunderbirds and I have a sophomore. I live in Oakdale. I've met a lot of really nice people already.

Mayor Geraghty - Welcome and thanks for serving. We'll hopefully work as a team. Keep Deb posted.

Sergeant Osterman - Absolutely.

Councilman Ingemann - I just want to know who you ticked off to get here.

Sergeant Osterman - Oh no. The opportunity was presented to me and wherever I can go to help. I like change and trying different things.

12. FIRE CHIEF'S REPORT -

Chief Wiley - As you heard earlier, Councilman Ingemann retired from the Fire Department. I would like to thank him for his 41 years of service, that's pretty incredible. I believe that's the longest anyone has been on. Captain Jason Joa was elected Asst. Chief on Tuesday.

Councilman Ingemann - The hardest thing I had to do was turn in my pager.

Chief Wiley - He'll be missed.

**13. ENGINEER'S REPORT -
A. Certificate of Survey Discussion**

Engineer Herdegen presented on this item as outlined in the January 7, 2016 City Council packet.

Mayor Geraghty - Where did we end up on the fee schedule?

Asst. to the City Admin. Eisenbeisz - We took out the engineering fee for building permits and just left the reinspection fee of \$300.

Councilman Ingemann - This is to catch the problems before they get built?

Asst. to the City Admin. Eisenbeisz - Yes and so we can issue certificate of occupancies faster than what it's been taking because they aren't submitting the as-builts.

Mayor Geraghty - Are we subsidizing the costs?

Asst. to the City Admin. Eisenbeisz - Right now we are because we don't charge for the reviews. This was to start charging for those.

Mayor Geraghty - It would fully cover the costs?

Engineer Herdegen - Yes. Our office review time is 1-2 hours and the top of block and grading inspections would be one trip each. The site visits at \$300 each would cover our costs.

Councilman Sumner - So there's no additional cost unless there's a re-review?

Asst. to the City Admin. Eisenbeisz - At the December 3rd meeting you approved a reinspection fee of \$300. If Council wanted we would add \$600 to the permit fee for the top of block and grading site visits. Right now, we're not charging for engineering time.

Councilman Sumner - Is that what we're seeing here?

Councilman Lund - This isn't a change from what we're doing. I would point out that we get somewhere between \$1,000 and \$2,000 in property taxes so we would get that back in the first year.

Councilman Sumner - I did hear from a building and they said that additional \$600 would have an impact.

Engineer Herdegen - As always, we'll bill the City hourly. If we spend less time than \$300, we'll bill them less.

Asst. to the City Admin. Eisenbeisz - Council already approved the reinspection fee so there's no action for the Council to take tonight.

Councilman Sumner - How many active sites do we currently have in Newport?

Engineer Herdegen - Two but we have a lot of in-fill lots and potential development up on the hill so we want to get ahead of that.

14. SUPERINTENDENT OF PUBLIC WORKS REPORT -

Supt. Hanson - I just wanted to remind the public that it's illegal to push snow into the street. Also, the rinks aren't ready yet. I'm looking at probably late next week if this weather holds.

Councilman Ingemann - We have enough salt?

Supt. Hanson - Yes.

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Ingemann, seconded by Geraghty, to adjourn the regular Council Meeting at 6:17 P.M. With 5 Ayes, 0 Nays, the motion carried.

Signed: _____

Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz

Assistant to the City Administrator

Recurring

| | | | | |
|-------------------|--------------------------------|-----------|-------------|--------------------------------|
| Paid Chk# 000570E | FEDERAL TAXES | 1/7/2016 | \$6,895.65 | SS, Fed, & Medicare |
| Paid Chk# 000571E | FEDERAL TAXES | 1/7/2016 | \$3,660.50 | SS, Medicare & Federal |
| Paid Chk# 000572E | MN REVENUE | 1/7/2016 | \$758.00 | Water sales and use tax |
| Paid Chk# 000573E | MN REVENUE | 1/7/2016 | \$978.51 | State taxes |
| Paid Chk# 000574E | MN REVENUE | 1/7/2016 | \$1,201.76 | State taxes |
| Paid Chk# 000575E | MSRS | 1/7/2016 | \$202.41 | HCSP & Vol. Retirement |
| Paid Chk# 000576E | MSRS | 1/7/2016 | \$3,069.09 | HCSP & Vol. Retirement |
| Paid Chk# 000577E | SELECTACCOUNT | 1/7/2016 | \$14,400.00 | HSPA city portion |
| Paid Chk# 000578E | SELECTACCOUNT | 1/7/2016 | \$792.07 | HSPA |
| Paid Chk# 000579E | SELECTACCOUNT | 1/7/2016 | \$277.00 | HSPA |
| Paid Chk# 000580E | DELTA DENTAL OF MN | 1/7/2016 | \$1,248.05 | Dental insurance |
| Paid Chk# 000581E | PSN | 1/14/2016 | \$99.66 | Electronic payment fees |
| Paid Chk# 018208 | CENTURY LINK | 1/7/2016 | \$51.55 | Telephone |
| Paid Chk# 018209 | DVS RENEWAL | 1/7/2016 | \$96.00 | Vehicle registration |
| Paid Chk# 018210 | RENEE EISENBEISZ | 1/7/2016 | \$6.50 | Reimburse for deducting life i |
| Paid Chk# 018211 | ING LIFE INSURANCE & ANNUITY | 1/7/2016 | \$100.00 | |
| Paid Chk# 018212 | Holstad & Knaak, PLC | 1/7/2016 | \$5,388.88 | |
| Paid Chk# 018213 | Metropolitan Council | 1/7/2016 | \$17,320.31 | |
| Paid Chk# 018214 | PERA | 1/7/2016 | \$7,374.51 | |
| Paid Chk# 018215 | ST. PAUL PARK REFINING CO. LLC | 1/7/2016 | \$397.76 | |
| Paid Chk# 018216 | SW/WC SERVICES COOPERATIVES | 1/7/2016 | \$11,914.50 | |
| Paid Chk# 018217 | ATOMIC DATA, LLC | 1/14/2016 | \$2,190.21 | |
| Paid Chk# 018218 | CENTURY LINK | 1/14/2016 | \$61.62 | Phone |
| Paid Chk# 018219 | COMCAST | 1/14/2016 | \$213.16 | |
| Paid Chk# 018220 | INTERNATIONAL UNION OF OP. ENG | 1/14/2016 | \$167.50 | |
| Paid Chk# 018222 | VERIZON | 1/14/2016 | \$101.64 | |
| Paid Chk# 018223 | XCEL ENERGY | 1/14/2016 | \$2,278.00 | |
| Paid Chk# 018224 | PAT JOYCE | 1/14/2016 | \$171.05 | EMT refresher |
| | Staff | | \$19,753.69 | |

Non-recurring

| | | | | |
|------------------|--------------------------------|-----------|------------|--------------------------------|
| Paid Chk# 018225 | ADVANCED SPORTSWEAR | 1/21/2016 | \$307.50 | Uniform lettering |
| Paid Chk# 018226 | ARAMARK REFRESHMENT SERV. | 1/21/2016 | \$90.48 | |
| Paid Chk# 018227 | BANYON DATA SYSTEMS, INC. | 1/21/2016 | \$2,760.00 | |
| Paid Chk# 018228 | BAUER BUILT, INC | 1/21/2016 | \$2,542.70 | grader tires |
| Paid Chk# 018229 | BRYAN ROCK PRODUCTS INC. | 1/21/2016 | \$3,488.73 | ball diamond gravel |
| Paid Chk# 018230 | Cardmember Services | 1/21/2016 | \$1,706.84 | Visa credit cards |
| Paid Chk# 018231 | CITY OF COTTAGE GROVE | 1/21/2016 | \$4,444.75 | 4th quarter building permits |
| Paid Chk# 018232 | DEPT OF EMPLOYMENT & ECON DEV | 1/21/2016 | \$1,167.00 | Unemployment payment |
| Paid Chk# 018233 | EMERGENCY AUTOMOTIVE TECH. | 1/21/2016 | \$420.00 | Stobes for black 09 explorer |
| Paid Chk# 018234 | FERGUSON WATERWORKS #2516 | 1/21/2016 | \$146.00 | Cedar & 17th supplies |
| Paid Chk# 018235 | FIRE SAFETY USA, INC. | 1/21/2016 | \$920.00 | 5 gallon packs |
| Paid Chk# 018236 | FRIENDS IN NEED FOOD SHELF | 1/21/2016 | \$500.00 | Donation for capital campaign |
| Paid Chk# 018237 | G & K SERVICES | 1/21/2016 | \$303.20 | |
| Paid Chk# 018238 | GERLACH OUTDOOR POWER EQUIP. | 1/21/2016 | \$178.78 | Parks equipment |
| Paid Chk# 018239 | H&L MESABI | 1/21/2016 | \$1,099.60 | Snow plow blades |
| Paid Chk# 018240 | HAWKINS | 1/21/2016 | \$1,350.16 | Chlorine cylinder |
| Paid Chk# 018241 | KISS-S | 1/21/2016 | \$575.03 | Vehicle logo change |
| Paid Chk# 018242 | LIBERTY NAPA OF NEWPORT | 1/21/2016 | \$798.90 | Supplies |
| Paid Chk# 018243 | MCFOA | 1/21/2016 | \$70.00 | Membership |
| Paid Chk# 018244 | MENARDS - COTTAGE GROVE | 1/21/2016 | \$221.46 | Update police offices |
| Paid Chk# 018245 | MN DEPT OF LABOR AND INDUSTRY | 1/21/2016 | \$467.49 | 1/4 Building Permit Surcharge |
| Paid Chk# 018246 | MN FIRE SERVICE CERT. BOARD | 1/21/2016 | \$160.00 | Bailey/Joa Instructor 1 Certif |
| Paid Chk# 018247 | MSA PROFESSIONAL SERVICES, INC | 1/21/2016 | \$7,357.63 | City Engineering |
| Paid Chk# 018248 | NEWPORT POST OFFICE | 1/21/2016 | \$2,800.00 | Permit postage for 2016 |
| Paid Chk# 018249 | ON SITE SANITATION | 1/21/2016 | \$213.58 | Port o potty |
| Paid Chk# 018250 | OXYGEN SERVICE CO. | 1/21/2016 | \$25.42 | Fire oxygen |

| | | | |
|------------------|--------------------------------|-----------|--|
| Paid Chk# 018251 | PIONEER PRESS | 1/21/2016 | \$171.60 Newspaper |
| Paid Chk# 018252 | QUALITY FLOW SYSTEMS, INC. | 1/21/2016 | \$16,800.00 17th & Cedar lift station pump |
| Paid Chk# 018253 | QUALITY FLOW SYSTEMS, INC. | 1/21/2016 | \$17,300.00 12th Street lift station pumps |
| Paid Chk# 018254 | RIVERTOWN MULTIMEDIA | 1/21/2016 | \$436.56 Public notice & posting |
| Paid Chk# 018255 | SAFE-FAST, INC. | 1/21/2016 | \$373.15 Uniforms |
| Paid Chk# 018256 | WAREHOUSE SHELL SALES COMPANY | 1/21/2016 | \$401.15 Water meter rental reimburseme |
| Paid Chk# 018257 | WASHINGTON CTY FIRE CHIEF ASSO | 1/21/2016 | \$50.00 Annual dues |
| Paid Chk# 018258 | WASHINGTON CTY PROPERTY RECORD | 1/21/2016 | \$391.33 Vacation and posting |
| Paid Chk# 018259 | WASHINGTON CTY PUBLIC SAFETY | 1/21/2016 | \$2,781.54 4th quarter radios |
| Paid Chk# 018260 | WASHINGTON CTY SHERIFF | 1/21/2016 | \$7,848.32 4th Quarter Records |
| Paid Chk# 018261 | WASHINGTON CTY SHERIFF | 1/21/2016 | \$67,231.58 4th quarter service & support |
| Paid Chk# 018262 | WASHINGTON CTY SHERIFF | 1/21/2016 | \$96,310.18 Police vacation & sick payout |
| | | | \$345,380.24 |

Cardmember Services

Jan-16

receipt

| | | | | |
|------------|-----------------------------|-----------------------------------|-----------|-----|
| Hanson | A&K Equipment | Safety supplies | \$ 431.49 | yes |
| | So. St. Paul Steel Supply | Fire truck supplies | \$ 392.05 | yes |
| | Tools Plus | Saw Blade | \$ 275.38 | yes |
| | Fastenal | Part for fire truck | \$ 3.62 | yes |
| | SuperAmerica | Petroleum | \$ 30.32 | yes |
| | SuperAmerica | Petroleum | \$ 86.80 | yes |
| Eisenbeisz | OfficeMax | Cardstock paper | \$ 15.99 | yes |
| | Amazon.com | City hall wi-fi | \$ 74.97 | yes |
| | Discount Rubber Stamps | Notary and city stamps | \$ 33.93 | yes |
| | Comcast | Norton Anti-virus for the library | \$ 5.30 | yes |
| | OfficeMax | Library and admin office supplies | \$ 60.44 | yes |
| Wiley | Menards | Plug | \$ 8.02 | yes |
| Yokiel | Patriot Supply | Fire Hall #1 supplies | \$ 32.51 | yes |
| | Automotive Lift Institute | Reference guide | \$ 18.95 | yes |
| | Patriot Supply | Fire Hall #1 Thermostat | \$ 78.77 | yes |
| | National Oil Sales | Sweeper grease | \$ 96.30 | yes |
| | MN Amer. Water Works Assoc. | Workshop | \$ 60.00 | yes |



City of Newport, MN

Financial Status Report

Period ended December 31, 2015

(Un-Audited)

Prepared by:
Administration Department



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Section 3 – Cash Balances

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Section 1 – Cash & Investment

Purpose:

This report provides a detailed view of current cash, investments and rates of return for the specified time period. City funds are maintained in accordance with the City's Investment Policy which defines the manner in which the City accounts for and protects cash and investments.



NEWPORT, MN

01/11/16 5:24 PM

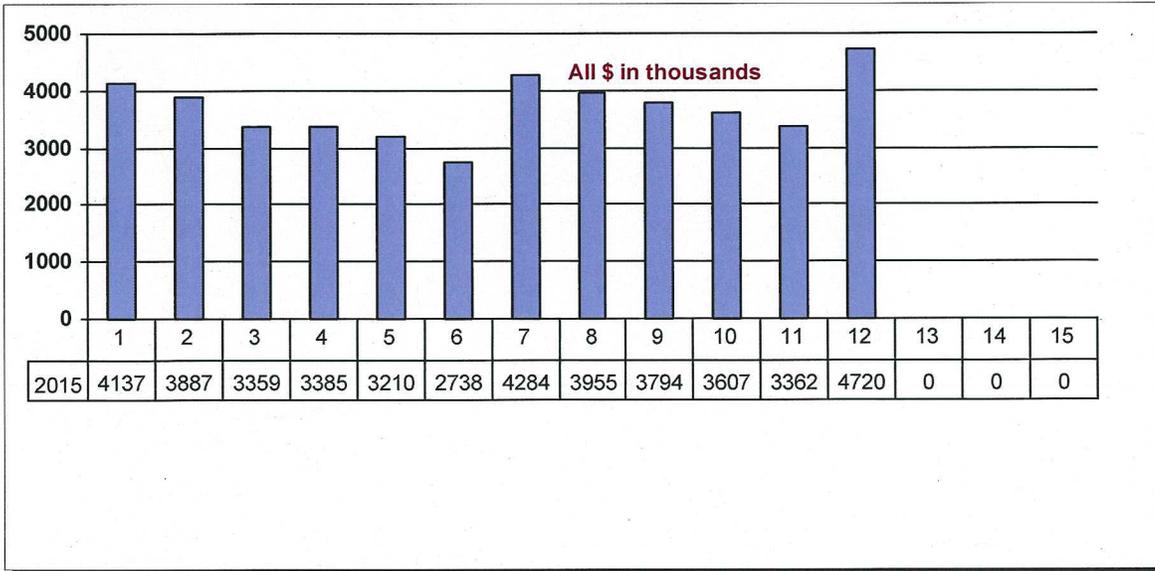
Page 1

***Check Reconciliation©**

Central Bank

10100 CASH

December 2015



Account Summary

| | | | | |
|-------------------------------------|------------|----------------|------------|----------------|
| Beginning Balance on | 12/1/2015 | \$3,466,984.32 | Cleared | \$4,751,404.42 |
| + Receipts/Deposits | | \$1,604,812.38 | Statement | \$4,751,404.42 |
| - Payments (Checks and Withdrawals) | | \$320,392.28 | Difference | \$0.00 |
| Ending Balance as of | 12/28/2015 | \$4,751,404.42 | | |

Check Book Balance

| | | | |
|--------|-------------|-------------------------|----------------|
| Active | G 101-10100 | GENERAL FUND | \$1,266,843.71 |
| Active | G 201-10100 | PARKS SPECIAL FUND | \$47,115.89 |
| Active | G 204-10100 | HERITAGE PRESERVATIO | \$8,797.83 |
| Active | G 205-10100 | RECYCLING | \$18,661.86 |
| Active | G 206-10100 | FIRE ENGINE | \$0.00 |
| Active | G 208-10100 | BUY FORFEITURE | \$1,308.20 |
| Active | G 225-10100 | PIONEER DAY | \$21,873.10 |
| Active | G 270-10100 | EDA | \$791,103.74 |
| Active | G 301-10100 | 2010A G.O. CAPITAL IMP. | \$22,545.47 |
| Active | G 303-10100 | 2012 STREET NORTH RAV | \$6,368.45 |
| Active | G 305-10100 | 2013 STREET ASSESSME | \$130,905.08 |
| Active | G 306-10100 | 2014 STREET ASSESSME | \$482,017.15 |
| Active | G 307-10100 | GO TIF 1994B | \$0.00 |
| Active | G 308-10100 | CERIFICATES OF INDEBT | \$0.00 |
| Active | G 313-10100 | 2000B GO IMP BOND | \$0.00 |
| Active | G 315-10100 | 2002A \$690,000 BOND | \$728.52 |
| Active | G 316-10100 | PFA/TRLF REVENUE NOT | \$6,381.84 |
| Active | G 321-10100 | 2006A EQUIP CERTIFICAT | \$0.00 |
| Active | G 322-10100 | 2011A GO BONDS | \$175,972.51 |

| | | | |
|--------|-------------|-----------------------|----------------|
| Active | G 401-10100 | EQUIPMENT REVOLVING | \$241,489.00 |
| Active | G 402-10100 | TAX INC DIST 1 | \$0.00 |
| Active | G 405-10100 | T.H. HWY 61 | \$132,837.22 |
| Active | G 409-10100 | 2013 STREET RECON. | \$94,884.87 |
| Active | G 410-10100 | 2014 STREET RECON. | \$15,896.39 |
| Active | G 411-10100 | BUILDING FUND | \$134,013.93 |
| Active | G 416-10100 | 4TH AVENUE RAVINE | \$12,782.38 |
| Active | G 417-10100 | NORTH RAVINE | \$53,814.22 |
| Active | G 422-10100 | FEMA-17TH STREET & CE | -\$85,264.76 |
| Active | G 423-10100 | 2011A EQUIPMENT CAPIT | \$0.00 |
| Active | G 601-10100 | WATER FUND | \$415,163.43 |
| Active | G 602-10100 | SEWER FUND | \$641,114.24 |
| Active | G 603-10100 | STREET LIGHT FUND | \$48,144.86 |
| Active | G 604-10100 | STORM WATER FUND | \$34,576.91 |
| | | Cash Balance | \$4,720,076.04 |

| | | |
|--------------------|----------------|----------------|
| Begining Balance | \$3,466,984.32 | |
| + Total Deposits | \$1,604,812.38 | |
| - Checks Written | \$351,720.66 | |
| | | \$4,720,076.04 |
| Check Book Balance | | \$4,720,076.04 |
| Difference | | \$0.00 |

City of Newport
INVESTMENTS
Jan-16

| <u>TYPE</u> | <u>BOUGHT DATE</u> | <u>MATURITY DATE</u> | <u># OF DAYS</u> | <u>COST</u> | <u>RATE</u> | <u>GASB #40 Value</u> |
|----------------------------------|--------------------|----------------------|------------------|-------------|-------------|-----------------------|
| MORGAN STANLEY | | | | | | |
| ORIENTAL B&T | 6/30/2015 | 12/30/2016 | 546 | 95,000 | 80.00% | 95,100.70 |
| AMEX Cent. | 7/5/2013 | 7/5/2016 | 1,092 | 120,000 | 1.10% | 120,446.40 |
| GOLDMAN SACHS | 3/18/2015 | 3/20/2017 | 730 | 90,000 | 0.95% | 90,216.90 |
| BMW CD | 6/28/2013 | 6/28/2017 | 1,456 | 125,000 | 1.30% | 125,568.75 |
| CAPITAL ONE | 7/1/2015 | 1/2/2018 | 860 | 95,000 | 1.35% | 95,066.50 |
| GOLDMAN SACHS | 3/18/2015 | 3/19/2018 | 1,093 | 90,000 | 1.30% | 90,121.50 |
| AMEX Cent. | 7/5/2013 | 7/5/2018 | 1,820 | 125,000 | 1.71% | 124,690.00 |
| SALLIE MAE BANK | 11/5/2014 | 11/5/2018 | 1,456 | 129,000 | 1.85% | 129,135.45 |
| BARCLAYS BANK | 7/6/2014 | 7/23/2019 | 1,820 | 125,000 | 2.11% | 125,421.25 |
| Bank of India | 12/15/2015 | 12/16/2019 | 1,820 | 100,000 | 2.10% | 100,000.00 |
| Wells Fargo BK | 4/8/2014 | 4/16/2021 | 2,548 | 120,000 | 1.29% | 120,700.80 |
| Accrued Interest | all CDs above | | | | | 9,324.38 |
| Sub-total Investments GASB 40 | | | | | | 1,225,792.63 |
| CENTRAL BANK | | | | | | |
| Checking | | | | | | 4,751,404.42 |
| Total Cash, Investments and CD's | | | | | | 5,977,197.05 |

Section 2 – Budget Control Summary

Purpose:

This section provides a detailed summary on the General Fund and Enterprise Fund accounts as it corresponds to the annual budget. The variance provides a percentage of the amount of the budget that remains in each account.



NEWPORT, MN

*Budget Control Summary

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|--|------------------------------|-------------------------------|--------------------------------|-----------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| FUND 101 GENERAL FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$2,344,147.00 | \$3,400,785.69 | \$1,056,638.69 | -45.08% | \$0.00 | \$2,344,147.00 | -\$2,344,147.00 | 0.78 | 0.53 |
| DEPT 45000 Parks (GENERAL) | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 45100 Recreation (GENERAL) | \$0.00 | \$392.78 | -\$392.78 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$2,344,147.00 | \$3,401,178.47 | \$1,057,031.4 | -45.09% | \$0.00 | \$2,344,147.00 | -\$2,344,147.00 | 0.75 | 0.50 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$560,000.00 | \$441,751.98 | \$118,248.02 | 21.12% | \$0.00 | \$560,000.00 | -\$560,000.00 | 0.40 | -0.11 |
| DEPT 41000 Administration (GENERAL) | \$269,730.00 | \$246,179.01 | \$23,550.99 | 8.73% | \$0.00 | \$269,730.00 | -\$269,730.00 | 0.58 | -0.18 |
| DEPT 41110 Mayor and Council | \$22,822.00 | \$23,792.93 | -\$970.93 | -4.25% | \$0.00 | \$22,822.00 | -\$22,822.00 | 0.91 | 0.19 |
| DEPT 41410 Elections | \$1,750.00 | \$1,260.02 | \$489.98 | 28.00% | \$0.00 | \$1,750.00 | -\$1,750.00 | 0.32 | -0.28 |
| DEPT 41600 Professional Services | \$315,500.00 | \$292,256.42 | \$23,243.58 | 7.37% | \$0.00 | \$315,500.00 | -\$315,500.00 | 0.71 | -0.09 |
| DEPT 41910 Planning and Zoning | \$35,438.00 | \$33,237.57 | \$2,200.43 | 6.21% | \$0.00 | \$35,438.00 | -\$35,438.00 | 0.19 | -0.14 |
| DEPT 41940 City Hall Bldg | \$17,350.00 | \$15,995.15 | \$1,354.85 | 7.81% | \$0.00 | \$17,350.00 | -\$17,350.00 | 1.06 | 0.06 |
| DEPT 41950 Rental Inspection | \$0.00 | \$1,156.17 | -\$1,156.17 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 42000 Police Department(GENERAL) | \$856,400.00 | \$812,264.68 | \$44,135.32 | 5.15% | \$0.00 | \$856,400.00 | -\$856,400.00 | 0.65 | -0.17 |
| DEPT 42100 Civil Defense | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 42260 Fire Protection | \$180,936.00 | \$177,700.22 | \$3,235.78 | 1.79% | \$0.00 | \$180,936.00 | -\$180,936.00 | 0.63 | -0.10 |
| DEPT 42280 Fire Stations No. 1 | \$10,200.00 | \$6,985.09 | \$3,214.91 | 31.52% | \$0.00 | \$10,200.00 | -\$10,200.00 | 0.50 | -0.50 |
| DEPT 42290 Fire Station No. 2 | \$3,000.00 | \$1,695.71 | \$1,304.29 | 43.48% | \$0.00 | \$3,000.00 | -\$3,000.00 | 0.17 | -0.58 |
| DEPT 43000 PW Street (GENERAL) | \$380,395.00 | \$329,092.26 | \$51,302.74 | 13.49% | \$0.00 | \$380,395.00 | -\$380,395.00 | 0.47 | -0.29 |
| DEPT 43100 Public Works Garage | \$17,200.00 | \$16,786.73 | \$413.27 | 2.40% | \$0.00 | \$17,200.00 | -\$17,200.00 | 0.91 | -0.09 |
| DEPT 43160 Street Lighting | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 43260 Composting | \$5,620.00 | \$5,950.51 | -\$330.51 | -5.88% | \$0.00 | \$5,620.00 | -\$5,620.00 | 1.07 | 0.40 |
| DEPT 45000 Parks (GENERAL) | \$332,800.00 | \$334,940.21 | -\$2,140.21 | -0.64% | \$0.00 | \$332,800.00 | -\$332,800.00 | 0.57 | -0.11 |
| DEPT 45100 Recreation (GENERAL) | \$3,200.00 | \$2,249.87 | \$950.13 | 29.69% | \$0.00 | \$3,200.00 | -\$3,200.00 | 0.30 | -0.14 |
| DEPT 45206 Parks Bldgs. & Warming Houses | \$14,280.00 | \$10,500.63 | \$3,779.37 | 26.47% | \$0.00 | \$14,280.00 | -\$14,280.00 | 0.48 | -0.40 |
| DEPT 45501 Library Bldg | \$24,200.00 | \$15,248.87 | \$8,951.13 | 36.99% | \$0.00 | \$24,200.00 | -\$24,200.00 | 0.61 | -0.39 |
| DEPT 45550 Heritage Pres. Committee | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49460 Storm Water | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49470 Street Lights | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49754 Railroad Tower | \$800.00 | \$330.64 | \$469.36 | 58.67% | \$0.00 | \$800.00 | -\$800.00 | 0.14 | -0.36 |
| DEPT 49985 Special Contributions | \$750.00 | \$152.50 | \$597.50 | 79.67% | \$0.00 | \$750.00 | -\$750.00 | 0.20 | -0.80 |
| DEPT 49995 Miscellaneous Contingency | \$10,000.00 | \$7,713.01 | \$2,286.99 | 22.87% | \$0.00 | \$10,000.00 | -\$10,000.00 | 0.39 | -0.12 |
| Total Expenditure Accounts | \$3,062,371.00 | \$2,777,240.18 | -\$285,130.82 | 9.31% | \$0.00 | \$3,062,371.00 | -\$3,062,371.00 | 0.54 | -0.15 |



NEWPORT, MN

***Budget Control Summary**

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|--|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total FUND 101 GENERAL FUND | -\$718,224.00 | \$623,938.29 | \$-1,342,162.21 | 186.87% | \$0.00 | -\$718,224.00 | \$718,224.00 | | |
| FUND 201 PARKS SPECIAL FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$20,726.32 | -\$20,726.32 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$20,726.32 | -\$20,726.32 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$15,965.21 | -\$15,965.21 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$15,965.21 | -\$15,965.21 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 201 PARKS SPECIAL FUND | \$0.00 | \$4,761.11 | -\$4,761.11 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 202 POLICE FORFEITURE FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 42000 Police Department(GENERAL) | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 202 POLICE FORFEITURE FUND | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 204 HERITAGE PRESERVATION COMM | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$15,903.19 | -\$15,903.19 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$15,903.19 | -\$15,903.19 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$13,688.99 | -\$13,688.99 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$13,688.99 | -\$13,688.99 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 204 HERITAGE PRESERVATION COM | \$0.00 | \$2,214.20 | -\$2,214.20 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 205 RECYCLING | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | -\$1,227.09 | \$1,227.09 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



NEWPORT, MN

***Budget Control Summary**

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|-------------------------------|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Revenue Accounts | \$0.00 | -\$1,227.09 | \$1,227.09 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$5,168.00 | -\$5,168.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$5,168.00 | \$5,168.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 205 RECYCLING | \$0.00 | -\$6,395.09 | \$6,395.09 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 206 FIRE ENGINE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 206 FIRE ENGINE | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 208 BUY FORFEITURE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$2.80 | -\$2.80 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$2.80 | -\$2.80 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 208 BUY FORFEITURE | \$0.00 | \$2.80 | -\$2.80 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 225 PIONEER DAY | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$6,277.29 | -\$6,277.29 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$6,277.29 | -\$6,277.29 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$4,871.92 | -\$4,871.92 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



NEWPORT, MN

***Budget Control Summary**

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|---|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$4,871.92 | \$4,871.92 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 225 PIONEER DAY | \$0.00 | \$1,405.37 | -\$1,405.37 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 270 EDA | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$389,857.25 | -\$389,857.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$389,857.25 | -\$389,857.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$54,735.17 | -\$54,735.17 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$54,735.17 | \$54,735.17 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 270 EDA | \$0.00 | \$335,122.08 | -\$335,122.08 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 301 2010A G.O. CAPITAL IMP. PLAN | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$126,151.75 | -\$126,151.75 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$126,151.75 | -\$126,151.75 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$120,615.00 | -\$120,615.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$120,615.00 | \$120,615.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 301 2010A G.O. CAPITAL IMP. PLAN | \$0.00 | \$5,536.75 | -\$5,536.75 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 303 2012 STREET NORTH RAVINE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$3,165.25 | -\$3,165.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$3,165.25 | -\$3,165.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$21.00 | -\$21.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



NEWPORT, MN

***Budget Control Summary**

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|---|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$21.00 | \$21.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 303 2012 STREET NORTH RAVINE | \$0.00 | \$3,144.25 | -\$3,144.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 305 2013 STREET ASSESSMENT | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$177,771.61 | -\$177,771.61 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$177,771.61 | -\$177,771.61 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$86,854.45 | -\$86,854.45 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$86,854.45 | \$86,854.45 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 305 2013 STREET ASSESSMENT | \$0.00 | \$90,917.16 | -\$90,917.16 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 306 2014 STREET ASSESSMENT | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$143,728.30 | -\$143,728.30 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$143,728.30 | -\$143,728.30 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$50,172.25 | -\$50,172.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$50,172.25 | \$50,172.25 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 306 2014 STREET ASSESSMENT | \$0.00 | \$93,556.05 | -\$93,556.05 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 307 GO TIF 1994B | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|---|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 307 GO TIF 1994B | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 308 CERIFICATES OF INDEBTEDNESS | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 308 CERIFICATES OF INDEBTEDNES | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 313 2000B GO IMP BOND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 313 2000B GO IMP BOND | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 315 2002A \$690,000 BOND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$728.52 | -\$728.52 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$728.52 | -\$728.52 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.49 | -\$0.49 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|--|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$0.49 | \$0.49 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 315 2002A \$690,000 BOND | \$0.00 | \$728.03 | -\$728.03 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 316 PFA/TRLF REVENUE NOTE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$26,094.41 | -\$26,094.41 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$26,094.41 | -\$26,094.41 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$125,009.70 | -\$125,009.70 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$125,009.70 | \$125,009.70 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 316 PFA/TRLF REVENUE NOTE | \$0.00 | -\$98,915.29 | \$98,915.29 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 321 2006A EQUIP CERTIFICATE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 321 2006A EQUIP CERTIFICATE | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 322 2011A GO BONDS | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$175,150.35 | -\$175,150.35 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$175,150.35 | -\$175,150.35 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$85,330.00 | -\$85,330.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|--------------------------------------|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$85,330.00 | \$85,330.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 322 2011A GO BONDS | \$0.00 | \$89,820.35 | -\$89,820.35 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 401 EQUIPMENT REVOLVING | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$42,755.48 | -\$42,755.48 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$42,755.48 | -\$42,755.48 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$59,628.88 | -\$59,628.88 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$59,628.88 | \$59,628.88 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 401 EQUIPMENT REVOLVING | \$0.00 | -\$16,873.40 | \$16,873.40 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 402 TAX INC DIST 1 | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49995 Miscellaneous Contingency | \$0.00 | -\$0.23 | \$0.23 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | -\$0.23 | -\$0.23 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 402 TAX INC DIST 1 | \$0.00 | \$0.23 | -\$0.23 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 405 T.H. HWY 61 | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$143.29 | -\$143.29 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$143.29 | -\$143.29 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$16,238.00 | -\$16,238.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % Variance | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|-----------------------------------|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$16,238.00 | \$16,238.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 405 T.H. HWY 61 | \$0.00 | -\$16,094.71 | \$16,094.71 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 409 2013 STREET RECON. | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$70.87 | -\$70.87 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$70.87 | -\$70.87 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$55.00 | -\$55.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$55.00 | \$55.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 409 2013 STREET RECON. | \$0.00 | \$15.87 | -\$15.87 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 410 2014 STREET RECON. | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$21,654.13 | -\$21,654.13 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$21,654.13 | -\$21,654.13 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$155,266.49 | -\$155,266.49 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$155,266.49 | \$155,266.49 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 410 2014 STREET RECON. | \$0.00 | -\$133,612.36 | \$133,612.36 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 411 BUILDING FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$32,628.28 | -\$32,628.28 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$32,628.28 | -\$32,628.28 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$4,098.76 | -\$4,098.76 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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|--|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$4,098.76 | \$4,098.76 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 411 BUILDING FUND | \$0.00 | \$28,529.52 | -\$28,529.52 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 416 4TH AVENUE RAVINE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$12.40 | -\$12.40 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$12.40 | -\$12.40 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 416 4TH AVENUE RAVINE | \$0.00 | \$12.40 | -\$12.40 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 417 NORTH RAVINE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$52.19 | -\$52.19 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$52.19 | -\$52.19 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 417 NORTH RAVINE | \$0.00 | \$52.19 | -\$52.19 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 422 FEMA-17TH STREET & CEDAR LANE | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$85,264.76 | -\$85,264.76 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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|---|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| Total Expenditure Accounts | \$0.00 | \$85,264.76 | \$85,264.76 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 422 FEMA-17TH STREET & CEDAR L | \$0.00 | -\$85,264.76 | \$85,264.76 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 423 2011A EQUIPMENT CAPITAL | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Revenue Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total FUND 423 2011A EQUIPMENT CAPITAL | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | | |
| FUND 601 WATER FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$4,415.37 | -\$4,415.37 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49400 Water Utilities (GENERAL) | \$250,385.00 | \$294,913.21 | -\$44,528.21 | -17.78% | \$0.00 | \$250,385.00 | -\$250,385.00 | 2.15 | 1.99 |
| Total Revenue Accounts | \$250,385.00 | \$299,328.58 | -\$48,943.58 | -19.55% | \$0.00 | \$250,385.00 | -\$250,385.00 | 1.55 | 1.43 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 49400 Water Utilities (GENERAL) | \$299,717.00 | \$346,007.13 | -\$46,290.13 | -15.44% | \$0.00 | \$299,717.00 | -\$299,717.00 | 0.79 | 0.09 |
| Total Expenditure Accounts | \$299,717.00 | \$346,007.13 | \$46,290.13 | -15.44% | \$0.00 | \$299,717.00 | -\$299,717.00 | 0.79 | 0.09 |
| Total FUND 601 WATER FUND | -\$49,332.00 | -\$46,678.55 | -\$2,653.45 | 5.38% | \$0.00 | -\$49,332.00 | \$49,332.00 | | |
| FUND 602 SEWER FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$17,073.57 | -\$17,073.57 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49450 Sewer (GENERAL) | \$404,478.00 | \$474,563.07 | -\$70,085.07 | -17.33% | \$0.00 | \$404,478.00 | -\$404,478.00 | 0.12 | -0.08 |
| Total Revenue Accounts | \$404,478.00 | \$491,636.64 | -\$87,158.64 | -21.55% | \$0.00 | \$404,478.00 | -\$404,478.00 | 0.07 | -0.04 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |



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|----------------------------------|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| DEPT 49450 Sewer (GENERAL) | \$439,314.00 | \$521,597.23 | -\$82,283.23 | -18.73% | \$0.00 | \$439,314.00 | -\$439,314.00 | 0.48 | -0.21 |
| DEPT 49460 Storm Water | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Total Expenditure Accounts | \$439,314.00 | \$521,597.23 | \$82,283.23 | -18.73% | \$0.00 | \$439,314.00 | -\$439,314.00 | 0.42 | -0.19 |
| Total FUND 602 SEWER FUND | -\$34,836.00 | -\$29,960.59 | -\$4,875.41 | 14.00% | \$0.00 | -\$34,836.00 | \$34,836.00 | | |
| FUND 603 STREET LIGHT FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$37.41 | -\$37.41 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 43160 Street Lighting | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49470 Street Lights | \$72,765.00 | \$72,072.12 | \$692.88 | 0.95% | \$0.00 | \$72,765.00 | -\$72,765.00 | 0.32 | -0.01 |
| Total Revenue Accounts | \$72,765.00 | \$72,109.53 | \$655.47 | 0.90% | \$0.00 | \$72,765.00 | -\$72,765.00 | 0.09 | 0.00 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 43160 Street Lighting | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49470 Street Lights | \$56,452.00 | \$47,635.44 | \$8,816.56 | 15.62% | \$0.00 | \$56,452.00 | -\$56,452.00 | 0.83 | -0.02 |
| Total Expenditure Accounts | \$56,452.00 | \$47,635.44 | -\$8,816.56 | 15.62% | \$0.00 | \$56,452.00 | -\$56,452.00 | 0.73 | -0.02 |
| Total FUND 603 STREET LIGHT FUND | \$16,313.00 | \$24,474.09 | -\$8,161.09 | -50.03% | \$0.00 | \$16,313.00 | -\$16,313.00 | | |
| FUND 604 STORM WATER FUND | | | | | | | | | |
| Revenue Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$29.11 | -\$29.11 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49460 Storm Water | \$62,175.00 | \$61,736.87 | \$438.13 | 0.70% | \$0.00 | \$62,175.00 | -\$62,175.00 | 0.19 | -0.01 |
| Total Revenue Accounts | \$62,175.00 | \$61,765.98 | \$409.02 | 0.66% | \$0.00 | \$62,175.00 | -\$62,175.00 | 0.12 | -0.01 |
| Expenditure Accounts | | | | | | | | | |
| DEPT 00000 ALL DEPARTMENTS | \$0.00 | \$20,000.00 | -\$20,000.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| DEPT 49460 Storm Water | \$20,642.00 | \$22,374.41 | -\$1,732.41 | -8.39% | \$0.00 | \$20,642.00 | -\$20,642.00 | 0.44 | -0.23 |
| Total Expenditure Accounts | \$20,642.00 | \$42,374.41 | \$21,732.41 | -105.28% | \$0.00 | \$20,642.00 | -\$20,642.00 | 0.40 | -0.21 |
| Total FUND 604 STORM WATER FUND | \$41,533.00 | \$19,391.57 | \$22,141.43 | 53.31% | \$0.00 | \$41,533.00 | -\$41,533.00 | | |



NEWPORT, MN

***Budget Control Summary**

Current Period: December 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % | 2015 Adopted Budget | 2015 Forecast | Variance at Completion | 2015 YTD Perf | 2015 Est to Complete |
|---------------|------------------------------|-------------------------------|--------------------------------|-----------|---------------------------|------------------|------------------------------|---------------------|-------------------------------|
| | -\$744,546.00 | \$889,827.56 | \$1,634,373.5 | - 219.51% | \$0.00 | -\$744,546.00 | \$744,546.00 | | |

FILTER: None

Section 3 – Cash Balances

Purpose:

This section provides a summary of the beginning cash balances for the year and ending cash balances at the end of each period, after receipts and disbursements. The funds listed in cash balances lists all City funds.



NEWPORT, MN
***Cash Balances**

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Current Period December 2015

| Fund | 2015 Begin Balance | Receipts | Disbursements | -----Transfers----- | | JE Payroll | Balance | |
|---------------------------|--------------------|----------------|----------------|---------------------|----------------|----------------|----------------|--------|
| | | | | Rec/Disb | Journal Entry | | | |
| 10100 Central Bank | | | | | | | | |
| 101 GENERAL FUND | \$948,686.08 | \$3,761,513.77 | \$2,086,910.25 | \$0.00 | (\$743,846.13) | (\$612,599.76) | \$1,266,843.71 | In Bal |
| 201 PARKS SPECIAL F | \$42,456.78 | \$726.32 | \$16,067.21 | \$0.00 | \$20,000.00 | \$0.00 | \$47,115.89 | In Bal |
| 204 HERITAGE PRESE | \$6,583.63 | \$6,903.19 | \$13,688.99 | \$0.00 | \$9,000.00 | \$0.00 | \$8,797.83 | In Bal |
| 205 RECYCLING | \$25,056.95 | \$9,812.27 | \$5,168.00 | \$0.00 | (\$11,039.36) | \$0.00 | \$18,661.86 | In Bal |
| 206 FIRE ENGINE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 208 BUY FORFEITURE | \$1,305.40 | \$2.80 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,308.20 | In Bal |
| 225 PIONEER DAY | \$20,467.73 | \$6,277.29 | \$4,871.92 | \$0.00 | \$0.00 | \$0.00 | \$21,873.10 | In Bal |
| 270 EDA | \$457,092.66 | \$209,753.33 | \$56,242.25 | \$0.00 | \$180,500.00 | \$0.00 | \$791,103.74 | In Bal |
| 301 2010A G.O. CAPIT | \$17,008.72 | \$24.75 | \$120,615.00 | \$0.00 | \$126,127.00 | \$0.00 | \$22,545.47 | In Bal |
| 303 2012 STREET NO | \$3,224.20 | \$3,165.25 | \$21.00 | \$0.00 | \$0.00 | \$0.00 | \$6,368.45 | In Bal |
| 305 2013 STREET ASS | (\$20,316.12) | \$100,217.40 | \$86,854.45 | \$0.00 | \$137,858.25 | \$0.00 | \$130,905.08 | In Bal |
| 306 2014 STREET ASS | \$388,461.10 | \$110,405.41 | \$87,441.51 | \$0.00 | \$70,592.15 | \$0.00 | \$482,017.15 | In Bal |
| 307 GO TIF 1994B | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 308 CERIFICATES OF I | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 313 2000B GO IMP BO | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 315 2002A \$690,000 B | \$0.49 | \$728.52 | \$0.00 | \$0.00 | (\$0.49) | \$0.00 | \$728.52 | In Bal |
| 316 PFA/TRLF REVEN | \$105,297.13 | \$26,094.41 | \$125,009.70 | \$0.00 | \$0.00 | \$0.00 | \$6,381.84 | In Bal |
| 321 2006A EQUIP CER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 322 2011A GO BONDS | \$86,152.16 | \$115.35 | \$85,330.00 | \$0.00 | \$175,035.00 | \$0.00 | \$175,972.51 | In Bal |
| 401 EQUIPMENT REV | \$258,362.40 | \$255.48 | \$59,628.88 | \$0.00 | \$42,500.00 | \$0.00 | \$241,489.00 | In Bal |
| 402 TAX INC DIST 1 | (\$0.23) | \$0.00 | \$0.00 | \$0.00 | \$0.23 | \$0.00 | \$0.00 | In Bal |
| 405 T.H. HWY 61 | \$148,931.93 | \$143.29 | \$16,238.00 | \$0.00 | \$0.00 | \$0.00 | \$132,837.22 | In Bal |
| 409 2013 STREET REC | \$95,247.00 | \$70.87 | \$433.00 | \$0.00 | \$0.00 | \$0.00 | \$94,884.87 | In Bal |
| 410 2014 STREET REC | \$249,521.75 | \$21,654.13 | \$218,010.23 | \$0.00 | (\$37,269.26) | \$0.00 | \$15,896.39 | In Bal |
| 411 BUILDING FUND | \$110,114.41 | \$128.28 | \$8,728.76 | \$0.00 | \$32,500.00 | \$0.00 | \$134,013.93 | In Bal |
| 416 4TH AVENUE RAV | \$12,769.98 | \$12.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,782.38 | In Bal |
| 417 NORTH RAVINE | \$53,762.03 | \$52.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$53,814.22 | In Bal |
| 422 FEMA-17TH STRE | \$0.00 | \$0.00 | \$85,264.76 | \$0.00 | \$0.00 | \$0.00 | (\$85,264.76) | In Bal |
| 423 2011A EQUIPMEN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | In Bal |
| 601 WATER FUND | \$473,464.74 | \$306,032.99 | \$266,727.34 | \$0.00 | \$0.00 | (\$97,606.96) | \$415,163.43 | In Bal |
| 602 SEWER FUND | \$712,740.83 | \$492,006.64 | \$466,466.51 | \$0.00 | \$0.00 | (\$97,166.72) | \$641,114.24 | In Bal |
| 603 STREET LIGHT FU | \$27,562.77 | \$72,109.53 | \$43,800.67 | \$0.00 | \$0.00 | (\$7,726.77) | \$48,144.86 | In Bal |
| 604 STORM WATER F | \$15,042.34 | \$61,765.98 | \$30,606.29 | \$0.00 | (\$1,957.50) | (\$9,667.62) | \$34,576.91 | In Bal |
| | \$4,238,996.86 | \$5,189,971.84 | \$3,884,124.72 | \$0.00 | (\$0.11) | (\$824,767.83) | \$4,720,076.04 | |

Section 4 – Revenue Summary

Purpose:

This section provides a summary view of revenues for the specified period compared to the current year budget as amended. Revenues are reported on a cash basis. Adjustments are required at the end of the fiscal year for audit purposed and are not reflected in the report.



NEWPORT, MN

*Revenue Summary

| FUND | Description | 2015 YTD Budget | December 2015 Amt | 2015 YTD Amt | YTD Balance | % of YTD Budget |
|------|-----------------------------|-----------------|-------------------|----------------|-----------------|-----------------|
| 101 | GENERAL FUND | \$2,344,147.00 | \$1,481,562.43 | \$3,401,178.47 | -\$1,057,031.47 | 145.09% |
| 201 | PARKS SPECIAL FUND | \$0.00 | \$3.79 | \$20,726.32 | -\$20,726.32 | 0.00% |
| 202 | POLICE FORFEITURE FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 204 | HERITAGE PRESERVATION C | \$0.00 | \$0.71 | \$15,903.19 | -\$15,903.19 | 0.00% |
| 205 | RECYCLING | \$0.00 | \$1.50 | -\$1,227.09 | \$1,227.09 | 0.00% |
| 206 | FIRE ENGINE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 208 | BUY FORFEITURE | \$0.00 | \$0.11 | \$2.80 | -\$2.80 | 0.00% |
| 225 | PIONEER DAY | \$0.00 | \$1.76 | \$6,277.29 | -\$6,277.29 | 0.00% |
| 270 | EDA | \$0.00 | \$63.69 | \$389,857.25 | -\$389,857.25 | 0.00% |
| 301 | 2010A G.O. CAPITAL IMP. PLA | \$0.00 | \$1.82 | \$126,151.75 | -\$126,151.75 | 0.00% |
| 303 | 2012 STREET NORTH RAVINE | \$0.00 | \$1,570.41 | \$3,165.25 | -\$3,165.25 | 0.00% |
| 305 | 2013 STREET ASSESSMENT | \$0.00 | \$18,194.02 | \$177,771.61 | -\$177,771.61 | 0.00% |
| 306 | 2014 STREET ASSESSMENT | \$0.00 | \$44,310.56 | \$143,728.30 | -\$143,728.30 | 0.00% |
| 307 | GO TIF 1994B | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 308 | CERIFICATES OF INDEBTEDN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 313 | 2000B GO IMP BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 315 | 2002A \$690,000 BOND | \$0.00 | \$0.06 | \$728.52 | -\$728.52 | 0.00% |
| 316 | PFA/TRLF REVENUE NOTE | \$0.00 | \$12,516.41 | \$26,094.41 | -\$26,094.41 | 0.00% |
| 321 | 2006A EQUIP CERTIFICATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 322 | 2011A GO BONDS | \$0.00 | \$14.17 | \$175,150.35 | -\$175,150.35 | 0.00% |
| 401 | EQUIPMENT REVOLVING | \$0.00 | \$19.44 | \$42,755.48 | -\$42,755.48 | 0.00% |
| 402 | TAX INC DIST 1 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 405 | T.H. HWY 61 | \$0.00 | \$10.70 | \$143.29 | -\$143.29 | 0.00% |
| 409 | 2013 STREET RECON. | \$0.00 | \$7.64 | \$70.87 | -\$70.87 | 0.00% |
| 410 | 2014 STREET RECON. | \$0.00 | \$1.28 | \$21,654.13 | -\$21,654.13 | 0.00% |
| 411 | BUILDING FUND | \$0.00 | \$10.79 | \$32,628.28 | -\$32,628.28 | 0.00% |
| 416 | 4TH AVENUE RAVINE | \$0.00 | \$1.03 | \$12.40 | -\$12.40 | 0.00% |
| 417 | NORTH RAVINE | \$0.00 | \$4.33 | \$52.19 | -\$52.19 | 0.00% |
| 422 | FEMA-17TH STREET & CEDAR | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 423 | 2011A EQUIPMENT CAPITAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 601 | WATER FUND | \$250,385.00 | \$7,108.95 | \$299,328.58 | -\$48,943.58 | 119.55% |
| 602 | SEWER FUND | \$404,478.00 | \$22,879.57 | \$491,636.64 | -\$87,158.64 | 121.55% |
| 603 | STREET LIGHT FUND | \$72,765.00 | \$4,605.32 | \$72,109.53 | \$655.47 | 99.10% |
| 604 | STORM WATER FUND | \$62,175.00 | \$2,817.30 | \$61,765.98 | \$409.02 | 99.34% |
| | | \$3,133,950.00 | \$1,595,707.79 | \$5,507,665.79 | -\$2,373,715.79 | 175.74% |

FILTER: None

Section 5 – Expenditure Summary

Purpose:

This section provides a summary and detailed view of expenses for the specified period compared to the current budget as amended. Expenses are reported on a cash basis and do not reflect any outstanding encumbrances. Adjustments are required at the end of the fiscal year for audit purposes and are not reflected in the report.



NEWPORT, MN

*Expenditure Summary

| FUND | Description | 2015 YTD Budget | December 2015 Amt | 2015 YTD Amt | Enc Current | YTD Balance | % YTD Budget |
|------|-----------------------------|-----------------|-------------------|----------------|-------------|---------------|--------------|
| 101 | GENERAL FUND | \$3,062,371.00 | \$177,609.46 | \$2,777,240.18 | \$0.00 | \$285,130.82 | 90.69% |
| 201 | PARKS SPECIAL FUND | \$0.00 | \$0.00 | \$15,965.21 | \$0.00 | -\$15,965.21 | 0.00% |
| 204 | HERITAGE PRESERVATION C | \$0.00 | \$0.00 | \$13,688.99 | \$0.00 | -\$13,688.99 | 0.00% |
| 205 | RECYCLING | \$0.00 | \$650.00 | \$5,168.00 | \$0.00 | -\$5,168.00 | 0.00% |
| 208 | BUY FORFEITURE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 225 | PIONEER DAY | \$0.00 | \$0.00 | \$4,871.92 | \$0.00 | -\$4,871.92 | 0.00% |
| 270 | EDA | \$0.00 | \$142.90 | \$54,735.17 | \$0.00 | -\$54,735.17 | 0.00% |
| 301 | 2010A G.O. CAPITAL IMP. PLA | \$0.00 | \$0.00 | \$120,615.00 | \$0.00 | -\$120,615.00 | 0.00% |
| 303 | 2012 STREET NORTH RAVINE | \$0.00 | \$0.00 | \$21.00 | \$0.00 | -\$21.00 | 0.00% |
| 305 | 2013 STREET ASSESSMENT | \$0.00 | \$0.00 | \$86,854.45 | \$0.00 | -\$86,854.45 | 0.00% |
| 306 | 2014 STREET ASSESSMENT | \$0.00 | \$0.00 | \$50,172.25 | \$0.00 | -\$50,172.25 | 0.00% |
| 307 | GO TIF 1994B | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 308 | CERIFICATES OF INDEBTEDN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 313 | 2000B GO IMP BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 315 | 2002A \$690,000 BOND | \$0.00 | \$0.00 | \$0.49 | \$0.00 | -\$0.49 | 0.00% |
| 316 | PFA/TRLF REVENUE NOTE | \$0.00 | \$0.00 | \$125,009.70 | \$0.00 | -\$125,009.70 | 0.00% |
| 321 | 2006A EQUIP CERTIFICATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 322 | 2011A GO BONDS | \$0.00 | \$0.00 | \$85,330.00 | \$0.00 | -\$85,330.00 | 0.00% |
| 401 | EQUIPMENT REVOLVING | \$0.00 | \$0.00 | \$59,628.88 | \$0.00 | -\$59,628.88 | 0.00% |
| 402 | TAX INC DIST 1 | \$0.00 | \$0.00 | -\$0.23 | \$0.00 | \$0.23 | 0.00% |
| 405 | T.H. HWY 61 | \$0.00 | \$16,238.00 | \$16,238.00 | \$0.00 | -\$16,238.00 | 0.00% |
| 409 | 2013 STREET RECON. | \$0.00 | \$0.00 | \$55.00 | \$0.00 | -\$55.00 | 0.00% |
| 410 | 2014 STREET RECON. | \$0.00 | \$231.00 | \$155,266.49 | \$0.00 | -\$155,266.49 | 0.00% |
| 411 | BUILDING FUND | \$0.00 | \$0.00 | \$4,098.76 | \$0.00 | -\$4,098.76 | 0.00% |
| 416 | 4TH AVENUE RAVINE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 417 | NORTH RAVINE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 422 | FEMA-17TH STREET & CEDAR | \$0.00 | \$2,162.80 | \$85,264.76 | \$0.00 | -\$85,264.76 | 0.00% |
| 423 | 2011A EQUIPMENT CAPITAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 601 | WATER FUND | \$299,717.00 | \$14,121.22 | \$346,007.13 | \$0.00 | -\$46,290.13 | 115.44% |
| 602 | SEWER FUND | \$439,314.00 | \$29,718.69 | \$521,597.23 | \$0.00 | -\$82,283.23 | 118.73% |
| 603 | STREET LIGHT FUND | \$56,452.00 | \$4,339.35 | \$47,635.44 | \$0.00 | \$8,816.56 | 84.38% |
| 604 | STORM WATER FUND | \$20,642.00 | \$2,021.49 | \$42,374.41 | \$0.00 | -\$21,732.41 | 205.28% |
| | | \$3,878,496.00 | \$247,234.91 | \$4,617,838.23 | \$0.00 | -\$739,342.23 | 119.06% |

FILTER: None

Section 6 – Balance Sheets

Purpose:

The purpose of the GL Yearly Report is to provide a monthly snapshot of the funds' various assets, liabilities, and equity. Please note that the basic formula is:

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$



NEWPORT, MN

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GL Yearly

Current Period: December 2015

FUND 101 GENERAL FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|-----------------------|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|
| Asset | | | | | | |
| G 101-10100 Cash | \$948,686.08 | \$1,514,084.24 | \$202,574.79 | \$3,829,287.88 | \$3,511,130.25 | \$1,266,843.71 |
| G 101-10200 Petty Cash | \$74.73 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$74.73 |
| G 101-10300 Bond Street Account | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-10400 Investments | (\$0.48) | \$0.00 | \$0.00 | \$240,000.00 | \$0.00 | \$239,999.52 |
| G 101-10401 Northland Securities | \$240,660.26 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$240,660.26 |
| G 101-10402 CDARS/Central Bank | \$0.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.07 |
| G 101-10406 Smith Barney | \$958,241.27 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$958,241.27 |
| G 101-10410 Smith Barney MM | \$1,833.17 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,833.17 |
| G 101-10450 Interest Receivable | \$5,312.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,312.28 |
| G 101-10500 Taxes Receivable-Current | \$13,398.41 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,398.41 |
| G 101-10700 Taxes Receivable-Delinquent | \$85,275.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$85,275.12 |
| G 101-12300 Special Assess Rec-Deferred | \$622.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$622.00 |
| G 101-13100 Due From Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-13200 Due From Other Government | \$3,033.76 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,033.76 |
| G 101-15500 Prepaid Items | \$14,769.42 | \$0.00 | \$0.00 | \$0.00 | \$14,769.00 | \$0.42 |
| Total Asset | \$2,271,906.09 | \$1,514,084.24 | \$202,574.79 | \$4,069,287.88 | \$3,525,899.25 | \$2,815,294.72 |
| Liability | | | | | | |
| G 101-20200 Accounts Payable | (\$57,350.25) | \$0.00 | \$0.00 | \$64,812.00 | \$7,462.00 | (\$0.25) |
| G 101-20800 Due to Other Governments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-21600 Accrued Wages & Salaries P | (\$29,642.21) | \$0.00 | \$0.00 | \$29,642.00 | \$0.00 | (\$0.21) |
| G 101-21701 Federal W/H Payable | (\$1,519.71) | \$10,439.34 | \$13,193.22 | \$115,915.04 | \$118,637.56 | (\$4,242.23) |
| G 101-21702 State Withholding Payable | (\$0.45) | \$4,553.90 | \$5,755.66 | \$48,053.51 | \$49,255.27 | (\$1,202.21) |
| G 101-21703 FICA Tax Withholding | (\$0.47) | \$6,822.96 | \$6,912.24 | \$94,518.09 | \$93,661.38 | \$856.24 |
| G 101-21704 PERA | (\$3,323.88) | \$15,858.47 | \$19,535.38 | \$228,381.09 | \$228,733.96 | (\$3,676.75) |
| G 101-21705 Medica payable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-21706 Garnishment | \$0.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.40 |
| G 101-21707 Union Dues | (\$418.33) | \$402.50 | \$402.50 | \$5,312.20 | \$5,073.50 | (\$179.63) |
| G 101-21708 United Way | (\$0.45) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.45) |
| G 101-21709 Medicare | (\$428.48) | \$3,316.88 | \$4,134.22 | \$37,017.43 | \$37,453.12 | (\$864.17) |
| G 101-21710 Other Deductions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-21711 NPERS - Life | (\$0.50) | \$96.00 | \$196.10 | \$2,099.17 | \$2,077.79 | \$20.88 |
| G 101-21712 HSA Employee | (\$0.12) | \$2,642.14 | \$2,919.14 | \$33,525.83 | \$33,402.84 | \$122.87 |
| G 101-21713 Dental Family | (\$301.12) | \$231.68 | \$231.68 | \$3,297.74 | \$3,223.52 | (\$226.90) |
| G 101-21714 LTD Employee | \$0.02 | \$264.33 | \$329.26 | \$4,343.80 | \$4,194.55 | \$149.27 |
| G 101-21715 MSRS Employee | \$0.24 | \$741.28 | \$868.69 | \$10,589.33 | \$10,716.74 | (\$127.17) |
| G 101-21716 Health Insurance | (\$0.03) | \$992.52 | \$794.16 | \$9,646.61 | \$8,354.11 | \$1,292.47 |
| G 101-21717 MNBA Insurance | \$0.42 | \$0.00 | \$0.00 | \$344.76 | \$430.95 | (\$85.77) |
| G 101-21719 ING Employee | \$0.42 | \$4,900.00 | \$5,075.00 | \$42,220.41 | \$42,498.41 | (\$277.58) |
| G 101-21720 Online fee payable | \$179.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$179.40 |
| G 101-21721 Child Support | \$0.43 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.43 |
| G 101-21722 Cobra Payment | \$0.34 | \$4,076.04 | \$2,354.90 | \$39,932.08 | \$35,793.98 | \$4,138.44 |
| G 101-21723 Insurance Recovery | \$0.00 | \$0.00 | \$0.00 | \$1,820.84 | \$9,835.63 | (\$8,014.79) |
| G 101-21724 Roth Vol. Ret.-Employee | \$0.00 | \$1,444.00 | \$1,444.00 | \$29,915.00 | \$29,712.00 | \$203.00 |
| G 101-22100 Escrow | (\$0.47) | \$0.00 | \$300.00 | \$6,566.97 | \$6,867.26 | (\$300.76) |
| G 101-22101 Library Sales | (\$353.23) | \$127.76 | \$20.13 | \$381.96 | \$401.63 | (\$372.90) |
| G 101-22102 Water Conservation Rebate | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 101-22200 Deferred Revenues | (\$85,897.13) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$85,897.13) |
| Total Liability | (\$179,055.16) | \$56,909.80 | \$64,466.28 | \$808,335.86 | \$727,786.20 | (\$98,505.50) |
| Equity | | | | | | |



NEWPORT, MN

GL Yearly

Current Period: December 2015

FUND 101 GENERAL FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|------------------|----------------|----------------|----------------|----------------|------------------|
| G 101-25300 Unreserved Fund Balance | (\$2,092,850.93) | \$214,312.89 | \$1,518,265.86 | \$3,257,022.74 | \$3,880,961.03 | (\$2,716,789.22) |
| Total Equity | (\$2,092,850.93) | \$214,312.89 | \$1,518,265.86 | \$3,257,022.74 | \$3,880,961.03 | (\$2,716,789.22) |
| Total 101 GENERAL FUND | \$0.00 | \$1,785,306.93 | \$1,785,306.93 | \$8,134,646.48 | \$8,134,646.48 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 201 PARKS SPECIAL FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|---------------|------------|-------------|-------------|-------------|---------------|
| Asset | | | | | | |
| G 201-10100 Cash | \$42,456.78 | \$3.79 | \$0.00 | \$20,726.32 | \$16,067.21 | \$47,115.89 |
| Total Asset | \$42,456.78 | \$3.79 | \$0.00 | \$20,726.32 | \$16,067.21 | \$47,115.89 |
| Liability | | | | | | |
| G 201-20200 Accounts Payable | (\$102.00) | \$0.00 | \$0.00 | \$102.00 | \$0.00 | \$0.00 |
| Total Liability | (\$102.00) | \$0.00 | \$0.00 | \$102.00 | \$0.00 | \$0.00 |
| Equity | | | | | | |
| G 201-25300 Unreserved Fund Balance | (\$42,354.78) | \$0.00 | \$3.79 | \$16,067.21 | \$20,828.32 | (\$47,115.89) |
| Total Equity | (\$42,354.78) | \$0.00 | \$3.79 | \$16,067.21 | \$20,828.32 | (\$47,115.89) |
| Total 201 PARKS SPECIAL FUND | \$0.00 | \$3.79 | \$3.79 | \$36,895.53 | \$36,895.53 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

| FUND 204 | HERITAGE PRESERVATION COMM | December 2015 | | | | | Balance |
|---|-------------------------------------|---------------|------------|-------------|-------------|-------------|--------------|
| | | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | |
| Asset | | | | | | | |
| | G 204-10100 Cash | \$6,583.63 | \$0.71 | \$0.00 | \$15,903.19 | \$13,688.99 | \$8,797.83 |
| | Total Asset | \$6,583.63 | \$0.71 | \$0.00 | \$15,903.19 | \$13,688.99 | \$8,797.83 |
| Equity | | | | | | | |
| | G 204-25300 Unreserved Fund Balance | (\$6,583.63) | \$0.00 | \$0.71 | \$13,688.99 | \$15,903.19 | (\$8,797.83) |
| | Total Equity | (\$6,583.63) | \$0.00 | \$0.71 | \$13,688.99 | \$15,903.19 | (\$8,797.83) |
| Total 204 HERITAGE PRESERVATION COMM | | \$0.00 | \$0.71 | \$0.71 | \$29,592.18 | \$29,592.18 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 205 RECYCLING

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|---------------|------------|-------------|-------------|-------------|---------------|
| Asset | | | | | | |
| G 205-10100 Cash | \$25,056.95 | \$1.50 | \$650.00 | \$9,812.27 | \$16,207.36 | \$18,661.86 |
| Total Asset | \$25,056.95 | \$1.50 | \$650.00 | \$9,812.27 | \$16,207.36 | \$18,661.86 |
| Equity | | | | | | |
| G 205-25300 Unreserved Fund Balance | (\$25,056.95) | \$650.00 | \$1.50 | \$16,207.36 | \$9,812.27 | (\$18,661.86) |
| Total Equity | (\$25,056.95) | \$650.00 | \$1.50 | \$16,207.36 | \$9,812.27 | (\$18,661.86) |
| Total 205 RECYCLING | \$0.00 | \$651.50 | \$651.50 | \$26,019.63 | \$26,019.63 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 208 BUY FORFEITURE

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|--------------|------------|-------------|------------|-------------|--------------|
| Asset | | | | | | |
| G 208-10100 Cash | \$1,305.40 | \$0.11 | \$0.00 | \$2.80 | \$0.00 | \$1,308.20 |
| Total Asset | \$1,305.40 | \$0.11 | \$0.00 | \$2.80 | \$0.00 | \$1,308.20 |
| Equity | | | | | | |
| G 208-25300 Unreserved Fund Balance | (\$1,305.40) | \$0.00 | \$0.11 | \$0.00 | \$2.80 | (\$1,308.20) |
| Total Equity | (\$1,305.40) | \$0.00 | \$0.11 | \$0.00 | \$2.80 | (\$1,308.20) |
| Total 208 BUY FORFEITURE | \$0.00 | \$0.11 | \$0.11 | \$2.80 | \$2.80 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 225 PIONEER DAY

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|---------------|------------|-------------|-------------|-------------|---------------|
| Asset | | | | | | |
| G 225-10100 Cash | \$20,467.73 | \$1.76 | \$0.00 | \$6,277.29 | \$4,871.92 | \$21,873.10 |
| Total Asset | \$20,467.73 | \$1.76 | \$0.00 | \$6,277.29 | \$4,871.92 | \$21,873.10 |
| Liability | | | | | | |
| G 225-20200 Accounts Payable | \$0.03 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.03 |
| Total Liability | \$0.03 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.03 |
| Equity | | | | | | |
| G 225-25300 Unreserved Fund Balance | (\$20,467.76) | \$0.00 | \$1.76 | \$4,871.92 | \$6,277.29 | (\$21,873.13) |
| Total Equity | (\$20,467.76) | \$0.00 | \$1.76 | \$4,871.92 | \$6,277.29 | (\$21,873.13) |
| Total 225 PIONEER DAY | \$0.00 | \$1.76 | \$1.76 | \$11,149.21 | \$11,149.21 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 270 EDA

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|--------------------------------------|----------------|------------|-------------|--------------|--------------|----------------|
| Asset | | | | | | |
| G 270-10100 Cash | \$457,092.66 | \$63.69 | \$142.90 | \$391,105.49 | \$57,094.41 | \$791,103.74 |
| G 270-10500 Taxes Receivable-Current | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Asset | \$457,092.66 | \$63.69 | \$142.90 | \$391,105.49 | \$57,094.41 | \$791,103.74 |
| Liability | | | | | | |
| G 270-20200 Accounts Payable | (\$1,110.93) | \$0.00 | \$0.00 | \$1,111.00 | \$0.00 | \$0.07 |
| Total Liability | (\$1,110.93) | \$0.00 | \$0.00 | \$1,111.00 | \$0.00 | \$0.07 |
| Equity | | | | | | |
| G 270-25300 Unreserved Fund Balance | (\$455,981.73) | \$142.90 | \$63.69 | \$57,094.41 | \$392,216.49 | (\$791,103.81) |
| Total Equity | (\$455,981.73) | \$142.90 | \$63.69 | \$57,094.41 | \$392,216.49 | (\$791,103.81) |
| Total 270 EDA | \$0.00 | \$206.59 | \$206.59 | \$449,310.90 | \$449,310.90 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 301 2010A G.O. CAPITAL IMP. PLAN

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|---------------|------------|-------------|--------------|--------------|---------------|
| Asset | | | | | | |
| G 301-10100 Cash | \$17,008.72 | \$1.82 | \$0.00 | \$126,151.75 | \$120,615.00 | \$22,545.47 |
| G 301-10500 Taxes Receivable-Current | \$864.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$864.00 |
| Total Asset | \$17,872.72 | \$1.82 | \$0.00 | \$126,151.75 | \$120,615.00 | \$23,409.47 |
| Equity | | | | | | |
| G 301-25300 Unreserved Fund Balance | (\$17,872.72) | \$0.00 | \$1.82 | \$120,615.00 | \$126,151.75 | (\$23,409.47) |
| Total Equity | (\$17,872.72) | \$0.00 | \$1.82 | \$120,615.00 | \$126,151.75 | (\$23,409.47) |
| Total 301 2010A G.O. CAPITAL IMP. PLAN | \$0.00 | \$1.82 | \$1.82 | \$246,766.75 | \$246,766.75 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 303 2012 STREET NORTH RAVINE

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|--------------|------------|-------------|------------|-------------|--------------|
| Asset | | | | | | |
| G 303-10100 Cash | \$3,224.20 | \$1,570.41 | \$0.00 | \$3,165.25 | \$21.00 | \$6,368.45 |
| G 303-10400 Investments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 303-10450 Interest Receivable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Asset | \$3,224.20 | \$1,570.41 | \$0.00 | \$3,165.25 | \$21.00 | \$6,368.45 |
| Equity | | | | | | |
| G 303-25300 Unreserved Fund Balance | (\$3,224.20) | \$0.00 | \$1,570.41 | \$21.00 | \$3,165.25 | (\$6,368.45) |
| Total Equity | (\$3,224.20) | \$0.00 | \$1,570.41 | \$21.00 | \$3,165.25 | (\$6,368.45) |
| Total 303 2012 STREET NORTH RAVINE | \$0.00 | \$1,570.41 | \$1,570.41 | \$3,186.25 | \$3,186.25 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 305 2013 STREET ASSESSMENT

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|---------------|-------------|-------------|--------------|--------------|----------------|
| Asset | | | | | | |
| G 305-10100 Cash | (\$20,316.12) | \$20,739.71 | \$2,545.69 | \$263,001.64 | \$111,780.44 | \$130,905.08 |
| G 305-10400 Investments | \$60,240.00 | \$0.00 | \$0.00 | \$0.00 | \$60,000.00 | \$240.00 |
| G 305-10450 Interest Receivable | (\$0.19) | \$0.00 | \$0.00 | \$0.00 | \$304.04 | (\$304.23) |
| Total Asset | \$39,923.69 | \$20,739.71 | \$2,545.69 | \$263,001.64 | \$172,084.48 | \$130,840.85 |
| Liability | | | | | | |
| G 305-22200 Deferred Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Liability | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equity | | | | | | |
| G 305-25300 Unreserved Fund Balance | (\$39,923.69) | \$2,545.69 | \$20,739.71 | \$111,780.44 | \$202,697.60 | (\$130,840.85) |
| Total Equity | (\$39,923.69) | \$2,545.69 | \$20,739.71 | \$111,780.44 | \$202,697.60 | (\$130,840.85) |
| Total 305 2013 STREET ASSESSMENT | \$0.00 | \$23,285.40 | \$23,285.40 | \$374,782.08 | \$374,782.08 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 306 2014 STREET ASSESSMENT

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|----------------|-------------|-------------|--------------|--------------|----------------|
| Asset | | | | | | |
| G 306-10100 Cash | \$388,461.10 | \$50,508.60 | \$6,198.04 | \$290,035.02 | \$196,478.97 | \$482,017.15 |
| G 306-10400 Investments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 306-10450 Interest Receivable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 306-10500 Taxes Receivable-Current | (\$504.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$504.00) |
| G 306-12300 Special Assess Rec-Deferred | \$699,623.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$699,623.00 |
| Total Asset | \$1,087,580.10 | \$50,508.60 | \$6,198.04 | \$290,035.02 | \$196,478.97 | \$1,181,136.15 |
| Liability | | | | | | |
| G 306-22200 Deferred Revenues | (\$699,623.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$699,623.00) |
| Total Liability | (\$699,623.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$699,623.00) |
| Equity | | | | | | |
| G 306-25300 Unreserved Fund Balance | (\$387,957.10) | \$6,198.04 | \$50,508.60 | \$196,478.97 | \$290,035.02 | (\$481,513.15) |
| Total Equity | (\$387,957.10) | \$6,198.04 | \$50,508.60 | \$196,478.97 | \$290,035.02 | (\$481,513.15) |
| Total 306 2014 STREET ASSESSMENT | \$0.00 | \$56,706.64 | \$56,706.64 | \$486,513.99 | \$486,513.99 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 315 2002A \$690,000 BOND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---------------------------------------|----------|------------|-------------|------------|-------------|------------|
| Asset | | | | | | |
| G 315-10100 Cash | \$0.49 | \$0.06 | \$0.00 | \$728.52 | \$0.49 | \$728.52 |
| Total Asset | \$0.49 | \$0.06 | \$0.00 | \$728.52 | \$0.49 | \$728.52 |
| Equity | | | | | | |
| G 315-25300 Unreserved Fund Balance | (\$0.49) | \$0.00 | \$0.06 | \$0.49 | \$728.52 | (\$728.52) |
| Total Equity | (\$0.49) | \$0.00 | \$0.06 | \$0.49 | \$728.52 | (\$728.52) |
| Total 315 2002A \$690,000 BOND | \$0.00 | \$0.06 | \$0.06 | \$729.01 | \$729.01 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 316 PFA/TRLF REVENUE NOTE

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|----------------|-------------|-------------|--------------|--------------|---------------|
| Asset | | | | | | |
| G 316-10100 Cash | \$105,297.13 | \$12,516.41 | \$0.00 | \$26,094.41 | \$125,009.70 | \$6,381.84 |
| G 316-12100 SA Recievable -Current | \$582.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$582.28 |
| G 316-12200 Special Assess Rec-Delinque | \$11,812.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,812.12 |
| G 316-12300 Special Assess Rec-Deferred | \$18,059.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$18,059.68 |
| Total Asset | \$135,751.21 | \$12,516.41 | \$0.00 | \$26,094.41 | \$125,009.70 | \$36,835.92 |
| Liability | | | | | | |
| G 316-22200 Deferred Revenues | (\$29,871.80) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$29,871.80) |
| Total Liability | (\$29,871.80) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$29,871.80) |
| Equity | | | | | | |
| G 316-25300 Unreserved Fund Balance | (\$105,879.41) | \$0.00 | \$12,516.41 | \$125,009.70 | \$26,094.41 | (\$6,964.12) |
| Total Equity | (\$105,879.41) | \$0.00 | \$12,516.41 | \$125,009.70 | \$26,094.41 | (\$6,964.12) |
| Total 316 PFA/TRLF REVENUE NOTE | \$0.00 | \$12,516.41 | \$12,516.41 | \$151,104.11 | \$151,104.11 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 322 2011A GO BONDS

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|--------------------------------------|---------------|------------|-------------|--------------|--------------|----------------|
| Asset | | | | | | |
| G 322-10100 Cash | \$86,152.16 | \$14.17 | \$0.00 | \$175,150.35 | \$85,330.00 | \$175,972.51 |
| G 322-10500 Taxes Receivable-Current | \$616.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$616.00 |
| Total Asset | \$86,768.16 | \$14.17 | \$0.00 | \$175,150.35 | \$85,330.00 | \$176,588.51 |
| Equity | | | | | | |
| G 322-25300 Unreserved Fund Balance | (\$86,768.16) | \$0.00 | \$14.17 | \$85,330.00 | \$175,150.35 | (\$176,588.51) |
| Total Equity | (\$86,768.16) | \$0.00 | \$14.17 | \$85,330.00 | \$175,150.35 | (\$176,588.51) |
| Total 322 2011A GO BONDS | \$0.00 | \$14.17 | \$14.17 | \$260,480.35 | \$260,480.35 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 401 EQUIPMENT REVOLVING

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|--------------------------------------|----------------|------------|-------------|--------------|--------------|----------------|
| Asset | | | | | | |
| G 401-10100 Cash | \$258,362.40 | \$19.44 | \$0.00 | \$42,755.48 | \$59,628.88 | \$241,489.00 |
| Total Asset | \$258,362.40 | \$19.44 | \$0.00 | \$42,755.48 | \$59,628.88 | \$241,489.00 |
| Equity | | | | | | |
| G 401-25300 Unreserved Fund Balance | (\$258,362.40) | \$0.00 | \$19.44 | \$59,628.88 | \$42,755.48 | (\$241,489.00) |
| Total Equity | (\$258,362.40) | \$0.00 | \$19.44 | \$59,628.88 | \$42,755.48 | (\$241,489.00) |
| Total 401 EQUIPMENT REVOLVING | \$0.00 | \$19.44 | \$19.44 | \$102,384.36 | \$102,384.36 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 402 TAX INC DIST 1

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|----------|------------|-------------|------------|-------------|----------|
| Asset | | | | | | |
| G 402-10100 Cash | (\$0.23) | \$0.00 | \$0.00 | \$0.23 | \$0.00 | \$0.00 |
| G 402-10500 Taxes Receivable-Current | \$0.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.44 |
| G 402-10700 Taxes Receivable-Delinquent | \$0.02 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.02 |
| G 402-12100 SA Recievable -Current | \$0.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.07 |
| G 402-12200 Special Assess Rec-Delinque | \$0.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.06 |
| Total Asset | \$0.36 | \$0.00 | \$0.00 | \$0.23 | \$0.00 | \$0.59 |
| Liability | | | | | | |
| G 402-22200 Deferred Revenues | (\$0.02) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.02) |
| Total Liability | (\$0.02) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.02) |
| Equity | | | | | | |
| G 402-25300 Unreserved Fund Balance | (\$0.34) | \$0.00 | \$0.00 | \$0.00 | \$0.23 | (\$0.57) |
| Total Equity | (\$0.34) | \$0.00 | \$0.00 | \$0.00 | \$0.23 | (\$0.57) |
| Total 402 TAX INC DIST 1 | \$0.00 | \$0.00 | \$0.00 | \$0.23 | \$0.23 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 405 T.H. HWY 61

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---------------------------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Asset | | | | | | |
| G 405-10100 Cash | \$148,931.93 | \$10.70 | \$16,238.00 | \$143.29 | \$16,238.00 | \$132,837.22 |
| G 405-13200 Due From Other Government | (\$0.18) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.18) |
| Total Asset | \$148,931.75 | \$10.70 | \$16,238.00 | \$143.29 | \$16,238.00 | \$132,837.04 |
| Equity | | | | | | |
| G 405-25300 Unreserved Fund Balance | (\$148,931.75) | \$16,238.00 | \$10.70 | \$16,238.00 | \$143.29 | (\$132,837.04) |
| Total Equity | (\$148,931.75) | \$16,238.00 | \$10.70 | \$16,238.00 | \$143.29 | (\$132,837.04) |
| Total 405 T.H. HWY 61 | \$0.00 | \$16,248.70 | \$16,248.70 | \$16,381.29 | \$16,381.29 | \$0.00 |



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Current Period: December 2015

FUND 409 2013 STREET RECON.

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|----------------|------------|-------------|------------|-------------|----------------|
| Asset | | | | | | |
| G 409-10100 Cash | \$95,247.00 | \$7.64 | \$0.00 | \$70.87 | \$433.00 | \$94,884.87 |
| G 409-10400 Investments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 409-10406 Smith Barney | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 409-10450 Interest Receivable | (\$913.55) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$913.55) |
| G 409-12300 Special Assess Rec-Deferred | \$249,717.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$249,717.00 |
| Total Asset | \$344,050.45 | \$7.64 | \$0.00 | \$70.87 | \$433.00 | \$343,688.32 |
| Liability | | | | | | |
| G 409-20200 Accounts Payable | (\$378.00) | \$0.00 | \$0.00 | \$378.00 | \$0.00 | \$0.00 |
| G 409-22200 Deferred Revenues | (\$249,717.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$249,717.00) |
| Total Liability | (\$250,095.00) | \$0.00 | \$0.00 | \$378.00 | \$0.00 | (\$249,717.00) |
| Equity | | | | | | |
| G 409-25300 Unreserved Fund Balance | (\$93,955.45) | \$0.00 | \$7.64 | \$433.00 | \$448.87 | (\$93,971.32) |
| Total Equity | (\$93,955.45) | \$0.00 | \$7.64 | \$433.00 | \$448.87 | (\$93,971.32) |
| Total 409 2013 STREET RECON. | \$0.00 | \$7.64 | \$7.64 | \$881.87 | \$881.87 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 410 2014 STREET RECON.

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|----------------|------------|-------------|--------------|--------------|---------------|
| Asset | | | | | | |
| G 410-10100 Cash | \$249,521.75 | \$1.28 | \$231.00 | \$75,315.93 | \$308,941.29 | \$15,896.39 |
| G 410-10400 Investments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 410-10450 Interest Receivable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Asset | \$249,521.75 | \$1.28 | \$231.00 | \$75,315.93 | \$308,941.29 | \$15,896.39 |
| Liability | | | | | | |
| G 410-20200 Accounts Payable | (\$100,013.00) | \$0.00 | \$0.00 | \$100,013.00 | \$0.00 | \$0.00 |
| Total Liability | (\$100,013.00) | \$0.00 | \$0.00 | \$100,013.00 | \$0.00 | \$0.00 |
| Equity | | | | | | |
| G 410-25300 Unreserved Fund Balance | (\$149,508.75) | \$231.00 | \$1.28 | \$308,941.29 | \$175,328.93 | (\$15,896.39) |
| Total Equity | (\$149,508.75) | \$231.00 | \$1.28 | \$308,941.29 | \$175,328.93 | (\$15,896.39) |
| Total 410 2014 STREET RECON. | \$0.00 | \$232.28 | \$232.28 | \$484,270.22 | \$484,270.22 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 411 BUILDING FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|-------------------------------------|----------------|------------|-------------|-------------|-------------|----------------|
| Asset | | | | | | |
| G 411-10100 Cash | \$110,114.41 | \$10.79 | \$0.00 | \$32,628.28 | \$8,728.76 | \$134,013.93 |
| Total Asset | \$110,114.41 | \$10.79 | \$0.00 | \$32,628.28 | \$8,728.76 | \$134,013.93 |
| Liability | | | | | | |
| G 411-20200 Accounts Payable | (\$4,630.00) | \$0.00 | \$0.00 | \$4,630.00 | \$0.00 | \$0.00 |
| Total Liability | (\$4,630.00) | \$0.00 | \$0.00 | \$4,630.00 | \$0.00 | \$0.00 |
| Equity | | | | | | |
| G 411-25300 Unreserved Fund Balance | (\$105,484.41) | \$0.00 | \$10.79 | \$8,728.76 | \$37,258.28 | (\$134,013.93) |
| Total Equity | (\$105,484.41) | \$0.00 | \$10.79 | \$8,728.76 | \$37,258.28 | (\$134,013.93) |
| Total 411 BUILDING FUND | \$0.00 | \$10.79 | \$10.79 | \$45,987.04 | \$45,987.04 | \$0.00 |



NEWPORT, MN
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Current Period: December 2015

FUND 416 4TH AVENUE RAVINE

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---------------------------------------|---------------|------------|-------------|------------|-------------|---------------|
| Asset | | | | | | |
| G 416-10100 Cash | \$12,769.98 | \$1.03 | \$0.00 | \$12.40 | \$0.00 | \$12,782.38 |
| G 416-13200 Due From Other Government | \$0.47 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.47 |
| Total Asset | \$12,770.45 | \$1.03 | \$0.00 | \$12.40 | \$0.00 | \$12,782.85 |
| Liability | | | | | | |
| G 416-20700 Due to Other Funds | \$0.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.25 |
| Total Liability | \$0.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.25 |
| Equity | | | | | | |
| G 416-25300 Unreserved Fund Balance | (\$12,770.70) | \$0.00 | \$1.03 | \$0.00 | \$12.40 | (\$12,783.10) |
| Total Equity | (\$12,770.70) | \$0.00 | \$1.03 | \$0.00 | \$12.40 | (\$12,783.10) |
| Total 416 4TH AVENUE RAVINE | \$0.00 | \$1.03 | \$1.03 | \$12.40 | \$12.40 | \$0.00 |



NEWPORT, MN
GL Yearly

Current Period: December 2015

FUND 417 NORTH RAVINE

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|---------------|------------|-------------|------------|-------------|---------------|
| Asset | | | | | | |
| G 417-10100 Cash | \$53,762.03 | \$4.33 | \$0.00 | \$52.19 | \$0.00 | \$53,814.22 |
| G 417-12300 Special Assess Rec-Deferred | \$18,762.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$18,762.00 |
| G 417-13200 Due From Other Government | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Asset | \$72,524.03 | \$4.33 | \$0.00 | \$52.19 | \$0.00 | \$72,576.22 |
| Liability | | | | | | |
| G 417-20200 Accounts Payable | \$0.18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.18 |
| G 417-20700 Due to Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 417-22200 Deferred Revenues | (\$18,762.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$18,762.00) |
| Total Liability | (\$18,761.82) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$18,761.82) |
| Equity | | | | | | |
| G 417-24400 Fund Balance For Encumbra | \$0.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.25 |
| G 417-25300 Unreserved Fund Balance | (\$53,762.46) | \$0.00 | \$4.33 | \$0.00 | \$52.19 | (\$53,814.65) |
| Total Equity | (\$53,762.21) | \$0.00 | \$4.33 | \$0.00 | \$52.19 | (\$53,814.40) |
| Total 417 NORTH RAVINE | \$0.00 | \$4.33 | \$4.33 | \$52.19 | \$52.19 | \$0.00 |



NEWPORT, MN
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Current Period: December 2015

| FUND 422 FEMA-17TH STREET & CEDAR LAN | | December 2015 | | | | | |
|--|---------------------|---------------|------------|-------------|-------------|-------------|---------------|
| | | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
| Asset | | | | | | | |
| G 422-10100 Cash | | \$0.00 | \$0.00 | \$2,162.80 | \$2,642.25 | \$87,907.01 | (\$85,264.76) |
| | Total Asset | \$0.00 | \$0.00 | \$2,162.80 | \$2,642.25 | \$87,907.01 | (\$85,264.76) |
| Equity | | | | | | | |
| G 422-25300 Unreserved Fund Balance | | \$0.00 | \$2,162.80 | \$0.00 | \$87,907.01 | \$2,642.25 | \$85,264.76 |
| | Total Equity | \$0.00 | \$2,162.80 | \$0.00 | \$87,907.01 | \$2,642.25 | \$85,264.76 |
| Total 422 FEMA-17TH STREET & CEDAR LANE | | \$0.00 | \$2,162.80 | \$2,162.80 | \$90,549.26 | \$90,549.26 | \$0.00 |



NEWPORT, MN
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Current Period: December 2015

FUND 423 2011A EQUIPMENT CAPITAL

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|--|----------|------------|-------------|-------------|-------------|---------|
| Asset | | | | | | |
| G 423-10100 Cash | \$0.00 | \$0.00 | \$0.00 | \$15,925.00 | \$15,925.00 | \$0.00 |
| Total Asset | \$0.00 | \$0.00 | \$0.00 | \$15,925.00 | \$15,925.00 | \$0.00 |
| Equity | | | | | | |
| G 423-25300 Unreserved Fund Balance | \$0.00 | \$0.00 | \$0.00 | \$15,925.00 | \$15,925.00 | \$0.00 |
| Total Equity | \$0.00 | \$0.00 | \$0.00 | \$15,925.00 | \$15,925.00 | \$0.00 |
| Total 423 2011A EQUIPMENT CAPITAL | \$0.00 | \$0.00 | \$0.00 | \$31,850.00 | \$31,850.00 | \$0.00 |



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Current Period: December 2015

FUND 601 WATER FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|------------------|-------------|-------------|--------------|--------------|------------------|
| Asset | | | | | | |
| G 601-10100 Cash | \$473,464.74 | \$10,403.83 | \$15,802.24 | \$323,060.32 | \$381,361.63 | \$415,163.43 |
| G 601-11500 Accounts Receivable | \$58,158.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$58,158.00 |
| G 601-12300 Special Assess Rec-Deferred | \$868.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$868.38 |
| G 601-15500 Prepaid Items | \$774.13 | \$0.00 | \$0.00 | \$0.00 | \$774.00 | \$0.13 |
| G 601-16100 Land | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 601-16200 Building and Improvements | \$123,291.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$123,291.00 |
| G 601-16300 Improvements other building | \$2,962,267.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,962,267.40 |
| G 601-16400 Equipment | \$294,264.08 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$294,264.08 |
| G 601-16410 Accumulated dep. Equip. | (\$1,864,487.19) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$1,864,487.19) |
| G 601-16500 Construction in Progress | \$282,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$282,000.00 |
| G 601-21720 Online fee payable | (\$253.71) | \$396.97 | \$275.08 | \$1,742.47 | \$1,647.52 | (\$158.76) |
| G 601-26100 Contributions From City | (\$0.15) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.15) |
| Total Asset | \$2,330,346.68 | \$10,800.80 | \$16,077.32 | \$324,802.79 | \$383,783.15 | \$2,271,366.32 |
| Liability | | | | | | |
| G 601-20200 Accounts Payable | (\$13,345.33) | \$0.00 | \$0.00 | \$13,345.00 | \$0.00 | (\$0.33) |
| G 601-21500 Accrued Interest Payable | (\$5,855.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$5,855.00) |
| G 601-21600 Accrued Wages & Salaries P | (\$13,902.09) | \$0.00 | \$0.00 | \$2,807.00 | \$0.00 | (\$11,095.09) |
| G 601-21701 Federal W/H Payable | (\$0.22) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.22) |
| G 601-21702 State Withholding Payable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 601-21703 FICA Tax Withholding | (\$204.28) | \$0.00 | \$0.00 | \$204.00 | \$0.00 | (\$0.28) |
| G 601-21704 PERA | (\$173.92) | \$0.00 | \$0.00 | \$174.00 | \$0.00 | \$0.08 |
| G 601-21707 Union Dues | (\$0.17) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.17) |
| G 601-21708 United Way | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 601-21709 Medicare | (\$40.78) | \$0.00 | \$0.00 | \$41.00 | \$0.00 | \$0.22 |
| G 601-21711 NPERS - Life | (\$0.30) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.30) |
| G 601-21712 HSA Employee | (\$0.11) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.11) |
| G 601-21714 LTD Employee | \$0.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.25 |
| G 601-21715 MSRS Employee | (\$0.08) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.08) |
| G 601-21718 Water sales tax payable | (\$302.12) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$302.12) |
| G 601-22510 General Obligation Bonds Pa | (\$502,600.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$502,600.00) |
| G 601-99999 Utility Overpayments | \$0.21 | \$2.62 | \$1,738.37 | \$5,022.52 | \$9,291.71 | (\$4,268.98) |
| Total Liability | (\$536,423.94) | \$2.62 | \$1,738.37 | \$21,593.52 | \$9,291.71 | (\$524,122.13) |
| Equity | | | | | | |
| G 601-25300 Unreserved Fund Balance | (\$1,793,922.74) | \$15,483.08 | \$8,470.81 | \$375,451.07 | \$328,772.52 | (\$1,747,244.19) |
| Total Equity | (\$1,793,922.74) | \$15,483.08 | \$8,470.81 | \$375,451.07 | \$328,772.52 | (\$1,747,244.19) |
| Total 601 WATER FUND | \$0.00 | \$26,286.50 | \$26,286.50 | \$721,847.38 | \$721,847.38 | \$0.00 |



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FUND 602 SEWER FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|------------------|-------------|-------------|----------------|----------------|------------------|
| Asset | | | | | | |
| G 602-10100 Cash | \$712,740.83 | \$29,108.08 | \$35,947.20 | \$516,104.09 | \$587,730.68 | \$641,114.24 |
| G 602-11500 Accounts Receivable | \$92,956.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$92,956.40 |
| G 602-12300 Special Assess Rec-Deferred | \$868.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$868.30 |
| G 602-13100 Due From Other Funds | \$0.29 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.29 |
| G 602-15500 Prepaid Items | \$774.13 | \$0.00 | \$0.00 | \$0.00 | \$774.00 | \$0.13 |
| G 602-16100 Land | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 602-16200 Building and Improvements | \$417,170.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$417,170.00 |
| G 602-16300 Improvements other building | \$1,950,830.15 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,950,830.15 |
| G 602-16400 Equipment | \$56,342.75 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$56,342.75 |
| G 602-16410 Accumulated dep. Equip. | (\$1,266,438.22) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$1,266,438.22) |
| G 602-16500 Construction in Progress | \$470,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$470,000.00 |
| G 602-26100 Contributions From City | (\$0.36) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.36) |
| Total Asset | \$2,435,244.27 | \$29,108.08 | \$35,947.20 | \$516,104.09 | \$588,504.68 | \$2,362,843.68 |
| Liability | | | | | | |
| G 602-20200 Accounts Payable | (\$39,092.70) | \$0.00 | \$0.00 | \$39,093.00 | \$0.00 | \$0.30 |
| G 602-21500 Accrued Interest Payable | (\$8,467.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$8,467.00) |
| G 602-21600 Accrued Wages & Salaries P | (\$14,008.24) | \$0.00 | \$0.00 | \$2,913.00 | \$0.00 | (\$11,095.24) |
| G 602-21701 Federal W/H Payable | \$0.08 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.08 |
| G 602-21702 State Withholding Payable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 602-21703 FICA Tax Withholding | (\$181.28) | \$0.00 | \$0.00 | \$181.00 | \$0.00 | (\$0.28) |
| G 602-21704 PERA | (\$211.00) | \$0.00 | \$0.00 | \$211.00 | \$0.00 | \$0.00 |
| G 602-21707 Union Dues | \$0.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.25 |
| G 602-21709 Medicare | (\$41.75) | \$0.00 | \$0.00 | \$42.00 | \$0.00 | \$0.25 |
| G 602-21711 NPERS - Life | (\$0.28) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.28) |
| G 602-21712 HSA Employee | \$0.47 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.47 |
| G 602-21714 LTD Employee | (\$0.35) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.35) |
| G 602-21715 MSRS Employee | (\$0.08) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.08) |
| G 602-22510 General Obligation Bonds Pa | (\$754,400.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$754,400.00) |
| Total Liability | (\$816,401.88) | \$0.00 | \$0.00 | \$42,440.00 | \$0.00 | (\$773,961.88) |
| Equity | | | | | | |
| G 602-25300 Unreserved Fund Balance | (\$1,618,842.39) | \$35,951.94 | \$29,112.82 | \$588,509.42 | \$558,548.83 | (\$1,588,881.80) |
| Total Equity | (\$1,618,842.39) | \$35,951.94 | \$29,112.82 | \$588,509.42 | \$558,548.83 | (\$1,588,881.80) |
| Total 602 SEWER FUND | \$0.00 | \$65,060.02 | \$65,060.02 | \$1,147,053.51 | \$1,147,053.51 | \$0.00 |



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FUND 603 STREET LIGHT FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|-----------------|-------------------|--------------------|-------------------|--------------------|----------------|
| Asset | | | | | | |
| G 603-10100 Cash | \$27,562.77 | \$4,654.05 | \$4,388.08 | \$74,146.97 | \$53,564.88 | \$48,144.86 |
| G 603-11500 Accounts Receivable | \$15,580.47 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,580.47 |
| G 603-12200 Special Assess Rec-Delinque | (\$0.24) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.24) |
| G 603-15500 Prepaid Items | \$77.00 | \$0.00 | \$0.00 | \$0.00 | \$77.00 | \$0.00 |
| Total Asset | \$43,220.00 | \$4,654.05 | \$4,388.08 | \$74,146.97 | \$53,641.88 | \$63,725.09 |
| Liability | | | | | | |
| G 603-20200 Accounts Payable | (\$3,969.24) | \$0.00 | \$0.00 | \$3,969.00 | \$0.00 | (\$0.24) |
| G 603-20700 Due to Other Funds | (\$0.48) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.48) |
| Total Liability | (\$3,969.72) | \$0.00 | \$0.00 | \$3,969.00 | \$0.00 | (\$0.72) |
| Equity | | | | | | |
| G 603-25300 Unreserved Fund Balance | (\$39,250.28) | \$4,388.08 | \$4,654.05 | \$53,641.88 | \$78,115.97 | (\$63,724.37) |
| Total Equity | (\$39,250.28) | \$4,388.08 | \$4,654.05 | \$53,641.88 | \$78,115.97 | (\$63,724.37) |
| Total 603 STREET LIGHT FUND | \$0.00 | \$9,042.13 | \$9,042.13 | \$131,757.85 | \$131,757.85 | \$0.00 |



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FUND 604 STORM WATER FUND

December 2015

| | Begin Yr | MTD Debits | MTD Credits | YTD Debits | YTD Credits | Balance |
|---|----------------|----------------|----------------|-----------------|-----------------|----------------|
| Asset | | | | | | |
| G 604-10100 Cash | \$15,042.34 | \$4,138.69 | \$3,342.88 | \$71,424.30 | \$51,889.73 | \$34,576.91 |
| G 604-11500 Accounts Receivable | \$8,712.80 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,712.80 |
| G 604-12100 SA Recievable -Current | (\$0.07) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$0.07) |
| G 604-12200 Special Assess Rec-Delinque | \$31,448.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$31,448.00 |
| G 604-15500 Prepaid Items | \$143.00 | \$0.00 | \$0.00 | \$0.00 | \$143.00 | \$0.00 |
| G 604-16500 Construction in Progress | \$188,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$188,000.00 |
| Total Asset | \$243,346.07 | \$4,138.69 | \$3,342.88 | \$71,424.30 | \$52,032.73 | \$262,737.64 |
| Liability | | | | | | |
| G 604-20200 Accounts Payable | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| G 604-20700 Due to Other Funds | \$0.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.19 |
| G 604-21500 Accrued Interest Payable | (\$1,717.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$1,717.00) |
| G 604-22510 General Obligation Bonds Pa | (\$188,000.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$188,000.00) |
| Total Liability | (\$189,716.81) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$189,716.81) |
| Equity | | | | | | |
| G 604-25300 Unreserved Fund Balance | (\$53,629.26) | \$3,342.88 | \$4,138.69 | \$52,032.73 | \$71,424.30 | (\$73,020.83) |
| Total Equity | (\$53,629.26) | \$3,342.88 | \$4,138.69 | \$52,032.73 | \$71,424.30 | (\$73,020.83) |
| Total 604 STORM WATER FUND | \$0.00 | \$7,481.57 | \$7,481.57 | \$123,457.03 | \$123,457.03 | \$0.00 |
| Report Total | \$0.00 | \$2,006,823.53 | \$2,006,823.53 | \$13,107,663.90 | \$13,107,663.90 | \$0.00 |

MINNESOTA LAWFUL GAMBLING LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus
Fr. Jeremiah O'Callaghan Council #3659 Previous Gambling Permit Number: 19075
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: P.O. Box 465
City: South St. Paul State: Mn. Zip: 55075 County: Dakota
Name of Chief Executive Officer (CEO): Laurence Bidwell
Daytime Phone: (651) 455-8665 Email: _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Tinucci's Restaurant

Address (do not use P.O. box): 396 - 21ST St.
City or Township: Newport, Mn. Zip: 55055 County: Washington

Date(s) of activity (for raffles, indicate the date of the drawing): Sunday, April 24, 2016

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 2,930.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Laurence Bidwell* Date: 1/6/16
(Signature must be CEO's signature; designee may not sign)

Print Name: Laurence Bidwell

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: January 6, 2016

SUBJECT: Election Judge Hourly Rates for 2016

BACKGROUND

Every year, Washington County provides the City with hourly rates for election judges for every city in the County. As of 2014, the County average for Head Judges was \$11.71 per hour and the average for Election Judges was \$9.38 per hour. The City currently gives \$10 per hour to its Head Judge and \$9 per hour to its Election Judges. This has been the current rate since 2008.

DISCUSSION

City staff is recommending that the hourly rates be increased in 2016 to \$11.50 per hour for Head Judges and \$9.50 for Election Judges. Based on these rates, the City would pay about \$3,250 in wages in 2016 and \$1,200 in 2017. Please note that the School District would reimburse the City for the wages paid in 2017. Staff discussed this at the July 16, 2015 budget discussion and was directed to budget for the increase in 2016.

RECOMMENDATION

It's recommended that the City Council approve Resolution No. 2016-2 establishing hourly rates for election judges.

RESOLUTION NUMBER 2016-2

A RESOLUTION ESTABLISHING HOURLY RATES FOR ELECTION JUDGES

WHEREAS, the City of Newport hires election judges to work the Primary, General, and School District Elections; and

WHEREAS, the hourly rate for election judges have not increased since 2008; and

WHEREAS, the City of Newport City Council values the commitment and allegiance of its election judges.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Newport hereby establishes the following hourly rates for the election judge positions of the City of Newport:

| | Hourly Rate |
|----------------------------|--------------------|
| Head Election Judge | \$11.50 |
| Election Judge | \$9.50 |

Adopted this 21st day of January, 2016 by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE: Geraghty _____

 Ingemann _____

 Sumner _____

 Gallagher _____

 Rahm _____

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

RESOLUTION NO. 2016-3

A RESOLUTION ACCEPTING DONATIONS FOR THE PERIOD OF DECEMBER 1, 2015 - JANUARY 14, 2016

WHEREAS, The City of Newport, Minnesota is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the items set forth below to the City:

| Individual/Business | Donated Item | Donated Amount | Donated Date |
|------------------------------------|--|-----------------------|---------------------|
| Cottage Grove Athletic Association | 10% for October for Opinion and Cloverleaf | \$939.01 | 12/01/2015 |
| MN-871 AFJROTC | Books for the Library and Community Center | Estimated - \$50 | 01/06/2016 |
| Cottage Grove Athletic Association | 10% for November and December for Opinion and Cloverleaf | \$290.82 | 01/07/2016 |

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED, That the Newport City Council hereby accepts the above donations and directs staff to write a letter of appreciation to each donor.

Adopted this 21st day of January, 2016, by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE:

| | |
|----------|-------|
| Geraghty | _____ |
| Ingemann | _____ |
| Sumner | _____ |
| Rahm | _____ |
| Lund | _____ |

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Deb Hill, City Administrator, City of Newport, MN

FROM: Julie Urell

DATE: January 14, 2016

SUBJECT: Addendum to 2015 Compensation Study

Introduction

As Springsted was wrapping up its findings and recommendations for the City of Newport's classification and compensation study, we were made aware that the City had made adjustments to a number of employee salaries at the start of 2016. These adjustments were not included in our final report, which is based on the 2015 salaries that were included in our survey of the City's peer communities.

In order to provide the City with an accounting of the effects of the 2016 adjustments, we are including this memorandum as an addendum to our 2015 study and report.

Assumptions

According to the information provided to us by the City, a number of administrative positions received an increase of 2.5% for 2016. In order to calculate the estimated budget impacts for the City, we assume that the salary schedule we proposed for 2015 be adjusted upwards by 2.5%, consistent with the City's initial salary adjustments. We encourage the City to follow up with its peer communities to determine the extent of their salary adjustments, in order to keep Newport from pulling too far ahead or falling behind the market.

Another significant change for 2016 is the City's outsourcing its law enforcement services, which will be provided by the County. For this reason, the Police employees included in our original report are not included in our calculations for this memo.

If we assume that salaries among Newport's peer communities are adjusted upward by 2.5% for 2016, the resulting salary schedule is shown on the following page.

2016 Salary Schedule – 2.5% adjustment

| Grade | Step | | | | | | | | |
|-------|--------|---------|---------|---------|---------|---------|---------|---------|---------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 32,186 | 33,071 | 33,980 | 34,915 | 35,875 | 36,862 | 37,875 | 38,917 | 39,987 |
| 2 | 34,117 | 35,055 | 36,019 | 37,010 | 38,028 | 39,073 | 40,148 | 41,252 | 42,386 |
| 3 | 36,164 | 37,158 | 38,180 | 39,230 | 40,309 | 41,418 | 42,557 | 43,727 | 44,929 |
| 4 | 38,334 | 39,388 | 40,471 | 41,584 | 42,728 | 43,903 | 45,110 | 46,351 | 47,625 |
| 5 | 40,634 | 41,751 | 42,899 | 44,079 | 45,291 | 46,537 | 47,817 | 49,132 | 50,483 |
| 6 | 43,072 | 44,256 | 45,473 | 46,724 | 48,009 | 49,329 | 50,686 | 52,079 | 53,512 |
| 7 | 45,656 | 46,912 | 48,202 | 49,527 | 50,889 | 52,289 | 53,727 | 55,204 | 56,722 |
| 8 | 48,396 | 49,726 | 51,094 | 52,499 | 53,943 | 55,426 | 56,950 | 58,517 | 60,126 |
| 9 | 51,299 | 52,710 | 54,160 | 55,649 | 57,179 | 58,752 | 60,367 | 62,028 | 63,733 |
| 10 | 54,377 | 55,873 | 57,409 | 58,988 | 60,610 | 62,277 | 63,989 | 65,749 | 67,557 |
| 11 | 57,640 | 59,225 | 60,854 | 62,527 | 64,247 | 66,013 | 67,829 | 69,694 | 71,611 |
| 12 | 61,098 | 62,779 | 64,505 | 66,279 | 68,101 | 69,974 | 71,899 | 73,876 | 75,907 |
| 13 | 64,764 | 66,545 | 68,375 | 70,256 | 72,188 | 74,173 | 76,212 | 78,308 | 80,462 |
| 14 | 68,650 | 70,538 | 72,478 | 74,471 | 76,519 | 78,623 | 80,785 | 83,007 | 85,289 |
| 15 | 72,769 | 74,770 | 76,826 | 78,939 | 81,110 | 83,340 | 85,632 | 87,987 | 90,407 |
| 16 | 77,135 | 79,256 | 81,436 | 83,675 | 85,977 | 88,341 | 90,770 | 93,266 | 95,831 |
| 17 | 81,763 | 84,012 | 86,322 | 88,696 | 91,135 | 93,641 | 96,216 | 98,862 | 101,581 |
| 18 | 86,669 | 89,053 | 91,501 | 94,018 | 96,603 | 99,260 | 101,989 | 104,794 | 107,676 |
| 19 | 91,869 | 94,396 | 96,992 | 99,659 | 102,399 | 105,215 | 108,109 | 111,082 | 114,137 |
| 20 | 97,381 | 100,059 | 102,811 | 105,638 | 108,543 | 111,528 | 114,595 | 117,747 | 120,985 |

Findings

Using the adjusted 2016 salary data from the City, we estimate that the City's total salary budget currently stands at \$657,654, which includes the part-time Library position but not the Police positions. If the City chooses Option 2 from the implementation options in our final report, the impact for 2016 would be \$7,592, which is a 1.2% increase. If the City chooses Option 3, the adjusted impact is \$15,854, a 2.4% increase.

A summary of the 2016 impacts is shown in the tables on the following page:

Summary of Estimated Impacts

| Dept | Empl | Title | Grade | Group | Hours | Yrs of Svc | 2016 Salary | Opt 2 - Next Step | | | | Opt 3 - Yrs of Svc | | | |
|----------------|------|------------------------------------|-------|-----------|-------|------------|-------------------|-------------------|-----------------|-------------|-------------------|--------------------|-------------|--|--|
| Library | JS | Library and Comm Center Coord | 4 | PT | 1040 | 12 | \$ 13,000 | \$ 14,375 | \$ 1,375 | 10.6% | \$ 14,375 | \$ 1,375 | 10.6% | | |
| Public Works | JJ | Maintenance Operator | 7 | Local #49 | 2080 | 12 | \$ 56,389 | \$ 56,722 | \$ 334 | 0.6% | \$ 56,722 | \$ 334 | 0.6% | | |
| Public Works | DM | Maintenance Operator | 7 | Local #49 | 2080 | 3 | \$ 56,389 | \$ 56,722 | \$ 334 | 0.6% | \$ 56,722 | \$ 334 | 0.6% | | |
| Public Works | NP | Maintenance Operator | 7 | Local #49 | 2080 | 3 | \$ 56,389 | \$ 56,722 | \$ 334 | 0.6% | \$ 56,722 | \$ 334 | 0.6% | | |
| Public Works | DS | Maintenance Operator | 7 | Local #49 | 2080 | 15 | \$ 56,389 | \$ 56,722 | \$ 334 | 0.6% | \$ 56,722 | \$ 334 | 0.6% | | |
| Public Works | JL | Maintenance Mechanic/Operator | 8 | Local #49 | 2080 | 1 | \$ 56,389 | \$ 58,517 | \$ 2,128 | 3.8% | \$ 58,517 | \$ 2,128 | 3.8% | | |
| Admin | RE | Asst to the City Administrator | 10 | Non | 2080 | 5 | \$ 56,659 | \$ 57,409 | \$ 750 | 1.3% | \$ 60,610 | \$ 3,951 | 7.0% | | |
| Admin | DS | Accountant | 10 | Non | 2080 | 3 | \$ 56,659 | \$ 57,409 | \$ 750 | 1.3% | \$ 57,409 | \$ 750 | 1.3% | | |
| Public Works | MY | Asst Superintendent - Public Works | 13 | Non | 2080 | 1 | \$ 67,891 | \$ 68,375 | \$ 484 | 0.7% | \$ 68,375 | \$ 484 | 0.7% | | |
| Public Works | BH | Superintendent - Public Works | 16 | Non | 2080 | 39 | \$ 90,293 | \$ 90,770 | \$ 477 | 0.5% | \$ 95,831 | \$ 5,538 | 6.1% | | |
| Admin | DH | City Administrator | 18 | Non | 2080 | 3 | \$ 91,208 | \$ 91,501 | \$ 293 | 0.3% | \$ 91,501 | \$ 293 | 0.3% | | |
| TOTALS: | | | | | | | \$ 657,654 | \$ 665,246 | \$ 7,592 | 1.2% | \$ 673,508 | \$ 15,854 | 2.4% | | |

| Group | Current Salary | Opt 2 Impact | Opt 3 Impact |
|--------------------------------|-------------------|-----------------|------------------|
| PT | \$ 13,000 | \$ 1,375 | \$ 1,375 |
| Local #49 | \$ 281,944 | \$ 3,462 | \$ 3,462 |
| Non | \$ 362,710 | \$ 2,755 | \$ 11,017 |
| Total | \$ 657,654 | \$ 7,592 | \$ 15,854 |
| Impact as % of current: | | 1.2% | 2.4% |

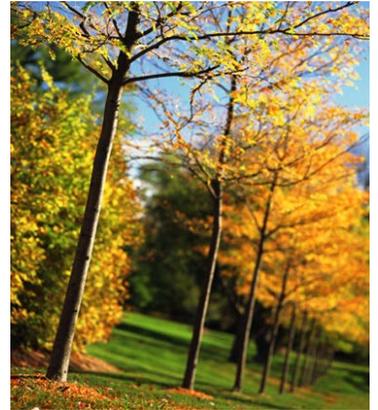
Findings (cont.)

Looking at the summary tables, we note most individuals see modest salary adjustments of less than 1%. One significant exception to this pattern is with the part-time Library position, which sees an increase of 10.6% in order to bring the position up to the minimum proposed compensation. In addition, the Maintenance Mechanic/Operator would see an increase of 3.8%, while the Assistant to the City Administrator and the Accountant would see increases of 1.3% over their existing 2016 salaries.

When years of service are taken into account under Option 3, the only changes that arise come from two positions in administration. The Assistant to the City Administrator would move from Step 3 up to Step 5, and the Superintendent of Public Works would move from Step 7 to Step 9. The majority of employees would remain in the same step that they were assigned to under Option 2, which is generally due to the fact that these steps are equal to or higher than would otherwise be assigned for years of service.

In total, we anticipate that the City's budget impact for salaries under Option 2 would be \$665,246, which would be a 1.2% increase over the current level of \$657,654. Under Option 3, the total impact would be \$673,508, which is 2.4% higher than the current level.

We hope that this addendum provides the City with a clearer understanding of the anticipated 2016 impacts resulting from adoption of the proposed pay plan. If further concerns arise, it will be our pleasure to discuss them with the City.



Final Report

City of Newport, Minnesota

Classification and Compensation Study

December, 2015

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

December 31, 2015

Ms. Deb Hill
City Administrator
City of Newport, Minnesota
596 7th Avenue
Newport, Minnesota 55055

Re: Classification and Compensation Study Final Report

Dear Ms. Hill:

Springsted Incorporated is pleased to provide the City of Newport, Minnesota with the completed Classification and Compensation Study. This Study provides an overview of the City's current compensation and classification system in the context of our final report, including the methodology used to revise position descriptions, job evaluation results, the compensation plan and options for implementation of the new program.

This Study represents a thorough and comprehensive review of all aspects of the City's classification and compensation system. The recommendations offered in this Study will increase the market competitiveness of the City's compensation program for its employees within the regional marketplace, and provide increased internal equity among positions. Implementation of these recommendations will help the City attract new employees and assist in retaining current employees needed to meet the City's service demands.

Springsted expresses its thanks to the City of Newport, Minnesota staff who completed Position Analysis Questionnaires, and to you, for providing information and feedback throughout the phases of the Study. We appreciate the privilege of serving the City of Newport, Minnesota, and hope that we may be of assistance to you in the future.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Julie Urell', written over a circular stamp or seal.

Julie Urell, Assistant Vice President
Consultant

1. Introduction

The City of Newport, Minnesota retained Springsted Incorporated to conduct a Classification and Compensation Study of all City positions in the Spring of 2015. The Study represents a comprehensive review of the components that affect an organization's compensation program – position descriptions, current compensation structure, the City's pay philosophy, regional market competitiveness of City salaries, the internal equity of salaries paid to comparable City positions, fringe benefits, and ongoing maintenance and administration of the compensation system. A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct classification and compensation studies every five to seven years to ensure their ability to hire and retain qualified employees and to maintain equitable internal pay relationships. Conducting a classification and compensation study provides an opportunity to review and update position descriptions, taking into account technology changes, new work processes and tools, and other factors that can affect job responsibilities. As these changes are reflected in new job descriptions, jobs should be evaluated to determine the internal relationships of positions within the organization. A classification and compensation study also involves a review of market salaries for similar positions found in comparable organizations. The resulting analysis of data obtained from the market salary survey and job evaluations provides the basis for a revised salary schedule.

The purpose of this study is to ensure that the City's compensation plan is adequate to attract new employees and retain existing employees. If compensation levels fall below market, the organization will experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay market rates for their skills.

Springsted developed and administered a salary and benefits survey for the City, to obtain information about comparable positions and the characteristics of compensation plans used by responding agencies. Twenty-one entities were invited to participate in the survey:

- Afton, MN
- Bayport, MN
- Carver, MN
- Centerville, MN
- Circle Pines, MN
- Columbus, MN
- Elko New Market, MN
- Falcon Heights, MN
- Independence, MN
- Lexington, MN
- Norwood Young America, MN
- Nowthen, MN
- Oak Park Heights, MN
- Osseo, MN
- Rockford, MN
- Scandia, MN
- Watertown, MN
- St. Paul Park, MN
- Cottage Grove, MN
- South St. Paul, MN
- Inver Grove Heights, MN

Eight cities provided direct responses to the survey, and information was obtained from the League of Minnesota Cities survey for an additional 8 cities, totaling 16 responses. The cities of Afton, Columbus, Independence, Nowthen, and Rockford did not respond to our requests for information and also did not provide information for the League of Minnesota Cities survey.

This report explains the results of the Classification and Compensation Study. It reflects the involvement of City staff, who attended orientation sessions at the outset of the study and completed Position Analysis Questionnaires.

2. Methodology

Springsted Incorporated used the following methodology to develop a new classification and compensation plan for the City's positions:

1. Springsted met with the City Administrator, Public Works Superintendent and Police Chief, to establish working relationships, review current policies and practices relating to the City's existing pay practices and obtain background information.
2. Employees attended orientation sessions conducted by Springsted to learn about the study process. During this session, Springsted encouraged employees to ask questions, to voice concerns, and to offer input into the study.
3. Employees received Position Analysis Questionnaires (PAQs) and instruction sheets and were encouraged to participate in the study by completing the form. The PAQ allows employees to provide information about required education and experience; knowledge, skills and abilities and characteristics and factors applicable to their position. Each employee's supervisor reviewed the completed form for accuracy and completeness; providing any additional information they felt was relevant to the position. Supervisors were directed not to change any employee-provided information.
4. We analyzed the completed PAQs and prepared job descriptions for each position. We also reviewed the designation for each position under the federal Fair Labor Standards Act.
5. The initial job evaluation was conducted using the SAFE® (Systematic Analysis and Factor Evaluation) system. The SAFE system provides a consistent and objective approach to evaluating jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity in the work performed, working conditions, the impact of end results and the consequences of error.
6. A total compensation survey instrument was created for the City. The survey requested information from comparable organizations on the salary ranges and the actual salaries of benchmark positions comparable to City of Newport positions. Recognizing that survey respondents often find job titles insufficient in determining comparable positions that most closely correspond to the City's positions, we included the general description and minimum requirements established for each City position. The survey results reflect the responses of 8 entities that responded directly to the survey, along with data available from the League of Minnesota Cities Survey Navigator utility.
7. Using the salary survey data and the results of the SAFE job evaluation system, Springsted developed a 2015 proposed pay schedule and assigned each position to the appropriate salary grade.

3. Findings and Recommendations

Conducting a comprehensive compensation study involves the analysis of substantial quantities of data collected from comparable employers and the City. We have evaluated the City's existing compensation program based on our analysis of the study data and survey results. Using this information, we have developed recommendations for development of a new compensation system for the City of Newport.

Evaluation of the Current Compensation Program

Discussions with City personnel and a review of current compensation data indicates that most of the positions in the City of Newport are compensated competitively in relation to other comparable organizations, although some which are above the market fall within industry standards (+/- 5%) of the market average. Other considerations include:

- Concerns about the potential for future employee turnover as employees reach retirement or because employees choose to leave the City to take higher-paying jobs or promotional opportunities with other employers
- Potential difficulty hiring new personnel, especially for specialized positions
- Positions with comparable responsibilities requiring comparable education and experience that are assigned to different pay ranges

Pay Philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned in comparison with that market. Market position should balance what it takes to attract new employees and to retain skilled employees with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we have emphasized references to performance in the pay philosophy discussion. As part of this study, we recommend that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum and maximum rates that the City will pay for that position
- Establishing rates of pay that allow the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the City Council, and taxpayers

Defining and Evaluating Job Classes

City employees completed individual Position Analysis Questionnaires (PAQs). Supervisors reviewed their employees' PAQs and provided information for each position. Employees and supervisors both responded to questions regarding essential duties and responsibilities, education and experience requirements, various job factors affecting positions, working conditions and the physical requirements of each job in compliance with the Americans with Disabilities Act (ADA).

We examined the PAQs carefully to review the type of work performed and the qualifications of positions. If the work performed was essentially the same, positions were consolidated into one job class, such as Administrative Assistant. Consolidating job titles, if practicable, can be beneficial for an organization as it promotes internal equity, particularly with comparable positions that exist in different departments. It also gives greater flexibility to supervisors in assigning work and supports employee cross-training and professional development.

All job classes were reviewed to determine those positions that can be exempted from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004.¹ The recommended FLSA designation is included on the final job descriptions provided to the City.

With the completion of the review of job descriptions, we utilized the SAFE job evaluation system to review and rate each City position. The factors considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

Development of a Salary Schedule

The process of developing a salary schedule draws substantially from market data. This data is obtained by conducting a survey of other comparable employers within the City's defined market. Respondents are asked to provide information about the structure of their pay plans, the minimum, maximum and actual salary rates of positions, years to maximum, number of steps, and information on additional compensation if relevant.

Survey Results

The salary survey included a series of questions designed to obtain information on a variety of pay practices. This survey was conducted using data from comparable employers in the region. Of the 14 positions included in the survey, information for 11 positions was used in analyzing the salary data. Three positions were not used in the overall analysis, as there was either incomplete or inconsistent information provided by the responding organizations. A review of the salary ranges for the City's positions that have established ranges indicates that the salary ranges for the majority of positions included in the survey are consistent with those of comparable organizations. City of Newport average minimum salaries are 8.66% above the market average, midpoint salaries are 1.58% below the market average midpoints and the maximums of the salary ranges are 6.87% below the average maximums reported by the survey participants.

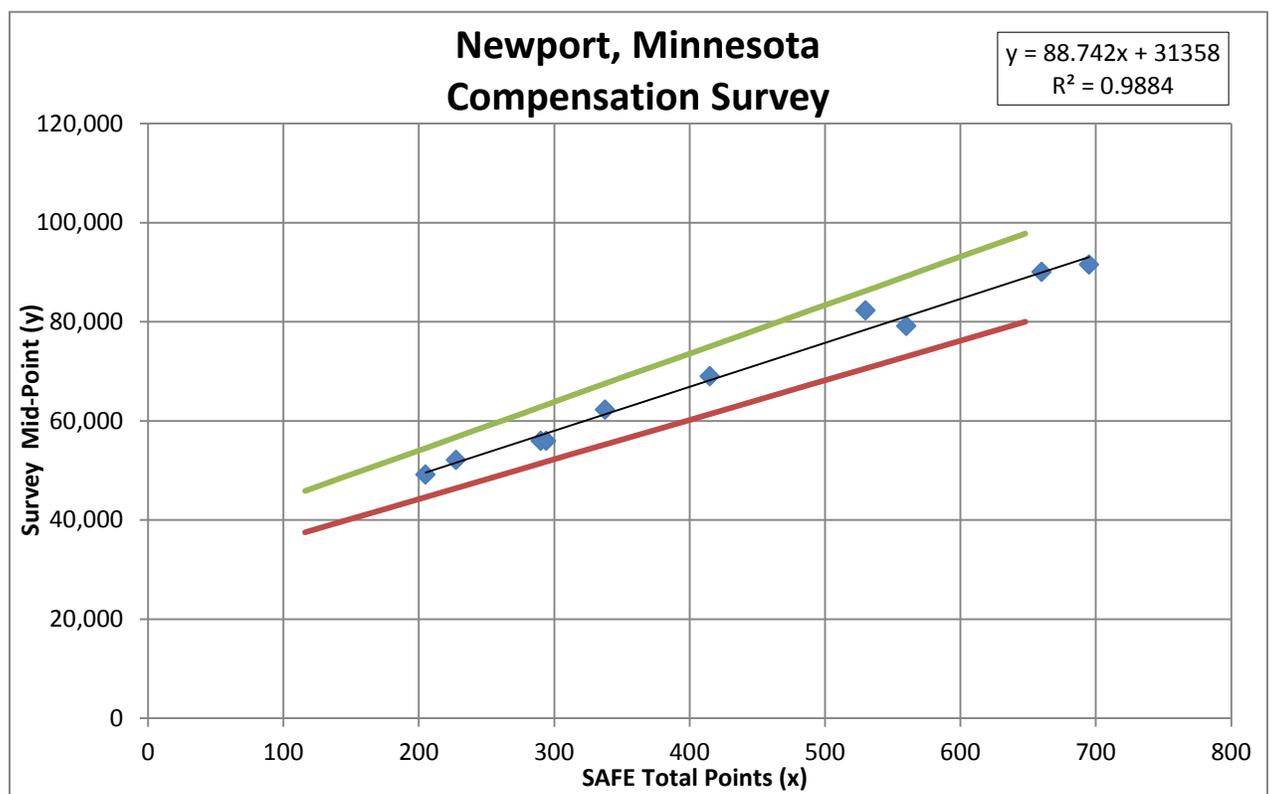
A summary of the market survey results can be found in Appendix I.

¹ *Of significance, the U.S. Department of Labor has proposed changes to FLSA White Collar Exemptions that will likely take effect sometime in 2016. The proposal seeks to increase the minimum salary requirement for exemption from \$455/week to \$970/week. We recommend the City of Newport review FLSA classifications upon issuance of the "final rule," well in advance of the effective date of the amended regulation.*

Designing the Pay Plan

The first step in designing a compensation plan is to create a salary curve using the salary survey data for the City's positions and the corresponding job evaluation point factors for each position. This data produced the salary curve shown below. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.

The recommended full time compensation plan was designed by establishing 20 pay grades with a 6 percent spread between pay grades. The midpoint of each pay grade generally corresponds with the market as defined by the salary survey. Each grade has 9 steps with 2.75% between steps. A part time compensation plan was also developed. The proposed pay scales can be found in Appendix II.



Each position was then assigned to the appropriate salary grade based on the points it received as a result of the job evaluation. Grade Assignments are shown in Appendix III.

We recommend that as part of this compensation plan, individual employee movement between steps be based on employee performance. Employees should only receive step increases if their performance is satisfactory or better, as measured by a performance evaluation process.

An established performance evaluation program includes ongoing training on the system, ensuring that supervisors in all departments consistently apply

performance standards. When compensation is based on performance, employees look for assurance that managers will honestly evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems include a review by the City Administrator's office, providing a mechanism that ensures supervisors apply performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at 6- or 12-month intervals (or ideally, more frequently), so employees know how their supervisors view their performance and have the opportunity to improve performance and their corresponding prospects for a pay increase. Employees who have satisfactory or better performance evaluations should expect annual wage increases.

4. Implementation¹

Updating the City's compensation plan carries some necessary costs. The magnitude of these costs can be controlled to some extent by the decisions the City makes about how aggressively to make changes to its current system. To estimate implementation costs, we used current 2015 employee salaries supplied by the City for all departments. Of significance:

- Both of the City's two part-time employees have a current wage that falls below the minimum of the proposed grade for their position in the pay scale.
- 14 of the City's 17 full-time employees have a current wage that falls within the range of the proposed grade for their position in the pay scale.
- 3 of the City's 17 full-time employees have a current wage that falls above the range of the proposed grade for their position in the pay scale.

Implementation Option 1

The first option for implementation of the study results involves moving employees whose current wage falls below the minimum of the proposed range for their position to the minimum of the range. Two members of the City's part time workforce are currently compensated at a level that is below the proposed grade for their position. The annual cost to bring these employees to the minimum of the proposed grade is \$4,375, or 19.12% of the City's total *part time* payroll.

Option 1 - Move to Min

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|----------------|-----------------|-------------|------------|
| Totals | 2 | \$ 22,880.00 | \$ 27,255.30 | \$ 4,375.30 | 19.12% |
| Employee Below Min | 2 | \$ 22,880.00 | \$ 27,255.30 | \$ 4,375.30 | 19.12% |
| Employee Within Range | 0 | \$ - | \$ - | \$ - | |
| Employee Above Max | 0 | \$ - | \$ - | \$ - | |

Implementation Option 2

The second option assumes implementation of Option 1 as a starting point, and makes further modifications from there. Option 2 moves full-time employees whose current wage falls within the proposed grade for their position onto the scale based on the relationship of their current wage to the proposed range for their position. Of the City's 17 full time employees, 14 employees have a current wage which falls within the proposed range for their position. To move these employees onto the proposed wage scale, employees are placed on the step closest to their current wage, without a decrease. The annual cost to move all full time employees onto the proposed compensation plan under Option 2 is \$13,453, or 1.21% of the

¹ Data reflects September 2, 2015 client census data provided to Springsted. Adjusted 2016 impacts were later provided to Council via a memo addendum.

City's total *full time* payroll. For your convenience, Option 2 is separated into Union and Non Union implementation schedules. These impacts are in addition to the impacts calculated for Option 1.

Full time – All

Option 2 - Next Step

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|-----------------|-----------------|--------------|------------|
| Totals | 17 | \$ 1,113,840.00 | \$ 1,127,293.10 | \$ 13,453.10 | 1.21% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 14 | \$ 944,673.60 | \$ 958,126.70 | \$ 13,453.10 | 1.42% |
| Employee Above Max | 3 | \$ 169,166.40 | \$ 169,166.40 | \$ - | |

Full time – Non Union

Option 2 - Next Step

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|----------------|-----------------|-------------|------------|
| Totals | 6 | \$ 438,526.40 | \$ 442,179.32 | \$ 3,652.92 | 0.83% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 6 | \$ 438,526.40 | \$ 442,179.32 | \$ 3,652.92 | 0.83% |
| Employee Above Max | 0 | \$ - | \$ - | \$ - | |

Full time – Union

Option 2 - Next Step

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|----------------|-----------------|-------------|------------|
| Totals | 11 | \$ 675,313.60 | \$ 685,113.77 | \$ 9,800.17 | 1.45% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 8 | \$ 506,147.20 | \$ 515,947.37 | \$ 9,800.17 | 1.94% |
| Employee Above Max | 3 | \$ 169,166.40 | \$ 169,166.40 | \$ - | |

Implementation Option 3

The third option also assumes implementation of Option 1. Option 3 accomplishes all aspects of Option 2, and awards full-time employees step placement based on their years of service with the organization. The annual cost to move *all* full time employees onto the proposed compensation plan under Option 3 is \$19,930, or 1.79% of the City's total *full-time* payroll. For your convenience, Option 3 is separated into Union and Non Union implementation schedules.

Full time – All**Option 3 - Yrs of Svc**

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|-----------------|-----------------|--------------|------------|
| Totals | 17 | \$ 1,113,840.00 | \$ 1,133,770.91 | \$ 19,930.91 | 1.79% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 14 | \$ 944,673.60 | \$ 964,604.51 | \$ 19,930.91 | 2.11% |
| Employee Above Max | 3 | \$ 169,166.40 | \$ 169,166.40 | \$ - | |

Full time – Non Union**Option 3 - Yrs of Svc**

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|----------------|-----------------|--------------|------------|
| Totals | 6 | \$ 438,526.40 | \$ 448,657.14 | \$ 10,130.74 | 2.31% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 6 | \$ 438,526.40 | \$ 448,657.14 | \$ 10,130.74 | 2.31% |
| Employee Above Max | 0 | \$ - | \$ - | \$ - | |

Full time – Union**Option 3 - Yrs of Svc**

| | # of Staff | Current Salary | Proposed Salary | Difference | % Increase |
|-----------------------|------------|----------------|-----------------|-------------|------------|
| Totals | 11 | \$ 675,313.60 | \$ 685,113.77 | \$ 9,800.17 | 1.45% |
| Employee Below Min | 0 | \$ - | \$ - | \$ - | |
| Employee Within Range | 8 | \$ 506,147.20 | \$ 515,947.37 | \$ 9,800.17 | 1.94% |
| Employee Above Max | 3 | \$ 169,166.40 | \$ 169,166.40 | \$ - | |

5. On-Going Administration

After initial implementation is achieved, the City will need to develop administrative procedures that provide for annual salary adjustments based on market and economic conditions, as well as adjustments that recognize individual performance.

Employee Adjustments. Employees will move through the wage schedule based on years of service and performance factors. An employee hired at the minimum wage rate who maintains satisfactory performance will move from the minimum to the maximum wage rate in approximately 9 years. Those with superior performance ratings could move through the wage schedule in a shorter time frame.

Base adjustments. In subsequent years it will be necessary for the City to adjust the salary schedules based on cost of living and other factors such as recruitment and retention issues. The City can establish a guideline for determining annual base adjustments. For example, the City could base its adjustment on the Consumer Price Index (CPI). The City could also contact comparable jurisdictions to find out what adjustments they make to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the City maintains marketability among comparable regional organizations.

For example, if the CPI were 3%, an equivalent increase could be applied to the pay scale. In addition, employees would move to the next step of the wage schedule on their anniversary date, based on satisfactory performance. By making this base adjustment to all employee salaries, the City ensures that employees will not again fall behind the market.

Benefits. The cities that responded to the salary survey also provided information about their fringe benefit programs. A summary of the fringe benefit survey results appears in Appendix IV.

Periodically conduct salary studies. We recommend that the City consider conducting a study of its salary plan every five years or more often, as needed. During a five-year period, the essential functions and requirements of some City positions will change. Economic conditions will also change. Conducting a salary study at regular intervals will help the City stay abreast of market changes and will help it to attract and retain quality employees.

6. Recommendations

The following recommendations are presented for the City's consideration:

1. Develop a pay philosophy to guide the City's compensation practices, subject to periodic review.
2. Determine the date the adopted pay plan will go into effect.
3. Review the need for annual adjustments to the City salary schedule in accordance with economic conditions, the City's ability to pay, and other relevant factors. Organizations generally consider the percentage adjustment by which comparable organizations are increasing their pay scales as well as general economic conditions.
4. Use the SAFE® job evaluation system to determine the appropriate range assignment for newly created positions, or when a substantial change occurs in the assigned functions of an existing position.
5. Conduct salary surveys every five years (more often, if necessary) to ensure that the City's pay scale is keeping pace with the market.
6. Continually develop the performance evaluation program.

Appendix I Summary of 2015 Salary Survey Results

| Position Surveyed | Number of Respondents | Average FTES | Average | Average Midpoint | Minimum Salary | | | Midpoint Salary | | Maximum Salary | | |
|---|-----------------------|--------------|--------------|------------------|----------------|-----------|-----------|-----------------|------------|----------------|------------|------------|
| | | | YOS | | Lowest | Highest | Average | Lowest | Highest | Lowest | Highest | Average |
| Accountant | 9 | 1.11 | 13.50 | 55,975.37 | 41,600.00 | 59,925.00 | 50,236.64 | 48,173.00 | 64,937.50 | 54,746.00 | 69,950.00 | 61,945.55 |
| Assistant Superintendent - Public Works | 6 | 1.00 | 12.33 | 68,994.33 | 54,180.00 | 72,785.00 | 60,589.00 | 62,370.00 | 81,883.00 | 69,700.00 | 90,981.00 | 77,399.67 |
| Assistant to the City Administrator | 4 | 1.00 | 12.00 | 55,964.75 | 41,226.00 | 59,519.00 | 48,125.25 | 46,384.00 | 71,943.00 | 51,542.00 | 84,367.00 | 63,804.25 |
| City Administrator | 11 | 1.00 | 8.29 | 91,517.80 | 65,664.00 | 91,332.00 | 79,844.10 | 79,536.50 | 102,117.50 | 87,542.00 | 116,043.00 | 103,191.50 |
| <i>DNU - Community Service Officer</i> | | | | | | | | | | | | |
| <i>DNU - Library and Community Center Coordinator</i> | | | | | | | | | | | | |
| Maintenance Mechanic/Operator | 7 | 1.71 | 33.00 | 52,103.06 | 45,136.00 | 55,473.00 | 46,878.92 | 50,378.00 | 58,291.50 | 54,852.00 | 61,110.00 | 57,220.35 |
| Maintenance Operator | 12 | 3.33 | 8.80 | 49,185.06 | 32,410.00 | 47,964.00 | 43,510.60 | 46,384.00 | 52,426.00 | 51,396.00 | 58,011.00 | 54,645.26 |
| Police Chief | 5 | 1.00 | 13.00 | 90,056.98 | 64,292.00 | 89,970.00 | 79,414.00 | 74,006.00 | 104,176.00 | 83,720.00 | 118,382.00 | 100,987.20 |
| Police Investigator | 4 | 2.50 | 13.50 | 65,259.93 | 52,531.00 | 60,611.00 | 57,332.75 | 62,750.50 | 67,069.50 | 69,456.00 | 73,964.00 | 73,002.84 |
| Police Officer | 7 | 9.57 | 15.67 | 62,274.62 | 47,216.00 | 58,822.00 | 53,934.04 | 54,943.00 | 65,280.50 | 62,670.00 | 72,993.00 | 70,615.20 |
| Police Sergeant | 4 | 3.50 | 16.00 | 82,298.61 | 65,873.00 | 84,651.00 | 79,674.71 | 73,111.50 | 87,875.00 | 78,666.00 | 91,099.00 | 84,800.81 |
| <i>DNU - Seasonal Park Maintenance Worker</i> | | | | | | | | | | | | |
| Superintendent - Public Works | 6 | 1.17 | 9.17 | 79,169.16 | 59,519.00 | 79,000.00 | 69,861.21 | 71,943.00 | 88,900.00 | 80,828.00 | 98,800.00 | 88,477.11 |
| Averages | 6.82 | 2.45 | 14.11 | | | | | | | | | |
| <i>DNU - did not use survey information</i> | | | | | | | | | | | | |

Appendix I Summary of 2015 Salary Survey Results

| Position Surveyed | Newport, MN Information | | | | | | | | |
|--|-------------------------|------------|--------|-----------|------------|---------|-----------|-------------|---------|
| | Min | Diff | % | Mid | Diff | % | Max | Diff | % |
| Accountant | 46,367.00 | (3,869.64) | -8.35% | 50,822.00 | (5,153.37) | -10.14% | 55,277.00 | (6,668.55) | -12.06% |
| Assistant Superintendent - Public Works | 61,618.00 | | | 67,023.50 | | | 72,429.00 | | |
| Assistant to the City Administrator | 46,367.00 | (1,758.25) | -3.79% | 50,822.00 | (5,142.75) | -10.12% | 55,277.00 | (8,527.25) | -15.43% |
| City Administrator | 88,990.00 | 9,145.90 | 10.28% | | | | 88,990.00 | (14,201.50) | -15.96% |
| DNU - Community Service Officer | 22,400.00 | | | | | | 22,400.00 | | |
| DNU - Library and Community Center Coordinator | 24,960.00 | | | | | | 24,960.00 | | |
| Maintenance Mechanic/Operator | 50,750.00 | 3,871.08 | 7.63% | 53,569.50 | 1,466.44 | 2.74% | 56,389.00 | (831.35) | -1.47% |
| Maintenance Operator | 50,750.00 | 7,239.40 | 14.26% | 53,569.50 | 4,384.44 | 8.18% | 56,389.00 | 1,743.74 | 3.09% |
| Police Chief | 88,094.00 | 8,680.00 | 9.85% | | | | 88,094.00 | (12,893.20) | -14.64% |
| Police Investigator | 71,880.00 | 14,547.25 | 20.24% | | | | 71,880.00 | (1,122.84) | -1.56% |
| Police Officer | 58,061.00 | 4,126.96 | 7.11% | 63,184.00 | 909.38 | 1.44% | 68,307.00 | (2,308.20) | -3.38% |
| Police Sergeant | | | | | | | | | |
| DNU - Seasonal Park Maintenance Worker | 20,800.00 | | | | | | 20,800.00 | | |
| Superintendent - Public Works | 88,094.00 | 18,232.79 | 20.70% | | | | 88,094.00 | (383.11) | -0.43% |
| Averages | | 6,690.61 | 8.66% | | (707.17) | -1.58% | | (5,021.36) | -6.87% |
| DNU - did not use survey information | | | | | | | | | |

Appendix II 2015 Compensation Plan

Full Time

| | | |
|--------------------|--------|---------------|
| % Between Grades: | 6% | |
| % Between Steps: | 2.75% | Range: 24.24% |
| Starting midpoint: | 35,000 | |

| Grade | Step | | | | | | | | |
|-------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 31,400.80 | 32,264.32 | 33,151.59 | 34,063.26 | 35,000.00 | 35,962.50 | 36,951.47 | 37,967.63 | 39,011.74 |
| 2 | 33,284.85 | 34,200.18 | 35,140.69 | 36,107.06 | 37,100.00 | 38,120.25 | 39,168.56 | 40,245.69 | 41,352.45 |
| 3 | 35,281.94 | 36,252.19 | 37,249.13 | 38,273.48 | 39,326.00 | 40,407.47 | 41,518.67 | 42,660.43 | 43,833.60 |
| 4 | 37,398.86 | 38,427.32 | 39,484.08 | 40,569.89 | 41,685.56 | 42,831.91 | 44,009.79 | 45,220.06 | 46,463.61 |
| 5 | 39,642.79 | 40,732.96 | 41,853.12 | 43,004.08 | 44,186.69 | 45,401.83 | 46,650.38 | 47,933.26 | 49,251.43 |
| 6 | 42,021.35 | 43,176.94 | 44,364.31 | 45,584.33 | 46,837.90 | 48,125.94 | 49,449.40 | 50,809.26 | 52,206.51 |
| 7 | 44,542.64 | 45,767.56 | 47,026.17 | 48,319.39 | 49,648.17 | 51,013.49 | 52,416.36 | 53,857.81 | 55,338.90 |
| 8 | 47,215.19 | 48,513.61 | 49,847.74 | 51,218.55 | 52,627.06 | 54,074.30 | 55,561.35 | 57,089.28 | 58,659.24 |
| 9 | 50,048.11 | 51,424.43 | 52,838.60 | 54,291.66 | 55,784.68 | 57,318.76 | 58,895.03 | 60,514.64 | 62,178.79 |
| 10 | 53,050.99 | 54,509.89 | 56,008.92 | 57,549.16 | 59,131.76 | 60,757.89 | 62,428.73 | 64,145.52 | 65,909.52 |
| 11 | 56,234.05 | 57,780.49 | 59,369.45 | 61,002.11 | 62,679.67 | 64,403.36 | 66,174.45 | 67,994.25 | 69,864.09 |
| 12 | 59,608.09 | 61,247.32 | 62,931.62 | 64,662.24 | 66,440.45 | 68,267.56 | 70,144.92 | 72,073.91 | 74,055.94 |
| 13 | 63,184.58 | 64,922.16 | 66,707.52 | 68,541.97 | 70,426.88 | 72,363.62 | 74,353.62 | 76,398.34 | 78,499.29 |
| 14 | 66,975.66 | 68,817.49 | 70,709.97 | 72,654.49 | 74,652.49 | 76,705.43 | 78,814.83 | 80,982.24 | 83,209.25 |
| 15 | 70,994.19 | 72,946.53 | 74,952.56 | 77,013.76 | 79,131.64 | 81,307.76 | 83,543.72 | 85,841.17 | 88,201.81 |
| 16 | 75,253.85 | 77,323.33 | 79,449.72 | 81,634.59 | 83,879.54 | 86,186.22 | 88,556.35 | 90,991.64 | 93,493.91 |
| 17 | 79,769.08 | 81,962.73 | 84,216.70 | 86,532.66 | 88,912.31 | 91,357.40 | 93,869.73 | 96,451.14 | 99,103.55 |
| 18 | 84,555.22 | 86,880.49 | 89,269.70 | 91,724.62 | 94,247.05 | 96,838.84 | 99,501.91 | 102,238.21 | 105,049.76 |
| 19 | 89,628.53 | 92,093.32 | 94,625.89 | 97,228.10 | 99,901.87 | 102,649.17 | 105,472.02 | 108,372.50 | 111,352.75 |
| 20 | 95,006.25 | 97,618.92 | 100,303.44 | 103,061.78 | 105,895.98 | 108,808.12 | 111,800.35 | 114,874.85 | 118,033.91 |

Part Time (1.0 Full Time Equivalent)

| | | |
|--------------------|--------|---------------|
| % Between Grades: | 6% | |
| % Between Steps: | 2.75% | Range: 24.24% |
| Starting midpoint: | 26,250 | |

| Grade | Step | | | | | | | | |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 23,550.60 | 24,198.24 | 24,863.69 | 25,547.45 | 26,250.00 | 26,971.88 | 27,713.60 | 28,475.73 | 29,258.81 |
| 2 | 24,963.64 | 25,650.14 | 26,355.52 | 27,080.29 | 27,825.00 | 28,590.19 | 29,376.42 | 30,184.27 | 31,014.34 |
| 3 | 26,461.45 | 27,189.14 | 27,936.85 | 28,705.11 | 29,494.50 | 30,305.60 | 31,139.00 | 31,995.33 | 32,875.20 |
| 4 | 28,049.14 | 28,820.49 | 29,613.06 | 30,427.42 | 31,264.17 | 32,123.93 | 33,007.34 | 33,915.04 | 34,847.71 |
| 5 | 29,732.09 | 30,549.72 | 31,389.84 | 32,253.06 | 33,140.02 | 34,051.37 | 34,987.78 | 35,949.95 | 36,938.57 |
| 6 | 31,516.02 | 32,382.71 | 33,273.23 | 34,188.24 | 35,128.42 | 36,094.45 | 37,087.05 | 38,106.94 | 39,154.89 |

Appendix III Position Grade Assignments

Full Time

| Points | Department | Title | Proposed | | | |
|--------|----------------|---|----------|-----------|-----------|------------|
| | | | Grade | 1 | 5 | 9 |
| 205 | Public Works | Maintenance Operator | 7 | 44,542.64 | 49,648.17 | 55,338.90 |
| 227.5 | Public Works | Maintenance Mechanic/Operator | 8 | 47,215.19 | 52,627.06 | 58,659.24 |
| 290 | Administration | Accountant | 10 | 53,050.99 | 59,131.76 | 65,909.52 |
| 294 | Administration | Assistant to the City Administrator | 10 | 53,050.99 | 59,131.76 | 65,909.52 |
| 337.5 | Police | Police Officer | 11 | 56,234.05 | 62,679.67 | 69,864.09 |
| 415 | Public Works | Assistant Superintendent - Public Works | 13 | 63,184.58 | 70,426.88 | 78,499.29 |
| 530 | Police | Police Sergeant | 15 | 70,994.19 | 79,131.64 | 88,201.81 |
| 560 | Public Works | Superintendent - Public Works | 16 | 75,253.85 | 83,879.54 | 93,493.91 |
| 660 | Police | Police Chief | 17 | 79,769.08 | 88,912.31 | 99,103.55 |
| 695 | Administration | City Administrator | 18 | 84,555.22 | 94,247.05 | 105,049.76 |

Part Time (.5 Full Time Equivalent)

| Points | Department | Title | Proposed | | | |
|--------|------------|--|----------|-----------|-----------|-----------|
| | | | Grade | 1 | 5 | 9 |
| 138 | Police | Community Service Officer | 3 | 13,230.73 | 14,747.25 | 16,437.60 |
| 155.5 | Library | Library and Community Center Coordinator | 4 | 14,024.57 | 15,632.09 | 17,423.85 |

Appendix IV Fringe Benefit Comparison

| | <u>Least Reported</u> | <u>Most Reported</u> | <u>Average Reported</u> | <u>Newport, MN</u> |
|---------------------------------|-----------------------|----------------------|-------------------------|--------------------|
| Holidays (Days/Year) | 11 | 13.5 | 12 | 11 |
| Floating Holidays | No (2) | Yes (6) | Yes | Yes |
| If yes, how many? | 1.00 | 2.00 | 1 | 2 |
| Holiday on Regular Days Off | Other (0) | Fri-Mon (6) | Fri-Mon | Fri-Mon |
| Comp on Holidays Worked | | T&½ (3) - Dbl (3) | | |
| Time and a ½ | T&½ (3) | 3 | T&½ (3) | T&1/2 |
| Double Time | Dbl (3) | 3 | Dbl (3) | |
| Double Time and a ½ | DT&½ (0) | 0 | | |
| Other | Other (2) | 2 | | |
| Annual Leave (Days/Year) | | | | |
| Vacation/Sick or PTO | Vac-Sick (3) | PTO (6) | PTO | Vac-Sick |
| Vacation - days | | | | |
| 6 months | 5.00 | 12.00 | 9 | - |
| 1 year | 10.00 | 12.00 | 11 | 13.75 |
| 2 years | 10.00 | 12.00 | 11 | 15.00 |
| 3 years | 10.00 | 12.00 | 11 | 16.25 |
| 4 years | 10.00 | 12.00 | 11 | 17.50 |
| 5 years | 10.00 | 14.00 | 11 | 18.75 |
| 6 years | 14.00 | 15.00 | 15 | 20.00 |
| 7 years | 14.00 | 15.00 | 15 | 21.25 |
| 8 years | 14.00 | 15.00 | 15 | 22.50 |
| 9 years | 14.00 | 18.00 | 16 | 23.75 |
| 10 years | 14.00 | 18.00 | 16 | 25.00 |
| 11 years | 17.00 | 20.00 | 18 | 26.25 |
| 12 years | 17.00 | 20.00 | 18 | 27.50 |
| 13 years | 17.00 | 21.00 | 19 | 28.75 |
| 14 years | 17.00 | 21.00 | 19 | 30.00 |
| 15 years | 17.00 | 21.00 | 19 | 31.25 |
| 16 years | 21.00 | 21.00 | 21 | 31.25 |
| 17 years | 21.00 | 23.00 | 22 | 31.25 |
| 18 years | 21.00 | 23.00 | 22 | 31.25 |
| 19 years | 21.00 | 24.00 | 23 | 31.25 |
| 20 years | 21.00 | 25.00 | 23 | 31.25 |
| 20+ years | 23.00 | 26.00 | 25 | 31.25 |
| PTO - days | | | | |
| 6 months | - | 23.00 | 13 | |
| 1 year | 16.00 | 23.00 | 19 | |
| 2 years | 16.00 | 23.00 | 20 | |
| 3 years | 16.00 | 23.00 | 20 | |
| 4 years | 16.00 | 23.00 | 20 | |
| 5 years | 16.00 | 24.00 | 20 | |
| 6 years | 18.00 | 29.00 | 23 | |
| 7 years | 18.00 | 29.00 | 23 | |
| 8 years | 21.00 | 29.00 | 25 | |
| 9 years | 21.00 | 29.00 | 25 | |
| 10 years | 21.00 | 29.00 | 25 | |
| 11 years | 24.00 | 29.00 | 27 | |
| 12 years | 24.00 | 29.00 | 27 | |
| 13 years | 24.00 | 34.00 | 28 | |
| 14 years | 24.00 | 34.00 | 28 | |
| 15 years | 24.00 | 34.00 | 28 | |
| 16 years | 26.00 | 34.00 | 30 | |
| 17 years | 26.00 | 34.00 | 30 | |
| 18 years | 26.00 | 34.00 | 30 | |
| 19 years | 26.00 | 34.00 | 30 | |
| 20 years | 26.00 | 38.00 | 31 | |
| 20+ years | 26.00 | 38.00 | 31 | |
| Carried into Next Year | - | 30.00 | 23 | 80.00 |
| Max Accumulation | 25.00 | 480 | 125 | varies |
| Comp after Max Accumulation | Yes (1) | No (8) | No | No |

Appendix IV Fringe Benefit Comparison

| | <u>Least Reported</u> | <u>Most Reported</u> | <u>Average Reported</u> | <u>Newport, MN</u> |
|--|-----------------------|----------------------|-------------------------|--------------------|
| Sick Leave (Days/Year) | 12.00 | 12.00 | 12 | 12.00 |
| Carried into Next Year | - | 120.00 | 80 | All |
| Max. Accumulation (hours) | 120.00 | 800.00 | 350 | 960.00 |
| Paid at Termination/Retirement | No (1) | Yes (3) | Yes | Yes |
| Use for Medical Appointments | No (0) | Yes (3) | Yes | Yes |
| Use for Dental Appointments | No (0) | Yes (3) | Yes | Yes |
| Use for Family Illness | No (0) | Yes (3) | Yes | Yes |
| Sick Leave Bank | No (1) | Yes (3) | Yes | No |
| Pension and Retirement | | | | |
| Other Than Social Security | No (0) | Yes (8) | Yes | Yes |
| State Sponsored | No (0) | Yes (8) | Yes | Yes |
| Employer Paid | 6.5% | 7.5% | 7% | 7.5% |
| Employee Paid | 6.5% | 6.5% | 7% | 6.5% |
| Death Benefit | No (2) | Yes (4) | Yes | Yes |
| Life & Disability Insurance | | | | |
| Life Insurance | No (0) | Yes (9) | Yes | Yes |
| Employer Paid | 0% | 100% | 67% | 100% |
| AD&D | No (2) | Yes (5) | Yes | Yes |
| AD&D Double Indemnity | Yes (2) | No (4) | No | Yes |
| Employer Paid | 0% | 100% | 41% | 100% |
| Short Term Disability | No (2) | Yes (7) | Yes | No |
| Employer Paid | 0% | 100% | 57% | |
| Long Term Disability | No (1) | Yes (8) | Yes | Yes |
| Employer Paid | 0% | 100% | 58% | 0% |
| Health Insurance | | | | |
| Different Types of Coverage? | No (3) | Yes (6) | Yes | Yes |
| 100% FTE participation required | Yes (4) | No (5) | No | No |
| Not participating | Yes/No (4/4) | Yes/No (4/4) | | No |
| HEALTH INSURANCE PPO PLAN | | | | |
| Employee Only | \$ - | \$ 853.00 | \$ 497.25 | |
| Employer Paid | 82% | 100% | 97% | |
| Employee Paid | 0% | 18% | 3% | |
| Max out of pocket | \$ 250.00 | \$ 8,278.80 | \$ 3,396.47 | |
| Standard Office Visit Co-pay | \$ - | \$ 25.00 | \$ 12.50 | |
| Employee/Spouse | \$ 25.80 | \$ 1,578.40 | \$ 952.07 | |
| Employer Paid | 43% | 90% | 72% | |
| Employee Paid | 10% | 57% | 29% | |
| Max out of pocket | \$ 250.00 | \$ 13,418.40 | \$ 6,228.07 | |
| Standard Office Visit Co-pay | \$ - | \$ 25.00 | \$ 12.50 | |
| Employee/Child | \$ 9.09 | \$ 1,578.40 | \$ 927.88 | |
| Employer Paid | 43% | 90% | 72% | |
| Employee Paid | 10% | 57% | 29% | |
| Max out of pocket | \$ 250.00 | \$ 11,600.00 | \$ 4,894.27 | |
| Standard Office Visit Co-pay | \$ - | \$ 25.00 | \$ 12.50 | |
| Employee/Family | \$ 29.89 | \$ 1,830.97 | \$ 1,241.73 | |
| Employer Paid | 37% | 90% | 71% | |
| Employee Paid | 10% | 63% | 30% | |
| Max out of pocket | \$ 250.00 | \$ 11,600.00 | \$ 6,256.24 | |
| Standard Office Visit Co-pay | \$ - | \$ 25.00 | \$ 16.67 | |

Appendix IV Fringe Benefit Comparison

| | Least Reported | Most Reported | Average Reported | Newport, MN |
|---------------------------------------|----------------|---------------|------------------|--|
| HEALTH INSURANCE TYPE 2 - HDHP | | | | |
| Employee Only | \$ - | \$ 662.00 | \$ 362.33 | \$ 548.00 |
| Employer Paid | 100% | 100% | 100% | 100% |
| Employee Paid | 0% | 0% | 0% | 0% |
| Annual Deductible | \$ 1,500.00 | \$ 4,500.00 | \$ 2,962.50 | \$ 1,600.00 |
| Annual Maximum Out-of-Pocket | \$ 1,500.00 | \$ 5,800.00 | \$ 3,287.50 | \$ 1,600.00 |
| Employee/Spouse | | | | |
| Employee Only | \$ - | \$ 1,224.00 | \$ 758.22 | |
| Employer Paid | 70% | 100% | 85% | |
| Employee Paid | 0% | 30% | 15% | |
| Annual Deductible | \$ 2,600.00 | \$ 9,000.00 | \$ 6,033.33 | |
| Annual Maximum Out-of-Pocket | \$ 2,600.00 | \$ 11,600.00 | \$ 6,900.00 | |
| Employee/Child | | | | |
| Employee Only | \$ - | \$ 1,224.00 | \$ 724.86 | |
| Employer Paid | 70% | 100% | 85% | |
| Employee Paid | 0% | 30% | 15% | |
| Annual Deductible | \$ 2,600.00 | \$ 9,000.00 | \$ 6,033.33 | |
| Annual Maximum Out-of-Pocket | \$ 2,600.00 | \$ 11,600.00 | \$ 6,900.00 | |
| Employee/Family | | | | |
| Employee Only | \$ - | \$ 1,560.00 | \$ 1,046.21 | \$ 1,353.00 |
| Employer Paid | 70% | 100% | 84% | 88% |
| Employee Paid | 0% | 30% | 16% | 12% |
| Annual Deductible | \$ 2,600.00 | \$ 9,000.00 | \$ 5,275.00 | \$ 3,200.00 |
| Annual Maximum Out-of-Pocket | \$ 2,600.00 | \$ 11,600.00 | \$ 5,925.00 | \$ 3,200.00 |
| Supplemental program for HDHP? | No (2) | Yes (7) | Yes | Yes |
| Type of Program | | | | H.S.A. |
| Employer Paid | 0% | 100% | 38% | 100% |
| Retirees | Yes (1) | No (7) | No | Yes |
| Years of Service Required | Yes (0) | No (1) | No | Yes |
| If yes, how many? | - | - | | 5 |
| Employer Paid | 0% | 0% | 0% | 0% |
| Dental Insurance | | | | |
| Dental Insurance | No (1) | Yes (8) | Yes | Yes |
| Part of Health Plan | Yes (2) | No (4) | No | No |
| Employee Only | \$ 20.59 | \$ 45.47 | \$ 37.22 | \$ 42.00 |
| Employer Paid | 0% | 100% | 50% | 90% |
| Employee/Family | \$ 33.16 | \$ 145.33 | \$ 101.94 | \$ 127.65 |
| Employer Paid | 0% | 85% | 26% | 70% |
| Vision Insurance | | | | |
| Vision Insurance | Yes (1) | No (6) | No | No |
| Part of Health Plan | Yes (0) | No (1) | No | |
| Employee Only | \$ - | \$ 4.65 | \$ 2.33 | |
| Employer Paid | 0% | 0% | 0% | |
| Employee/Family | \$ - | \$ 13.66 | \$ 6.83 | |
| Employer Paid | 0% | 0% | 0% | |
| Deferred Compensation | | | | |
| Deferred Compensation | No (3) | Yes (6) | Yes | Yes |
| Available to all Employees | No (2) | Yes (5) | Yes | Yes |
| Type of Plan | | | | Roth, traditional offered through MSRS |
| Employer Contribution | Yes (1) | No (6) | No | No |
| Other Benefits Program | | | | |
| Other Benefits | Yes (2) | No (7) | No | Yes |
| Post Retirement Hlth Care Svgs | Yes (3) | No (4) | No | No |
| Call Back Pay | Yes/No (4/4) | Yes/No (4/4) | | Yes |
| On Call/Stand By Pay | Yes/No (4/4) | Yes/No (4/4) | | No |
| Clothing Allowance | No (4) | Yes (5) | Yes | Yes |
| Mgr/Administrator Compensation | | | | |
| Included in Pay Plan | No (1) | Yes (6) | Yes | No |
| Car or Vehicle Allowance | Yes (2) | No (4) | No | No |
| Personal Allowance | Yes (1) | No (5) | No | No |
| Accrues Leave Differently | Yes (0) | No (7) | No | Yes |
| Retirement Plan Differ | Yes (2) | No (5) | No | No |
| Additional Benefits | Yes/No (3/3) | Yes/No (3/3) | | Yes |



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: January 11, 2016

SUBJECT: Zoning Amendments

BACKGROUND

The Planning Commission will be having a public hearing regarding several zoning amendments on January 14, 2016. The zoning amendments are for non-conforming structures, building materials, trash enclosures, and signs. Please see Sherri Buss' memo regarding the building materials and signs amendments. Please find below information regarding non-conforming structures and trash enclosures.

Non-conforming structures - Staff found a discrepancy in Section 1320.06 regarding non-conforming structures. The current City Code states that if a non-conforming structure is destroyed by 50% or more, the use of the same shall conform to the current zoning requirements. However, State Statutes (462.357, Subd. 1e) allow destroyed non-conforming structures 180 days to apply for a building permit of the same use. If a building permit is applied for within that 180 days, they do not need to meet the current zoning requirements. As such, the City needs to amend Section 1320.06 to state this.

Trash Enclosures - Councilman Sumner requested that the Planning Commission review the requirement regarding trash enclosures in regards to materials. Currently, the City Code states the following:

- **Section 1330.05, Subd. 10** - Trash enclosures need to be constructed of the same material as the principal structure. This section regulates all districts except RE, R-1, and R-1A districts.
- **Section 1330.05, Subd. 21** - Trash enclosures need to be kept in a building or in a fully screened area. This section regulates the RE, R-1, and R-1A districts.
- **Section 1350.18, Item F** - Requires trash enclosures to be in a fully enclosed accessory structure. Does not regulate material. This section is for non-residential districts.

Councilman Sumner requested that the Planning Commission look at allowing the enclosures to be different material than the principal structure. The Planning Commission directed staff to change Section 1330.05, Subd. 10 to have the same language as Section 1350.18, Item F so that there is no requirement regarding it being the same material as the principal structure.

DISCUSSION

Please find Ordinance No. 2016-2 regarding the proposed zoning amendments for Council approval. Staff will notify the City Council if there were any changes from the public hearing.

RECOMMENDATION

It is recommended that the City Council approve Ordinance No. 2016-2.



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

Memorandum

| | | | |
|-------------------|---|---------------------|--|
| To: | Newport City Council | Reference: | Zoning Ordinance Amendments for Council approval on 1.21.16 |
| Copies To: | Deb Hill, City Administrator | | |
| | Renee Eisenbeisz, Assistant to the Administrator | | |
| | | Project No.: | 16021.000 |
| From: | Sherri Buss, RLA AICP, City Planner | Routing: | |
| Date: | January 11, 2016 | | |

The Planning Commission has recommended two amendments to the Zoning Ordinance for the Council’s consideration and approval on January 21. The Commission is proposing amendments to the City’s Sign Ordinance and to the General Standards for Exterior Building Materials.

Sign Ordinance Amendments—Section 1380 of the Zoning Ordinance

The Planning Commission has worked on updating the City’s Sign Ordinance at several meetings since September, 2015. The Commission invited a representative of the City’s Business Association to attend the October meeting to discuss the proposed amendments. The Commission held a public hearing on the proposed amendments at their meeting on January 14.

The League of Minnesota Cities is recommending that cities update their sign ordinances based on a recent Supreme Court decision (*Reed v. Town of Gilbert*, June 18, 2015) that dramatically impacts how local governments may regulate signs. The League’s attorney provided information about the decision and recommendations on how to address some specific issues in the ordinance and sample language. While past Supreme Court decisions have usually made distinctions between commercial and non-commercial speech regulation, and provided for more protection of First Amendment rights related to free speech for non-commercial speech, the *Reed v. Town of Gilbert* decision did not do that.

A quick summary of *Reed v. Town of Gilbert*:

- The case revolved around the ordinance of the Town of Gilbert, Arizona. Like many cities, including Newport, the Town of Gilbert ordinance identified various categories of signs based on the type of information the signs contained (such as real estate signs, political signs, institutional signs, etc.), and then regulated each category differently.

- The church was cited by the Town for violating its ordinance. The Church had put up directional signs which were allowed for commercial uses, but not for churches in the Town's ordinance.
- The U.S. Supreme Court sided with the church, and said that the ordinance violated the church's First Amendment right to free speech.
- Based on the Supreme Court ruling, cities may not (without a compelling government purpose like safety) enact or enforce sign ordinance that differentiate based on the topic or content of the sign. So Newport and other cities may not have specific sign regulations for church signs, real estate signs, garage/lawn sale signs, community event signs, advertising signs, etc.
- Sign regulations should be limited to matters that have nothing to do with the sign's message. Signs can regulate size, time, and location, but not content.

The major changes that the Planning Commission has proposed to the Sign Ordinance include the following:

- Added Section 1380.01—The League of Minnesota Cities strongly encourages adding this section, especially the language that indicates the city will not regulate sign content
- Added Section 1380.02—The League encourages adding this because of some legal challenges to ordinances based on the *Reed* case.
- Section 1380.03—Updated the Definitions section to take out all content-based definitions, and add new ones for sign types included in the ordinance.
- Removed content-based sign regulations in all sections, and replace them with requirements for general sign types, including temporary and permanent signs, and regulations regarding the size, location, number, and time limits for temporary and permanent signs.
- Section 1380.06—Lists signs that do not require permits. New items include:
 - Up to 3 temporary signs that are 6 square feet in area or less are allowed per parcel in all districts. The content of the signs is not regulated. The signs could include signs for home occupations, sale of a home, business sale event, or other messages as determined by the property owner. The City permits up to 3 temporary signs, but will not regulate the sign content (except that signs that are obscene as defined by Minnesota Statutes are prohibited).
 - "Noncommercial signs" are permitted, and refer to signs previously called political signs. The State of Minnesota has adopted this language by statute as a response to *Reed v. Gilbert*, and the League recommends using the State's language.
- Section 1380.08-09—New items include:
 - Residential Districts
 - 3 Temporary signs up to six feet in area are permitted for up to 14 days, up to 2 times/year
 - This section includes the same regulations for properties for sale or under construction as previous ordinance
 - Business Districts
 - 3 Temporary signs up to 20 square feet in area are allowed for up to 30 consecutive days without a permit
 - Clarifies the requirements for wall signs and permanent freestanding signs. 1 permanent freestanding sign is permitted for each building and street frontage, with a permit.



- One portable sign up to 40 square feet in area is allowed per business during business hours. If the sign includes electrical components, a permit is required.
- Other requirements for signs in Business Districts are similar to the current ordinance

Amendments to Performance Standards for Exterior Building Materials—Section 1330.05

City staff recently received a request to construct a metal pole building as the primary structure for a proposed business on Hastings Avenue. Staff reviewed the proposed structure with the Planning Commission to discuss the need to update Section 1330.05 of the Ordinance to clearly express the types of exterior building materials that are permitted in the City. The Planning Commission reviewed the ordinances of several other communities, and determined that the section should be ordinance to permit building materials by classification. The Commission recommended that Newport adopt standards similar to those used by the City of Maplewood.

The Commission held a public hearing on the proposed ordinance amendment on January 14.

The key changes to the ordinance include the following:

- Identification of three general classes of building materials, and the proportion of each material that may be used on building exteriors.
 - Class I allowable materials include: brick, stone, marble or glass.
 - Class II materials include: architecturally-treated concrete panels, cast-in-place concrete or pre-cast panels, specialty concrete block or stucco.
 - Class III materials include unpainted or surface-painted concrete block, unpainted or surface-painted plain or ribbed concrete panels, and unfinished or surface-painted metal.
 - A variety of Accent materials
- In Mixed-Use Districts, the Class 1 materials shall cover at least 60% of the façade of the building, Architecturally-treated concrete panels, cast-in-place concrete or pre-cast concrete panels may cover 60% or more of the façade of buildings in Business Districts. Class II materials shall cover no more than 30% of the building façade in Mixed Use Districts, and accent materials shall cover no more than 10% of the building facade.
- In Industrial Districts, Class I or II materials shall cover at least 65% of the façade of the building, and Class III materials shall cover no more than 35% of the façade
- Non-residential buildings containing office and retail uses shall have at least 40% window coverage on the first floor that faces a road or public open space.
- Metal storage buildings (pole buildings) are permitted only in the RE District as accessory structures, as back yard accessory structures in Industrial Districts, or by Conditional Use Permit in Business Districts.

Request for Council Action

The Planning Commission requests that the Council review and approve the proposed ordinance amendments.



1330.05 Performance Standards

Subd. 1 Intent. It shall be the intent of this section to promote high standards of design and construction in the City. These standards are set forth in order to enhance the visual appearance of the built environment within the City, to preserve the taxable value, to implement the goals and policies of the Comprehensive Plan and to promote the public health, safety, and welfare of the general public.

Subd. 2 General Scope—Performance Standards for Non-Residential Districts. Except in the RE, R-1, and R-1A districts, any construction or alteration of buildings, structures, property or exterior equipment in the City which requires a building permit under the provisions of this Chapter shall be reviewed by the Zoning Administrator and shall comply with the standards set in Subds. 3-15 and 17-19 inclusive. **Subd. 16 includes performance standards for Fences in all districts.**

If the Zoning Administrator determines that the plans comply with the intent and standards contained herein, a building permit may be issued. All decisions of the Zoning Administrator may be appealed to the City Council as provided for in this Chapter.

Subd. 3 Building Materials. Exterior building materials of all non-residential and mixed-use structures shall ~~be one of, or a combination of, the following materials; comply with the following requirements:~~

~~A. Allowable Permitted materials:~~

~~1) Face brick, stone, or glass; exterior building materials shall be classified as Class I, II or III materials or Accent materials, as follows.~~

~~a. Class I exterior building materials include brick, stone, marble or glass. Bronze-tinted or mirror glass are prohibited as exterior materials.~~

~~b. Class II exterior building materials include architecturally-treated concrete panels, cast-in-place concrete, or pre-cast concrete panels; specialty concrete block (such as textured, burnished, or rock-faced block) or stucco.~~

~~c. Class III exterior building materials include unpainted or surface-painted concrete block (scored or unscored), unpainted or surface-painted plain or ribbed concrete panels, and unfinished or surface-painted metal.~~

~~d. Accent materials may be wood or metal if appropriately integrated into the overall building design and not situated in areas that will be subject to physical or environmental damage.~~

~~e. All primary and secondary materials shall be integrally-colored with no painted materials.~~

~~a.—~~

~~b. Decorative concrete block with a color and texture theme that is directly related to the building material, if not more than 50% of the building elevation faces any public roadway. Plain, flat unpainted~~

~~concrete block is not allowed, nor is any type of painted concrete block;~~

~~e. Architecturally treated concrete or cast in place or precast concrete panels;~~

~~d. Stucco or other cement like coating applied in a manner so as to create a harmonious design with other exterior materials;~~

~~e. Metal panels with interlocking, concealed, or tongue and groove seams, and concealed fasteners, if the exterior surface finish is warranted by the manufacturer for twenty years against blistering, peeling, cracking, flaking, checking, or chipping, if not more than 50% of the building elevation faces any public roadway;~~

~~f. Wood, wood siding, metal siding, or vinyl siding, may be utilized as building materials in the R-2, R-3, and MX districts for residential construction. These materials shall not be used for commercial or industrial buildings, except as approved by the City.~~

f. Metal storage buildings (commonly called pole buildings) cannot be used in Newport except in the Rural Estates (RE) District, or as back yard sheds Industrial Districts if they are screened from view from residential parcels and public streets, or if approved for use in a Business District through a Conditional Use Permit.

2) Business and Mixed-Use Districts. Permitted materials for non-residential and mixed-use buildings shall comply with the following:

a. Class I materials shall cover at least sixty (60) percent of each of the facades of a building. Architecturally-treated concrete panels, cast-in-place concrete, or pre-cast concrete panels may cover sixty (60) percent or more of the facade of buildings in Business Districts. Class II materials shall cover no more than thirty (30) percent of each facade of a building. Accent materials may include door and window frames, lintels, cornices and other minor elements, and shall cover no more than ten (10) percent of all facades of a building.

~~1) Conditional materials-Industrial Districts Other exterior building materials may be approved by Conditional Use Permit, if it is determined that:~~
Permitted materials for non-residential buildings shall comply with the following:

3)

a. Class I or II materials shall cover at least sixty-five (65) percent of each of the facades of a building. Class III or accent materials shall not cover more than thirty-five (35) percent of each of the facades of a building in an Industrial District.

a. _____

4) Nonconforming buildings. Additions to nonconforming buildings must be constructed with materials required by this section if the addition exceeds twenty-five (25) percent of the floor area. Exterior remodeling or alterations to a nonconforming building or development must be constructed with materials required by this Section.

The Zoning Administrator may authorize the use of other materials if the addition, remodeling, or alteration is deemed to be minor in nature and not visible from a public roadway.

5) Roof materials. All exposed roof materials in all zoning districts shall be similar to or an architectural equivalent of asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.

6) Non-residential buildings containing office and retail uses shall maintain forty (40) percent minimum window coverage on the first floor that faces a road or public open space.

~~The materials are similar to or better than the permitted materials listed above;~~

~~2) The materials are high quality, long lasting, attractive, reasonably maintenance free, and;~~

~~3) The materials are integrated harmoniously into the building design and with neighboring uses.~~

~~4) The materials are approved by the building official.~~

Subd. 4 Additions, Alterations, and Accessory Structures. All subsequent additions, exterior alterations, and accessory structures, built after the construction of the original building or buildings shall be of the same materials as those used in the original building and shall be designed to conform to the original architectural concept and general appearance. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion project. Such alterations shall also maintain the appearance of the building exterior due to fading, cracking, peeling, rotting, or other degradations or inconsistencies, particularly where signage, equipment, fixtures, or other features may have been removed, revealing an inconsistent color or condition of materials.

Subd. 5 Other Structures—Garages and Walls. Garages, screen walls, and other areas of exposed permanent materials shall be of a similar type, quality and appearance as the principal structure. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion project. Exposed areas of retaining walls shall be of high quality durable materials compatible with the overall design of the site plan and structures.

Subd. 6 Outside Storage. All outside storage of equipment, materials, or vehicles shall be completely screened from the eye-level view of adjacent residential property and public streets, and from the public front and office sides of business and industrial uses, subject to the following conditions and exceptions:

- A. Temporary, daily parking of vehicles, for a period of no more than forty-eight (48) consecutive hours, for employees or patrons of a business, need not be screened in side and rear yards adjacent to other business or industrial uses, but shall be completely screened from residential uses. In front yards, all such vehicles need to be screened to a height of three (3) feet. Any vehicle parked for more than forty-eight (48) consecutive hours shall be completely screened from the eye-level view of adjacent residential property and public streets, and from the public front and office sides of business and industrial uses.

Section 1380 - Signs

Section 1380, Signs: ~~“The Code of Ordinances of the City of Newport, County of Washington, State of Minnesota,” shall be amended by amending Chapter 13, Zoning Ordinance of the City Code, for purposes of adding the following:~~

1380.01 Purpose and ~~Intent~~ Definitions.**A. Findings.** The City Council hereby finds the following:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards, aesthetic concerns, and detriments to property values, thereby threatening the public health, safety and welfare.
4. The City’s zoning regulations have historically included regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location, and character that would adversely impact upon the aesthetics of the community and threaten the health, safety, and welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.

B. Purpose and Intent. It is not the purpose or intent of this sign ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety, and welfare.
2. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city’s goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set forth under the zoning authority of the City.

C. Effect. A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this sign ordinance is to:

1. Allow a variety of sign types, sizes and locations by zoning district, subject to the standards set forth in this sign ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign ordinance.

3. Prohibit signs whose location, size, type, illumination, or other physical characteristics negatively affect the environment and where the communication can be accomplished by having less impact on the environment and the public health, safety, and welfare.
4. Provide for the enforcement of the provisions of this sign ordinance.

~~The purpose of this Ordinance is to protect and promote the general welfare, health, safety and order within the City of Newport through the standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as visual communicative media to persons situated within or upon public rights of way or properties.~~

~~The provisions of this Ordinance are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication and a sense of concern for the visual amenities on the part of those designing, displaying or otherwise utilizing needed communicative media of the types regulated by this Ordinance, while at the same time assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of such communicative facilities.~~

1380.02 Severability.

If any section, subsection, sentence, clause, or phrase of this Sign Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Sign Ordinance. The City Council hereby declares that it would have adopted the Sign Ordinance in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

1380.03 Definitions.

- A. **Abandoned sign:** Any sign and/or its supporting sign structure which remains without a message or whose display surface remains blank for a period of one (1) year or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. Signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of one (1) year or more. Any sign remaining after demolition of a principal structure shall be deemed to be abandoned. Signs which are present because of being legally established nonconforming signs or signs which have required a conditional use permit or a variance shall also be subject to the definition of abandoned sign.
- ~~A-B.~~ **Accessory Sign:** A sign relating in its subject matter to the ~~premises on which it is located, or to products, accommodations, services~~ use(s) or activities on the premises on which it is located.
- C. **Accessory Use:** A use which is subordinate to the principal use being made of a parcel of land. Accessory uses are defined in the Zoning Code.
- D. **Awning:** A roof-like cover, often of fabric, plastic, metal or glass designed and intended for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk or the like. Any part of an awning which also projects over a door shall be counted as an awning.
- ~~B-E.~~ **Awning Sign:** A building sign or graphic printed on or in some fashion attached directly to the awning material.

~~C. **Address Sign:** Postal identification numbers only, whether written or in numeric form.~~

~~D. **Area Identification Sign:** A free standing sign which identifies the name of a neighborhood, a residential subdivision, a multiple residential complex consisting of three (3) or more structures, a shopping center or area, an industrial area, an office complex consisting of three (3) or more structures or any combination of the above that could be termed an area.~~

~~E.F. **Banners and Pennants:** Attention-getting devices which resemble flags and are of a nonpermanent paper, cloth or plastic-like consistency.~~

~~E.G. **Bench Signs:** A sign which is affixed to a bench or shelter at a bus stop.~~

~~G.H. **Billboard:** A large ~~outdoor advertising off-site sign structure~~ mounted on one or more legs and designed to display posters or other composite graphics ~~advertisements where the advertised goods or services are not provided at the location of the sign.~~~~

~~H.I. **Building:** A freestanding structure or group of structures joined by a common wall.~~

~~J. **Building Sign:** A sign attached or supported by any structure used or intended for supporting any use or occupancy.~~

~~I. **Bulletin Sign:** An accessory sign which announces goods or services available through the use of changeable letters.~~

~~J. _____~~

~~K. **Church Directional Sign:** A sign which bears the address and/or name of a church and direction arrows pointing to a church location.~~

~~K. **Canopy and Marquee:** A roof like structure projecting over the entrance to a ~~theater, store, etc.~~ building.~~

~~L. **Canopy Sign:** A sign that is part of or attached to a canopy.~~

~~M. **Changeable copy sign:** A sign or portion thereof with characters, letters, or illustrations that can be changed or arranged without altering the face or the surface of the sign. Changeable copy signs do not include signs upon which characters, letters, or illustrations change or rearrange only once in a 24-hour period or less often.~~

~~L.N. **District:** A specific zoning district as defined in the Zoning Ordinance.~~

~~M.O. **Dynamic Display Sign:** “Dynamic display” shall mean any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, “digital ink” or any other method or technology that allows the sign face to present a series of images or displays.~~

- P. **Flag:** Any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.
- ~~N-Q. **Free-Standing Sign:** A sign which is placed in the ground and not affixed to any part of any structure that is attached to, erected on, or supported by an architecturally-planned structure (such as a pole, mast, frame, or other structure) that is not itself an integral part of or attached to a building or other structure. This definition includes pylon signs and monument signs.~~
- R. **Height of Sign:** The vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.
- ~~Q-S. **Illuminated Sign:** Any sign which is illuminated by an artificial light source, which shall include all electronic signs utilizing internal light sources and any sign that makes use of electric lighting to reflect off of an otherwise opaque message surface.~~
- ~~P. **Institutional Sign:** Any sign or bulletin board which identifies the name and other characteristics of a public or private institution on the site where the sign is located.~~
- T. **Interior Sign:** A sign which is located within the interior of any building, or within an enclosed lobby or court of any building, and a sign for and located within the inner or outer body, court of entrance of any theater.
- U. **Legally established nonconforming sign:** A sign and its support structure lawfully erected prior to the effective date of this ordinance which fails to conform to the requirements of this ordinance. A sign which was erected in accordance with a variance granted prior to the adoption of this ordinance and which does not comply with this ordinance shall be deemed to be a legal nonconforming sign. A sign which was unlawfully erected shall be deemed to be an illegal sign.
- V. **Monument or Ground Sign:** A freestanding sign not supported by exposed posts or poles located directly at the grade where the width dimension of the architecturally-designed base is 50 percent or more of the greatest width of the sign face.
- W. **Multiple Tenant Site:** A site which has more than one (1) tenant, and each tenant has a separate ground level exterior public entrance.
- ~~Q. **Nameplate or Identification Sign:** A sign which bears the name and/or address of the occupants of the building.~~
- ~~X. **Non-Accessory Sign:** A sign other than an accessory sign. A sign that is not related in its subject matter to the use(s) or activities at the premises on which it is located.~~
- Y. **Off-premises Sign:** A sign that directs attention to a use or activity that is not located upon the premises where the sign is located or to which it is attached.
- ~~R-Z. **Permanent Sign:** Any sign which is not a temporary sign.~~
- ~~S. —~~
- ~~T. **Nonconforming Sign:** A sign which does not conform to the newly enacted requirements of this Ordinance.~~

~~U-AA.~~ **Portable Sign:** A sign which is not permanently attached to the ground or any structure and so designed as to be movable from one location to another, including by trailer or on its own wheels.

~~V-BB.~~ **Principal Building:** A freestanding structure and/or multi-tenant building sharing common walls.

~~W-CC.~~ **Projecting Sign:** Any sign, all or any part of which extends over public property more than twelve (12) inches.

~~Permanent Sign: Any sign which is not a temporary sign.~~

~~X-DD.~~ **Pylon Sign:** A freestanding ~~area identification~~ sign erected on a single pole structure that greater than twenty (20) feet in height, usually intended for freeway advertising located on a state or interstate highway.

~~Y-EE.~~ **Roof Sign:** Any sign erected upon or projecting above the roofline of a structure to which it is affixed.

~~Z-FF.~~ **Sign:** Any letter, word or symbol, device, poster, picture, statuary, reading matter or representation in the nature of an advertisement, announcement, message or visual communication whether painted, posted, printed, affixed or constructed, which is displayed outdoors or on a window or on the interior of a building within three (3) feet of a window and clearly visible from the outside of said building for informational or communicative purposes.

~~AA-GG.~~ **Sign Area:** That area within the marginal lines of the surface which bears the advertisement, or in the case of messages, figures or symbols attached directly to any part of the building, that area which is included in the smallest rectangle which can be made to circumscribe the message, figure or symbol displayed thereon. The stipulated maximum sign area for a freestanding sign refers to a single facing.

~~HH.~~ **Street Frontage:** The edge of a street along a parcel. An interior lot has one (1) street frontage and a corner lot two (2) such frontages.

~~BB-II.~~ **Sign Structure:** A structure including the supports, uprights, bracing and framework which support or are capable of supporting a sign.

~~CC-JJ.~~ **Temporary Sign:** A sign which is erected or displayed for a limited period of time. Temporary signs are typically constructed of lightweight, non-permanent materials and structures.

~~DD-KK.~~ **Traffic Directional Sign:** A sign which is erected by a governmental unit for the purpose of directing or guiding traffic.

~~EE.~~ **Internal Traffic Directional Sign:** ~~A sign which is erected on private property by the owner of such property for the purpose of guiding vehicular and pedestrian traffic within his property. Such sign bears no advertising information.~~

~~LL.~~ **Wall Sign:** ~~Any sign which is affixed to a wall of any building.~~ A sign attached parallel to, but within two (2) feet of a wall, painted on the wall surface, or erected and confined within the limits of an outside wall of a building or structure, which is supported by such wall or building,

and which displays one (1) sign surface.

~~FF-MM.~~ Window Sign: A building sign, pictures, symbol, or combination thereof that is placed inside a window, or upon the window glass, and is visible from the exterior of the window.

1380.034 Administration and Enforcement.

A. Permits. Except as provided in Section 1380.06 below, the owner or occupant of the premises on which a sign is to be displayed, or the owner or installer of such signs, shall file an application provided by the City Zoning Administrator for permission to display such sign. Sign Permits, Conditional Use Permits, or Interim Use Permits must be acquired for all existing, new, relocated, modified or redesigned signs as specified in this section, except those specifically exempted below. The content of the sign shall not be reviewed or considered in determining whether to approve or deny a sign permit.

The applicant shall submit the following information with the application:

1. Names and addresses of the owners of the proposed sign and property where it is proposed to be placed.
2. The legal description of the property where the sign will be placed.
3. A complete set of plans showing the location, setbacks, elevation(s), size materials, and details of the sign to fully and clearly represent the construction and placement of the sign, and cost of the sign.
4. The type of sign (i.e. wall sign, monument sign, etc.).
5. If the sign is proposed to be located along a state trunk highway or interstate highway, the application shall be accompanied by proof that the applicant has obtained all required permits from the state for the sign.

~~B. a complete description of the sign and a sketch showing its size, location, manner of construction and such other information as shall be necessary to inform the City Zoning Administrator of the kind, size, material, construction and location of the sign. The City Zoning Administrator may approve Sign Permits upon completion of an inspection of the said sign by the City Building Inspector. The review period shall be consistent with Minnesota Statutes 15.99 or successor statutes. If the permit is denied, the Zoning Administrator shall prepare a written notice describing the reason for denial and the applicant's appeal rights, and send it by certified mail, return receipt requested, to the applicant.~~

~~The applicant shall also submit the fee at the time of application.~~

C. If a sign authorized by a permit has not been installed within ~~three (3) months~~ one hundred and eighty (180) days after the date of issuance of ~~said permit~~ a sign permit, the permit shall become null and void.

1380.05 Appeals.

A. A permit applicant or permit holder may appeal any order or determination made by the City Zoning Administrator or her/his deputies pursuant to this Ordinance by filing a notice of appeal with the City Administrator requesting a hearing before the Planning Commission. The Planning

Commission will hear:

1. Appeals where it is alleged that there is an error in any order, requirement, decision or determination made by the administrative officer in the enforcement of this Ordinance.

2. Requests for variances from the literal provisions of this Ordinance.

B. Upon completion of said public hearing, the Planning Commission will forward to the Newport City Council a recommendation on said appeal for final approval/disapproval.

~~All signs shall be constructed in accordance with the current Minnesota State Building Code and National Electric Code. To the extent that any conflict exists between those provisions and the provision of the City Code, to the extent the City Code provisions are more restrictive, they shall apply.~~

~~All signs utilizing electricity shall be subject to the State's current Electrical Code and electrical wiring shall be buried or concealed.~~

~~All sign structures shall be designed and constructed to withstand a wind pressure of not less than eighty (80) M.P.H., or as determined by the current Minnesota State Building Code.~~

Exemptions.1380.06 Exemptions

A. The exemptions ~~permitted~~allowed by this section shall apply only to the requirement of a permit and shall not be construed as excusing the installer of the sign, or the owner of the property upon which the sign is located, from complying with the other provisions of this Ordinance. No permit is required under this section for the following signs:

~~1. Signs erected by a governmental unit or public school district.~~

~~2. Memorial signs or tablets containing the name of the building, its use and date of erection when cut or built into the walls of the building and constructed of bronze, brass, stone or marble.~~

1. Signs which are completely within a building, are not on or within three (3) feet of a window and are not visible from the outside of said building.

~~3.2. Nameplate or address plate not exceeding two (2) square feet in size.~~

~~4. Up to three (3) Temporary A nameplate sign not exceeding two (2) square feet in area, and containing only the name of the resident, or title of person practicing a profession, in a Residential District.~~

~~5. Real estate signs pertaining to the lease or sale of real estate containing six (6) or less square feet.~~

~~6. Construction signs advertising the development or improvement of a property by builder, owner, contractor or other persons furnishing service, materials or labor, provided such sign is removed when the work is completed or upon issuance of a certificate of occupancy or completion, whichever occurs first.~~

3. ~~Garage sale Signs.~~ Signs that are six (6) square feet in area or less on a property for the duration permitted by this Section.
4. Signs erected by the City on City properties.
5. Window signs in Business, Industrial and Mixed-Use Districts that comply with this Section.
6. Non-commercial signs that comply with Minnesota Statutes 211B.045 or successor statutes.
7. Signs may be placed on parcels that are currently offered for sale provided such signs are not closer than 10 feet to any property line and shall not exceed thirty-six (36) square feet in area for multifamily residential, commercial, industrial or mixed uses. One sign shall be permitted for each street frontage.
8. Signs may be erected on parcels that are currently under construction for single-family or multiple-family residences. The plat of the development shall be recorded with the Washington County Recorder prior to the erection of a sign. Such signs are subject to the following standards:
 - a. Such signs shall not exceed one hundred (100) square feet in area.
 - b. Only one (1) such sign shall be erected on each road frontage with a maximum of three (3) such signs per project.
 - c. Such signs shall be removed when the project is eighty percent (80%) completed, sold or leased.
 - d. Such signs shall be located on the property which is for sale.
 - e. Signs for nonresidential property, multiple-family developments of four (4) or more dwelling units and single-family developments of four (4) or more dwelling units shall be located no closer than one hundred (100) feet to any residence not part of the project.
9. Back-lighted signs are allowed on the ends of bus shelters, and signs are allowed on benches at bus stops.

1380.087. Violations and Fines.

- A. If the City Zoning Administrator or her/his deputies finds that any sign regulated by this Ordinance is prohibited as to size, location, ~~content~~, type, number, height, or method of construction, or is unsafe, insecure or a menace to the public, or if any sign has been constructed or erected without a permit first being granted to the installer of said sign or to the owner of the property upon which said sign has been erected if a permit is required for the sign, or if the owner fails to properly maintain said sign in a safe, orderly condition at all times, including the replacement of defective parts, or is in violation of any other provisions of this Ordinance, the City Zoning Administrator shall give written notice of such violation to the owner or permittee thereof. If the owner or permittee fails to comply with the provision set forth in this Ordinance within ten (10) calendar days following receipt of said notice:

- 1. **Nuisance.** Such sign shall be deemed to be a nuisance and may be abated by the City by proceedings taken under Minnesota Statutes, Chapter 429, and the cost of abatement, including administration expenses, may be levied as a special assessment against the property upon which the sign is located.
 - 2. **Penalty.** Failure to comply with the provisions of this ordinance shall be a misdemeanor.
- B. Any property owner that leases building space or land on and/or within their property has a responsibility to assist, as is applicable, in the enforcement of this section with their tenants.

1380.08 General Provisions Applicable to All Districts.

~~A. All permanent signs shall be constructed in accordance with the current Minnesota State Building Code and National Electric Code. To the extent that any conflict exists between those provisions and the provision of the City Code, to the extent the City Code provisions are more restrictive, they shall apply. All signs shall be constructed in such a manner and of such material that they shall be safe and substantial, provided that nothing in this Code shall be interpreted as authorizing the erection or construction of any sign not now permissible under the Zoning or Building Codes of the City.~~

~~A.~~

~~B. All permanent signs utilizing electricity shall be subject to the State's current Electrical Code and electrical wiring shall be buried or concealed.~~

~~C. All permanent sign structures shall be designed and constructed to withstand a wind pressure of not less than eighty (80) M.P.H., or as determined by the current Minnesota State Building Code.~~

General Provisions Applicable to All Districts.

D. Freestanding and Monument Signs

1. ~~Permanent N~~on-accessory freestanding and wall signs are prohibited in all districts, except in areas specially designated in this Ordinance.

~~1.~~

~~2. The base or support structure for freestanding signs shall complement the design of the building and incorporate forty percent (40%) of brick, stone, decorative block, or similar substantial materials as approved by the Zoning Administrator.~~

~~3.2.~~ Freestanding signs along major thoroughfares (I494 and T.H. 61) shall be subject to a review by the Zoning Administrator. The focus of the review is to assure the quality of the sign with regard to design and materials - Section 1380.03, B. Furthermore, the Zoning Administrator will consider the signs' relationship to any architectural theme of existing or proposed structures in the area.

~~3.~~ Freestanding signs shall be constructed with the base consisting of materials matching the building with said base at least seventy five percent (75%) of the width of the sign from the ground to the bottom of the sign. Any free-standing sign within twenty-five (25) feet of any intersection of street right-of-way lines and/or driveway entrances shall have vertical clearance for proper visibility by motorists on all affected roadways.

~~B. All signs shall be constructed in such a manner and of such material that they shall be safe and substantial, provided that nothing in this Code shall be interpreted as authorizing the erection or construction of any sign not now permissible under the Zoning or Building Codes of the City.~~

~~C.E. No sign, other than public traffic controls, direction or street name signs, or campaign yard signs, shall be erected or temporarily within any street right-of-way or upon any public easements. Campaign yard signs may be located in a commercial, industrial or residential lot not less than five (5) feet from the curb, lot line or edge of street, and shall meet the requirements identified in Subsection I, below.~~

~~D.F. A permit for a sign to be located within fifty (50) feet of any street or highway regulatory or warning sign, or of any traffic sign or signal, or of any crossroad or crosswalk, will be issued only if:~~

- ~~1. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk, and~~
- ~~2. The sign will not distract drivers nor offer any confusion to any street or highway sign, or any traffic sign or signal. The burden of establishing whether a particular sign configuration will not disturb or confuse drivers will be on the applicant seeking to construct the sign.~~

~~E. Any free standing sign within twenty five (25) feet of any intersection of street right of way lines and/or driveway entrances shall have vertical clearance for proper visibility by motorists on all affected roadways.~~

~~G. Roof signs shall be prohibited in all districts.~~

~~F.H. Signs attached or supported on a permanently parked vehicle or semi-trailers intended to advertise a business, product or service are prohibited in all districts. This does not include signs painted directly on a vehicle or semi-trailer used in the business or facility, or on site for business purposes.~~

~~I. Except as otherwise provided for in this Section, no sign may be placed on any property if the sign does not advertise a product or service located or available on that property. Off-premises signs, except permitted Temporary Signs and permitted Pylon signs and Billboards in business, commercial, and industrial districts, are prohibited in all districts.~~

~~G.J. No sign shall contain any obscene matter as described by Minnesota Statutes Section 617.241 or successor statutes.~~

1380.049 District Regulations.

A. ~~In addition to those signs permitted in all districts,~~ The following signs are ~~permitted~~ allowed in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth:

1. Residential Districts:

- a. Non-commercial signs that comply with Minnesota Statutes 211B.045 or successor statutes.

- b. Temporary signs that are a maximum of twenty (20) square feet in size. A maximum of three (3) Temporary Signs are allowed per parcel in residential districts. Temporary signs may be displayed for a maximum of fourteen (14) days, up to two (2) times per year.
- c. Signs may be placed on parcels that are currently offered for sale for multifamily properties providing such signs are not closer than 10 feet to any property line and shall not exceed thirty-six (36) square feet in area for multi-family residences. One sign shall be permitted for each street frontage.
- d. One monument sign up to thirty-two (32) square feet per street frontage shall be allowed by sign permit for residential subdivisions and multiple-unit developments. The sign may be a maximum of six feet in height. The sign shall be designed to be architecturally compatible with the building or project with the base of the sign consisting of colors and materials compatible to the building or project.
- e. Signs may be erected on parcels that are currently under construction for single-family or multiple-family residences in compliance with the requirements of Section 1380.04.
Nameplate Signs: One (1) sign for each dwelling unit, not greater than two (2) square feet in area, indicating the name and/or address of the occupant.

~~Institutional and Recreational Signs: One (1) sign or bulletin board per street frontage for public institutional use; for recreational use in residential districts, such sign or bulletin board shall not exceed twenty four (24) square feet in area nor shall it be placed closer than ten (10) feet to any edge of street line nor shall it be placed in a location that would interfere with the safe movement of traffic.~~

~~Area Identification Signs: One (1) sign per each major development, not to exceed twenty four (24) square feet in area.~~

~~Temporary Signs: According to 1380.03.~~

- ~~a.f. The Mmaximum Hheight of Free-Standing Signs in Residential Districts shall be :-Eight (8) feet.~~

- ~~g. Lighting: Lighting must be indirect or diffused and comply with the requirements of this Zoning Ordinance. Dynamic display signs shall comply with the requirements in Section 1380.03. O. Dynamic display signs shall comply with the requirements in Section 1380.03. N and O.~~

- ~~b.h. The following types of signs are not allowed in residential zoning districts or on parcels with residential uses in all other districts: Awning Signs, Canopy Signs, Changeable Copy Signs, Dynamic Display Signs, Flashing Signs, Marquee Signs, Pole Signs, and Pylon Signs.~~

- ~~i. Home Occupation Signs: Any occupant of a residential unit engaged in a home occupation, may have one (1) sign not exceeding three (3) square feet.~~

2. Business/Commercial/Industrial Districts:

- a. Temporary Signs: Temporary Signs or banners that are a maximum twenty (20) square feet in size are allowed. A maximum of three (3) Temporary Signs are allowed per parcel on commercial properties in Business, Commercial, Mixed-Use and Industrial

Districts. Temporary signs may be displayed for a maximum of thirty (30) consecutive days. No Sign Permit is required for Temporary Signs.

Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards. The design and construction of all said signs shall be professional looking and not be allowed to become torn or weathered.

Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district.

~~a-b.~~ Wall Signs: One (1) wall sign for each business shall be allowed on each street frontage shall be permitted on a building for each business located within such building. The total area of all wall signs affixed to a building wall shall not exceed twenty percent (20%) of the total area of that wall. No individual wall sign shall exceed one hundred and fifty (150) square feet. The business or property owner shall obtain a Sign Permit for each Wall Sign.

A wall sign shall not project more than eighteen (18) inches from the wall to which the sign is to be affixed. Furthermore, wall mounted signs shall not exceed the roof line on any building.

~~b-c.~~ Permanent Freestanding Signs: One (1) permanent freestanding sign is permitted-allowed for each building for each street frontage. The business or property owner shall obtain a Sign Permit for each permanent Freestanding Sign.

The total area of a freestanding sign for a building having one (1) street frontage shall not exceed eighty (80) square feet. Where a building has two (2) or more street frontages, each ~~permitted-permitted~~ freestanding sign in excess of one (1) shall be no greater than one-half (1/2) the area of the first sign. ~~(Maplewood Ordinance: The sign shall be designed to be architecturally compatible with the building or project with the base of the sign consisting of colors and materials compatible to the building or project. The area around the base of the sign shall also be landscaped or Newport: The base or support structure of freestanding signs shall complement the design of the primary building on the parcel and incorporate forty percent (40%) of brick, stone, decorative block, or similar substantial materials as approved by the Zoning Administrator.)~~

~~(Maplewood Ordinance: The total size and maximum height of each freestanding sign [excluding pylon signs] is determined by the street classification [as designated in the City's Comprehensive Plan] of the closest street to which each freestanding sign is located. In the case of signs located at an intersection, the higher ranking street classification should be used to determine the maximum height and size allowable for a freestanding sign. The following table lists the maximum size and heights permitted for freestanding signs:~~

| Classification of Street Abutting Property | Maximum Sign Size (sq. ft.) | Maximum Height of Freestanding Sign |
|--|------------------------------------|--|
| Principal arterial (I-494 and Highway 61) | 180 | 12 |
| Minor arterial (Hastings and 7 th Ave) | 140 | 12 |
| Collector Street (10 th Ave and 12 th St) | 100 | 10 |

| | | |
|--------------|----|----|
| Local Street | 80 | 10 |
|--------------|----|----|

No part of a permanent freestanding sign shall be closer than ten (10) feet to the front property line or exceed ~~thirty five~~twelve (~~35~~12) feet in height. The height shall be measured from the base of the sign or grade of the nearest adjacent roadway, whichever is lower, to the top edge of the said sign.

~~e.~~

~~d.~~

~~e. Bulletin Signs: Bulletin signs may have individual face areas of up to fifty percent (50%) of the area of the display surface area of the business' identification or free-standing sign. Bulletin signs which are not wall-mounted must have a minimum elevation of ten (10) feet from the base of the sign or grade of the nearest adjacent roadway, whichever is lower, to the bottom edge of the said sign.~~

~~f.~~

d. Portable Signs: One (1) portable bulletin sign up to ~~fifteen~~forty (~~15~~40) square feet may be displayed only during the merchant's business hours. The business or property owner shall obtain with a Sign Permit for a Portable Sign if the sign has electrical components. Such signs shall be located within the width of the storefront to which it is related ~~and shall be additionally regulated by 1380.04, 2. e. Temporary Signs and shall not be placed within the public right-of-way or public easements.~~

~~g.e.~~ Multi-tenant Monument Signs: One monument sign shall be permitted for each multi-tenant building provided the surface area of the sign does not exceed one hundred (100) square feet per side, fifteen (15) feet in height, and is setback in no case less than twenty (20) feet from the property lines. The area may be increased to maximum of one hundred and fifty (150) square feet per side for developments of over twenty (20) acres.

~~h.f.~~ Pylon Signs: Retail and service establishments on property abutting an interstate freeway or state highway right-of-way may erect one (1) pylon sign for each building and/or building owned by a corporate entity or business. Said sign shall not exceed one hundred fifty (150) square feet of display surface area and shall be in addition to their one (1) free-standing sign or wall sign.

Pylon sign must be placed a minimum of fifty (50) feet from the right-of-way of highways or interstate roadways. The maximum allowed height of pylon signs is thirty-five (35) feet, unless the City approves an increase in the height of the sign. The minimum allowance distance of a pylon sign to an interstate right of way is fifty (50) feet, with a maximum height of thirty five (35) feet.

1. Application may be made to the city for a variance to increase the maximum pylon sign height on a lot having the following characteristics.

a. The lot abuts the right-of-way of an interstate freeway or state highway or abuts a frontage road immediately adjacent to an interstate freeway or state highway.

b. The lot does not have and is not ~~permitted~~allowed to have directional signage on the interstate freeway or state highway directing the public to the subject lot.

2. To be eligible for a variance to increase sign height, the application shall be

accompanied by the following drawings drawn to scale:

- a. A site plan showing the location of the proposed sign, property lines of the subject property, road alignments of adjacent streets and highways and the locations of any cross sectional drawings necessary to analyze the request.
 - b. Cross sectional drawings necessary to analyze the request showing the entire traveled surface of the freeway or state highway, any retaining walls or fences, any frontage roads, and the proposed sign location.
3. The Zoning Administrator **may** approve an application for a variance to increase pylon sign height which meets the criteria set forth in 1380.04,A.,2.,d.,1) where the proposed sign plan meets each of the following requirements:
- a. The sign is no higher than necessary to permit allow the bottom edge of the sign face to be visible from at least fifty percent (50%) of the traveled surface of the interstate or state highway.
 - b. The top of the sign face is no more than twelve (12) feet above the bottom of the sign face.
 - c. The location of the sign is such that the increase in sign height is minimized.
 - d. The sign face shall not exceed one hundred fifty (150) square feet.

~~g. Temporary Signs: Temporary special event signs may be displayed upon issuance of a permit, for not more than thirty (30) calendar days, and not more than two (2) times each year. Such signs shall include: banners, pennants, portable bulletin signs, streamers, and other signs approved by the City. The design and construction of all said signs shall be professional looking and not be allowed to become torn or weathered.~~

~~No temporary sign or combination of temporary signs may exceed eighty (80) square feet in area.~~

~~All signs, including temporary special event signs, which are located on the interior of a building within three (3) feet of a window and clearly visible from the outside of said building shall not exceed fifty percent (50%) of the window area.~~

~~Temporary special event signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district.~~

Flags: An individual business and institution may have no more than three (3) flags or forty-five (45) square feet of flag surface displayed at any one time.

h. Illuminated Signs: The Building Inspector and Zoning Administrator, in granting permits for illuminated signs, shall specify the hours during which the same-sign may be kept lighted to prevent the creation of a nuisance. All illuminated signs designed to reflect light off of a light source shall have a shielded light source that will prevent the direct view of that light source from any passing roadway or residence at grade. Any illuminated sign located within fifty (50) feet of a lot line of a Residential District shall be diffused or indirect so as not to direct rays of light into adjacent residences.

e.i. Dynamic Display Signs. Any dynamic display sign located within fifty (50) feet of a lot line of a Residential District shall comply with the requirements of this section, and shall be turned off or programmed to go blank between the hours of 10 p.m. and 6 a.m., daily.

All Dynamic Display Signs in Business and Industry Districts that are in close proximity to Residential Districts and residential property located in a Business, Commercial and Industrial District shall be designed so as to illuminate the sign and not residential property. All dynamic display signs, regardless of zoning district, shall comply with the following:

1. Portable, dynamic display signs are not allowed as permanent signs in any District.
2. The following standards shall apply to image duration, transition, and other characteristics of signs with dynamic display:
3. An interim use permit is required for dynamic display signs that is a one-time permit and non-transferable.
4. Signs with dynamic display that are oriented toward the public right of way shall not include moving video images.
5. Business and identification signs with dynamic display may either have stable text and/or stable images, or they may have scrolling text and/or scrolling images. Signs with dynamic display which contain stable text and/or stable images may not change their text or image more than once every eight (8) seconds. Signs with dynamic display which contain scrolling text and/or scrolling images may not scroll at a rate faster than one (1) word per second, where words contain an average of five (5) characters each.
6. For stable text and/or stable images, the transition from one static display to another must be direct and immediate without any special effects except for fading and dissolving that takes less than one (1) second.
7. Signs with dynamic display shall not emit sound except of those at drive-through sales and services.
8. Other modes of displaying messages are prohibited. Modes which cause the message to flash are prohibited.
9. All dynamic display signs shall ~~come~~be equipped with automatic dimming technology that automatically adjusts the sign's brightness in direct correlation in natural ambient light conditions. Between dusk and dawn, the sign shall not exceed a brightness level of five hundred (500) nits. At no time shall any dynamic display sign exceed an illumination level of 0.3 foot candles above ambient light as measured using a foot candle (Lux) meter at a preset distance depending on sign area, measured as follows:

| Area of Sign | Measurement |
|--------------|----------------|
| sq. ft. | Distance (ft.) |
| 10 | 32 |
| 15 | 39 |

| | |
|----|----|
| 20 | 45 |
| 25 | 50 |
| 30 | 55 |
| 35 | 59 |
| 40 | 63 |
| 45 | 67 |
| 50 | 71 |

* For signs with an area in square feet other than those specifically listed in the table (i.e., 12 sq ft, 400 sq ft, etc), the measurement distance may be calculated with the following formula:

Measurement Distance = the square root of the area of sign in Sq. Ft. x 100

- 10. Prior to permitting any dynamic display sign, the applicant shall submit a signed letter from the dynamic display sign manufacturer certifying that the dynamic display sign has been calibrated to comply with the requirements of this Section.
- 11. The portion of any dynamic or illuminated sign that is used for the conveyance of any message will be included within the overall size of the sign. For purposes of this section, the permitted size of a dynamic or illuminated sign shall be calculated so as to include the full height and width of the sign structure immediately surrounding the message area.

~~h.j.~~ Canopy and Marquee Signs: Canopies and marquees shall be considered to be an integral part of the structure to which they are accessory. Signs may be attached to a canopy or marquee but such structure shall not be considered as part of the wall area ~~and thus shall not warrant additional sign area.~~

k. Window Signs: Signs located on a window or on the interior of a building within three (3) feet of a window and clearly visible from the outside of said building shall be regulated by this section. Said signs shall not exceed ~~fifty-eighty~~ fifty-eighty percent (~~580~~58%) of the window area and shall be designed, and constructed to be professional in appearance, and maintained in good repair and be clearly readable ~~to be professional looking.~~ Window signs do not require a Sign Permit.

~~e.~~ l. Residential Uses in Business, Commercial and Industrial Districts: Any residential building located in a Business District shall meet the sign requirements of 1380.04, 1. (Residential Districts).

4.3. Mixed Use Districts:

- a. Any residential building in a Mixed Use, Business or Commercial District shall meet the sign requirements of 1380.049 A, 1. (Residential Districts ~~R-3~~).
- b. Any business/commercial or mixed-use building in a Mixed Use District shall meet the sign requirements of 1380.049 A 2. (Business/Commercial/Industrial Districts).

1380.0510 Billboards.

- A. It shall be unlawful to erect in the city a billboard without first having obtained a license

therefore. Application for the license shall be made to the Zoning Administrator upon a form furnished by him or her and accompanied by a fee as established from time to time by the Council, which license fee shall be pro-rated so as to have the license expire on January 31st of each year. Each license shall be issued for a period of one year, except that in the first year of issuance a license shall be valid for that portion of a year ending the following January 31.

- B. Every billboard located in the city upon any thoroughfare shall be located at least three thousand (3,000) feet apart from another billboard and may not, in any event, be located nearer than one thousand, five hundred (1,500) feet from any road or highway intersection.
- C. A billboard may only be erected in an I-1 Light Industrial District, shall not exceed five hundred fifty (550) square feet, shall be no higher than twenty-five (25) feet above existing grade level, shall be set back at least ten (10) feet from any property lines, and shall not have flashing lights or moving parts of any kind.

The minimum allowable distance of a billboard to any building shall be twenty-five (25) feet, to any Residential District five hundred (500) feet, and no portion of any billboard shall occupy air space above any driveway or parking area.

- D. Every billboard shall be repainted by the licensee at least once every two (2) years.
- E. There shall be filed with the City Clerk-Administrator a perpetual bond in favor of the city in the penal sum of two hundred and fifty and no/100 (\$250.00) dollars for each billboard. The bond shall be issued by sureties in a form approved by the City Attorney. The condition of the bond shall be full compliance with this Section.
- F. A billboard may be an electronic or illuminated sign. Any such billboard, however, must meet the additional requirements imposed upon such signs as are otherwise stated in this Section.

1380.11 Sign Maintenance.

- A. All signs, billboards, and ~~and~~ other advertising structures together with their supports, braces, guys and anchors shall be maintained in good repair and condition, and the area around them shall be kept free from debris, weeds, and other objectionable material. Every sign and immediate surrounding premises shall be maintained by the owner or person in charge thereof in a clean sanitary, and inoffensive condition and fee and clear of all obnoxious substances, rubbish, and weeds. .
- B. The display surfaces of all signs and supports shall be kept neatly painted or posted at all times.
- C. All signs which are unsafe, dangerous, and/or unsightly shall be repaired or removed. Unsafe or dangerous signs shall be removed or otherwise properly secured by the property owner and/or sign owner upon receipt of notice to do so by the city. Any abandoned, unsafe, or illegal sign is hereby declared to be a danger to the health, safety, and welfare of the citizens of Newport and is declared to be a public nuisance subject to abatement and assessment, except that legally established nonconforming signs shall not be abated until they have been abandoned for more than one year.

1380.06 Administration and Enforcement.

1380.09 Appeals.

~~A permit applicant or permit holder may appeal any order or determination made by the City Zoning Administrator or his deputies pursuant to this Ordinance by filing a notice of appeal with the City Administrator requesting a hearing before the Planning Commission. The Planning Commission will hear:~~

- ~~A. Appeals where it is alleged that there is an error in any order, requirement, decision or determination made by the administrative officer in the enforcement of this Ordinance.~~
- ~~B. Requests for variances from the literal provisions of this Ordinance.~~

~~Upon completion of said public hearing, the Planning Commission will forward to the Newport City Council a recommendation on said appeal for final approval/disapproval.~~

1380.102 Nonconforming Signs.

- A. All non-conforming signs shall be brought into compliance within sixty (60) days of a change in the principle business use.
- B. Any business or property with signs not in compliance with the standards of this Section, but which were in place legally on the date of the adoption of this Code, may retain such signs as legal non-conforming uses. Such signs may be maintained normally. A significant change in the size, shape, design, or materials of the sign, as determined by the Zoning Administrator, shall be in conformance with all standards of this Section.
- C. Any nonconforming temporary or portable sign existing at the time of adoption of this Ordinance shall be made to comply with the requirements set forth herein or shall be removed within one (1) year after the adoption of this Ordinance.

1380.143 Sign Materials and Construction

- A. Nonstructural Trim. Nonstructural trim and portable display surfaces may be of wood, stone, metal, approved plastics, or any combination thereof, provided that Subsection 1380.10 is satisfied where applicable.
- B. ~~1380.12~~ Anchorage.
 1. Structural Members supporting unbraced signs shall be so proportioned that the bearing loads imposed on the soil in either direction, horizontal or vertical, shall not exceed the safe values. Braced ground signs shall be anchored to resist the specified wind or seismic load acting in any direction. Anchors and supports shall be designed for safe bearing loads on the soil and for an effective resistance to pull-out amounting to a force twenty-five (25) percent greater than the required resistance to overturning. Anchors and supports shall penetrate to a depth below ground greater than that of the frost line.
 2. Portable ground signs supported by frames or posts rigidly attached to the base shall be so proportioned that the weight and size of the base shall be adequate to resist wind pressure.
 3. Signs attached to masonry, concrete, or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support the loads applied.
 4. No wooded blocks or plugs, or anchors with wood used in connection with screws or nails,

shall be considered proper anchorage, except in the case of signs attached to wood framing.

5 No anchor or support of any sign shall be connected to, or supported by, an unbraced parapet wall unless such wall is designed in accordance with the requirements for parapet walls specified for seismic zones in the then adopted Uniform Building Code.

C. ~~1380.13~~-Display Surfaces. Display surfaces in all types of signs may be made of metal, glass or approved plastics, provided Subsection 1380.10 is satisfied where applicable.

D. ~~1380.14~~-Glass and Plastic Thickness and Area Limitations:

1. Sections of approved plastics on wall signs shall not exceed one hundred fifty (150) square feet in area.
2. Sections of approved plastics on signs other than wall signs may be greater than one hundred fifty (150) square feet in area if allowed by the area regulations of the Zoning District, and if approved by the Building Inspector.
3. Sections of approved plastics on wall signs shall be separated three (3) feet laterally and six (6) feet vertically by the required exterior wall construction. Sections of approved plastics on signs other than wall signs may not be required to be separated if approved by the Building Inspector.
4. Glass thickness and area limitations shall be as follows:

| Any Dimension (in inches) | Minimum Area (in square inches) | Thickness of Glass (in inches) | Type of Glass |
|---------------------------|---------------------------------|--------------------------------|-----------------------|
| 30 | 500 | 1/8 | Plain, Plate or Wired |
| 45 | 700 | 3/16 | Plain, Plate or Wired |
| 144 | 3600 | 1/4 | Plain, Plate or Wired |
| Over 144 | Over 3600 | 1/4 | Wired Glass |

E.
~~1380.15 — Use of Approved Plastics~~**Plastic Materials.:** The Building Inspector shall require that sufficient technical data be submitted to substantiate the proposed use of any plastic material and, if it is determined that the evidence submitted is satisfactory for the use intended, he or she may approve its use.

~~1380.164~~ Electric Signs.

~~A. Electric signs shall be constructed of noncombustible materials, except as approved by the Building Inspector.~~

~~B. The enclosed shell of electric signs shall be watertight, excepting that service holes fitted with covers shall be provided into each compartment of such signs.~~

~~C.A.~~ Electrical equipment used in connection with display signs shall be installed in

accordance with ~~all statutes, code provisions, ordinances, and regulations regulating electrical installations~~ applicable state and local building and electrical codes.

~~D. Every electric sign shall have painted on the sign, or attached in permanent fashion, the name of the sign erector and date of erection. The name and date shall be of sufficient size and contrast to be readable from a reasonable distance. Failure to provide the name and date shall be grounds for rejection of the sign by the Building Inspector.~~

**CITY OF NEWPORT
ORDINANCE 2016-2**

**AN ORDINANCE OF THE CITY OF NEWPORT, MINNESOTA, AMENDING THE ZONING CODE,
SECTION 1320 NONCONFORMING USES, LOTS, AND STRUCTURES, SECTION 1330 GENERAL
DISTRICT REGULATIONS, AND SECTION 1380 SIGNS**

THE CITY COUNCIL OF THE CITY OF NEWPORT, MINNESOTA, HEREBY ORDAINS THAT:

Section 1320 Nonconforming Uses, Lots, and Structures

1320.06 Destruction. If a nonconforming structure is destroyed by any cause to an extent exceeding fifty (50) percent of its fair market value, as indicated by the records of the county assessor, and no building permit has been applied for within one hundred eighty (180) days of when the property is damaged, the use of the same thereafter shall conform to the current zoning requirements;

Section 1330 General District Regulations

1330.05 Performance Standards

Subd. 3 Building Materials. Exterior building materials of all non-residential and mixed-use structures shall comply with the following requirements:

- A. Allowable exterior building materials shall be classified as Class I, II or III materials or Accent materials, as follows:
 1. Class I exterior building materials include brick, stone, marble or glass. Bronze-tinted or mirror glass are prohibited as exterior materials.
 2. Class II exterior building materials include architecturally-treated concrete panels, cast-in-place concrete, or pre-cast concrete panels; specialty concrete block (such as textured, burnished, or rock-faced block) or stucco.
 3. Class III exterior building materials include unpainted or surface-painted concrete block (scored or unscored), unpainted or surface-painted plain or ribbed concrete panels, and unfinished or surface-painted metal.
 4. Accent materials may be wood or metal if appropriately integrated into the overall building design and not situated in areas that will be subject to physical or environmental damage.
 5. All primary and secondary materials shall be integrally-colored with no painted materials.
 6. Metal storage buildings (commonly called pole buildings) cannot be used in Newport except in the Rural Estates (RE) District, or as back yard sheds Industrial Districts if they are screened from view from residential parcels and public streets, or if approved for use in a Business District through a Conditional Use Permit.
- B. Business and Mixed-Use Districts. Permitted materials for non-residential and mixed-use buildings shall comply with the following:
 1. Class I materials shall cover at least sixty (60) percent of each of the facades of a building. Architecturally-treated concrete panels, cast-in-place concrete, or pre-cast concrete panels may cover sixty (60) percent or more of the facade of buildings in Business Districts. Class II

materials shall cover no more than thirty (30) percent of each facade of a building. Accent materials may include door and window frames, lintels, cornices and other minor elements, and shall cover no more than ten (10) percent of all facades of a building.

- C. Industrial Districts Permitted materials for non-residential buildings shall comply with the following:
 - 1. Class I or II materials shall cover at least sixty-five (65) percent of each of the facades of a building. Class III or accent materials shall not cover more than thirty-five (35) percent of each of the facades of a building in an Industrial District.
- D. Nonconforming buildings. Additions to nonconforming buildings must be constructed with materials required by this section if the addition exceeds twenty-five (25) percent of the floor area. Exterior remodeling or alterations to a nonconforming building or development must be constructed with materials required by this Section. The Zoning Administrator may authorize the use of other materials if the addition, remodeling, or alteration is deemed to be minor in nature and not visible from a public roadway.
- E. Roof materials. All exposed roof materials in all zoning districts shall be similar to or an architectural equivalent of asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.
- F. Non-residential buildings containing office and retail uses shall maintain forty (40) percent minimum window coverage on the first floor that faces a road or public open space.

Subd. 10 Trash Handling. All refuse and recycling containers must be stored inside of the principle structure or a fully enclosed accessory structure.

Section 1380 Signs

1380.01 Purpose and Definitions.

- A. Findings. The City Council hereby finds the following:
 - 1. Exterior signs have a substantial impact on the character and quality of the environment.
 - 2. Signs provide an important medium through which individuals may convey a variety of messages.
 - 3. Signs can create traffic hazards, aesthetic concerns, and detriments to property values, thereby threatening the public health, safety and welfare.
 - 4. The City's zoning regulations have historically included regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location, and character that would adversely impact upon the aesthetics of the community and threaten the health, safety, and welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.
- B. Purpose and Intent. It is not the purpose or intent of this sign ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:
 - 1. Regulate the number, location, size, type, illumination and other physical characteristics of signs

within the city in order to promote the public health, safety, and welfare.

2. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
 3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
 4. Provide for fair and consistent enforcement of the sign regulations set forth under the zoning authority of the City.
- C. Effect. A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this sign ordinance is to:
1. Allow a variety of sign types, sizes and locations by zoning district, subject to the standards set forth in this sign ordinance.
 2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign ordinance.
 3. Prohibit signs whose location, size, type, illumination, or other physical characteristics negatively affect the environment and where the communication can be accomplished by having less impact on the environment and the public health, safety, and welfare.
 4. Provide for the enforcement of the provisions of this sign ordinance.

1380.02 Severability.

If any section, subsection, sentence, clause, or phrase of this Sign Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Sign Ordinance. The City Council hereby declares that it would have adopted the Sign Ordinance in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

1380.03 Definitions.

- A. **Abandoned sign:** Any sign and/or its supporting sign structure which remains without a message or whose display surface remains blank for a period of one (1) year or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. Signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of one (1) year or more. Any sign remaining after demolition of a principal structure shall be deemed to be abandoned. Signs which are present because of being legally established nonconforming signs or signs which have required a conditional use permit or a variance shall also be subject to the definition of abandoned sign.
- B. **Accessory Sign:** A sign relating in its subject matter to the use(s) or activities on the premises on which it is located.
- C. **Accessory Use:** A use which is subordinate to the principal use being made of a parcel of land. Accessory uses are defined in the Zoning Code.
- D. **Awning:** A roof-like cover, often of fabric, plastic, metal or glass designed and intended for protection

from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk or the like. Any part of an awning which also projects over a door shall be counted as an awning.

- E. **Awning Sign:** A building sign or graphic printed on or in some fashion attached directly to the awning material.
- F. **Banners and Pennants:** Attention-getting devices which resemble flags and are of a nonpermanent paper, cloth or plastic-like consistency.
- G. **Bench Signs:** A sign which is affixed to a bench or shelter at a bus stop.
- H. **Billboard:** A large off-site sign mounted on one or more legs and designed to display posters or other composite graphics.
- I. **Building:** A freestanding structure or group of structures joined by a common wall.
- J. **Building Sign:** A sign attached or supported by any structure used or intended for supporting any use or occupancy.
- K. **Canopy and Marquee:** A roof like structure projecting over the entrance to a building.
- L. **Canopy Sign:** A sign that is part of or attached to a canopy.
- M. **Changeable copy sign:** A sign or portion thereof with characters, letters, or illustrations that can be changed or arranged without altering the face or the surface of the sign. Changeable copy signs do not include signs upon which characters, letters, or illustrations change or rearrange only once in a 24-hour period or less often.
- N. **District:** A specific zoning district as defined in the Zoning Ordinance.
- O. **Dynamic Display Sign:** “Dynamic display” shall mean any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, “digital ink” or any other method or technology that allows the sign face to present a series of images or displays.
- P. **Flag:** Any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.
- Q. **Freestanding Sign:** A sign that is attached to, erected on, or supported by an architecturally-planned structure (such as a pole, mast, frame, or other structure) that is not itself an integral part of or attached to a building or other structure. This definition includes pylon signs and monument signs.
- R. **Height of Sign:** The vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.
- S. **Illuminated Sign:** Any sign which is illuminated by an artificial light source, which shall include all

electronic signs utilizing internal light sources and any sign that makes use of electric lighting to reflect off of an otherwise opaque message surface.

- T. **Interior Sign:** A sign which is located within the interior of any building, or within an enclosed lobby or court of any building, and a sign for and located within the inner or outer body, court of entrance of any theater.
- U. **Legally established nonconforming sign:** A sign and its support structure lawfully erected prior to the effective date of this ordinance which fails to conform to the requirements of this ordinance. A sign which was erected in accordance with a variance granted prior to the adoption of this ordinance and which does not comply with this ordinance shall be deemed to be a legal nonconforming sign. A sign which was unlawfully erected shall be deemed to be an illegal sign.
- V. **Monument or Ground Sign:** A freestanding sign not supported by exposed posts or poles located directly at the grade where the width dimension of the architecturally-designed base is 50 percent or more of the greatest width of the sign face.
- W. **Multiple Tenant Site:** A site which has more than one (1) tenant, and each tenant has a separate ground level exterior public entrance.
- X. **Non-Accessory Sign:** A sign that is not related in its subject matter to the use(s) or activities at the premises on which it is located.
- Y. **Off-premises Sign:** A sign that directs attention to a use or activity that is not located upon the premises where the sign is located or to which it is attached.
- Z. **Permanent Sign:** Any sign which is not a temporary sign.
- AA. **Portable Sign:** A sign which is not permanently attached to the ground or any structure and so designed as to be movable from one location to another, including by trailer or on its own wheels.
- BB. **Principal Building:** A freestanding structure and/or multi-tenant building sharing common walls.
- CC. **Projecting Sign:** Any sign, all or any part of which extends over public property more than twelve (12) inches.
- DD. **Pylon Sign:** A freestanding sign erected on a single pole structure that greater than twenty (20) feet in height, usually located on a state or interstate highway.
- EE. **Roof Sign:** Any sign erected upon or projecting above the roofline of a structure to which it is affixed.
- FF. **Sign:** Any letter, word or symbol, device, poster, picture, statuary, reading matter or representation in the nature of an advertisement, announcement, message or visual communication whether painted, posted, printed, affixed or constructed, which is displayed outdoors or on a window or on the interior of a building within three (3) feet of a window and clearly visible from the outside of said building for informational or communicative purposes.
- GG. **Sign Area:** That area within the marginal lines of the surface which bears the advertisement, or in the case of messages, figures or symbols attached directly to any part of the building, that area which is included in the smallest rectangle which can be made to circumscribe the message, figure or symbol displayed thereon. The stipulated maximum sign area for a freestanding sign refers to a single facing.
- HH. **Street Frontage:** The edge of a street along a parcel. An interior lot has one (1) street frontage and a

corner lot two (2) such frontages.

- II. **Sign Structure:** A structure including the supports, uprights, bracing and framework which support or are capable of supporting a sign.
- JJ. **Temporary Sign:** A sign which is erected or displayed for a limited period of time. Temporary signs are typically constructed of lightweight, non-permanent materials and structures.
- KK. **Traffic Directional Sign:** A sign which is erected by a governmental unit for the purpose of directing or guiding traffic.
- LL. **Wall Sign:** A sign attached parallel to, but within two (2) feet of a wall, painted on the wall surface, or erected and confined within the limits of an outside wall of a building or structure, which is supported by such wall or building, and which displays one (1) sign surface.
- MM. **Window Sign:** A building sign, pictures, symbol, or combination thereof that is placed inside a window, or upon the window glass, and is visible from the exterior of the window.

1380.04 Administration and Enforcement.

- A. Permits. Except as provided in Section 1380.06 below, the owner or occupant of the premises on which a sign is to be displayed, or the owner or installer of such signs, shall file an application provided by the City Zoning Administrator for permission to display such sign. Sign Permits, Conditional Use Permits, or Interim Use Permits must be acquired for all existing, new, relocated, modified or redesigned signs as specified in this section, except those specifically exempted below. The content of the sign shall not be reviewed or considered in determining whether to approve or deny a sign permit.

The applicant shall submit the following information with the application:

1. Names and addresses of the owners of the proposed sign and property where it is proposed to be placed.
 2. The legal description of the property where the sign will be placed.
 3. A complete set of plans showing the location, setbacks, elevation(s), size materials, and details of the sign to fully and clearly represent the construction and placement of the sign, and cost of the sign.
 4. The type of sign (i.e. wall sign, monument sign, etc.).
 5. If the sign is proposed to be located along a state trunk highway or interstate highway, the application shall be accompanied by proof that the applicant has obtained all required permits from the state for the sign.
- B. The City Zoning Administrator may approve Sign Permits. The review period shall be consistent with Minnesota Statutes 15.99 or successor statutes. If the permit is denied, the Zoning Administrator shall prepare a written notice describing the reason for denial and the applicant's appeal rights, and send it by certified mail, return receipt requested, to the applicant.
 - C. If a sign authorized by a permit has not been installed within one hundred and eighty (180) days after the date of issuance of a sign permit, the permit shall become null and void.

1380.05 Appeals.

- A. A permit applicant or permit holder may appeal any order or determination made by the City Zoning Administrator or her/his deputies pursuant to this Ordinance by filing a notice of appeal with the City Administrator requesting a hearing before the Planning Commission. The Planning Commission will hear:
 - 1. Appeals where it is alleged that there is an error in any order, requirement, decision or determination made by the administrative officer in the enforcement of this Ordinance.
 - 2. Requests for variances from the literal provisions of this Ordinance.
- B. Upon completion of said public hearing, the Planning Commission will forward to the Newport City Council a recommendation on said appeal for final approval/disapproval.

1380.06 Exemptions

- A. The exemptions allowed by this section shall apply only to the requirement of a permit and shall not be construed as excusing the installer of the sign, or the owner of the property upon which the sign is located, from complying with the other provisions of this Ordinance. No permit is required under this section for the following signs:
 - 1. Signs which are completely within a building, are not on or within three (3) feet of a window and are not visible from the outside of said building.
 - 2. Nameplate or address plate not exceeding two (2) square feet in size.
 - 3. Up to three (3) Temporary Signs that are six (6) square feet in area or less on a property for the duration permitted by this Section.
 - 4. Signs erected by the City on City properties.
 - 5. Window signs in Business, Industrial and Mixed-Use Districts that comply with this Section.
 - 6. Non-commercial signs that comply with Minnesota Statutes 211B.045 or successor statutes.
 - 7. Signs may be placed on parcels that are currently offered for sale provided such signs are not closer than 10 feet to any property line and shall not exceed thirty-six (36) square feet in area for multifamily residential, commercial, industrial or mixed uses. One sign shall be permitted for each street frontage.
 - 8. Signs may be erected on parcels that are currently under construction for single-family or multiple-family residences. The plat of the development shall be recorded with the Washington County Recorder prior to the erection of a sign. Such signs are subject to the following standards:
 - a. Such signs shall not exceed one hundred (100) square feet in area.
 - b. Only one (1) such sign shall be erected on each road frontage with a maximum of three (3) such signs per project.
 - c. Such signs shall be removed when the project is eighty percent (80%) completed, sold or leased.
 - d. Such signs shall be located on the property which is for sale.
 - e. Signs for nonresidential property, multiple-family developments of four (4) or more dwelling

units and single-family developments of four (4) or more dwelling units shall be located no closer than one hundred (100) feet to any residence not part of the project.

9. Back-lighted signs are allowed on the ends of bus shelters, and signs are allowed on benches at bus stops.

1380.07 Violations and Fines.

- A. If the City Zoning Administrator or her/his deputies finds that any sign regulated by this Ordinance is prohibited as to size, location, type, number, height, or method of construction, or is unsafe, insecure or a menace to the public, or if any sign has been constructed or erected without a permit first being granted to the installer of said sign or to the owner of the property upon which said sign has been erected if a permit is required for the sign, or if the owner fails to properly maintain said sign in a safe, orderly condition at all times, including the replacement of defective parts, or is in violation of any other provisions of this Ordinance, the City Zoning Administrator shall give written notice of such violation to the owner or permittee thereof. If the owner or permittee fails to comply with the provision set forth in this Ordinance within ten (10) calendar days following receipt of said notice:
 1. **Nuisance.** Such sign shall be deemed to be a nuisance and may be abated by the City by proceedings taken under Minnesota Statutes, Chapter 429, and the cost of abatement, including administration expenses, may be levied as a special assessment against the property upon which the sign is located.
 2. **Penalty.** Failure to comply with the provisions of this ordinance shall be a misdemeanor.
- B. Any property owner that leases building space or land on and/or within their property has a responsibility to assist, as is applicable, in the enforcement of this section with their tenants.

1380.08 General Provisions Applicable to All Districts.

- A. All permanent signs shall be constructed in accordance with the current Minnesota State Building Code and National Electric Code. To the extent that any conflict exists between those provisions and the provision of the City Code, to the extent the City Code provisions are more restrictive, they shall apply. All signs shall be constructed in such a manner and of such material that they shall be safe and substantial, provided that nothing in this Code shall be interpreted as authorizing the erection or construction of any sign not now permissible under the Zoning or Building Codes of the City.
- B. All permanent signs utilizing electricity shall be subject to the State's current Electrical Code and electrical wiring shall be buried or concealed.
- C. All permanent sign structures shall be designed and constructed to withstand a wind pressure of not less than eighty (80) M.P.H., or as determined by the current Minnesota State Building Code.
- D. Freestanding and Monument Signs
 1. Permanent non-accessory freestanding and wall signs are prohibited in all districts, except in areas specially designated in this Ordinance.
 2. Freestanding signs along major thoroughfares (I494 and T.H. 61) shall be subject to a review by the Zoning Administrator. The focus of the review is to assure the quality of the sign with regard to design and materials - Section 1380.03, B. Furthermore, the Zoning Administrator will consider the signs' relationship to any architectural theme of existing or proposed structures in the area.
 3. Any free-standing sign within twenty-five (25) feet of any intersection of street right-of-way lines

and/or driveway entrances shall have vertical clearance for proper visibility by motorists on all affected roadways.

- E. No sign other than public traffic controls shall be erected within any street right-of-way or upon any public easements.
- F. A permit for a sign to be located within fifty (50) feet of any street or highway regulatory or warning sign, or of any traffic sign or signal, or of any crossroad or crosswalk, will be issued only if:
 - 1. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk, and
 - 2. The sign will not distract drivers nor offer any confusion to any street or highway sign, or any traffic sign or signal. The burden of establishing whether a particular sign configuration will not disturb or confuse drivers will be on the applicant seeking to construct the sign.
- G. Roof signs shall be prohibited in all districts.
- H. Signs attached or supported on a permanently parked vehicle or semi-trailers intended to advertise a business, product or service are prohibited in all districts. This does not include signs painted directly on a vehicle or semi-trailer used in the business or facility, or on site for business purposes.
- I. Off-premises signs, except permitted Temporary Signs and permitted Pylon signs and Billboards in business, commercial, and industrial districts, are prohibited in all districts.
- J. No sign shall contain any obscene matter as described by Minnesota Statutes Section 617.241 or successor statutes.

1380.09 District Regulations.

- A. The following signs are allowed in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth:

1. Residential Districts:

- a. Non-commercial signs that comply with Minnesota Statutes 211B.045 or successor statutes.
- b. Temporary signs that are a maximum of twenty (20) square feet in size. A maximum of three (3) Temporary Signs are allowed per parcel in residential districts. Temporary signs may be displayed for a maximum of fourteen (14) days, up to two (2) times per year.
- c. Signs may be placed on parcels that are currently offered for sale for multifamily properties providing such signs are not closer than 10 feet to any property line and shall not exceed thirty-six (36) square feet in area for multi-family residences. One sign shall be permitted for each street frontage.
- d. One monument sign up to thirty-two (32) square feet per street frontage shall be allowed by sign permit for residential subdivisions and multiple-unit developments. The sign may be a maximum of six feet in height. The sign shall be designed to be architecturally compatible with the building or project with the base of the sign consisting of colors and materials compatible to the building or project.
- e. Signs may be erected on parcels that are currently under construction for single-family or

multiple-family residences in compliance with the requirements of Section 1380.04.

- f. The maximum height of Free-Standing Signs in Residential Districts shall be eight (8) feet.
- g. Lighting: Lighting must be indirect or diffused and comply with the requirements of this Zoning Ordinance.
- h. The following types of signs are not allowed in residential zoning districts or on parcels with residential uses in all other districts: Awning Signs, Canopy Signs, Changeable Copy Signs, Dynamic Display Signs, Flashing Signs, Marquee Signs, Pole Signs, and Pylon Signs.

2. Business/Commercial/Industrial Districts:

- a. Temporary Signs: Temporary Signs or banners that are a maximum twenty (20) square feet in size are allowed. A maximum of three (3) Temporary Signs are allowed per parcel on commercial properties in Business, Commercial, Mixed-Use and Industrial Districts. Temporary signs may be displayed for a maximum of thirty (30) consecutive days. No Sign Permit is required for Temporary Signs.

Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards. The design and construction of all said signs shall be professional looking and not be allowed to become torn or weathered.

Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district.

- b. Wall Signs: One (1) wall sign for each business shall be allowed on each street frontage. The total area of all wall signs affixed to a building wall shall not exceed twenty percent (20%) of the total area of that wall. No individual wall sign shall exceed one hundred and fifty (150) square feet. The business or property owner shall obtain a Sign Permit for each Wall Sign.

A wall sign shall not project more than eighteen (18) inches from the wall to which the sign is to be affixed. Furthermore, wall mounted signs shall not exceed the roof line on any building.

- c. Permanent Freestanding Signs: One (1) permanent freestanding sign is allowed for each building for each street frontage. The business or property owner shall obtain a Sign Permit for each permanent Freestanding Sign.

The total area of a freestanding sign for a building having one (1) street frontage shall not exceed eighty (80) square feet. Where a building has two (2) or more street frontages, each permitted freestanding sign in excess of one (1) shall be no greater than one-half (1/2) the area of the first sign.

No part of a permanent freestanding sign shall be closer than ten (10) feet to the front property line or exceed twelve (12) feet in height. The height shall be measured from the base of the sign or grade of the nearest adjacent roadway, whichever is lower, to the top edge of the said sign.

- d. Portable Signs: One (1) portable bulletin sign up to forty (40) square feet may be displayed only during the merchant's business hours. The business or property owner shall obtain a Sign Permit for a Portable Sign if the sign has electrical components. Such signs shall be located within the width of the storefront to which it is related and shall not be placed within the public right-of-way or public easements.

- e. Multi-tenant Monument Signs: One monument sign shall be permitted for each multi-tenant building provided the surface area of the sign does not exceed one hundred (100) square feet per side, fifteen (15) feet in height, and is setback in no case less than twenty (20) feet from the property lines. The area may be increased to maximum of one hundred and fifty (150) square feet per side for developments of over twenty (20) acres.
- f. Pylon Signs: Retail and service establishments on property abutting an interstate freeway or state highway right-of-way may erect one (1) pylon sign for each building and/or building owned by a corporate entity or business. Said sign shall not exceed one hundred fifty (150) square feet of display surface area and shall be in addition to their one (1) free-standing sign or wall sign.

Pylon sign must be placed a minimum of fifty (50) feet from the right-of-way of highways or interstate roadways. The maximum allowed height of pylon signs is thirty-five (35) feet, unless the City approves an increase in the height of the sign.

- 1. Application may be made to the city for a variance to increase the maximum pylon sign height on a lot having the following characteristics.
 - a. The lot abuts the right-of-way of an interstate freeway or state highway or abuts a frontage road immediately adjacent to an interstate freeway or state highway.
 - b. The lot does not have and is not allowed to have directional signage on the interstate freeway or state highway directing the public to the subject lot.
- 2. To be eligible for a variance to increase sign height, the application shall be accompanied by the following drawings drawn to scale:
 - a. A site plan showing the location of the proposed sign, property lines of the subject property, road alignments of adjacent streets and highways and the locations of any cross sectional drawings necessary to analyze the request.
 - b. Cross sectional drawings necessary to analyze the request showing the entire traveled surface of the freeway or state highway, any retaining walls or fences, any frontage roads, and the proposed sign location.
- 3. The Zoning Administrator **may** approve an application for a variance to increase pylon sign height which meets the criteria set forth in 1380.04,A.,2.,d.,1) where the proposed sign plan meets each of the following requirements:
 - a. The sign is no higher than necessary to allow the bottom edge of the sign face to be visible from at least fifty percent (50%) of the traveled surface of the interstate or state highway.
 - b. The top of the sign face is no more than twelve (12) feet above the bottom of the sign face.
 - c. The location of the sign is such that the increase in sign height is minimized.
 - d. The sign face shall not exceed one hundred fifty (150) square feet.
- g. Flags: An individual business and institution may have no more than three (3) flags or forty-five (45) square feet of flag surface displayed at any one time.

- h. **Illuminated Signs:** The Building Inspector and Zoning Administrator, in granting permits for illuminated signs, shall specify the hours during which the sign may be kept lighted to prevent the creation of a nuisance. All illuminated signs designed to reflect light off of a light source shall have a shielded light source that will prevent the direct view of that light source from any passing roadway or residence at grade. Any illuminated sign located within fifty (50) feet of a lot line of a Residential District shall be diffused or indirect so as not to direct rays of light into adjacent residences.
- i. **Dynamic Display Signs.** Any dynamic display sign located within fifty (50) feet of a lot line of a Residential District shall comply with the requirements of this section, and shall be turned off or programmed to go blank between the hours of 10 p.m. and 6 a.m., daily.

All Dynamic Display Signs in Business and Industry Districts that are in close proximity to Residential Districts and residential property located in a Business, Commercial and Industrial District shall be designed so as to illuminate the sign and not residential property. All dynamic display signs, regardless of zoning district, shall comply with the following:

1. Portable, dynamic display signs are not allowed as permanent signs in any District.
2. The following standards shall apply to image duration, transition, and other characteristics of signs with dynamic display:
3. An interim use permit is required for dynamic display signs that is a one-time permit and non-transferable.
4. Signs with dynamic display that are oriented toward the public right of way shall not include moving video images.
5. Business and identification signs with dynamic display may either have stable text and/or stable images, or they may have scrolling text and/or scrolling images. Signs with dynamic display which contain stable text and/or stable images may not change their text or image more than once every eight (8) seconds. Signs with dynamic display which contain scrolling text and/or scrolling images may not scroll at a rate faster than one (1) word per second, where words contain an average of five (5) characters each.
6. For stable text and/or stable images, the transition from one static display to another must be direct and immediate without any special effects except for fading and dissolving that takes less than one (1) second.
7. Signs with dynamic display shall not emit sound except of those at drive-through sales and services.
8. Other modes of displaying messages are prohibited. Modes which cause the message to flash are prohibited.
9. All dynamic display signs shall be equipped with automatic dimming technology that automatically adjusts the sign's brightness in direct correlation in natural ambient light conditions. Between dusk and dawn, the sign shall not exceed a brightness level of five hundred (500) nits. At no time shall any dynamic display sign exceed an illumination level of 0.3 foot candles above ambient light as measured using a foot candle (Lux) meter at a preset distance depending on sign area, measured as follows:

| Area of Sign | Measurement |
|--------------|-------------|
|--------------|-------------|

| sq. ft. | Distance (ft.) |
|---------|----------------|
| 10 | 32 |
| 15 | 39 |
| 20 | 45 |
| 25 | 50 |
| 30 | 55 |
| 35 | 59 |
| 40 | 63 |
| 45 | 67 |
| 50 | 71 |

** For signs with an area in square feet other than those specifically listed in the table (i.e., 12 sq ft, 400 sq ft, etc), the measurement distance may be calculated with the following formula:*

Measurement Distance = the square root of the area of sign in Sq. Ft. x 100

10. Prior to permitting any dynamic display sign, the applicant shall submit a signed letter from the dynamic display sign manufacturer certifying that the dynamic display sign has been calibrated to comply with the requirements of this Section.
11. The portion of any dynamic or illuminated sign that is used for the conveyance of any message will be included within the overall size of the sign. For purposes of this section, the permitted size of a dynamic or illuminated sign shall be calculated so as to include the full height and width of the sign structure immediately surrounding the message area.
- j. Canopy and Marquee Signs: Canopies and marquees shall be considered to be an integral part of the structure to which they are accessory. Signs may be attached to a canopy or marquee but such structure shall not be considered as part of the wall area.
- k. Window Signs: Signs located on a window or on the interior of a building within three (3) feet of a window and clearly visible from the outside of said building shall be regulated by this section. Said signs shall not exceed eighty percent (80%) of the window area and shall be designed and constructed to be professional in appearance and maintained in good repair and be clearly readable. Window signs do not require a Sign Permit.
- l. Residential Uses in Business, Commercial and Industrial Districts: Any residential building located in a Business District shall meet the sign requirements of 1380.04, 1. (Residential Districts).

3. Mixed Use Districts:

- a. Any residential building in a Mixed Use, Business or Commercial District shall meet the sign requirements of 1380.09 A 1. (Residential Districts—R-3).
- b. Any business/commercial or mixed-use building in a Mixed Use District shall meet the sign requirements of 1380.09 A 2. (Business/Commercial/Industrial Districts).

1380.10 Billboards.

- A. It shall be unlawful to erect in the city a billboard without first having obtained a license therefore. Application for the license shall be made to the Zoning Administrator upon a form furnished by him or her and accompanied by a fee as established from time to time by the Council, which license fee shall be pro-rated so as to have the license expire on January 31st of each year. Each license shall be issued for a period of one year, except that in the first year of issuance a license shall be valid for that portion of a

year ending the following January 31.

- B. Every billboard located in the city upon any thoroughfare shall be located at least three thousand (3,000) feet apart from another billboard and may not, in any event, be located nearer than one thousand, five hundred (1,500) feet from any road or highway intersection.
- C. A billboard may only be erected in an I-1 Light Industrial District, shall not exceed five hundred fifty (550) square feet, shall be no higher than twenty-five (25) feet above existing grade level, shall be set back at least ten (10) feet from any property lines, and shall not have flashing lights or moving parts of any kind.

The minimum allowable distance of a billboard to any building shall be twenty-five (25) feet, to any Residential District five hundred (500) feet, and no portion of any billboard shall occupy air space above any driveway or parking area.

- D. Every billboard shall be repainted by the licensee at least once every two (2) years.
- E. There shall be filed with the City Clerk-Administrator a perpetual bond in favor of the city in the penal sum of two hundred and fifty and no/100 (\$250.00) dollars for each billboard. The bond shall be issued by sureties in a form approved by the City Attorney. The condition of the bond shall be full compliance with this Section.
- F. A billboard may be an electronic or illuminated sign. Any such billboard, however, must meet the additional requirements imposed upon such signs as are otherwise stated in this Section.

1380.11 Sign Maintenance.

- A. All signs, billboards, and other advertising structures together with their supports, braces, guys and anchors shall be maintained in good repair and condition. Every sign and immediate surrounding premises shall be maintained by the owner or person in charge thereof in a clean sanitary, and inoffensive condition and free and clear of all obnoxious substances, rubbish, and weeds. .
- B. The display surfaces of all signs and supports shall be kept neatly painted or posted at all times.
- C. All signs which are unsafe, dangerous, and/or unsightly shall be repaired or removed. Unsafe or dangerous signs shall be removed or otherwise properly secured by the property owner and/or sign owner upon receipt of notice to do so by the city. Any abandoned, unsafe, or illegal sign is hereby declared to be a danger to the health, safety, and welfare of the citizens of Newport and is declared to be a public nuisance subject to abatement and assessment, except that legally established nonconforming signs shall not be abated until they have been abandoned for more than one year.

1380.12 Nonconforming Signs.

- A. All non-conforming signs shall be brought into compliance within sixty (60) days of a change in the principle business use.
- B. Any business or property with signs not in compliance with the standards of this Section, but which were in place legally on the date of the adoption of this Code, may retain such signs as legal non-conforming uses. Such signs may be maintained normally. A significant change in the size, shape, design, or materials of the sign, as determined by the Zoning Administrator, shall be in conformance with all standards of this Section.
- C. Any nonconforming temporary or portable sign existing at the time of adoption of this Ordinance shall be made to comply with the requirements set forth herein or shall be removed within one (1) year after the

adoption of this Ordinance.

1380.13 Sign Materials and Construction

- A. Nonstructural Trim.** Nonstructural trim and portable display surfaces may be of wood, stone, metal, approved plastics, or any combination thereof, provided that Subsection 1380.10 is satisfied where applicable.

- B. Anchorage.**
 - 1. Structural members supporting unbraced signs shall be so proportioned that the bearing loads imposed on the soil in either direction, horizontal or vertical, shall not exceed the safe values. Braced ground signs shall be anchored to resist the specified wind or seismic load acting in any direction. Anchors and supports shall be designed for safe bearing loads on the soil and for an effective resistance to pull-out amounting to a force twenty-five (25) percent greater than the required resistance to overturning. Anchors and supports shall penetrate to a depth below ground greater than that of the frost line.
 - 2. Portable ground signs supported by frames or posts rigidly attached to the base shall be so proportioned that the weight and size of the base shall be adequate to resist wind pressure.
 - 3. Signs attached to masonry, concrete, or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support the loads applied.
 - 4. No wooded blocks or plugs, or anchors with wood used in connection with screws or nails, shall be considered proper anchorage, except in the case of signs attached to wood framing.
 - 5. No anchor or support of any sign shall be connected to, or supported by, an unbraced parapet wall unless such wall is designed in accordance with the requirements for parapet walls specified for seismic zones in the then adopted Uniform Building Code.

- C. Display Surfaces.** Display surfaces in all types of signs may be made of metal, glass or approved plastics, provided Subsection 1380.10 is satisfied where applicable.

- D. Glass and Plastic Thickness and Area Limitations**
 - 1. Sections of approved plastics on wall signs shall not exceed one hundred fifty (150) square feet in area.
 - 2. Sections of approved plastics on signs other than wall signs may be greater than one hundred fifty (150) square feet in area if allowed by the area regulations of the Zoning District, and if approved by the Building Inspector.
 - 3. Sections of approved plastics on wall signs shall be separated three (3) feet laterally and six (6) feet vertically by the required exterior wall construction. Sections of approved plastics on signs other than wall signs may not be required to be separated if approved by the Building Inspector.
 - 4. Glass thickness and area limitations shall be as follows:

| | | | |
|------------------------------|------------------------------------|-----------------------------------|---------------|
| Any Dimension (in inches) | Minimum Area (in square inches) | Thickness of Glass (in inches) | Type of Glass |
|------------------------------|------------------------------------|-----------------------------------|---------------|

| | | | |
|----------|-----------|------|-----------------------|
| 30 | 500 | 1/8 | Plain, Plate or Wired |
| 45 | 700 | 3/16 | Plain, Plate or Wired |
| 144 | 3600 | 1/4 | Plain, Plate or Wired |
| Over 144 | Over 3600 | 1/4 | Wired Glass |

E. Plastic Materials: The Building Inspector shall require that sufficient technical data be submitted to substantiate the proposed use of any plastic material and, if it is determined that the evidence submitted is satisfactory for the use intended, he or she may approve its use.

1380.14 Electric Signs.

A. Electrical equipment used in connection with display signs shall be installed in accordance with applicable state and local building and electrical codes.

The foregoing Ordinance was moved by Councilmember _____ and seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative:

Effective Date

This Ordinance becomes effective upon its passage and publication according to law.

Adopted by the City Council of the City of Newport, Minnesota on the 21st day of January, 2016.

Signed: _____
Tim Geraghty, Mayor

Attest: _____
Deb Hill, City Administrator