



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
FEBRUARY 18, 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 February 4, 2016 Regular City Council Meeting
 - B. Minutes of the February 4, 2016 City Council Workshop Meeting
 - C. List of Bills in the Amount of \$86,459.70
 - D. **Resolution No. 2016-4** - Accepting Donations for the Period of January 15 - February 10, 2016
 - E. **Resolution No. 2016-5** - Supporting Proposed Special Legislation for a Redevelopment Tax Increment Financing District in the City of Newport by the Washington County Housing and Redevelopment Authority
 - F. Gambling Permit
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
 - A. South Washington Watershed District Update
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
 - A. **Resolution No. 2016-6** - Approving a Conditional Use Permit and Variance for 910 Hastings Avenue
 - B. Data Practices Policy Amendment
 - C. Lawful Gambling Items
 1. **Ordinance No. 2016-3** - Deleting Current Language Related to Lawful Gambling and Substituting for a New Section 450
 2. **Resolution No. 2016-7** - Directing Certain Expenditures to be Taken from the 10% Lawful Gambling Contribution Fund

Agenda for 02-18-16

10. ATTORNEY'S REPORT

11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

12. FIRE CHIEF'S REPORT

13. ENGINEER'S REPORT

- A. 2016 Street and Utilities Improvements
- B. Facility Plan

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- | | | |
|--------------------------------|-------------------|-----------|
| 1. Park Board Meeting | February 25, 2016 | 6:30 p.m. |
| 2. City Council Meeting | March 3, 2016 | 5:30 p.m. |
| 3. Planning Commission Meeting | March 10, 2016 | 6:00 p.m. |
| 4. City Council Meeting | March 17, 2016 | 5:30 p.m. |



**City of Newport
City Council Minutes
February 4, 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; Steve Wiley, Fire Chief; Renee Eisenbeisz, Assistant to the City Administrator; Fritz Knaak, City Attorney; Larry Osterman, Sergeant; Jon Herdegen, City Engineer;

Staff Absent –

4. ADOPT AGENDA

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

5. ADOPT CONSENT AGENDA

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

- A. Minutes of the January 21, 2016 Regular City Council Meeting
- B. Minutes of the January 21, 2016 City Council Workshop Meeting
- C. List of Bills in the Amount of \$65,350.01
- D. Gambling Permit
- E. Summary of Ordinance No. 2016-2

With 5 Ayes, 0 Nays, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

7. MAYOR'S REPORT – Nothing to report.

8. COUNCIL REPORTS –

Councilman Ingemann - I attended the RDF or whatever they call it now meeting about a week and a half ago. They appointed members. Karla will report later on. It was a good meeting.

Councilman Rahm - Nothing to report.

Councilman Sumner - I have information about a class called Citizen Pruners. It's a class with the MN Forest

Resources Department and teaches citizens in community forestry. It teaches people how to trim trees. It'll be Saturday, February 27th. Information is on our website. There's a \$25 charge. Citizens are required to volunteer 10 hours a year.

Councilman Lund - I attended a Library Board meeting, it's doing great and they're adding two new computers.

9. ADMINISTRATOR'S REPORT –

A. Clean Water Fund Grant Agreement between the City of Newport and Metropolitan Council

Admin. Hill - We have a clean water fund grant agreement for rebates for water efficiency toilets, irrigation systems and washing machines. As soon as we get the signed agreements we can start advertising. This is from Met Council.

Mayor Geraghty - Does that go until the funds run out?

Admin. Hill - It's through 2017, we'll find out at that point if there's money left over.

Councilman Sumner - Will we be putting that on our website and newsletter?

Admin. Hill - Yes.

Councilman Sumner - What were the amounts?

Admin. Hill - It's up to \$50 for toilets, \$100 for washing machines, and \$100 for irrigation systems. You'll need to bring in receipts and it can't be more than 50%.

Motion by Geraghty, seconded by Ingemann, to approve the Clean Water Fund Grant Agreement. With 5 Ayes, 0 Nays, the motion carried.

B. Animal Control Agreement between the City of Newport and Save the Strays

Admin. Hill - If you remember from the contract with the County, the one service they don't provide is animal transportation due to animals not being transported in the same area as humans. I contacted St. Paul Park and Cottage Grove and that didn't work out. I spoke with Lake Elmo who contracts with the County and they provided this organization. They're really happy with Save the Strays. There's a \$300 retainer to keep them available 24/7. There are different charges for transportation. They'll bring them to the South St. Paul Animal Hospital. They use the word "dispose" but that doesn't mean euthanize, they want to try to adopt them out.

Councilman Sumner - How often do we need this service?

Admin. Hill - I spoke with South St. Paul Animal Hospital and we used them 7 times last year.

Councilman Sumner - The cost is reimbursed by the person who owns the animal?

Admin. Hill - We haven't had that in the past. We've never received a bill or sent one out.

Councilman Ingemann - If the animal has a chip and the hospital has that info, they'll contact the owner. We never charged, it was part of the CSO.

Councilman Sumner - Maybe we should look into that.

Admin. Hill - I will.

Councilman Rahm - Is the mileage from Wisconsin?

Admin. Hill - I'll look, I believe it's from where they are driving. Two of their employees live in Newport. Attorney Knaak approved it to form and Sgt. Osterman also looked at it and requested to have an ICR number in the report.

Councilman Ingemann - Is it just dogs?

Admin. Hill - Yes.

Councilman Ingemann - What if it's a feral cat or raccoon?

Admin. Hill - I don't know, we've never had that.

Sgt. Osterman - If it's a coyote or some type of animal like that we contact the DNR.

Motion by Sumner, seconded by Ingemann, to approve the Animal Control Agreement. With 5 Ayes, 0 Nays, the motion carried.

10. ATTORNEY'S REPORT - Nothing to report.

11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT -

Councilman Sumner - Any problems during the snow storm?

Sgt. Osterman - No. The swearing in ceremony for the Newport Deputies is tomorrow morning at 8:30 at the Washington County Service Center in Stillwater.

12. FIRE CHIEF'S REPORT – Nothing to report.

13. ENGINEER'S REPORT - Nothing to report.

14. SUPERINTENDENT OF PUBLIC WORKS REPORT -

Councilman Ingemann - **Do we have enough salt?**

Supt. Hanson - Yes and I would just like to remind people that it's illegal to push snow out and across the street. We'll be putting out notices next time.

Councilman Sumner - How much overtime went in? I saw them early and late and want to thank them.

Supt. Hanson - We worked late and then started back up at 4 and that was the standard across the metro.

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Geraghty, seconded by Rahm, to adjourn the regular Council Meeting at 5:43 P.M. With 5 Ayes, 0 Nays, the motion carried.

Signed: _____

Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Assistant to the City Administrator



**City of Newport
City Council Workshop Meeting Minutes
February 4, 2016**

1. ROLL CALL -

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

Council Absent –

Staff Present – Deb Hill, City Administrator; Renee Eisenbeisz, Assistant to the City Administrator; Fritz Knaak, City Attorney;

Staff Absent - Bruce Hanson, Superintendent of Public Works; Steve Wiley, Fire Chief;

2. DISCUSSION REGARDING GAMBLING REVENUE AND ORDINANCE

Attorney Knaak presented on this item as outlined in the February 4, 2016 City Council Workshop packet. The City Council directed Attorney Knaak to bring forward an ordinance at the next City Council meeting with the following amendments:

- Take out the requirement for the local gambling tax

Since 2011, the City has collected 25%, 15% of which has gone towards community organizations and 10% has gone to the City. The 25% has amounted to just under \$64,000 and the 10% has amounted to just under \$22,000. The funds can be used for:

- 501(c)(3) organization or 501(c)(4) festival organization.
- Relieving effects of poverty, homelessness, or disability.
- Program for education, prevention, or treatment of problem gambling.
- Public or private nonprofit school.
- Scholarship fund.
- Recognition of military service (open to public) or support for active military personnel and their immediate family members in need.
- Activities and facilities for youth.
- Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. NOT ALLOWED: Contribution to pension or retirement funds.
- Church.
- With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- With DNR approval, wildlife management projects or activities that benefit public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- Nutritional programs, food shelves, and congregate dining programs primarily for persons 62 or older or disabled.
- Community arts organizations, or sponsorship of community arts programs.
- Humanitarian service - recognizing volunteerism or philanthropy.

The City will draft a resolution for the expenditures for the next meeting.

3. ADJOURNMENT

Signed: _____
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Assistant to the City Administrator

Recurring

Paid Chk# 000586E	DELTA DENTAL OF MN	2/1/2016	\$398.15	Dental insurance
Paid Chk# 000587E	FEDERAL TAXES	2/4/2016	\$7,645.65	SS, Federal, & Medicare
Paid Chk# 000588E	MN REVENUE	2/4/2016	\$1,080.43	Sttae taxes
Paid Chk# 000589E	MSRS	2/4/2016	\$3,172.65	HCSP & Vol. Retirement
Paid Chk# 000590E	PSN	2/4/2016	\$138.53	Electronic fee for online paym
Paid Chk# 000591E	SELECTACCOUNT	2/4/2016	\$692.07	HSPA
Paid Chk# 018297	Holstad & Knaak, PLC	2/1/2016	\$5,200.00	
Paid Chk# 018298	NCPERS MINNESOTA	2/1/2016	\$48.00	
Paid Chk# 018299	JAMES RUBEN	2/1/2016	\$377.45	Overpayment of water bill for
Paid Chk# 018302	CENTURY LINK	2/4/2016	\$210.84	Telephone lines
Paid Chk# 018303	Metropolitan Council	2/4/2016	\$17,320.31	
Paid Chk# 018304	ON SITE SANITATION	2/4/2016	\$230.00	Port o potty
Paid Chk# 018305	PERA	2/4/2016	\$3,859.71	
Paid Chk# 018306	DEB SCHULZ	2/4/2016	\$253.06	Mileage reimbursement and prin
Paid Chk# 018307	SW/WC SERVICES COOPERATIVES	2/4/2016	\$5,466.00	
Paid Chk# 018308	TENNIS SANITATION LLC	2/4/2016	\$49.40	Garbage service for PW garage
Paid Chk# 018313	ATOMIC DATA, LLC	2/11/2016	\$2,227.89	
Paid Chk# 018314	COMCAST	2/11/2016	\$436.84	
Paid Chk# 018315	DEBORA HILL	2/11/2016	\$161.81	Mileage reimbursement
Paid Chk# 018316	INTERNATIONAL UNION OF OP. ENG	2/11/2016	\$167.50	
	Staff		\$22,490.83	

Non-recurring

Paid Chk# 018317	ABRAMS & SCHMIDT	2/18/2016	\$210.00	Legal fees
Paid Chk# 018318	AGGREGATE INDUSTRIES MIDWEST	2/18/2016	\$225.60	Class 5
Paid Chk# 018319	APWA	2/18/2016	\$230.00	Membership dues
Paid Chk# 018320	ARAMARK REFRESHMENT SERV.	2/18/2016	\$115.49	
Paid Chk# 018321	ATOMIC DATA, LLC	2/18/2016	\$558.70	
Paid Chk# 018322	BAUER BUILT, INC	2/18/2016	\$17.34	Tires with credit from January
Paid Chk# 018323	Cardmember Services	2/18/2016	\$973.64	Visa card
Paid Chk# 018324	CENTURY COLLEGE	2/18/2016	\$2,122.50	Training
Paid Chk# 018325	EHLERS	2/18/2016	\$420.00	Financial Consulting
Paid Chk# 018326	FAIR OFFICE WORLD	2/18/2016	\$966.78	Office supplies
Paid Chk# 018327	FERRELLGAS	2/18/2016	\$322.36	Propane for warming houses
Paid Chk# 018328	FLEET ONE LLC	2/18/2016	\$840.71	Petrol
Paid Chk# 018329	FRONTIER AG & TURF	2/18/2016	\$255.58	Mower repairs
Paid Chk# 018330	G & K SERVICES	2/18/2016	\$237.52	
Paid Chk# 018331	INSTRUMENTAL RESEARCH, INC.	2/18/2016	\$36.00	Coliform Bacteria
Paid Chk# 018332	JOHN BARTL HARDWARE	2/18/2016	\$107.59	Supplies
Paid Chk# 018333	LIBERTY NAPA OF NEWPORT	2/18/2016	\$188.50	Supplies
Paid Chk# 018334	MENARDS - COTTAGE GROVE	2/18/2016	\$250.29	City hall repairs
Paid Chk# 018335	METRO CITIES	2/18/2016	\$1,613.00	Membership dues
Paid Chk# 018336	OXYGEN SERVICE CO.	2/18/2016	\$43.40	Oxygen
Paid Chk# 018337	RIVER COUNTRY COOPERATIVE	2/18/2016	\$73.19	Grease
Paid Chk# 018338	RIVERTOWN MULTIMEDIA	2/18/2016	\$659.12	Posting and notices
Paid Chk# 018339	TBS OFFICE AUTOMATIONS	2/18/2016	\$233.85	Copier contract
Paid Chk# 018340	TKDA	2/18/2016	\$2,266.00	City planning
Paid Chk# 018341	WASHINGTON CTY PROPERTY RECORD	2/18/2016	\$35.00	Levy book
Paid Chk# 018342	WASHINGTON CTY PROPERTY RECORD	2/18/2016	\$5.00	Copy
Paid Chk# 018343	XCEL ENERGY	2/18/2016	\$1,790.42	
Paid Chk# 018344	MCFOA	2/18/2016	\$35.00	Membership dues

\$86,459.70

Cardmember Services

Feb-16

Hanson	Pomps Tire		\$ 218.72	
Eisenbeisz	Motion Picture License	Library movie license	\$ 113.55	yes
	Amazon Digital Services	Dragon speech recognition software	\$ 85.69	yes
	JoAnn Fabric	Library project	\$ 9.44	yes
	Comcast Upware	Norton antivirus	\$ 5.30	yes
Hill	Minnesota Government	Membership fees	\$ 60.00	yes
	Target.com	Footrest and heater	\$ 39.63	yes
Wiley	OurDesigns	Credit	\$ (9.76)	
	OurDesigns		\$ 158.07	
Yokiel	Pollution Control Agency		\$ 240.00	
	Kwik Trip		\$ 53.00	



City of Newport, MN

Financial Status Report

Period ended January 31, 2016

(Un-Audited)

Prepared by:
Administration Department



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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.



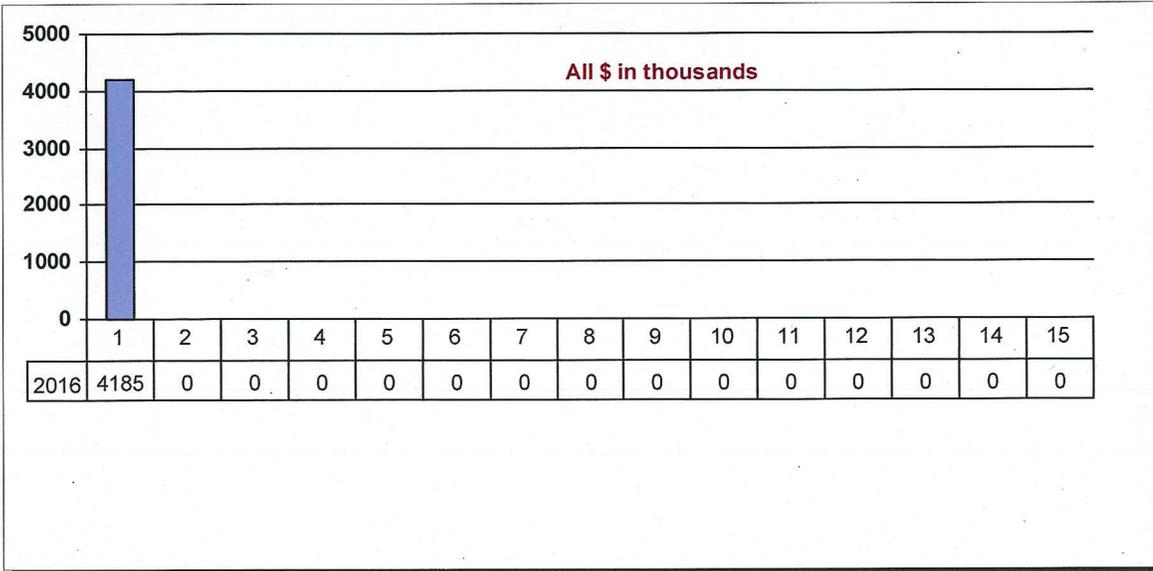
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**Central Bank
10100 CASH
January 2016**



Account Summary

Beginning Balance on	1/1/2016	\$4,751,404.42	Cleared	\$4,392,107.43
+ Receipts/Deposits		\$268,813.27	Statement	\$4,392,107.43
- Payments (Checks and Withdrawals)		\$628,110.26	Difference	\$0.00
Ending Balance as of	1/28/2016	\$4,392,107.43		

Check Book Balance

Active	G 101-10100	GENERAL FUND	\$1,005,700.50
Active	G 201-10100	PARKS SPECIAL FUND	\$47,120.93
Active	G 204-10100	HERITAGE PRESERVATIO	-\$202.17
Active	G 205-10100	RECYCLING	\$17,038.68
Active	G 206-10100	FIRE ENGINE	\$0.00
Active	G 208-10100	BUY FORFEITURE	\$1,308.34
Active	G 225-10100	PIONEER DAY	\$21,875.44
Active	G 270-10100	EDA	\$789,785.37
Active	G 301-10100	2010A G.O. CAPITAL IMP.	\$22,547.88
Active	G 303-10100	2012 STREET NORTH RAV	\$6,369.13
Active	G 305-10100	2013 STREET ASSESSME	\$36,832.36
Active	G 306-10100	2014 STREET ASSESSME	\$405,712.45
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	\$728.60
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$6,382.52
Active	G 321-10100	2006A EQUIP CERTIFICAT	\$0.00
Active	G 322-10100	2011A GO BONDS	\$70,662.57

Active	G 401-10100	EQUIPMENT REVOLVING	\$241,514.85
Active	G 402-10100	TAX INC DIST 1	\$0.00
Active	G 405-10100	T.H. HWY 61	\$132,851.44
Active	G 409-10100	2013 STREET RECON.	\$94,895.03
Active	G 410-10100	2014 STREET RECON.	\$15,788.08
Active	G 411-10100	BUILDING FUND	\$134,028.27
Active	G 416-10100	4TH AVENUE RAVINE	\$12,783.75
Active	G 417-10100	NORTH RAVINE	\$53,819.98
Active	G 422-10100	FEMA-17TH STREET & CE	\$22,273.44
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$0.00
Active	G 601-10100	WATER FUND	\$383,742.78
Active	G 602-10100	SEWER FUND	\$585,638.33
Active	G 603-10100	STREET LIGHT FUND	\$52,506.38
Active	G 604-10100	STORM WATER FUND	\$23,071.05
		Cash Balance	\$4,184,775.98

Beginng Balance	\$4,751,404.42	
+ Total Deposits	\$268,899.54	
- Checks Written	\$835,527.98	
		\$4,184,775.98
Check Book Balance		\$4,184,775.98
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 Val.</u>
MORGAN STANLEY						
AMEX Cent.	7/5/2013	7/5/2016	1,092	120,000	1.10%	120,201.60
ORIENTAL B&T	6/30/2015	12/30/2016	546	95,000	0.80%	94,930.65
GOLDMAN SACHS	3/18/2015	3/20/2017	730	90,000	0.95%	90,050.40
BMW CD	6/28/2013	6/28/2017	1,456	125,000	1.30%	125,317.50
CAPITAL ONE	7/1/2015	1/2/2018	860	95,000	1.35%	95,016.15
GOLDMAN SACHS	3/18/2015	3/19/2018	1,093	90,000	1.30%	90,104.40
AMEX Cent.	7/5/2013	7/5/2018	1,820	125,000	1.71%	124,756.25
SALLIE MAE BANK	11/5/2014	11/5/2018	1,456	129,000	1.85%	129,273.48
BARCLAYS BANK	7/6/2014	7/23/2019	1,820	125,000	2.11%	125,817.50
Bank of India	12/15/2015	12/16/2019	1,820	100,000	2.10%	100,281.00
Wells Fargo BK	4/8/2014	4/16/2021	2,548	120,000	1.29%	120,475.20
Accrued Interest	all CDs above					7,577.64
Sub-total Investments GASB 40						<u><u>1,223,801.77</u></u>
CENTRAL BANK						
Checking						<u><u>4,392,107.43</u></u>
Total Cash, Investments and CD's						<u><u>5,615,909.20</u></u>

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: January 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
FUND 101 GENERAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$46,688.51	-\$46,688.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
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	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$46,688.51	-\$46,688.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$467.49	-\$467.49	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$298,097.00	\$23,451.58	\$274,645.42	92.13%	\$0.00	\$298,097.00	-\$298,097.00	0.05	-0.76
DEPT 41110 Mayor and Council	\$0.00	\$1,812.59	-\$1,812.59	0.00%	\$0.00	\$22,822.00	-\$22,822.00	0.00	0.00
DEPT 41410 Elections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$5,300.00	-\$5,300.00	0.00	0.00
DEPT 41600 Professional Services	\$0.00	\$27,447.47	-\$27,447.47	0.00%	\$0.00	\$293,485.00	-\$293,485.00	0.00	0.00
DEPT 41910 Planning and Zoning	\$41,438.00	\$2,310.64	\$39,127.36	94.42%	\$0.00	\$41,438.00	-\$41,438.00	0.00	-0.33
DEPT 41940 City Hall Bldg	\$17,700.00	\$1,225.70	\$16,474.30	93.08%	\$0.00	\$17,700.00	-\$17,700.00	0.09	-0.91
DEPT 41950 Rental Inspection	\$0.00	\$179.77	-\$179.77	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42000 Police Department(GENERAL)	\$67,024.00	\$181,065.26	-\$114,041.26	-170.15%	\$0.00	\$763,522.00	-\$763,522.00	0.00	-0.04
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	\$196,404.00	\$10,053.32	\$186,350.68	94.88%	\$0.00	\$199,404.00	-\$199,404.00	0.06	-0.64
DEPT 42280 Fire Stations No. 1	\$10,200.00	\$940.42	\$9,259.58	90.78%	\$0.00	\$10,200.00	-\$10,200.00	0.08	-0.92
DEPT 42290 Fire Station No. 2	\$3,000.00	\$170.38	\$2,829.62	94.32%	\$0.00	\$3,000.00	-\$3,000.00	0.02	-0.48
DEPT 43000 PW Street (GENERAL)	\$393,790.00	\$24,168.05	\$369,621.95	93.86%	\$0.00	\$393,790.00	-\$393,790.00	0.05	-0.74
DEPT 43100 Public Works Garage	\$17,500.00	\$3,022.38	\$14,477.62	82.73%	\$0.00	\$17,500.00	-\$17,500.00	0.31	-0.69
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	\$0.00	\$5,620.00	100.00%	\$0.00	\$5,620.00	-\$5,620.00	0.00	-0.67
DEPT 45000 Parks (GENERAL)	\$333,080.00	\$32,024.52	\$301,055.48	90.39%	\$0.00	\$333,080.00	-\$333,080.00	0.06	-0.66
DEPT 45100 Recreation (GENERAL)	\$3,200.00	\$0.00	\$3,200.00	100.00%	\$0.00	\$3,200.00	-\$3,200.00	0.00	-0.44
DEPT 45206 Parks Bldgs. & Warming Houses	\$14,280.00	\$131.55	\$14,148.45	99.08%	\$0.00	\$14,280.00	-\$14,280.00	0.00	-0.87
DEPT 45501 Library Bldg	\$24,752.00	\$1,461.53	\$23,290.47	94.10%	\$0.00	\$24,752.00	-\$24,752.00	0.06	-0.94
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	\$27.67	\$772.33	96.54%	\$0.00	\$800.00	-\$800.00	0.01	-0.49
DEPT 49985 Special Contributions	\$750.00	\$0.00	\$750.00	100.00%	\$0.00	\$750.00	-\$750.00	0.00	-1.00
DEPT 49995 Miscellaneous Contingency	\$22,500.00	\$500.00	\$22,000.00	97.78%	\$0.00	\$22,500.00	-\$22,500.00	0.01	-0.49
Total Expenditure Accounts	\$1,450,135.00	\$310,460.32	\$1,139,674.68	78.59%	\$0.00	\$2,471,240.00	-\$2,471,240.00	0.03	-0.49



NEWPORT, MN

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total FUND 101 GENERAL FUND	-\$1,450,135.00	-\$263,771.81	-	81.81%	\$0.00	-	\$2,471,240.00		
			\$1,186,363.1			\$2,471,240.00			
FUND 201 PARKS SPECIAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.04	-\$5.04	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5.04	-\$5.04	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 201 PARKS SPECIAL FUND	\$0.00	\$5.04	-\$5.04	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	\$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	\$9,000.00	-\$9,000.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$9,000.00	\$9,000.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 204 HERITAGE PRESERVATION COM	\$0.00	-\$9,000.00	\$9,000.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 205 RECYCLING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1.82	-\$1.82	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



NEWPORT, MN

*Budget Control Summary

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Revenue Accounts	\$0.00	\$1.82	-\$1.82	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1,625.00	-\$1,625.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$1,625.00	\$1,625.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 205 RECYCLING	\$0.00	-\$1,623.18	\$1,623.18	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	\$0.14	-\$0.14	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.14	-\$0.14	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	\$0.14	-\$0.14	0.00%	\$0.00	\$0.00	\$0.00		
FUND 225 PIONEER DAY									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2.34	-\$2.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$2.34	-\$2.34	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



NEWPORT, MN

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 225 PIONEER DAY	\$0.00	\$2.34	-\$2.34	0.00%	\$0.00	\$0.00	\$0.00		
FUND 270 EDA									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$84.52	-\$84.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$84.52	-\$84.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1,402.89	-\$1,402.89	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$1,402.89	\$1,402.89	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 270 EDA	\$0.00	-\$1,318.37	\$1,318.37	0.00%	\$0.00	\$0.00	\$0.00		
FUND 301 2010A G.O. CAPITAL IMP. PLAN									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2.41	-\$2.41	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$2.41	-\$2.41	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 301 2010A G.O. CAPITAL IMP. PLAN	\$0.00	\$2.41	-\$2.41	0.00%	\$0.00	\$0.00	\$0.00		
FUND 303 2012 STREET NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.68	-\$0.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.68	-\$0.68	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



NEWPORT, MN

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 303 2012 STREET NORTH RAVINE	\$0.00	\$0.68	-\$0.68	0.00%	\$0.00	\$0.00	\$0.00		
FUND 305 2013 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$269.48	-\$269.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$269.48	-\$269.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$94,342.20	-\$94,342.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$94,342.20	\$94,342.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 305 2013 STREET ASSESSMENT	\$0.00	-\$94,072.72	\$94,072.72	0.00%	\$0.00	\$0.00	\$0.00		
FUND 306 2014 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3,423.35	-\$3,423.35	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$3,423.35	-\$3,423.35	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$79,728.05	-\$79,728.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$79,728.05	\$79,728.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 306 2014 STREET ASSESSMENT	\$0.00	-\$76,304.70	\$76,304.70	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



NEWPORT, MN

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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	\$0.08	-\$0.08	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.08	-\$0.08	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	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 315 2002A \$690,000 BOND	\$0.00	\$0.08	-\$0.08	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.68	-\$0.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.68	-\$0.68	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 316 PFA/TRLF REVENUE NOTE	\$0.00	\$0.68	-\$0.68	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	\$7.56	-\$7.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$7.56	-\$7.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$105,317.50	-\$105,317.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$105,317.50	\$105,317.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 2011A GO BONDS	\$0.00	-\$105,309.94	\$105,309.94	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 EQUIPMENT REVOLVING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$25.85	-\$25.85	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$25.85	-\$25.85	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 401 EQUIPMENT REVOLVING	\$0.00	\$25.85	-\$25.85	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	\$0.00	\$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 402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 405 T.H. HWY 61									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$14.22	-\$14.22	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$14.22	-\$14.22	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	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 405 T.H. HWY 61	\$0.00	\$14.22	-\$14.22	0.00%	\$0.00	\$0.00	\$0.00		
FUND 409 2013 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$10.16	-\$10.16	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$10.16	-\$10.16	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 409 2013 STREET RECON.	\$0.00	\$10.16	-\$10.16	0.00%	\$0.00	\$0.00	\$0.00		
FUND 410 2014 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1.69	-\$1.69	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$1.69	-\$1.69	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$110.00	-\$110.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$110.00	\$110.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 410 2014 STREET RECON.	\$0.00	-\$108.31	\$108.31	0.00%	\$0.00	\$0.00	\$0.00		
FUND 411 BUILDING FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$14.34	-\$14.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$14.34	-\$14.34	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



NEWPORT, MN

*Budget Control Summary

Current Period: January 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 411 BUILDING FUND	\$0.00	\$14.34	-\$14.34	0.00%	\$0.00	\$0.00	\$0.00		
FUND 416 4TH AVENUE RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1.37	-\$1.37	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$1.37	-\$1.37	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	\$1.37	-\$1.37	0.00%	\$0.00	\$0.00	\$0.00		
FUND 417 NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.76	-\$5.76	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5.76	-\$5.76	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	\$5.76	-\$5.76	0.00%	\$0.00	\$0.00	\$0.00		
FUND 422 FEMA-17TH STREET & CEDAR LANE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$107,538.20	-\$107,538.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$107,538.20	-\$107,538.20	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



NEWPORT, MN

*Budget Control Summary

Current Period: January 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 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 422 FEMA-17TH STREET & CEDAR L	\$0.00	\$107,538.20	-\$107,538.20	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	\$41.50	-\$41.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49400 Water Utilities (GENERAL)	\$0.00	\$28,695.18	-\$28,695.18	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$28,736.68	-\$28,736.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$0.00	\$57,782.11	-\$57,782.11	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$57,782.11	\$57,782.11	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 601 WATER FUND	\$0.00	-\$29,045.43	\$29,045.43	0.00%	\$0.00	\$0.00	\$0.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$63.09	-\$63.09	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$0.00	\$45,038.61	-\$45,038.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$45,101.70	-\$45,101.70	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



NEWPORT, MN

***Budget Control Summary**

Current Period: January 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
DEPT 49450 Sewer (GENERAL)	\$0.00	\$100,577.61	-\$100,577.61	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
Total Expenditure Accounts	\$0.00	\$100,577.61	\$100,577.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 602 SEWER FUND	\$0.00	-\$55,475.91	\$55,475.91	0.00%	\$0.00	\$0.00	\$0.00		
FUND 603 STREET LIGHT FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.66	-\$5.66	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	\$0.00	\$8,742.89	-\$8,742.89	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$8,748.55	-\$8,748.55	0.00%	\$0.00	\$0.00	\$0.00	0.00	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	\$0.00	\$4,387.03	-\$4,387.03	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$4,387.03	\$4,387.03	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 603 STREET LIGHT FUND	\$0.00	\$4,361.52	-\$4,361.52	0.00%	\$0.00	\$0.00	\$0.00		
FUND 604 STORM WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2.53	-\$2.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$0.00	\$6,957.38	-\$6,957.38	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$6,959.91	-\$6,959.91	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 49460 Storm Water	\$0.00	\$18,465.77	-\$18,465.77	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$18,465.77	\$18,465.77	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 604 STORM WATER FUND	\$0.00	-\$11,505.86	\$11,505.86	0.00%	\$0.00	\$0.00	\$0.00		



NEWPORT, MN

***Budget Control Summary**

Current Period: January 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
	-\$1,450,135.00	-\$535,553.44	-\$914,581.56	63.07%	\$0.00	-	\$2,471,240.00		
						\$2,471,240.00			

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 January 2016

Fund	2016 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entry			
10100 Central Bank								
101 GENERAL FUND	\$1,267,093.71	\$69,830.37	\$313,685.33	\$0.00	\$0.00	(\$17,538.25)	\$1,005,700.50	In Bal
201 PARKS SPECIAL F	\$47,115.89	\$5.04	\$0.00	\$0.00	\$0.00	\$0.00	\$47,120.93	In Bal
204 HERITAGE PRESE	\$8,797.83	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	(\$202.17)	In Bal
205 RECYCLING	\$18,661.86	\$1.82	\$1,625.00	\$0.00	\$0.00	\$0.00	\$17,038.68	In Bal
206 FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
208 BUY FORFEITURE	\$1,308.20	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$1,308.34	In Bal
225 PIONEER DAY	\$21,873.10	\$2.34	\$0.00	\$0.00	\$0.00	\$0.00	\$21,875.44	In Bal
270 EDA	\$791,103.74	\$84.52	\$1,402.89	\$0.00	\$0.00	\$0.00	\$789,785.37	In Bal
301 2010A G.O. CAPIT	\$22,545.47	\$2.41	\$0.00	\$0.00	\$0.00	\$0.00	\$22,547.88	In Bal
303 2012 STREET NO	\$6,368.45	\$0.68	\$0.00	\$0.00	\$0.00	\$0.00	\$6,369.13	In Bal
305 2013 STREET ASS	\$130,905.08	\$269.48	\$94,342.20	\$0.00	\$0.00	\$0.00	\$36,832.36	In Bal
306 2014 STREET ASS	\$482,017.15	\$3,423.35	\$79,728.05	\$0.00	\$0.00	\$0.00	\$405,712.45	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	\$728.52	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$728.60	In Bal
316 PFA/TRLF REVEN	\$6,381.84	\$0.68	\$0.00	\$0.00	\$0.00	\$0.00	\$6,382.52	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	\$175,972.51	\$7.56	\$105,317.50	\$0.00	\$0.00	\$0.00	\$70,662.57	In Bal
401 EQUIPMENT REV	\$241,489.00	\$25.85	\$0.00	\$0.00	\$0.00	\$0.00	\$241,514.85	In Bal
402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
405 T.H. HWY 61	\$132,837.22	\$14.22	\$0.00	\$0.00	\$0.00	\$0.00	\$132,851.44	In Bal
409 2013 STREET REC	\$94,884.87	\$10.16	\$0.00	\$0.00	\$0.00	\$0.00	\$94,895.03	In Bal
410 2014 STREET REC	\$15,896.39	\$1.69	\$110.00	\$0.00	\$0.00	\$0.00	\$15,788.08	In Bal
411 BUILDING FUND	\$134,013.93	\$14.34	\$0.00	\$0.00	\$0.00	\$0.00	\$134,028.27	In Bal
416 4TH AVENUE RAV	\$12,782.38	\$1.37	\$0.00	\$0.00	\$0.00	\$0.00	\$12,783.75	In Bal
417 NORTH RAVINE	\$53,814.22	\$5.76	\$0.00	\$0.00	\$0.00	\$0.00	\$53,819.98	In Bal
422 FEMA-17TH STRE	(\$85,264.76)	\$107,538.20	\$0.00	\$0.00	\$0.00	\$0.00	\$22,273.44	In Bal
423 2011A EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
601 WATER FUND	\$415,163.43	\$26,849.32	\$50,154.82	\$0.00	\$0.00	(\$8,115.15)	\$383,742.78	In Bal
602 SEWER FUND	\$641,114.24	\$45,101.70	\$92,995.63	\$0.00	\$0.00	(\$7,581.98)	\$585,638.33	In Bal
603 STREET LIGHT FU	\$48,144.86	\$8,748.55	\$3,762.27	\$0.00	\$0.00	(\$624.76)	\$52,506.38	In Bal
604 STORM WATER F	\$34,576.91	\$6,959.91	\$17,554.43	\$0.00	\$0.00	(\$911.34)	\$23,071.05	In Bal
	<u>\$4,720,326.04</u>	<u>\$268,899.54</u>	<u>\$769,678.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$34,771.48)</u>	<u>\$4,184,775.98</u>	

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	2016 YTD Budget	January 2016 Amt	2016 YTD Amt	YTD Balance	% of YTD Budget
101	GENERAL FUND	\$0.00	\$46,688.51	\$46,688.51	-\$46,688.51	0.00%
201	PARKS SPECIAL FUND	\$0.00	\$5.04	\$5.04	-\$5.04	0.00%
202	POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
205	RECYCLING	\$0.00	\$1.82	\$1.82	-\$1.82	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.14	\$0.14	-\$0.14	0.00%
225	PIONEER DAY	\$0.00	\$2.34	\$2.34	-\$2.34	0.00%
270	EDA	\$0.00	\$84.52	\$84.52	-\$84.52	0.00%
301	2010A G.O. CAPITAL IMP. PLA	\$0.00	\$2.41	\$2.41	-\$2.41	0.00%
303	2012 STREET NORTH RAVINE	\$0.00	\$0.68	\$0.68	-\$0.68	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$269.48	\$269.48	-\$269.48	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$3,423.35	\$3,423.35	-\$3,423.35	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	\$0.08	\$0.08	-\$0.08	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.68	\$0.68	-\$0.68	0.00%
321	2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	2011A GO BONDS	\$0.00	\$7.56	\$7.56	-\$7.56	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$25.85	\$25.85	-\$25.85	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$14.22	\$14.22	-\$14.22	0.00%
409	2013 STREET RECON.	\$0.00	\$10.16	\$10.16	-\$10.16	0.00%
410	2014 STREET RECON.	\$0.00	\$1.69	\$1.69	-\$1.69	0.00%
411	BUILDING FUND	\$0.00	\$14.34	\$14.34	-\$14.34	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$1.37	\$1.37	-\$1.37	0.00%
417	NORTH RAVINE	\$0.00	\$5.76	\$5.76	-\$5.76	0.00%
422	FEMA-17TH STREET & CEDAR	\$0.00	\$107,538.20	\$107,538.20	-\$107,538.20	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$0.00	\$28,736.68	\$28,736.68	-\$28,736.68	0.00%
602	SEWER FUND	\$0.00	\$45,101.70	\$45,101.70	-\$45,101.70	0.00%
603	STREET LIGHT FUND	\$0.00	\$8,748.55	\$8,748.55	-\$8,748.55	0.00%
604	STORM WATER FUND	\$0.00	\$6,959.91	\$6,959.91	-\$6,959.91	0.00%
		\$0.00	\$247,645.04	\$247,645.04	-\$247,645.04	0.00%

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	2016 YTD Budget	January 2016 Amt	2016 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$1,450,135.00	\$310,460.32	\$310,460.32	\$0.00	\$1,139,674.68	21.41%
201	PARKS SPECIAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$9,000.00	\$9,000.00	\$0.00	-\$9,000.00	0.00%
205	RECYCLING	\$0.00	\$1,625.00	\$1,625.00	\$0.00	-\$1,625.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
270	EDA	\$0.00	\$1,402.89	\$1,402.89	\$0.00	-\$1,402.89	0.00%
301	2010A G.O. CAPITAL IMP. PLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	2012 STREET NORTH RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$94,342.20	\$94,342.20	\$0.00	-\$94,342.20	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$79,728.05	\$79,728.05	\$0.00	-\$79,728.05	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	\$0.00	\$0.00	\$0.00	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
321	2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	2011A GO BONDS	\$0.00	\$105,317.50	\$105,317.50	\$0.00	-\$105,317.50	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
409	2013 STREET RECON.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
410	2014 STREET RECON.	\$0.00	\$110.00	\$110.00	\$0.00	-\$110.00	0.00%
411	BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$0.00	\$57,782.11	\$57,782.11	\$0.00	-\$57,782.11	0.00%
602	SEWER FUND	\$0.00	\$100,577.61	\$100,577.61	\$0.00	-\$100,577.61	0.00%
603	STREET LIGHT FUND	\$0.00	\$4,387.03	\$4,387.03	\$0.00	-\$4,387.03	0.00%
604	STORM WATER FUND	\$0.00	\$18,465.77	\$18,465.77	\$0.00	-\$18,465.77	0.00%
		\$1,450,135.00	\$783,198.48	\$783,198.48	\$0.00	\$666,936.52	54.01%

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: January 2016

FUND 101 GENERAL FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 101-10100 Cash	\$1,267,093.71	\$70,414.47	\$331,807.68	\$70,414.47	\$331,807.68	\$1,005,700.50
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	\$239,999.52	\$0.00	\$0.00	\$0.00	\$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	\$0.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.42
Total Asset	\$2,815,544.72	\$70,414.47	\$331,807.68	\$70,414.47	\$331,807.68	\$2,554,151.51
Liability						
G 101-20200 Accounts Payable	(\$0.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$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	(\$0.21)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.21)
G 101-21701 Federal W/H Payable	(\$4,242.23)	\$7,263.19	\$4,509.31	\$7,263.19	\$4,509.31	(\$1,488.35)
G 101-21702 State Withholding Payable	(\$1,202.21)	\$3,132.42	\$1,930.66	\$3,132.42	\$1,930.66	(\$0.45)
G 101-21703 FICA Tax Withholding	\$856.24	\$6,932.80	\$6,843.52	\$6,932.80	\$6,843.52	\$945.52
G 101-21704 PERA	(\$3,676.75)	\$11,058.14	\$7,381.24	\$11,058.14	\$7,381.24	\$0.15
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	(\$179.63)	\$167.50	\$167.50	\$167.50	\$167.50	(\$179.63)
G 101-21708 United Way	(\$0.45)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.45)
G 101-21709 Medicare	(\$864.17)	\$2,417.82	\$1,600.48	\$2,417.82	\$1,600.48	(\$46.83)
G 101-21710 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21711 NPERS - Life	\$20.88	\$60.24	\$81.38	\$60.24	\$81.38	(\$0.26)
G 101-21712 HSA Employee	\$122.87	\$1,761.14	\$1,484.14	\$1,761.14	\$1,484.14	\$399.87
G 101-21713 Dental Family	(\$226.90)	\$160.74	\$160.64	\$160.74	\$160.64	(\$226.80)
G 101-21714 LTD Employee	\$149.27	\$183.03	\$173.80	\$183.03	\$173.80	\$158.50
G 101-21715 MSRS Employee	(\$127.17)	\$625.15	\$497.74	\$625.15	\$497.74	\$0.24
G 101-21716 Health Insurance	\$1,292.47	\$661.68	\$599.52	\$661.68	\$599.52	\$1,354.63
G 101-21717 MNBA Insurance	(\$85.77)	\$0.00	\$204.74	\$0.00	\$204.74	(\$290.51)
G 101-21719 Trad. Vol. Ret.-Employee	(\$277.58)	\$4,425.00	\$4,250.00	\$4,425.00	\$4,250.00	(\$102.58)
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	\$4,138.44	\$2,706.15	\$2,536.80	\$2,706.15	\$2,536.80	\$4,307.79
G 101-21723 Insurance Recovery	(\$8,014.79)	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,014.79)
G 101-21724 Roth Vol. Ret.-Employee	\$203.00	\$1,494.00	\$1,494.00	\$1,494.00	\$1,494.00	\$203.00
G 101-22100 Escrow	(\$300.76)	\$300.00	\$2,750.00	\$300.00	\$2,750.00	(\$2,750.76)
G 101-22101 Library Sales	(\$372.90)	\$0.00	\$62.13	\$0.00	\$62.13	(\$435.03)
G 101-22102 Water Conservation Rebate	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	(\$9,000.00)
G 101-22200 Deferred Revenues	(\$85,897.13)	\$0.00	\$0.00	\$0.00	\$0.00	(\$85,897.13)
Total Liability	(\$98,505.50)	\$43,349.00	\$45,727.60	\$43,349.00	\$45,727.60	(\$100,884.10)
Equity						



NEWPORT, MN

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FUND 101 GENERAL FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
G 101-25300 Unreserved Fund Balance	(\$2,717,039.22)	\$319,837.35	\$56,065.54	\$319,837.35	\$56,065.54	(\$2,453,267.41)
Total Equity	(\$2,717,039.22)	\$319,837.35	\$56,065.54	\$319,837.35	\$56,065.54	(\$2,453,267.41)
Total 101 GENERAL FUND	\$0.00	\$433,600.82	\$433,600.82	\$433,600.82	\$433,600.82	\$0.00



NEWPORT, MN
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FUND 201 PARKS SPECIAL FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 201-10100 Cash	\$47,115.89	\$5.04	\$0.00	\$5.04	\$0.00	\$47,120.93
Total Asset	\$47,115.89	\$5.04	\$0.00	\$5.04	\$0.00	\$47,120.93
Liability						
G 201-20200 Accounts Payable	\$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 201-25300 Unreserved Fund Balance	(\$47,115.89)	\$0.00	\$5.04	\$0.00	\$5.04	(\$47,120.93)
Total Equity	(\$47,115.89)	\$0.00	\$5.04	\$0.00	\$5.04	(\$47,120.93)
Total 201 PARKS SPECIAL FUND	\$0.00	\$5.04	\$5.04	\$5.04	\$5.04	\$0.00



NEWPORT, MN
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FUND 204 HERITAGE PRESERVATION COMM		January 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset							
G 204-10100 Cash		\$8,797.83	\$0.00	\$9,000.00	\$0.00	\$9,000.00	(\$202.17)
	Total Asset	\$8,797.83	\$0.00	\$9,000.00	\$0.00	\$9,000.00	(\$202.17)
Equity							
G 204-25300 Unreserved Fund Balance		(\$8,797.83)	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$202.17
	Total Equity	(\$8,797.83)	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$202.17
Total 204 HERITAGE PRESERVATION COMM		\$0.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$0.00



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FUND 205 RECYCLING

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 205-10100 Cash	\$18,661.86	\$1.82	\$1,625.00	\$1.82	\$1,625.00	\$17,038.68
Total Asset	\$18,661.86	\$1.82	\$1,625.00	\$1.82	\$1,625.00	\$17,038.68
Equity						
G 205-25300 Unreserved Fund Balance	(\$18,661.86)	\$1,625.00	\$1.82	\$1,625.00	\$1.82	(\$17,038.68)
Total Equity	(\$18,661.86)	\$1,625.00	\$1.82	\$1,625.00	\$1.82	(\$17,038.68)
Total 205 RECYCLING	\$0.00	\$1,626.82	\$1,626.82	\$1,626.82	\$1,626.82	\$0.00



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FUND 208 BUY FORFEITURE

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 208-10100 Cash	\$1,308.20	\$0.14	\$0.00	\$0.14	\$0.00	\$1,308.34
Total Asset	\$1,308.20	\$0.14	\$0.00	\$0.14	\$0.00	\$1,308.34
Equity						
G 208-25300 Unreserved Fund Balance	(\$1,308.20)	\$0.00	\$0.14	\$0.00	\$0.14	(\$1,308.34)
Total Equity	(\$1,308.20)	\$0.00	\$0.14	\$0.00	\$0.14	(\$1,308.34)
Total 208 BUY FORFEITURE	\$0.00	\$0.14	\$0.14	\$0.14	\$0.14	\$0.00



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FUND 225 PIONEER DAY

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 225-10100 Cash	\$21,873.10	\$2.34	\$0.00	\$2.34	\$0.00	\$21,875.44
Total Asset	\$21,873.10	\$2.34	\$0.00	\$2.34	\$0.00	\$21,875.44
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	(\$21,873.13)	\$0.00	\$2.34	\$0.00	\$2.34	(\$21,875.47)
Total Equity	(\$21,873.13)	\$0.00	\$2.34	\$0.00	\$2.34	(\$21,875.47)
Total 225 PIONEER DAY	\$0.00	\$2.34	\$2.34	\$2.34	\$2.34	\$0.00



NEWPORT, MN
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FUND 270 EDA

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 270-10100 Cash	\$791,103.74	\$84.52	\$1,402.89	\$84.52	\$1,402.89	\$789,785.37
G 270-10500 Taxes Receivable-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$791,103.74	\$84.52	\$1,402.89	\$84.52	\$1,402.89	\$789,785.37
Liability						
G 270-20200 Accounts Payable	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
Total Liability	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
Equity						
G 270-25300 Unreserved Fund Balance	(\$791,103.81)	\$1,402.89	\$84.52	\$1,402.89	\$84.52	(\$789,785.44)
Total Equity	(\$791,103.81)	\$1,402.89	\$84.52	\$1,402.89	\$84.52	(\$789,785.44)
Total 270 EDA	\$0.00	\$1,487.41	\$1,487.41	\$1,487.41	\$1,487.41	\$0.00



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FUND 301 2010A G.O. CAPITAL IMP. PLAN	January 2016					Balance
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
Asset						
G 301-10100 Cash	\$22,545.47	\$2.41	\$0.00	\$2.41	\$0.00	\$22,547.88
G 301-10500 Taxes Receivable-Current	\$864.00	\$0.00	\$0.00	\$0.00	\$0.00	\$864.00
Total Asset	\$23,409.47	\$2.41	\$0.00	\$2.41	\$0.00	\$23,411.88
Equity						
G 301-25300 Unreserved Fund Balance	(\$23,409.47)	\$0.00	\$2.41	\$0.00	\$2.41	(\$23,411.88)
Total Equity	(\$23,409.47)	\$0.00	\$2.41	\$0.00	\$2.41	(\$23,411.88)
Total 301 2010A G.O. CAPITAL IMP. PLAN	\$0.00	\$2.41	\$2.41	\$2.41	\$2.41	\$0.00



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FUND 303 2012 STREET NORTH RAVINE

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 303-10100 Cash	\$6,368.45	\$0.68	\$0.00	\$0.68	\$0.00	\$6,369.13
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	\$6,368.45	\$0.68	\$0.00	\$0.68	\$0.00	\$6,369.13
Equity						
G 303-25300 Unreserved Fund Balance	(\$6,368.45)	\$0.00	\$0.68	\$0.00	\$0.68	(\$6,369.13)
Total Equity	(\$6,368.45)	\$0.00	\$0.68	\$0.00	\$0.68	(\$6,369.13)
Total 303 2012 STREET NORTH RAVINE	\$0.00	\$0.68	\$0.68	\$0.68	\$0.68	\$0.00



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FUND 305 2013 STREET ASSESSMENT

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 305-10100 Cash	\$130,905.08	\$269.48	\$94,342.20	\$269.48	\$94,342.20	\$36,832.36
G 305-10400 Investments	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00
G 305-10450 Interest Receivable	(\$304.23)	\$0.00	\$0.00	\$0.00	\$0.00	(\$304.23)
Total Asset	\$130,840.85	\$269.48	\$94,342.20	\$269.48	\$94,342.20	\$36,768.13
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	(\$130,840.85)	\$94,342.20	\$269.48	\$94,342.20	\$269.48	(\$36,768.13)
Total Equity	(\$130,840.85)	\$94,342.20	\$269.48	\$94,342.20	\$269.48	(\$36,768.13)
Total 305 2013 STREET ASSESSMENT	\$0.00	\$94,611.68	\$94,611.68	\$94,611.68	\$94,611.68	\$0.00



NEWPORT, MN
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FUND 306 2014 STREET ASSESSMENT

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 306-10100 Cash	\$482,017.15	\$3,423.35	\$79,728.05	\$3,423.35	\$79,728.05	\$405,712.45
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	\$1,181,136.15	\$3,423.35	\$79,728.05	\$3,423.35	\$79,728.05	\$1,104,831.45
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	(\$481,513.15)	\$79,728.05	\$3,423.35	\$79,728.05	\$3,423.35	(\$405,208.45)
Total Equity	(\$481,513.15)	\$79,728.05	\$3,423.35	\$79,728.05	\$3,423.35	(\$405,208.45)
Total 306 2014 STREET ASSESSMENT	\$0.00	\$83,151.40	\$83,151.40	\$83,151.40	\$83,151.40	\$0.00



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FUND 315 2002A \$690,000 BOND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 315-10100 Cash	\$728.52	\$0.08	\$0.00	\$0.08	\$0.00	\$728.60
Total Asset	\$728.52	\$0.08	\$0.00	\$0.08	\$0.00	\$728.60
Equity						
G 315-25300 Unreserved Fund Balance	(\$728.52)	\$0.00	\$0.08	\$0.00	\$0.08	(\$728.60)
Total Equity	(\$728.52)	\$0.00	\$0.08	\$0.00	\$0.08	(\$728.60)
Total 315 2002A \$690,000 BOND	\$0.00	\$0.08	\$0.08	\$0.08	\$0.08	\$0.00



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FUND 316 PFA/TRLF REVENUE NOTE

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 316-10100 Cash	\$6,381.84	\$0.68	\$0.00	\$0.68	\$0.00	\$6,382.52
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	\$36,835.92	\$0.68	\$0.00	\$0.68	\$0.00	\$36,836.60
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	(\$6,964.12)	\$0.00	\$0.68	\$0.00	\$0.68	(\$6,964.80)
Total Equity	(\$6,964.12)	\$0.00	\$0.68	\$0.00	\$0.68	(\$6,964.80)
Total 316 PFA/TRLF REVENUE NOTE	\$0.00	\$0.68	\$0.68	\$0.68	\$0.68	\$0.00



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FUND 322 2011A GO BONDS

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 322-10100 Cash	\$175,972.51	\$7.56	\$105,317.50	\$7.56	\$105,317.50	\$70,662.57
G 322-10500 Taxes Receivable-Current	\$616.00	\$0.00	\$0.00	\$0.00	\$0.00	\$616.00
Total Asset	\$176,588.51	\$7.56	\$105,317.50	\$7.56	\$105,317.50	\$71,278.57
Equity						
G 322-25300 Unreserved Fund Balance	(\$176,588.51)	\$105,317.50	\$7.56	\$105,317.50	\$7.56	(\$71,278.57)
Total Equity	(\$176,588.51)	\$105,317.50	\$7.56	\$105,317.50	\$7.56	(\$71,278.57)
Total 322 2011A GO BONDS	\$0.00	\$105,325.06	\$105,325.06	\$105,325.06	\$105,325.06	\$0.00



NEWPORT, MN
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Current Period: January 2016

FUND 401 EQUIPMENT REVOLVING

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 401-10100 Cash	\$241,489.00	\$25.85	\$0.00	\$25.85	\$0.00	\$241,514.85
Total Asset	\$241,489.00	\$25.85	\$0.00	\$25.85	\$0.00	\$241,514.85
Equity						
G 401-25300 Unreserved Fund Balance	(\$241,489.00)	\$0.00	\$25.85	\$0.00	\$25.85	(\$241,514.85)
Total Equity	(\$241,489.00)	\$0.00	\$25.85	\$0.00	\$25.85	(\$241,514.85)
Total 401 EQUIPMENT REVOLVING	\$0.00	\$25.85	\$25.85	\$25.85	\$25.85	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 405 T.H. HWY 61

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 405-10100 Cash	\$132,837.22	\$14.22	\$0.00	\$14.22	\$0.00	\$132,851.44
G 405-13200 Due From Other Government	(\$0.18)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.18)
Total Asset	\$132,837.04	\$14.22	\$0.00	\$14.22	\$0.00	\$132,851.26
Equity						
G 405-25300 Unreserved Fund Balance	(\$132,837.04)	\$0.00	\$14.22	\$0.00	\$14.22	(\$132,851.26)
Total Equity	(\$132,837.04)	\$0.00	\$14.22	\$0.00	\$14.22	(\$132,851.26)
Total 405 T.H. HWY 61	\$0.00	\$14.22	\$14.22	\$14.22	\$14.22	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 409 2013 STREET RECON.

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 409-10100 Cash	\$94,884.87	\$10.16	\$0.00	\$10.16	\$0.00	\$94,895.03
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	\$343,688.32	\$10.16	\$0.00	\$10.16	\$0.00	\$343,698.48
Liability						
G 409-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$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	(\$249,717.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$249,717.00)
Equity						
G 409-25300 Unreserved Fund Balance	(\$93,971.32)	\$0.00	\$10.16	\$0.00	\$10.16	(\$93,981.48)
Total Equity	(\$93,971.32)	\$0.00	\$10.16	\$0.00	\$10.16	(\$93,981.48)
Total 409 2013 STREET RECON.	\$0.00	\$10.16	\$10.16	\$10.16	\$10.16	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 410 2014 STREET RECON.

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 410-10100 Cash	\$15,896.39	\$1.69	\$110.00	\$1.69	\$110.00	\$15,788.08
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	\$15,896.39	\$1.69	\$110.00	\$1.69	\$110.00	\$15,788.08
Liability						
G 410-20200 Accounts Payable	\$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 410-25300 Unreserved Fund Balance	(\$15,896.39)	\$110.00	\$1.69	\$110.00	\$1.69	(\$15,788.08)
Total Equity	(\$15,896.39)	\$110.00	\$1.69	\$110.00	\$1.69	(\$15,788.08)
Total 410 2014 STREET RECON.	\$0.00	\$111.69	\$111.69	\$111.69	\$111.69	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 411 BUILDING FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 411-10100 Cash	\$134,013.93	\$14.34	\$0.00	\$14.34	\$0.00	\$134,028.27
Total Asset	\$134,013.93	\$14.34	\$0.00	\$14.34	\$0.00	\$134,028.27
Liability						
G 411-20200 Accounts Payable	\$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 411-25300 Unreserved Fund Balance	(\$134,013.93)	\$0.00	\$14.34	\$0.00	\$14.34	(\$134,028.27)
Total Equity	(\$134,013.93)	\$0.00	\$14.34	\$0.00	\$14.34	(\$134,028.27)
Total 411 BUILDING FUND	\$0.00	\$14.34	\$14.34	\$14.34	\$14.34	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 416 4TH AVENUE RAVINE

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 416-10100 Cash	\$12,782.38	\$1.37	\$0.00	\$1.37	\$0.00	\$12,783.75
G 416-13200 Due From Other Government	\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
Total Asset	\$12,782.85	\$1.37	\$0.00	\$1.37	\$0.00	\$12,784.22
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	(\$12,783.10)	\$0.00	\$1.37	\$0.00	\$1.37	(\$12,784.47)
Total Equity	(\$12,783.10)	\$0.00	\$1.37	\$0.00	\$1.37	(\$12,784.47)
Total 416 4TH AVENUE RAVINE	\$0.00	\$1.37	\$1.37	\$1.37	\$1.37	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 417 NORTH RAVINE

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 417-10100 Cash	\$53,814.22	\$5.76	\$0.00	\$5.76	\$0.00	\$53,819.98
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	\$72,576.22	\$5.76	\$0.00	\$5.76	\$0.00	\$72,581.98
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	(\$53,814.65)	\$0.00	\$5.76	\$0.00	\$5.76	(\$53,820.41)
Total Equity	(\$53,814.40)	\$0.00	\$5.76	\$0.00	\$5.76	(\$53,820.16)
Total 417 NORTH RAVINE	\$0.00	\$5.76	\$5.76	\$5.76	\$5.76	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 422 FEMA-17TH STREET & CEDAR LAN		January 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset							
G 422-10100 Cash		(\$85,264.76)	\$107,538.20	\$0.00	\$107,538.20	\$0.00	\$22,273.44
	Total Asset	(\$85,264.76)	\$107,538.20	\$0.00	\$107,538.20	\$0.00	\$22,273.44
Equity							
G 422-25300 Unreserved Fund Balance		\$85,264.76	\$0.00	\$107,538.20	\$0.00	\$107,538.20	(\$22,273.44)
	Total Equity	\$85,264.76	\$0.00	\$107,538.20	\$0.00	\$107,538.20	(\$22,273.44)
Total 422 FEMA-17TH STREET & CEDAR LANE		\$0.00	\$107,538.20	\$107,538.20	\$107,538.20	\$107,538.20	\$0.00



NEWPORT, MN

GL Yearly

Current Period: January 2016

FUND 601 WATER FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 601-10100 Cash	\$415,163.43	\$30,280.84	\$61,701.49	\$30,280.84	\$61,701.49	\$383,742.78
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	\$0.13	\$0.00	\$0.00	\$0.00	\$0.00	\$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	(\$158.76)	\$86.71	\$92.92	\$86.71	\$92.92	(\$164.97)
G 601-26100 Contributions From City	(\$0.15)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.15)
Total Asset	\$2,271,366.32	\$30,367.55	\$61,794.41	\$30,367.55	\$61,794.41	\$2,239,939.46
Liability						
G 601-20200 Accounts Payable	(\$0.33)	\$0.00	\$0.00	\$0.00	\$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	(\$11,095.09)	\$0.00	\$0.00	\$0.00	\$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	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 601-21704 PERA	\$0.08	\$0.00	\$0.00	\$0.00	\$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	\$0.22	\$0.00	\$0.00	\$0.00	\$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	(\$4,268.98)	\$3,431.52	\$1,050.09	\$3,431.52	\$1,050.09	(\$1,887.55)
Total Liability	(\$524,122.13)	\$3,431.52	\$1,050.09	\$3,431.52	\$1,050.09	(\$521,740.70)
Equity						
G 601-25300 Unreserved Fund Balance	(\$1,747,244.19)	\$58,183.26	\$29,137.83	\$58,183.26	\$29,137.83	(\$1,718,198.76)
Total Equity	(\$1,747,244.19)	\$58,183.26	\$29,137.83	\$58,183.26	\$29,137.83	(\$1,718,198.76)
Total 601 WATER FUND	\$0.00	\$91,982.33	\$91,982.33	\$91,982.33	\$91,982.33	\$0.00



NEWPORT, MN

GL Yearly

Current Period: January 2016

FUND 602 SEWER FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 602-10100 Cash	\$641,114.24	\$45,101.70	\$100,577.61	\$45,101.70	\$100,577.61	\$585,638.33
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	\$0.13	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$2,362,843.68	\$45,101.70	\$100,577.61	\$45,101.70	\$100,577.61	\$2,307,367.77
Liability						
G 602-20200 Accounts Payable	\$0.30	\$0.00	\$0.00	\$0.00	\$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	(\$11,095.24)	\$0.00	\$0.00	\$0.00	\$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	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 602-21704 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.25	\$0.00	\$0.00	\$0.00	\$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	(\$773,961.88)	\$0.00	\$0.00	\$0.00	\$0.00	(\$773,961.88)
Equity						
G 602-25300 Unreserved Fund Balance	(\$1,588,881.80)	\$100,577.61	\$45,101.70	\$100,577.61	\$45,101.70	(\$1,533,405.89)
Total Equity	(\$1,588,881.80)	\$100,577.61	\$45,101.70	\$100,577.61	\$45,101.70	(\$1,533,405.89)
Total 602 SEWER FUND	\$0.00	\$145,679.31	\$145,679.31	\$145,679.31	\$145,679.31	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 603 STREET LIGHT FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 603-10100 Cash	\$48,144.86	\$8,748.55	\$4,387.03	\$8,748.55	\$4,387.03	\$52,506.38
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$63,725.09	\$8,748.55	\$4,387.03	\$8,748.55	\$4,387.03	\$68,086.61
Liability						
G 603-20200 Accounts Payable	(\$0.24)	\$0.00	\$0.00	\$0.00	\$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	(\$0.72)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.72)
Equity						
G 603-25300 Unreserved Fund Balance	(\$63,724.37)	\$4,387.03	\$8,748.55	\$4,387.03	\$8,748.55	(\$68,085.89)
Total Equity	(\$63,724.37)	\$4,387.03	\$8,748.55	\$4,387.03	\$8,748.55	(\$68,085.89)
Total 603 STREET LIGHT FUND	\$0.00	\$13,135.58	\$13,135.58	\$13,135.58	\$13,135.58	\$0.00



NEWPORT, MN
GL Yearly

Current Period: January 2016

FUND 604 STORM WATER FUND

January 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 604-10100 Cash	\$34,576.91	\$6,959.91	\$18,465.77	\$6,959.91	\$18,465.77	\$23,071.05
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-16500 Construction in Progress	\$188,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188,000.00
Total Asset	\$262,737.64	\$6,959.91	\$18,465.77	\$6,959.91	\$18,465.77	\$251,231.78
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	(\$73,020.83)	\$18,465.77	\$6,959.91	\$18,465.77	\$6,959.91	(\$61,514.97)
Total Equity	(\$73,020.83)	\$18,465.77	\$6,959.91	\$18,465.77	\$6,959.91	(\$61,514.97)
Total 604 STORM WATER FUND	\$0.00	\$25,425.68	\$25,425.68	\$25,425.68	\$25,425.68	\$0.00
Report Total	\$0.00	\$1,112,759.05	\$1,112,759.05	\$1,112,759.05	\$1,112,759.05	\$0.00

RESOLUTION NO. 2016-4

**A RESOLUTION ACCEPTING DONATIONS FOR THE PERIOD OF JANUARY 15 -
FEBRUARY 10, 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
Great River Energy	Monetary - Fire Department	\$1,500	01/26/2016
Cottage Grove Athletic Association	10% for December for Opinion and Cloverleaf	\$179.31	01/27/2016

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 18th day of February, 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



Memo To: Newport City Council

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director

Date: February 10, 2016

RE: Support for Proposed Special Legislation for a
Redevelopment Tax Financing District in the City of
Newport, Minnesota

The Washington County Housing and Redevelopment Authority (HRA) has drafted tax increment financing legislation to specifically address redevelopment in the Red Rock Crossing Project Area and requests that the Newport City Council support a proposed bill (Attachment A) to be introduced during the 2016 legislative session. The proposed bill has been identified as part of the 2016 legislative agendas for Washington County.

Background

The Washington County HRA has taken on the role of assembling sites within the Red Rock Crossing redevelopment area in agreement with the Joint Powers Agreement (JPA) with the City of Newport. The JPA further obliges the HRA to secure financing to pay for typical upfront redevelopment activities, including property acquisition, relocation, environmental analysis, utility and public improvement construction. Since the redevelopment costs exceed the value of the properties to be resold, public funding is needed. The HRA has established a line item in its levy for this purpose. In addition, the JPA established the intention of establishing tax increment financing (TIF) districts, as redevelopment projects occur, in order to recover or finance upfront redevelopment and infrastructure improvement expenses.

The usage of tax increment in Red Rock Crossing, as currently detailed in Minnesota Law, will prove to be very difficult due to the nature of voluntary acquisitions. The state restricts the time periods for establishing TIF districts (3 years from site clearance) and collecting tax increment (5 years from district creation). Due to the phasing and complexity of the Red Rock Crossing redevelopment, the time needed to acquire and demolish multiple properties to assemble a single developable parcel is likely to exceed the time limits set by statutes. Legislation is necessary to create a Special Law that extends the time for creating a redevelopment TIF district by 10 years, provides greater flexibility in the application of substandard conditions in determining the eligible parcels, and pools funds to be expended throughout the project area.

Recommendation

The HRA requests support for the proposed bill by adopting the attached resolution.

WASHINGTON COUNTY MINNESOTA

SPECIAL LAW: NEWPORT RED ROCK CROSSING PROJECT AREA

THE PROJECT

The Newport Red Rock Crossing Project Area is approximately 188 acres located in the City of Newport, south of I-494, north of 15th Street between the Mississippi River and Highway 61. The Project Area has had and continues to have extensive impediments to redevelopment. The municipal vision for the Project Area is to develop over 460 units of various types of housing and approximately 60 thousand square feet of commercial, office and light industrial uses. The current market value of the area is approximately \$6.1 million and if the municipal vision became a reality, the market value is estimated to be in excess of \$98.9 million.

THE PROBLEM

The problem is that the cost of the relocation, demolition, site preparation, mass grading, installation of public utilities, streets and sidewalks are in excess of the value of the property. The problem is compounded because the Project Area will take at least 10 to 15 years to develop while a substantial amount of the costs must be incurred at its inception. In addition, to maximize density and market value some structured parking may be necessary.

THE SOLUTION

The solution to maximize the development is to create a public-private partnership that will only be possible if the attached Special Law becomes law. The Special Law does the following:

(The explanation follows paragraphs a through e of Section 1)

- (a) The County may establish one or more tax increment financing districts within the area designated as the Newport Red Rock Crossing Project Area.
- (b) Those parcels are deemed eligible for inclusion in a redevelopment tax increment district. The Project Area requires major redevelopment to maximize its potential. The problem is compounded because while some parcels will qualify others may not thus having sites unsuitable for redevelopment.
- (c) This paragraph allows the tax increment revenues from a qualifying tax increment district to be spent on any eligible project cost within the Project Area. This allows for the use of tax increment from an area that may develop more quickly to an area that may not develop for a number of years.
- (d) The Five (5) Year Rule requires contracts for the use of tax increment to be agreed to within five (5) years of the establishment of the district. Because of

the complexity of the redevelopment, the multiple phases, and the vagaries of the business cycles, the Five Year Rule can become a real burden to the development of the project.

- (e) The ability for the County to create a tax increment district under the Special Law expires December 31, 2026.

EFFECTIVE DATE. This requires both the County and the City to approve the Special Law once it is passed and file a notice of its approval with the Secretary of State prior to the start of legislative session in 2017.

All other provisions of the Tax Increment Act remain including the “but for” requirements, notice requirements, certification requirements with the County and reporting requirements to the office of State Auditor. Many authorities have obtained special laws for their multi-phase, multi-use, multi-year redevelopment projects.

A bill for an act
relating to Washington County; authorizing a tax increment financing district.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. WASHINGTON COUNTY; TAX INCREMENT FINANCING DISTRICT;
SPECIAL RULES.

(a) If the county elects upon the adoption of a tax increment financing plan for a district, the rules under this section apply to one or more redevelopment tax increment financing districts established by Washington County or the housing and redevelopment authority of the county.

The area within which the redevelopment tax increment districts may be created is located in the city of Newport and is south of I-494, north of 15th Street extended to the Mississippi River, east of the Mississippi River and west of Hwy 61 and the adjacent right of ways and shall be referred to as the Newport Red Rock Crossing Project Area or Project Area.

(b) The requirements for qualifying redevelopment tax increment districts under Minnesota Statutes, section 469.174, subdivision 10, do not apply to parcels in the Project Area which are deemed eligible for inclusion in a redevelopment tax increment district.

(c) The 90% rule under Minnesota Statutes, section 469.176, subdivision 4j does not apply to the Project Area.

(d) The expenditures outside district rule under Minnesota Statutes, section 469.1763, subdivision 2, the five-year rule under Minnesota Statutes, section 469.1763, subdivision 3 and the use of revenues for decertification in Minnesota Statutes, section 469.1763, subdivision 4 do not apply to the Project Area; however expenditures shall only be made within the Project Area.

(e) The authority to approve a tax increment financing plan and to establish a tax increment financing district under this section expires on December 31, 2026.

EFFECTIVE DATE. This section is effective upon approval by the governing body of the city of Newport and Washington County and upon compliance by the county with Minnesota Statutes, section 645.021, subdivision 3.

MMB: 4849-8992-7445, v. 2

RESOLUTION NO. 2016-5

A RESOLUTION OF THE CITY OF NEWPORT, MINNESOTA SUPPORTING PROPOSED SPECIAL LEGISLATION FOR A REDEVELOPMENT TAX INCREMENT FINANCING DISTRICT IN THE CITY OF NEWPORT, MINNESOTA BY THE WASHINGTON COUNTY HOUSING AND REVELOPMENT AUTHORITY

WHEREAS, the City of Newport (the “City”) and the Washington County Housing and Redevelopment Authority (the “Authority”) entered into a Joint Powers Agreement (the “Agreement”) dated June 21, 2012 to create a transit oriented neighborhood through the redevelopment of the Red Rock Crossing area; and

WHEREAS, the cost of the relocation, demolition, site preparation, mass grading, installation of public utilities, streets and sidewalks are in excess of the value of the property; and

WHEREAS, the Agreement identified tax increment financing (the “TIF”) as one source of funding to implement the redevelopment activities; and

WHEREAS, in preparation for the future creation of TIF districts, the Authority modified the Redevelopment Plan for Redevelopment Project No. 2 (the “Project Area”) to include the parcels in Red Rock Crossing and other contiguous parcels in the city of Newport pursuant to and in accordance with Minnesota Statutes, Sections 469.001 to 469.047 and Laws of Minnesota 1974 chapter 475, Laws of Minnesota 2012, Chapter 199 and Minnesota Statutes Sections 469.174 to 469.179 as amended and supplemented from time to time; and

WHEREAS, the Authority intends to create multiple TIF Redevelopment Districts, as defined by Minnesota Statutes 469.174 subdivision 10, in the Project Area over a period of ten or more years; and

WHEREAS, the Authority has identified that some parcels will separately qualify as a Redevelopment District while others may not thus having sites ineligible for inclusion in a Redevelopment District; and

WHEREAS, the Authority has identified that there may be a need to use tax increment from an area that may develop more quickly to an area that may not develop for a number of years; and

WHEREAS, the City recognizes that the redevelopment of Red Rock Crossing, creation of TIF Redevelopment Districts, and collection of tax increment may exceed the five year timeframe to establish a district due to the complexity of the redevelopment, the multiple phases, and the vagaries of the business cycles; and

WHEREAS, the City finds that enactment by the Legislature of the proposed Special Law, and the carrying out of redevelopment activities by the Authority in the Red Rock Crossing Project Area, would be in the public interest and would afford substantial benefit to the residents, businesses, citizens and taxpayers of the Newport, MN.

NOW, THEREFORE, the City adopts this Resolution supporting the proposed special legislation described above in furtherance of redevelopment activities by the Authority in Red Rock Crossing Redevelopment on behalf of the City of Newport.

Adopted this 18th day of February, 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

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: Eastern Pass Rocky Mountain Elk Foundation Previous Gambling Permit Number: 32839

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 81-0421425

Mailing Address: 17850 Jubilee way unit D

City: Lakeville State: MN Zip: 55044 County: _____

Name of Chief Executive Officer (CEO): _____

Daytime Phone: 651-319-7459 Email: andy.lenz42@gmail.com

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): Tinaucci's

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

Date(s) of activity (for raffles, indicate the date of the drawing): 2015/03/07

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: \$ _____)

* 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.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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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.

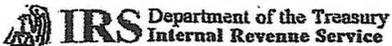
Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> 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.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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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 Department 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.

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



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248222025
Nov. 09, 2012 LTR 4167C E0
81-0421425 000000 00

00021973
BODC: TE

ROCKY MOUNTAIN ELK FOUNDATION INC
5705 GRANT CREEK RD
MISSOULA MT 59808-9394



020468

Employer Identification Number: 81-0421425
Group Exemption Number: 9462
Person to Contact: R CLEMONS
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Oct. 31, 2012, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in SEPTEMBER 1984, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee, Department Manager
Accounts Management Operations



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

Memorandum

To: Newport City Council

Reference: Scannell Newport Warehouses Development--
CUP and Variance Request

Copies To: Deb Hill, City Administrator
Renee Eisenbeisz, Assistant to the Administrator
Daniel Madrigal, Applicant
Jared Ward, Wenck Associates, Engineer
Jon Herdegen, MSA, City Engineer

Project No.: 16020.002

From: Sherri Buss, RLA AICP, City Planner

Routing:

Date: February 11, 2016

SUBJECT: Scannell Newport Office/Warehouse Development
Application for a Conditional Use Permit (CUP) and Variances

MEETING DATE: February 18, 2016

LOCATION: 910 Hastings Avenue

APPLICANT: Daniel Madrigal
Scannell Development Company
821 Meander Court, Suite 200
Medina, MN 55340

OWNERS: Richard and Elaine Oftedahl/Raceway Productions
1144 5th Avenue
Newport, MN 55055

CURRENT ZONING: B-1 (Business Park/Office/Warehouse)

60-DAY PERIOD: March 14, 2016

ITEMS REVIEWED: Application, site plans, and supplemental information, submitted January 14, 2016.

BRIEF DESCRIPTION OF THE REQUEST

The applicant, Scannell Properties, has submitted an application to develop an office/warehouse use that would include two buildings, parking areas, and infrastructure on the former Raceway to Fun site at 910 Hastings Avenue. The site includes two parcels that are 9.64 and 5.18 acres in size. The application includes a request for a CUP and variances needed to develop the proposed use on the site.

CONDITIONAL USE PERMIT REQUEST

BACKGROUND

The applicant is requesting a Conditional Use Permit (CUP) to develop an office/warehouse use in two buildings on the former Raceway to Fun site at 910 Hastings Avenue, located in the B-1 Zoning District. The Zoning Ordinance requires that Warehouse uses in the B-1 Districts obtain a Conditional Use Permit.

The site plan shows two proposed buildings: a 144,000-square-foot building (Building 1) and an 83,000 square-foot building (Building 2). The site owner estimates that Building 1 will be developed with about 5% office and 95% warehouse uses, and Building 2 will be developed with approximately 10% office and 90% warehouse uses. The site map identifies the proposed parking areas and three proposed access to the site from Hastings Avenue. The plans also note the existing large sanitary sewer pipe that is located between the two proposed buildings on the site.

The applicant states that the proposed use will be primarily warehouse distribution with an office component. The buildings will be constructed of precast concrete. The buildings will range from 24 to 32 feet in height. The applicant estimates that 40 to 150 people will be employed at the site when both buildings have been developed. The application indicates that the office/warehouse use will require 24 hour operations.

The applicant noted that future occupants of the building have not been determined. He provided an overview of what the market suggests to date for the two buildings.

- “Larger Building 1 (144k SF): We anticipate this building having approximately 3-10% office finish and the remainder being warehouse/distribution/light manufacturing and assembly.
- “Smaller Building 2 (83k SF): We anticipate this building having approximately 10-20% office finish and the remainder being warehouse/distribution/light manufacturing and assembly/ R & D.
- “Example of tenants would include: Food service equipment distribution, heating and cooling systems distribution, Auto parts wholesale distribution, merchandise wholesaler, tire distributor, particle coating manufacturer, medical supply distributor, beverage distributor, frozen food distribution, building materials production and distribution, biomedical manufacturing, printing companies, final product assemblage companies.”



EVALUATION OF THE REQUEST:

1. Zoning District and CUP Standards

The B-1 (Business Park/Office/Waterhouse) District is intended to provide locations for office, warehouse, and related uses in a business park setting.

Section 1310.10 of the code indicates that the city may grant a CUP when the use is consistent with the Zoning Ordinance and Comprehensive Plan, and the City may impose conditions and safeguards to protect the health, safety and welfare of the community. Criteria for evaluating the proposed uses and developing conditions for the CUP include the following:

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the appropriate zoning district.
2. The proposed use is consistent with the Newport Comprehensive Plan.
3. The proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions and parking facilities on adjacent streets and land.
4. The potential effects of the proposed use on surrounding properties, including valuation, aesthetics and scenic views, land uses, and character and integrity of the neighborhood.
5. The potential impacts of the proposed use on governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The potential impacts on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.
7. The City may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the City and other governmental bodies having jurisdiction in the City.
8. In permitting a new conditional use, the City may impose additional conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

This staff report evaluates the request for a Conditional Use Permit for the property located at 478 7th Avenue based on the City's zoning ordinance and related standards.

2. Proposed Use—Office/Warehouse with Commercial Use

The proposed use is permitted with a CUP in the B-1 District. The proposed use is consistent with the Zoning Ordinance.

3. Comprehensive Plan

The Comprehensive Plan supports the development of commercial and business park land uses along the Highway 61 corridor. It states that the Commercial/Business Park areas will include a variety of commercial, office, warehouse and light manufacturing uses. The plan includes goals to improve and balance the City's tax base and expand employment opportunities. It supports the development of new business to improve the City's tax base and expand employment. The



proposed use is consistent with the goals, land use and zoning maps included in the 2030 Comprehensive Plan.

4. Dimensional Standards, Setbacks, and Requirements

The dimensional standards and setbacks for the B-1 district that apply to the proposed site plan and the dimensions included in the plans are the following:

<u>Ordinance Requirement</u>	<u>Proposed Plan</u>
Minimum lot area: 15,000 square feet	5.18 and 9.64 acres
Minimum lot depth: 150 feet	690 feet and 1329 feet
Minimum lot width: 100 feet	380.22 and 100.65 feet
Maximum lot coverage (buildings): 30%	32.5%
Structure setbacks: Front yard: 20 ft.	± 90 ft. and 50 ft.
Side yard: 10 ft.	± 75 ft. and 60 ft.
Rear yard: 50 ft.	± 200 ft. and 160 ft.
Parking setbacks: Front yard: 20 ft.	± 15 and 22 ft.
Side yard: 5 ft.	± 125 ft. and 200 ft.
Rear yard: 5 ft.	± 45 ft.
Maximum building height: 40 feet	24-32 feet
Public utilities required, including sewer	Yes

The proposed site plan requires variances from the standard for lot coverage by buildings and the required front yard parking lot setback. The variance request is analyzed in the Variance section.

The sections that follow analyze the application in relation to criteria #3-6 in the zoning ordinance for evaluating Conditional Use Permit applications.

5. Traffic and Roadways

The site plan indicates that three driveways will provide access to and from the site from Hastings Avenue. The driveways are located at existing site access points. The application states that truck traffic to the site is expected to enter and exit from each of the three access points. The applicant estimated that the number of trips to and from the site could range from 400 to 1200 per day. Truck trips are expected to be 2 to 10 percent of the total trips generated.

County staff reviewed the proposed plan for the Newport Warehouses and provided the following comments:

- A Traffic Impact Study should be prepared and submitted to the City and County once businesses/tenants have been secured.
- The Developer shall continue to work with the county on any modifications to the site plan to address the sight distance issues at the southern access to the site.
- The new access points on Hastings Avenue will require a County Access Permit and a Right-of-Way permit for any grading and connections to any utilities in the roadway. Any change to the site plan must be reviewed by the county.
- The developer should provide adequate ponding on-site to ensure that post-development runoff rates do not exceed pre-development rates. A copy of the drainage



report or a statement by the developer's engineer to that effect would also be required prior to permit issuance.

The City Engineer also reviewed the design plans and provided the following comments:

1. The preferred inbound and outbound traffic route servicing the proposed warehouse should utilize the 70th Street South exit off Highway 61/10 and Hastings Avenue (County Road 38).
2. In reviewing the MnDOT construction plans for Hastings Avenue in both directions leading to the proposed development, there is not a specific statement regarding a design rating for the road. However, the pavement section and typical soils found in the area would suggest a 9-ton design for low volume commercial traffic (150 heavy commercial vehicles per day). Assuming that the commercial vehicle traffic does not produce an excess of 150 commercial vehicles per day, we would conclude that the Hastings Avenue is sufficient in both design and cross-section to handle the proposed development.
3. The applicant shall be responsible for obtaining a Washington County Right-of-way permit for the construction of proposed driveway accesses on County 38 (Hastings Avenue)

The Planner included proposed conditions for approval of the CUP that address the County and City Engineer comments.

6. *Parking Requirements and Driveways*

Parking Requirements. Section 1330.06 of the Zoning Ordinance includes standards for parking. The ordinance requires the following:

- Office uses: minimum 1 space per 250 square feet of gross floor area
- Warehouse uses: minimum 1 space per 2,000 square feet of gross floor area

Building 1

Based on the site plan that indicates approximately 7,200 square feet of office use and 136,800 square feet of warehouse use, the site would need a minimum of 29 parking spaces for the office use and 69 spaces for the warehouse use—a total of 98 spaces. The applicant is proposing 120 parking spaces for Building 1. The proposed parking shown on the site plan meets the code requirements.

Building 2

Based on the site plan that indicates approximately 8,300 square feet of office use and 74,700 square feet of warehouse use, the site would need a minimum of 34 parking spaces for the office use and 38 spaces for the warehouse use. The applicant is proposing 109 parking spaces for Building 2. The proposed parking shown on the site plan meets the code requirements.

Pavement and Driveways. The Zoning Ordinance requires that all parking, loading and service areas and driveways in Mixed-Use, Business and Industrial Districts be constructed of concrete, asphalt or similar durable and dustless surface that meets the City's Public Works Design Manual standards, and that the periphery of all parking areas and drives shall be constructed with poured-in-place concrete curbing unless otherwise approved by the City.



The site plan indicates that the parking areas will be paved with a combination of concrete and heavy-duty asphalt on truck areas. The site plan indicates that standard B 612 curb will surround the lots. The proposed paving and curb meet the ordinance requirements.

7. Building design and materials/Accessory Structures

Section 1330.05, Subd. 3 of the Zoning Ordinance lists the permitted exterior building materials that may be used in non-residential zoning districts. The applicant stated that “Building construction will be of precast concrete ranging in height from 24 feet to 32 feet typically.” The proposed material is consistent with exterior materials permitted in the Business Districts.

The exterior design of the buildings has not been completed. The applicant will complete the final design of the structures if the City approves the rezoning and conditional use permit.

No accessory structures are proposed.

The Planner included a proposed condition that the applicant shall provide the building plans, elevations and detailed building materials information to the City staff for approval prior to the approval of a building permit.

8. Exterior Storage Requirements

Section 1330 requires screening of equipment, materials or vehicles stored outside from the eye-level view from adjacent residential properties and public streets. The Planner has included a proposed condition that exterior storage on the site shall meet the ordinance requirements. The performance standard related to “outside storage” does not include vehicle storage, which is addressed in another section of the ordinance.

9. Refuse and Recycling

Section 1350.13 requires that all refuse and recycling containers be stored in the principle structure or a fully enclosed accessory structure, and Section 1330.05 (Subd 10) further requires that dumpsters, trash, trash handling equipment and recycling equipment shall be stored within an enclosed accessory structure of the same materials as the principal structure. The site plan does not include a location for trash handling and recycling. The Planner has included a proposed condition for the CUP that refuse and recycling for the business shall meet the ordinance requirements.

10. Screening and Fencing Requirements

The ordinance requires that any vehicles parked for more than forty-eight hours shall be completely screened from residential uses, and screened from the eye-level view of public streets and from the public front and office sides of business and industrial uses.

The landscape plan (sheet L-101) identifies berms and a conifer screen on the north side of Building 1 and its parking area to provide screening from the residential properties to the north. The proposed screening meets the ordinance requirements.



11. Utility Equipment—Screening Requirements

The ordinance requires that all utility equipment (heating and ventilating equipment, meters, and similar equipment) shall be completely screened from eye-level view of adjacent properties and streets. If any utility equipment will be added to the structures, it must meet the ordinance requirement. The equipment and screening should be shown on the final building plans and elevations that the applicant submits to the City.

12. Lighting

The application did not include a lighting plan. The lighting on the site must meet the requirements of Subdivision 13 of Section 1330.05 of the ordinance to be “of a downcast, cutoff type, concealing the light source from view and preventing glare from spilling into residential areas.” The ordinance includes standards for light levels at the property lines.

The applicant shall submit a lighting plan to the City showing the proposed lighting locations and lighting fixtures. The lighting plan shall show the light levels at the site boundaries to meet the ordinance requirements. The City shall approve the lighting plan before approval of a building permit.

13. Signs

The application states that signs will be incorporated with the building exterior. The applicant will need to submit detailed design information for the proposed signs with the final plans for the exterior, and obtain a Sign Permit if required. All signage shall meet the ordinance requirements.

14. Landscaping

Section 1330.05, Subdivision 14 includes the landscaping requirements for commercial and office uses:

- At least one over-story tree shall be provided in the front yard for each fifty feet of lot frontage
- The landscape plan materials meet the requirements for physical characteristics such as hardiness and salt-tolerance, and the required proportions of coniferous/deciduous materials.
- The proposed landscape materials must meet the planting size requirements of the ordinance.
- There shall be a minimum of one tree for every 1,000 square feet of impervious surface area of parking lots, and parking lots for more than eight cars shall landscape 10 percent of the parking lot surface area.

The parcel has approximately 1256 feet of frontage on Ford Road. At one tree per 50 feet, the site plan requires 25 trees. The applicant is proposing 31 over-story trees along the frontage area. The proposed species are hardy in the Metro Area, and meet the size requirement of the ordinance.

The ordinance would require parking lot landscaping, include 4 trees (4,141 square feet of parking), plus 410 square feet of landscaped area. The primary reason for the parking lot landscaping is to help to shade the parking surfaces and improve the parking lot aesthetics.



The Planner suggests that since the boulevard trees and grassed areas are adjacent to the parking lots, and will provide shade and improve the appearance of the parking areas, the City may determine that the proposed landscaping meets the ordinance requirement for parking lot landscaping, since the total number of trees proposed addresses the requirements for boulevard trees and parking lot trees. The Planning Commission should discuss this issue and make a recommendation for the CUP.

15. Restricted Operations (noise, odor, glare, etc.) and Hours of Operation

Based on ordinance requirements, noise, odors, smoke and particulate matter should not exceed Minnesota Pollution Control Agency standards. Any glare, direct or reflected, from spotlights or activities on the site should not be visible beyond the property boundaries.

The site plan proposes the addition of coniferous trees between the parking areas to the north of the building and adjacent residential uses. The proposed screening will protect the residential uses from headlights and glare.

The application requests that the hours of operation for the office/warehouse use be 24 hours per day, 7 days per week. The Planning Commission should discuss whether hours of operation and whether any additional screening is needed. The Planner has included a condition that all trucks must enter and leave the site from Hastings Avenue between the hours of 7 p.m. and 7 a.m. to minimize noise and potential impacts to residential areas to the north of the site.

16. Signs

The application did not include plans for proposed signs, and noted that signs will be placed on the building exterior. A freestanding entry sign is permitted for this business. Signs must meet the ordinance requirements. The conditions include a requirement that the applicant obtain any required sign permits.

17. Infrastructure, Public Services, Health and Welfare

The City Engineer reviewed the site plans and provided the following comments regarding sewer and water services to the site:

1. A private lift station has been proposed by the applicant to provide sanitary sewer service to the property. This is not the preferred method of providing sanitary sewer service to a commercial development. However, given the proximity and elevation of the City's existing sewer infrastructure and MnDOT's storm sewer infrastructure bisecting the site, the utilization of a private lift station appears to be an acceptable solution provided that the following conditions are met:
 - a. The applicant shall install an isolation valve on the forcemain immediately prior to connection to the City's sanitary sewer manhole.
 - b. The applicant shall provide a connection detail for the forcemain and the existing manhole for City approval with the final construction plans.
 - c. The applicant shall obtain a Right of Way permit from Washington County for the portion of force main constructed in the County 38 (Hastings Avenue)ROW.
 - d. The applicant shall prepare and submit for City approval a maintenance agreement for the operation of the station and ancillary infrastructure.



2. The applicant has proposed the use of an above-ground water storage facility to provide fire suppression supply for the proposed structures. Design and construction of the facility shall be in accordance with the MN Department of Health and MN Plumbing Code. The City shall retain ownership of the water distribution system including all hydrants, valve and piping. All facilities shall be constructed within an easement to the benefit of the City.

The Planner has included a condition that the applicant shall address the Engineer's comments in the final plans for the development.

18. Stormwater Management

The City Engineer reviewed the stormwater plan for the site, and provided the following comments:

1. The Stormwater System and Modeling Summary submitted for review by the applicant appears to increase the peak discharges by a marginal amount during the net 2-year rain events on the entire site while reducing the net peak runoff rates for large events (10- & 100-year). However, the peak runoff rates directed toward the existing regional treatment pond increase under each rain event modeled. Modifications to the regional pond and drain basin are subject to review and approval from MnDOT Water Resources. A copy of the applicant's report has been submitted to MnDOT and we are awaiting formal comment.
2. The Stormwater System and Modeling Summary also appears to meet the South Washington Watershed District's rules for volume reduction and total nutrient loading. The summary has been submitted to the District for their review and concurrence.
3. All stormwater treatment facilities shall be constructed within a drainage and utility easement granted to the City and include a minimum 10-foot side lot and 20-foot rear lot easements.
4. Applicable storm water BMP's shall be in-place prior to beginning any construction related activities. Particular emphasis shall be made to slopes directed toward existing stormwater management facilities.

A copy of the application was forwarded to the South Washington Watershed District for review. SWWD staff had no comment on the CUP application. The Engineer indicated that his comments do not need to be addressed prior to review by the Planning Commission and approval by the Council, and recommended that they be included in the list of conditions for approval. The Planner has included conditions that the project shall submit final stormwater plans to the City Engineer for approval, and shall obtain all required State and Local permits for stormwater management.

FINDINGS FOR THE CONDITIONAL USE PERMIT REQUEST

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the B-1 Zoning District.
2. The proposed use is consistent with the Newport Comprehensive Plan, which supports the development of business and commercial uses in the areas along Highway 61.
3. The conditions for approval of the proposed use include requirements for development and operation of the site so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential impacts of



noise, glare, dust, and other nuisances; fire and safety hazards; and existing and anticipated traffic conditions and parking facilities.

4. The development of the property with Office/Warehouse use will have positive results for the City.
5. The proposed use will have no negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. In permitting a new conditional use, the City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

The Planner finds that with proposed conditions, the request meets the ordinance requirements for a Conditional Use Permit.

VARIANCE REQUEST

The applicant is requesting variances from two requirements of the Zoning Ordinance:

- A variance to allow buildings on the site to cover 32.5% of the site, above the 30% requirement in the Ordinance.
- A variance to permit the front parking lot for Building 1 to be setback from Hastings Avenue 15 feet rather than the 20 feet required by the Zoning Ordinance.

The applicant's rationale for the variance from the building coverage requirement notes that the stormwater pond area that will serve the property is not included within the parcel. The City will permit the applicant to utilize the adjacent pond rather than construct a new pond. Stormwater areas would typically be included within the site, and if the adjacent stormwater area serving the site were included in the calculation, the lot coverage by buildings would be 30% or less, and meet the requirement.

The applicant's rationale for the variance from the parking lot setback is based on the following:

- The need to meet the City's parking lot dimensional requirements, and
- Grades on the site that restrict the building and parking area location. The buildings cannot be moved further to the east without creating excessively-steep slopes between the parking areas and existing stormwater pond.

ORDINANCE REQUIREMENTS FOR EVALUATING A VARIANCE REQUEST

Section 1310.11 of the Zoning Ordinance states that the City may approve variances if they meet the following criteria:

- Granting the variance is consistent with the Comprehensive Plan, and in harmony with the general purposes and intent of the zoning ordinance.
- Strict enforcement of the zoning ordinance would result in "practical difficulties," which are defined as follows:
 - The property owner is proposing to use the property in a reasonable manner that is not permitted by the Zoning Ordinance.
 - The plight of the landowner is due to circumstances unique to the property and not created by the landowner.
 - Granting the variance will not alter the essential character of the locality.
 - Economic conditions alone shall not constitute the practical difficulties.



- Granting the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger public safety, or substantially diminish or impair property values within the neighborhood.
- The requested variance is the minimum action required to eliminate the practical difficulty.
- Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

Findings

The following are the Planner's findings based on the request and the conditions for approving a variance:

- *Variances shall only be permitted when they are consistent with the Comprehensive Plan and in harmony with the general purposes and intent of the official control.*

The proposed use is consistent with the Comprehensive Plan goals for the Business Districts in Newport, and with the general intent of the Zoning Ordinance to permit Office/Warehouse uses in the B-1 District, manage stormwater to meet state and local requirements, to require that uses meet the City's parking lot dimensional requirements, and that owners manage the environmental impacts of proposed development, such as impacts to slopes. The requested variance is therefore consistent with the goals of the Comprehensive Plan and in harmony with the general purposes of the Zoning Ordinance.

- *The proposed use is reasonable.*

Office/Warehouse is a permitted uses with a CUP in the B-1 Zoning District. Therefore, the proposed use is a reasonable use.

- *The request is due to circumstances that are unique to the property, and were not created by the landowner.*

The practical difficulty related to the building coverage result from a unique condition to this property that the stormwater management will occur outside the parcel, and the pond and adjacent vegetated areas are not included in lot coverage calculations as they would be on most sites. The existing site is also unique in that the current coverage by impervious surfaces is nearly 100% of the parcel, so the increased coverage proposed will not create additional stormwater impacts.

The practical difficulty related to the parking lot setback is created by the existing slopes on the parcel and between the parcel and adjacent stormwater pond that make it impractical to move the buildings and parking areas further to the east in order to meet the require setback. The circumstances that create the practical difficulties are unique to the parcel, and owner/applicant did not create the practical difficulties.

- *The variance, if granted, will not alter the essential character of the area.*



The existing impervious coverage on the site is nearly 100%. The minor increase in building coverage over the 30% permitted in the Zoning Ordinance will not alter the essential character of the area. The proposed parking area is adjacent to Hastings Avenue, and the reduction in setback will not change the character of the frontage along Hastings Avenue. Granting the variance will not alter the essential commercial and impervious character of the area.

- *Economic considerations alone do not constitute practical difficulties.*

The variance request is based on difficulties and unique circumstances created by the location of the existing stormwater pond, and slopes on the site and adjacent parcel. The practical difficulties are not due to economic considerations alone.

- *The proposed variance will not impair an adequate supply of light and air to adjacent properties, substantially increase the congestion of public streets, increase the danger of fire or endanger public safety, or substantially diminish or impair property values within the neighborhood.*

Granting the variance will not impair the supply of light or air to adjacent properties, increase street congestion, increase the danger of fire or endanger public safety, or impair property values within the neighborhood.

- *The requested variance should be the minimum action required to eliminate the practical difficulty.*

Granting the variance will permit a minor increase in building coverage on the site. If the area of stormwater pond serving the site is considered in the parcel coverage, as it is on most development projects, the site would meet the coverage requirement. The variance from the parking lot setback requirement is the minimum needed for the proposed use to meet the City's parking lot dimensional standards for parking spaces and drive aisles, while maintaining existing slopes adjacent to the stormwater pond. The variance is the minimum action required to eliminate the practical difficulty.

- *Practical difficulties include, but are not limited to inadequate access to direct sunlight for solar energy systems.*

Granting the variance request will not affect access to direct sunlight for solar energy systems.

The findings support granting the variance.

PLANNING COMMISSION PUBLIC HEARING AND RECOMMENDATIONS

The Planning Commission held a public hearing on the Scannell CUP and variance request at their regular meeting on February 11. Council Member Sumner spoke in support of the request, and in granting flexibility the applicant requested related to traffic patterns. Dan Madrigal of Scannell also spoke about their developments in Minnesota, and noted that he appreciated the responsiveness of staff and the Commission, and the speed with which the application had moved forward.



The Planning Commission discussed the Engineer's revised recommendations related to traffic, the Traffic Impact Study, and stormwater management. The Commission recommended approval of the CUP and variances with the revised conditions.

ACTION REQUESTED FOR THE CUP and VARIANCE REQUEST:

The City Council can take the following actions for the requests:

1. Approval
2. Approval with conditions
3. Denial with findings
4. Table the request

PLANNING COMMISSION RECOMMENDATIONS:

The Planning Commission recommends that the City Council approve the Scannell Newport Office/Warehouse Development request for a Conditional Use Permit and variance from the building coverage standard and the front setback to permit building coverage up to 32.5 percent and a minimum setback of 15 feet at the site at 910 Hastings Avenue, with the following conditions:

1. The Applicant shall submit Final Plans that are substantially in conformance with the plans that were submitted to the City on January 14, 2016. The Plans shall include building plans, elevations, and detailed information on exterior building design and materials that are consistent with the City's performance standards, and the additional information requested by the City Engineer. The Building Plans shall be approved prior to approval of a building permit.
2. The City requests that the applicant direct traffic to and from the site to utilize the 70th Street South exit of Highway 61/10 and Hastings Avenue (County Road 38) to access the site from the south rather than the north.
3. Maximum truck loads serving the site may not exceed ten (10) tons in weight year-round.
4. The applicant shall prepare a Traffic Impact Study and submit the study to the City and County once businesses/tenants have been secured. Washington County may impose traffic conditions on the use based on the results of the Traffic Impact Study.
5. The Developer shall continue to work with the county on any modifications to the site plan to address the sight distance issues at the southern access to the site.
6. The applicant shall obtain a County Access permit and Right-of-Way permit for the new access points on Hastings Avenue for any grading and connections to any utilities in the roadway. Any change to the site plan shall be reviewed by the county.
7. The developer shall provide adequate ponding on-site to ensure that post-development runoff rates do not exceed pre-development rates. A copy of the drainage report or a



statement by the developer's engineer to that effect shall be provided to the county prior to the county Access Permit and Right-of-way permit issuance.

8. The use at the site shall be permitted to operate on a twenty-four (24)-hours per day, seven (7) days per week schedule.
9. Any equipment, materials, or vehicles stored outside must be completely screened from the eye-level view from adjacent residential properties and public streets, and shall be located at the rear of the primary buildings.
10. All trash and recycling equipment shall be stored within a closed structure. The materials used to construct the trash enclosure shall be the same materials used on the exterior of the principal structure.
11. Vehicles parked for more than forty-eight (48) hours must be screened from the eye-level view of public streets and adjacent residential areas.
12. Lighting shall conform to the ordinance requirements. The applicant shall submit a lighting plan to the City for approval prior to approval of a building permit.
13. Any utility equipment installed at the site must meet the ordinance requirements.
14. The applicant shall apply to the City for a permit for sign(s) proposed as the site. All signs shall meet the ordinance requirements.
15. The applicant shall install an isolation valve on the forcemain immediately prior to the connection to the City's sanitary sewer manhole.
16. The applicant shall provide a connection detail for the forcemain and the existing manhole for City approval with the final construction plans.
17. The applicant shall obtain a Right-of-way permit from Washington County for the portion of forcemain constructed in the Hastings Avenue (County 38) right-of-way.
18. The applicant shall prepare and submit for city approval a maintenance agreement for the operation of the lift station and ancillary infrastructure.
19. Design and construction of the above-ground water storage facility to provide fire suppression supply for the structures shall be in accordance with the Minnesota Department of Health regulations and Minnesota Plumbing code. The City shall retain ownership of the water distribution system, including all hydrants, valves and piping. All facilities shall be constructed within an easement to the benefit of the City.
20. The applicant shall submit final plans and modeling for stormwater management facilities to the City Engineer for review and approval. Modifications to the existing regional pond and drainage basin are subject to review and approval from MnDOT's Water Resources staff.
21. The applicant shall obtain all required State, Watershed, and City permits for stormwater management.
22. All stormwater treatment facilities shall be constructed within a drainage and utility easement granted to the City, and include minimum 10-foot side lot and 20-foot rear lot easements.
23. Applicable stormwater Best Management Practices shall be in-place prior to beginning any construction-related activities. The applicant shall submit plans identifying any



changes or impacts to slopes directing water toward the existing stormwater management facilities for review and approval by the City Engineer.

24. The applicant shall pay all fees and escrow associated with this application.





PROFESSIONAL SERVICES

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Memo

To: Ms. Deb Hill, City Administrator
Ms. Sherri Buss, City Planner

From: Jon Herdegen, P.E. – City Engineer

Subject: Newport Warehouses Development – Raceway to Fun Site

Date: February 1, 2016

We have reviewed the Planning Request Application and preliminary site plans prepared by Wenck Associates for the Newport Warehouses Development located at the existing Raceway to Fun site along the east side of Hastings Avenue. The application documents are generally consistent with the applicable standards outlined in the Newport City Code and Public Works Design Manual. We offer the following comments for your review and consideration:

1. The preferred inbound and outbound traffic route servicing the proposed warehouse should utilize the 70th Street South exit off Highway 61/10 and Hastings Avenue (County Road 38).
2. In reviewing the MnDOT construction plans for Hastings Avenue in both directions leading to the proposed development, there is not a specific statement regarding a design rating for the road. However, the pavement section and typical soils found in the area would suggest a 9-ton design for low volume commercial traffic (150 heavy commercial vehicles per day). Assuming that the commercial vehicle traffic does not produce an excess of 150 commercial vehicles per day, we would conclude that the Hastings Avenue is sufficient in both design and cross-section to handle the proposed development.
3. The applicant shall be responsible for obtaining a Washington County Right-of-way permit for the construction of proposed driveway accesses on County 38 (Hastings Avenue)
4. A private lift station has been proposed by the applicant to provide sanitary sewer service to the property. This is not the preferred method of providing sanitary sewer service to a commercial development. However, given the proximity and elevation of the City's existing sewer infrastructure and MnDOT's storm sewer infrastructure

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Page 1 of 2

MEMO

February 1, 2016

bisecting the site, the utilization of a private lift station appears to be an acceptable solution provided that the following conditions are met:

- a. The applicant shall install an isolation valve on the forcemain immediately prior to connection to the City's sanitary sewer manhole.
 - b. The applicant shall provide a connection detail for the forcemain and the existing manhole for City approval with the final construction plans.
 - c. The applicant shall obtain a Right of Way permit from Washington County for the portion of force main constructed in the County 38 (Hastings Avenue)ROW.
 - d. The applicant shall prepare and submit for City approval a maintenance agreement for the operation of the station and ancillary infrastructure.
5. The applicant has proposed the use of an above-ground water storage facility to provide fire suppression supply for the proposed structures. Design and construction of the facility shall be in accordance with the MN Department of Health and MN Plumbing Code. The City shall retain ownership of the water distribution system including all hydrants, valve and piping. All facilities shall be constructed within an easement to the benefit of the City.
 6. The Stormwater System and Modeling Summary submitted for review by the applicant appears to increase the peak discharges by a marginal amount during the net 2-year rain events on the entire site while reducing the net peak runoff rates for large events (10- & 100-year). However, the peak runoff rates directed toward the existing regional treatment pond increase under each rain event modeled. Modifications to the regional pond and drain basin are subject to review and approval from MnDOT Water Resources. A copy of the applicant's report has been submitted to MnDOT and we are awaiting formal comment.
 7. The Stormwater System and Modeling Summary also appears to meet the South Washington Watershed District's rules for volume reduction and total nutrient loading. The summary has been submitted to the District for their review and concurrence.
 8. All stormwater treatment facilities shall be constructed within a drainage and utility easement granted to the City and include a minimum 10-foot side lot and 20-foot rear lot easements.
 9. Applicable storm water BMP's shall be in-place prior to beginning any construction related activities. Particular emphasis shall be made to slopes directed toward existing stormwater management facilities.

If you have any questions or concerns with the comments above, please contact me directly to discuss. Thank you.



Public Works Department

Donald J. Theisen, P.E.
Director

Wayne H. Sandberg, P.E.
Deputy Director/County Engineer

February 4, 2016

Sherry Buss
Planner
City of Newport
596 Seventh Ave.
Newport, MN 55055-9798

SCANNELL PROPERTIES WAREHOUSE/OFFICE PROPOSAL, 910 HASTINGS AVENUE, NEWPORT

Dear Ms. Buss:

We have reviewed the site plan dated January 2016 and the application materials you provided for the Scannell development proposal in the City of Newport. The project includes construction of two office/warehouse structures with access along CSAH 38 (Hastings Avenue).

The applicant has indicated that there could be 40 to 150 employees, and depending on end user, vehicle trips could range from 400 per day to 1200 per day. They further state that trips generated by office/warehouse developments typically range from 2 to 10 percent of the total trip generation. Truck traffic is expected to enter and exit from each of the three access points. Since this was a broad traffic analysis, a more detailed traffic impact study (TIS) should be prepared once businesses/tenants have been secured and truck routes identified. The following condition of approval should be considered:

- A Traffic Impact Study should be prepared and submitted to the City and County once businesses/tenants have been secured.

In review of the access points on CSAH 38, there is concern regarding the sight distance at the southern access. County staff reviewed the location in the field and have notified the developer. Another condition of approval should be considered to address this issue:

- The Developer shall continue to work with the county on the any modifications to the site plan to address the site distance issues at the southern access to the site.

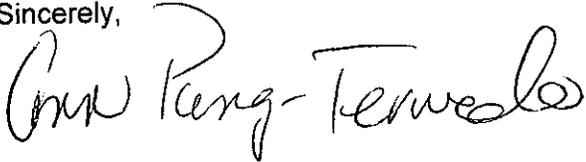
It appears that the access on Hastings Avenue is located at a point where there is currently a center left turn lane. The new access points on Hastings Avenue will require a County Access permit and a Right-of-Way permit for any grading and connections to any utilities in the roadway. Any change to the site plan must be reviewed by the county.

Scannell Development
February 4, 2016
Page 2

The developer should provide adequate ponding on-site to ensure that post-development runoff rates do not exceed pre-development rates. A copy of the drainage report or a statement by the developer's engineer to that effect would also be required prior to permit issuance.

Please contact me at 651-430-4362, or by e-mail at ann.pung-terwedo@co.washington.mn.us if you have any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "Ann Pung-Terwedo". The signature is written in a cursive style with a large initial "A" and "P".

Ann Pung-Terwedo
Senior Planner

C: Carol Hanson, Office Specialist

R:\Plat Reviews\Newport

City of NEWPORT Planning Request Application

Newport City Hall ♦ 596 7th Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883

Application Date: January 14, 2016 Public Hearing Date _____

Applicant Information

Name: Scannell Development Company Telephone: 763-331-8853
Mailing Address: 800 E. 96th Street, Suite 175 Telephone: _____
City/State/Zip: Indianapolis, IN 46420

Property Owner Information

Name: Richard and Elaine Oftedahl/Raceway Productions, Inc. Telephone: 651-769-8751
Mailing Address: 1144 5th Ave Telephone: _____
City/State/Zip: Newport, MN 55055

Project Information

Location of Property: 910 Hastings Avenue
Legal Description of Property (Must match description on the Deed) and P.I.D. #: _____
PID's: 3602822340034; 3602822340035; 3602822340036
See attached for legal descriptions

- Zoning District: B-1 Flood Plain: AE **0.2% Annual Chance Flood Hazard**
- | | |
|--|---|
| <input type="checkbox"/> Comprehensive Plan Amendment | \$500 or Actual Cost plus \$50 for Additional Staff Hours (10 Hr Min) |
| <input type="checkbox"/> Rezoning | \$500 plus Escrow |
| <input type="checkbox"/> Zoning Amendment | \$500 |
| <input checked="" type="checkbox"/> Variance | \$300 plus Escrow |
| <input checked="" type="checkbox"/> Conditional Use Permit | |
| <input type="checkbox"/> Residential | \$300 plus Escrow |
| <input checked="" type="checkbox"/> Commercial | \$450 plus Escrow |
| <input type="checkbox"/> Subdivision Approval | |
| <input type="checkbox"/> Minor Subdivision | \$300 plus Escrow and Parkland Dedication Fee |
| <input type="checkbox"/> Major Subdivision | \$500 plus Escrow, \$50 per Lot, \$200 for Final Plat, and 10% of land value or fee for Parkland Dedication Fee |
- Other: _____
 Applicable Zoning Code Chapter: _____
 Review by Engineer Cost: _____
 Total Cost: _____

Escrow Fees

The City of Newport requires that any developer or every person, company, or corporation that is seeking a planning request must first submit detailed plans to the City. The person submitting the planning request must also submit prepayment to the City to cover any expenses that the City incurs by investing extensive amounts of time reviewing these plans. All unused escrow fees will be returned to the applicant upon completion of the request. Additionally, if actual costs are above the paid escrow, the applicant will be required to pay the additional amount. The fees are as follows:

Planning Request	Escrow Fee
Rezoning	\$500
Street/Alley Vacation	\$1,000
Residential Variance	\$500
Commercial Variance	\$1,000
Residential Conditional Use/Interim Use Permit	\$750
Commercial Conditional Use/Interim Use Permit	\$1,000
Preliminary Plat Under 10 Acres	\$3,500
Preliminary Plat Over 10 Acres	\$6,500
Residential Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat, and Planned Unit Development:	
8 Units or Less	\$2,000
9 to 40 Units	\$3,200
41 Units or More	\$4,500
Commercial Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat, and Planned Unit Development:	
0 to 5,000 Square Foot Building	\$2,000
5,001 to 10,000 Square Foot Building	\$3,000
10,001 to 50,000 Square Foot Building	\$3,750
50,000 Plus Square Foot Building	\$4,500

Typical escrow costs include reviewing the application to ensure that State Statutes and the City Codes are followed, preparing the staff report, findings, and recommended conditions for both the Planning Commission and City Council, and communicating with the applicant as needed to complete the staff report. The average fee is \$100 per hour for the Planner and \$70 per hour for the Engineer.

Present Use of Property: _____

Commercial Go-Kart Facility is located on the north most parcel and
the south and east most parcels are vacant land.

State Reason for Planning Request: _____

Pursuant to Section 1350 of the zoning ordinance, Warehousing is an allowed
use with a Conditional Use Permit (CUP) within the B-1 zoning district.

The applicant is requesting a CUP be granted for office/warehousing use on this property.

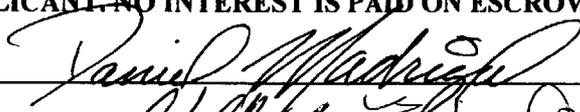
The applicant is also requesting a variance for lot coverage by building structure.

B-1 zoning allows for 30% building coverage and the applicant is requesting 32.5%.

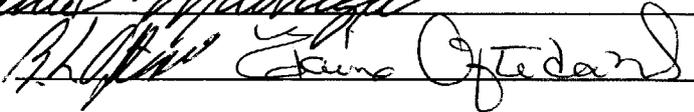
ALL MATERIALS/DOCUMENTATION, INCLUDING A SITE-PLAN, MUST BE SUBMITTED WITH APPLICATION THAT IS APPLICABLE TO PLANNING REQUEST.

I HEREBY APPLY FOR CONSIDERATION OF THE ABOVE DESCRIBED REQUEST AND DECLARE THAT THE INFORMATION AND MATERIALS SUBMITTED WITH THE APPLICATION ARE COMPLETE AND ACCURATE. I UNDERSTAND THAT APPLICANTS ARE REQUIRED TO REIMBURSE THE CITY FOR ALL OUT-OF-POCKET COSTS INCURRED FOR PROCESSING, REVIEWING, AND HEARING THE APPLICATION. THESE COSTS SHALL INCLUDE, BUT ARE NOT LIMITED TO: PUBLICATION AND MAILING OF NOTICES, REVIEW BY THE CITY'S ENGINEERING, PLANNING AND OTHER CONSULTANTS; LEGALS COSTS, AND RECORDING FEES. AN ESCROW DEPOSIT TO COVER THESE COSTS WILL BE COLLECTED BY THE CITY AT THE TIME OF APPLICATION. ANY BALANCE REMAINING AFTER REVIEW IS COMPLETE WILL BE REFUNDED TO THE APPLICANT. NO INTEREST IS PAID ON ESCROW DEPOSITS

SIGNATURE OF APPLICANT: _____



SIGNATURE OF OWNER (IF APPLICABLE): _____



For Office Use

Fee: _____ Date Paid: _____ Receipt #: _____

Publication of Notice Date: _____

Public Hearing Date: _____

P.C. Resolution #: _____

Council Action Date: _____

Council Resolution #: _____

LEGAL DESCRIPTION:

Parcel A:

That part of the Southwest Quarter of Section 36, Township 28 North, Range 22 West, Washington County, Minnesota, described as follows: Beginning at the southwest corner of Lot 10, Block 17, Newport Park Addition, according to the recorded plat thereof, Washington County, Minnesota; thence on an assumed bearing of South 89 degrees 22 minutes 01 seconds West along the westerly extension of the south line of said Lot 10 a distance of 20.65 feet to the easterly right of way line of U.S. Highway No. 10 and 61; thence South 05 degrees 52 minutes 25 seconds East along said right of way line a distance of 164.32 feet; thence continuing southeasterly along said right of way line on a tangential curve concave to the east having a radius of 2696.93 feet and a central angle of 04 degrees 47 minutes 00 seconds an arc distance of 225.15 feet; thence continuing along said right of way line on a tangent to said curve, South 10 degrees 39 minutes 25 seconds East a distance of 233.18 feet; thence North 80 degrees 00 minutes 00 seconds East a distance of 380.00 feet; thence North 08 degrees 53 minutes 08 seconds West a distance of 560.30 feet to the south line of said Newport Park Addition; thence South 89 degrees 22 minutes 01 seconds West a distance of 359.35 feet to the point of beginning.

EXCEPT that part thereof shown as Parcel 15 on Minnesota Department of Transportation Right of Way Plat No. 82-92.

Parcel B:

That part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 28, Range 22, Washington County, Minnesota, described as follows: Commencing at the northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence on an assumed bearing of South 89 degrees 37 minutes 28 seconds West a distance of 954.70 feet to the east right-of-way line of U.S. Highway No. 10 and No. 61; thence South 05 degrees 52 minutes 25 seconds East along said east right-of-way line a distance of 164.96 feet; thence continuing southeasterly along said right-of-way line along a tangential curve, concave to the East, having a radius of 2696.93 feet and a central angle of 4 degrees 47 minutes 00 seconds for an arc distance of 225.15 feet; thence South 10 degrees 39 minutes 25 seconds East along said east right-of-way line a distance of 233.18 feet to the point of beginning of the tract to be described; thence North 80 degrees 00 minutes 00 seconds East a distance of 380.00 feet; thence North 08 degrees 53 minutes 08 seconds West a distance of 559.21 feet to the north line of the Southeast Quarter of the Southwest Quarter of said Section 36; thence North 89 degrees 37 minutes 28 seconds East along said north line a distance of 100.65 feet to a point on said north line which lies 473.83 feet west of the northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence South 11 degrees 17 minutes 43 seconds East a distance of 1341.95 feet to a point on the south line of the Southeast Quarter of the Southwest Quarter of said Section 36 which lies 216.89 feet west of the southeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence South 89 degrees 36 minutes 28 seconds West along said south line a distance of 475.06 feet to the east right-of-way line of U.S. Highway No. 61 and No. 10; thence northwesterly along the east right-of-way line of U.S. Highway No. 61 and No. 10 to the point of beginning and there terminating.

EXCEPT that part lying north of the south line of Newport Park Addition, according to the recorded plat thereof, Washington County, Minnesota, as monumented, and more particularly described as commencing at the northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence on an assumed bearing of South 89 degrees 37 minutes 28 seconds West a distance of 954.70 feet to the east right-of-way line of U.S. Highway No. 10 and 61, also the point of beginning of the line to be described; thence South 6 degrees 31 minutes 28 seconds East along said easterly right-of-way a distance of 0.66 feet; thence North 89 degrees 22 minutes 31 seconds East a distance of 20.65 feet; thence North 89 degrees 34 minutes 47 seconds East a distance of 460.22 feet and there terminating.

AND ALSO EXCEPT that part thereof shown as Parcel 14 on Minnesota Department of Transportation Right of Way Plat No. 82-92.
Abstract Property

Parcel C:

That part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 28, Range 22, Washington County, Minnesota, described as follows: Beginning at a point on the north line of said Southeast Quarter of the Southwest Quarter, distant 392.63 feet west from the northeast corner thereof; thence South 89 degrees 37 minutes 28 seconds West, along said north line, a distance of 81.20 feet, to a point distant 473.83 feet west from said northeast corner; thence South 11 degrees 17 minutes 43 seconds East a distance of 1342.04 feet to a point on the south line of said Southeast Quarter of the Southwest Quarter, distant 216.89 feet west from the southeast corner of said Southeast Quarter of the Southwest Quarter; thence North 07 degrees 51 minutes 21 seconds West a distance of 1329.05 feet to the point of beginning, Washington County, Minnesota.

(All abstract Property)



Conditional Use Permit Application Checklist

Conditional Use Permits are covered under Section 1310.10 of the Zoning Code. Please note that conditional use permits expire one year after approval if the owner or occupant does not substantially complete the erection or alteration of a building or structure as approved. Please provide the following information with your application for an Conditional Use Permit.

GENERAL REQUIREMENTS:

INCLUDED IN SUBMITTAL

- | | | | | |
|--|-------------------------------------|-----|--------------------------|----|
| 1. Application Form | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Fees | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Escrow | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Complete legal description and PID number of all parcels included in the request. The legal descriptions must be copied directly from the deed and provided in a word document. | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. A full description of the request—proposed use of the site, activities proposed, hours of operation, etc. (either on the application form or in a letter) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. A map, aerial photo or plan showing the parcel in question and all property within five hundred (500) feet of the parcel boundaries | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 7. Site Plan | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
- One (1) 11"x17" hard copy and/or one (1) electronic copy. The City may require a larger size plan if needed to adequately review the request.

Plan Sheet Requirements:

- Title block
- Name, address, phone number for owner, developer, surveyor, engineer
- Date of preparation and revision dates
- North Arrow
- Graphic scale not less than 1:100

SITE PLAN REQUIREMENTS - EXISTING AND PROPOSED:

INCLUDED IN SUBMITTAL

- | | | | | |
|--|-------------------------------------|-----|--------------------------|----|
| 1. Property lines and dimensions | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Area in acres and square feet | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Existing and proposed building and parking locations and dimensions | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Existing and proposed setbacks | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. Buildable area and the existing and proposed area of the parcel(s) covered by impervious surfaces | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. Existing and proposed driveways | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 7. Stormwater analysis and proposed best management practices, if required | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |

by the City Engineer

- | | | |
|---|---|--|
| 8. Septic system and well (if applicable) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 9. Vegetation and landscaping (if applicable to the request) | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Wetland delineation (if applicable) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 11. Topographic contours at 2-foot intervals, bluff line (if applicable) | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Waterbodies, Ordinary High Water Level and 100 year flood elevation (if applicable) | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Other proposed improvements and additional information relevant to the request | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

Technical Memo



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To: City of Newport
From: Jared Ward, Wenck Associates
Copy: Daniel Madrigal, Scannell Properties
Date: January 14, 2016

Subject: 910 Hastings Avenue CUP Request, Newport, MN - Supplemental Information

This memo is provides additional information regarding the proposed development 910 Hastings Avenue in the City of Newport, MN

Conditional Use Permit

Scannell is proposing office/warehousing use at the subject property, which is currently zoned B-1, Business Park/Office/Warehouse. In accordance with Section 1350 of the Newport zoning ordinance, office/warehousing is an allowed use with approval of a Conditional Use Permit within the B-1 zoning district.

In accordance with the City's specific intent of the Business Park/Office/Warehouse District, Scannell is excited to provide a business park setting with office/warehouse use for this parcel.

Variance Request

Lot Coverage by Building Structure: Scannell is requesting a variance for lot coverage by a building structure. The current zoning allows for 30% building structure coverage of the lot and the request is to allow 32.5% building structure coverage.

Not included in the calculations of lot coverage for this property is the existing stormwater pond that abuts the east edge of the property. This stormwater pond currently, and in the future, provides for treatment of the stormwater runoff from the site. Including that portion of the stormwater treatment area needed for this development into the coverage calculations would reduce the building coverage to, or below 30%.

As previously discussed with Newport staff, this property is fronting Hasting's Avenue (Co. Rd. 38), with a MX-4 General use to the north, future B-1 use to the south and the Bluffland to the east significantly reduces impacts to residential districts. There is a residential district to the northeast of the property that is well screened by existing vegetation and proposed to be supplemented with additional screening with this development.

Parking Setback: Scannell is requesting a variance for parking setback for the front yard, located along Hastings Avenue from 20 feet to 15 feet. The north building parking lot encroaches into the front yard parking setback 1 to 5 feet. Due to the location and elevation of the existing pond at the rear of the building, adjusting the building and site further to the east is not practical. The current parking stall and isle widths are provided at the minimum allowed.

Proposed Uses and Building Materials

The proposed use for the buildings is anticipated to be warehouse distribution with an office component. Building construction will be of precast concrete ranging in height from 24 feet to 32 feet typically. Signage will be incorporated with the building exterior.

The number of employees is estimated to range from 40 to 150 between the two buildings. This type of use typically calls for 24 hours of operation.

Expected Traffic

40 to 150 employees, and depending on end user, trips could range from 400 per day to 1200 per day. Truck trips generated by office/warehouse developments typically range from 2 to 10 percent of the total trip generation. Truck traffic is expected to enter and exit from each of the three access points.

Sanitary Sewer Service

Scannell has investigated options for serving the site with sanitary sewer. Due to the elevations of existing infrastructure and the shallow bedrock within the site, the current approach is to provide a private lift station contained within the site and route sanitary sewer flows through a forcemain within Hastings Avenue ROW and discharge into an existing sanitary sewer structure at the intersection of Tibbet and Hastings Avenue.

Through final design Scannell will work with the City of Newport and Washington County to conform with City and County standards and explore any other options that may be practical.

Water Supply/Service

Scannell worked with City staff to understand available water connection points and associated flows and pressures. Due to the insufficient watermain infrastructure available adjacent to the site and the current fire protection requirements, the fire flow requirements are not able to be achieved by relying strictly on City connections. Therefore supplemental tank will be required on the site to provide adequate fire flow protection to the proposed development. This tank is proposed to be located in the SE corner of the site. The tank size will be determined during the final design of the site and the structures, but is preliminarily estimated to be approximately 100,000 gallons in size. Typical dimensions for this size of tank are 30 feet in diameter, and up to 30 feet in height. Due to shallow bedrock on the site, the tank is required to be above ground.

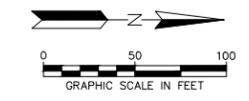
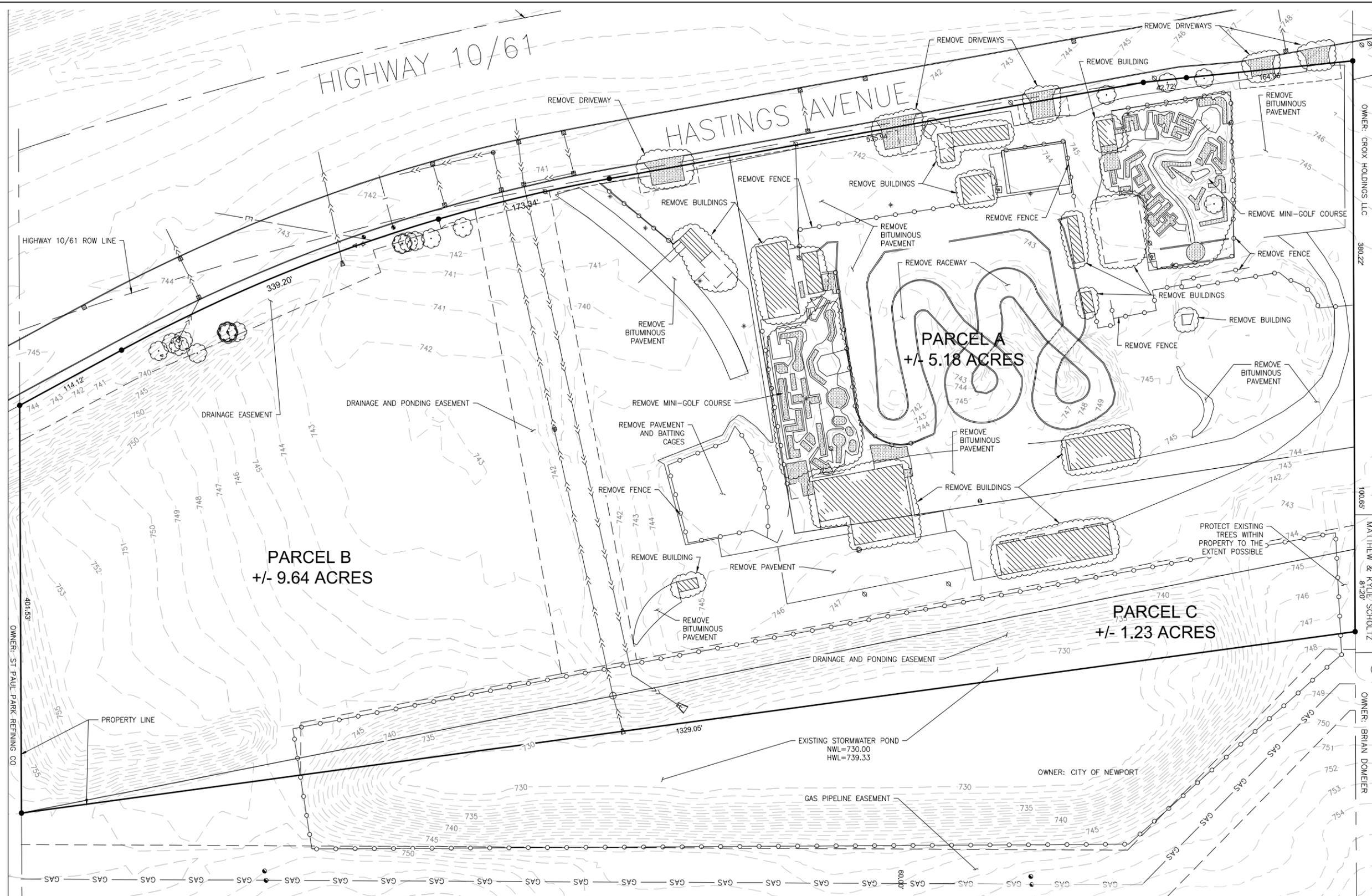
Through final design, Scannell will work with the City of Newport to conform with City standards and explore any other options that may be practical to supply adequate fire protection.

Stormwater Management

Scannell has worked with City staff and the South Washington Watershed District to understand the stormwater requirements and comply with those requirements through preliminary design of the site.

The requirements include Stormwater Peak Runoff Rate, Stormwater Runoff Volume, and Stormwater Quality. These requirements are being met through a combination of pre-treatment, filtration and ponding. Due to shallow bedrock infiltration is not an option for treatment.

Through final design, Scannell will work with the City of Newport and the South Washington Watershed District to conform with City and watershed district standards.



LEGEND

- 744 --- EXISTING MINOR CONTOUR
- 745 --- EXISTING MAJOR CONTOUR
- ==== EXISTING CURB AND GUTTER
- E — E EXISTING EDGE OF PAVEMENT
- G — G EXISTING UNDERGROUND GAS
- S — S EXISTING SANITARY SEWER
- SS — SS EXISTING STORM SEWER
- I — I EXISTING WATERMAIN
- P — P PROPERTY LINE
- S — S SECTION LINE
- R — R ROAD CENTERLINE
- E — E EASEMENT LINE
- ⊙ EXISTING SANITARY MANHOLE
- ⊕ EXISTING FIRE HYDRANT
- ⊙ EXISTING GATE VALVE
- ⊙ EXISTING CATCH BASIN
- ⊙ EXISTING STORM MANHOLE
- ◀ EXISTING FLARED END SECTION
- * EXISTING LIGHT POLE
- ⊙ EXISTING POWER POLE
- ⊙ EXISTING ELECTRIC METER
- ⊙ EXISTING TELEPHONE PEDESTAL
- ⊙ EXISTING TREE

NOTES:
 1. EXISTING TOPOGRAPHIC FEATURES SHOWN ON DRAWINGS ARE TAKEN FROM SURVEY PERFORMED BY HARRY S. JOHNSON CO., INC. AND SUPPLEMENTED WITH LIDAR DATA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE CONDITIONS OF THE SITE AND SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE DRAWINGS.

#	DESCRIPTION	XXX	XXX	XX/XX/XX
REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL
PRELIMINARY

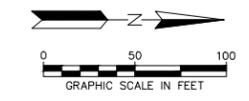
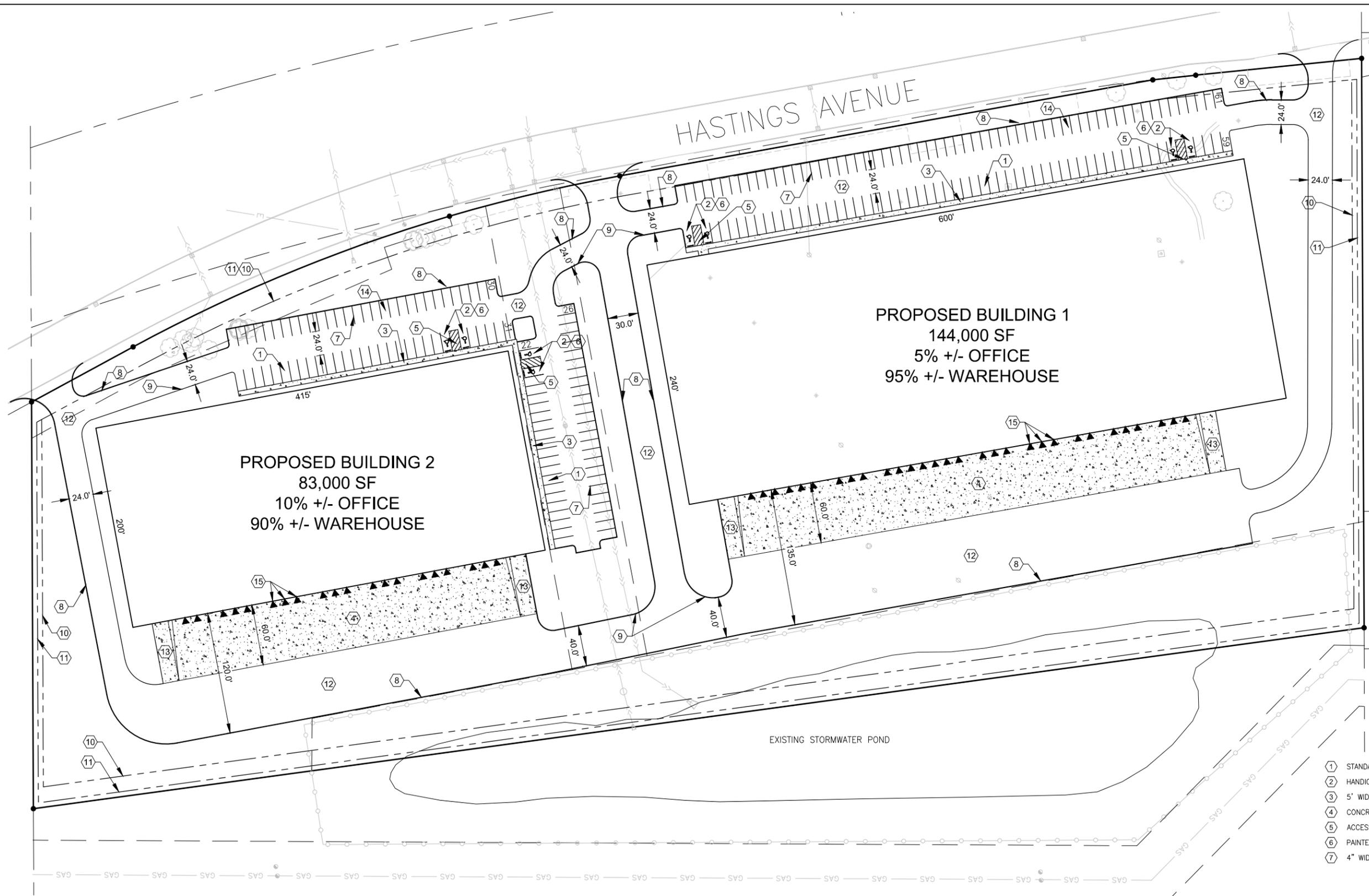
SUB CONSULTANT

PRIME CONSULTANT

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PROJECT TITLE
 NEWPORT WAREHOUSES
 SCANNELL PROPERTIES

SHEET TITLE			
EXISTING CONDITIONS			
DWN BY	CHK'D	APP'D	DWG DATE
RAG			JAN 2016
PROJECT NO.		SCALE	
5024-0007		AS SHOWN	
SHEET NO.		REV NO.	
C-101			



LEGEND

- EXISTING CURB AND GUTTER
- EXISTING EDGE OF PAVEMENT
- PROPERTY LINE
- ROAD CENTERLINE
- - - SETBACK LINE
- - - EASEMENT LINE
- PROPOSED CURB AND GUTTER
- ▨ PROPOSED CONCRETE SIDEWALK
- ▨ PROPOSED BITUMINOUS PAVEMENT

SITE DATA

ZONING	B-1	
LOT SIZE	PARCEL A	5.18 ACRES
	PARCEL B	9.64 ACRES
	PARCEL C	1.23 ACRES
	TOTAL	16.05 ACRES
SETBACKS	FRONT	BUILDING: 20 FT
		PAVEMENT: 20 FT
	SIDE	BUILDING: 10 FT
		PAVEMENT: 5 FT
	REAR	BUILDING: 20 FT
		PAVEMENT: 5 FT
LOT COVERAGE	BUILDING 1	144,000 SF (20.6%)
	BUILDING 2	83,000 SF (11.9%)
	TOTAL IMPERVIOUS	467,730 SF (66.9%)
	TOTAL PERVIOUS	231,408 SF (33.1%)

PARKING SUMMARY

PARKING REQUIRED	BUILDING 1	OFFICE - 5% (7,200 SF)	1 STALL PER 250 SF OF GFA	29 STALLS
		WAREHOUSE - 95% (136,800 SF)	1 STALL FOR EACH 2 EMPLOYEES ON LARGEST SHIFT, OR 1 STALL PER 2,000 SF OF GFA (WHICHEVER IS GREATER)	69 STALLS
		TOTAL		98 STALLS
PARKING PROVIDED	BUILDING 2	OFFICE - 10% (8,300 SF)	1 STALL PER 250 SF OF GFA	34 STALLS
		WAREHOUSE - 90% (74,700 SF)	1 STALL FOR EACH 2 EMPLOYEES ON LARGEST SHIFT, OR 1 STALL PER 2,000 SF OF GFA (WHICHEVER IS GREATER)	38 STALLS
		TOTAL		72 STALLS
	BUILDING 1			120 STALLS
	BUILDING 2			109 STALLS

SITE KEY

- ① STANDARD PARKING STALL (9'x20')
- ② HANDICAP PARKING STALL (9'x20')
- ③ 5' WIDE CONCRETE SIDEWALK
- ④ CONCRETE DOCK APRON
- ⑤ ACCESS AISLE AND ADA RAMP
- ⑥ PAINTED HANDICAP SYMBOL
- ⑦ 4" WIDE WHITE PAINT STRIPE
- ⑧ STANDARD B612 CURB AND GUTTER
- ⑨ OUTFLOW B612 CURB AND GUTTER
- ⑩ BUILDING SETBACK
- ⑪ PARKING LOT SETBACK
- ⑫ BITUMINOUS PAVEMENT
- ⑬ VEHICLE RAMP
- ⑭ PARKING STALL (9'x18')
- ⑮ LOADING DOCK

NOTES:
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REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL

PRELIMINARY

SUB CONSULTANT

PRIME CONSULTANT

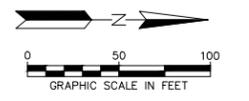
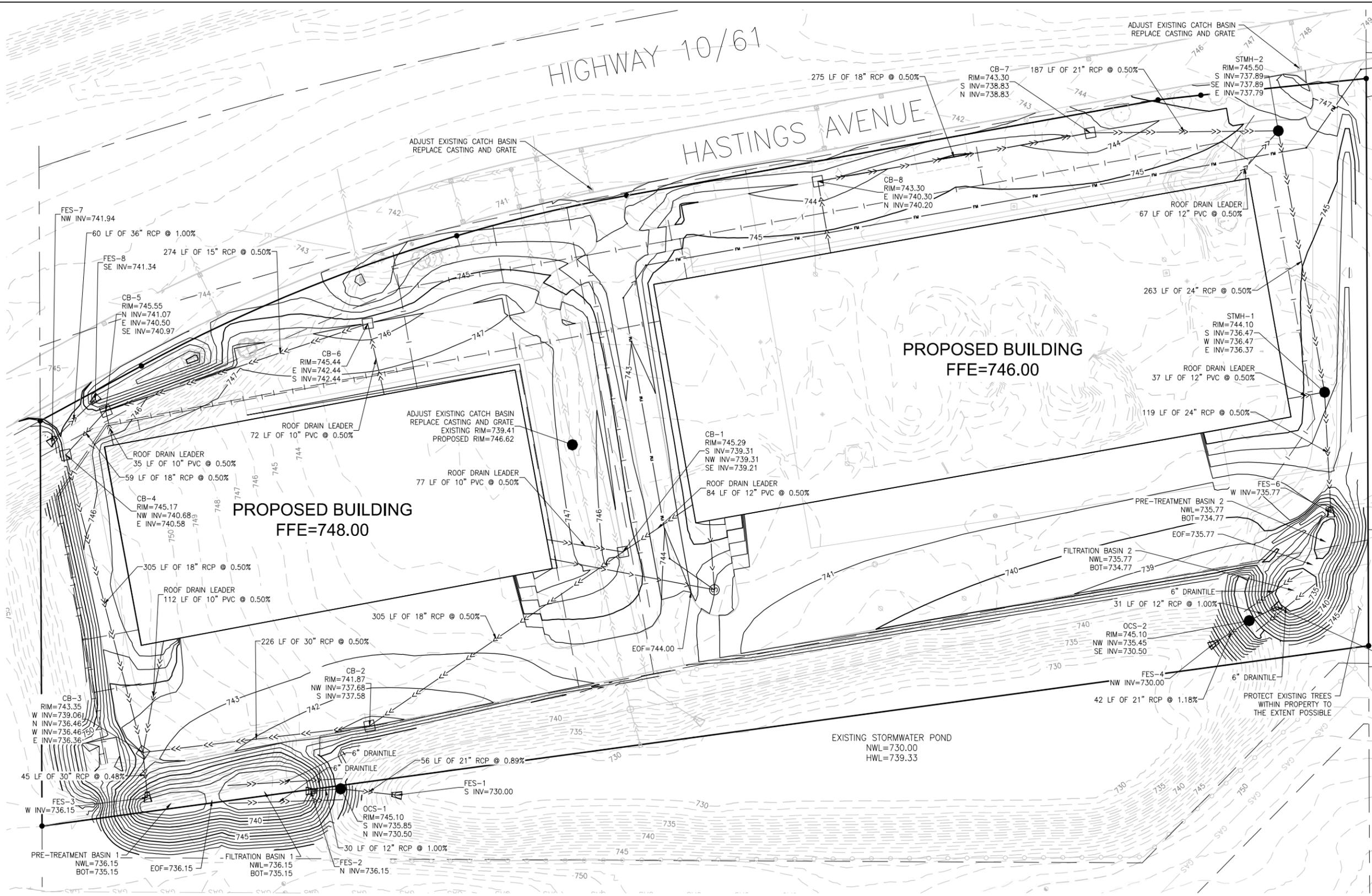
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PROJECT TITLE
NEWPORT WAREHOUSES

SCANNELL PROPERTIES

SHEET TITLE
SITE PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JAN 2016
RAG			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
5024-0007	C-102			



LEGEND

---	EXISTING MINOR CONTOUR
- - -	EXISTING MAJOR CONTOUR
---	EXISTING STORM SEWER
---	PROPERTY LINE
---	EASEMENT LINE
---	PROPOSED MINOR CONTOUR
---	PROPOSED MAJOR CONTOUR
---	PROPOSED SANITARY SEWER
---	PROPOSED STORM SEWER
---	PROPOSED WATERMAIN
⊠	EXISTING CATCH BASIN
⊠	EXISTING STORM MANHOLE
⊠	EXISTING FLARED END SECTION
⊠	PROPOSED SANITARY MANHOLE
⊠	PROPOSED FIRE HYDRANT
⊠	PROPOSED GATE VALVE
⊠	PROPOSED CATCH BASIN
⊠	PROPOSED STORM MANHOLE
⊠	PROPOSED FLARED END SECTION

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REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL

PRELIMINARY

SUB CONSULTANT

PRIME CONSULTANT

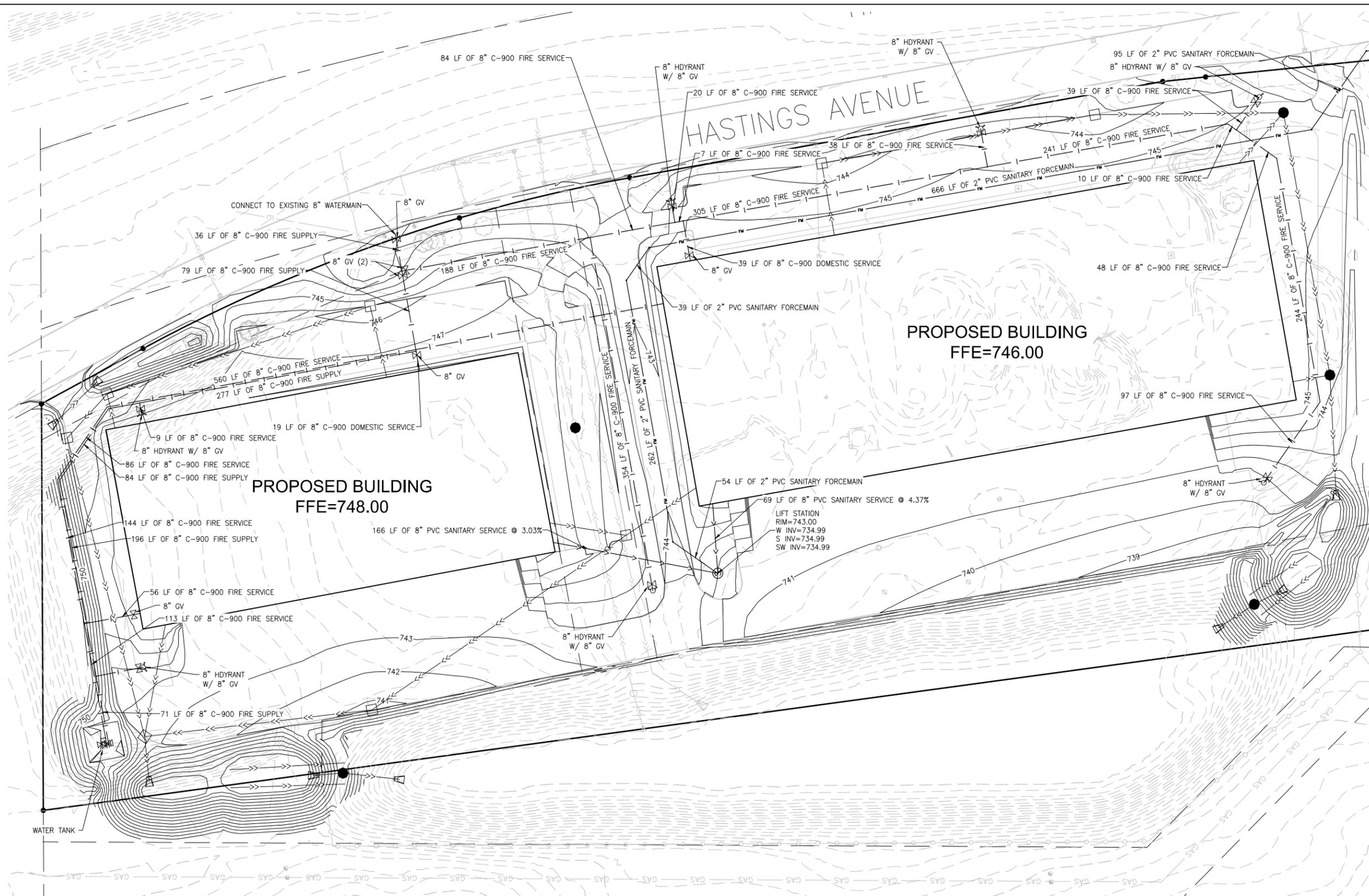
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PROJECT TITLE
 NEWPORT WAREHOUSES

SCANNELL PROPERTIES

SHEET TITLE
 GRADING PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JAN 2016
RAG			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
5024-0007	C-103			



LEGEND

- PROPERTY LINE
- - - EASEMENT LINE
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- ⊙ PROPOSED SANITARY MANHOLE
- ⊗ PROPOSED FIRE HYDRANT
- PROPOSED GATE VALVE
- PROPOSED CATCH BASIN
- PROPOSED STORM MANHOLE
- ▽ PROPOSED FLARED END SECTION

NOTES:

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SEAL

PRELIMINARY

SUB CONSULTANT

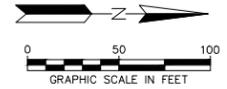
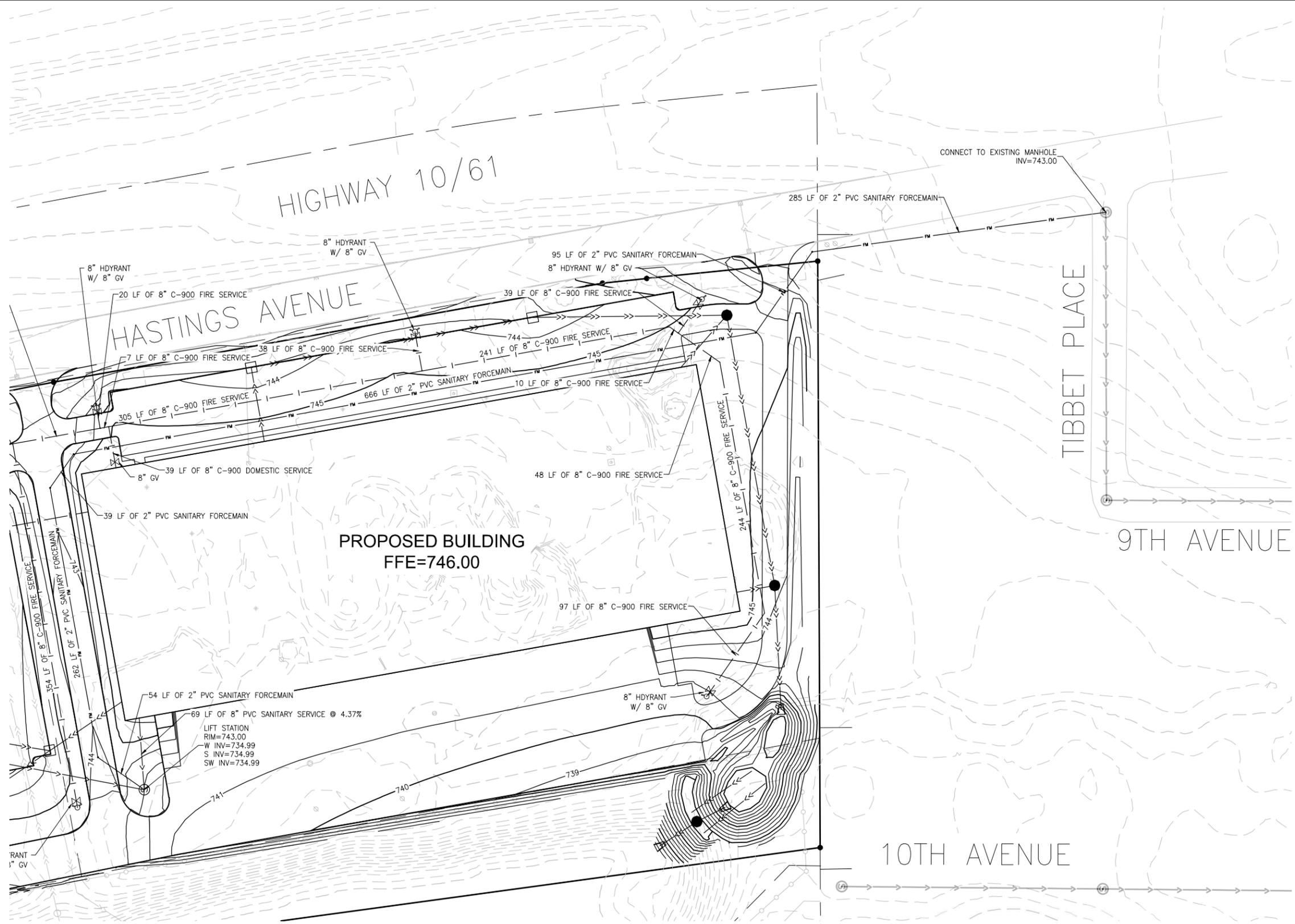
PRIME CONSULTANT

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PROJECT TITLE
NEWPORT WAREHOUSES

SCANNELL PROPERTIES

SHEET TITLE			
UTILITY PLAN			
DWN BY	CHK'D	APP'D	DWG DATE
RAG			JAN 2016
PROJECT NO.		SCALE	
5024-0007		AS SHOWN	
SHEET NO.		REV NO.	
C-104			



LEGEND

—	PROPERTY LINE
- - -	EASEMENT LINE
→	PROPOSED SANITARY SEWER
→	PROPOSED STORM SEWER
→	PROPOSED WATERMAIN
⊙	PROPOSED SANITARY MANHOLE
⊕	PROPOSED FIRE HYDRANT
⊗	PROPOSED GATE VALVE
□	PROPOSED CATCH BASIN
●	PROPOSED STORM MANHOLE
▽	PROPOSED FLARED END SECTION

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#	DESCRIPTION	XXX	XXX	XX/XX/XX
REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL

PRELIMINARY

SUB CONSULTANT

PRIME CONSULTANT



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PROJECT TITLE
 NEWPORT WAREHOUSES

SCANNELL PROPERTIES

SHEET TITLE
 UTILITY PLAN

DWN BY RAG	CHK'D	APP'D	DWG DATE JAN 2016
PROJECT NO. 5024-0007	SHEET NO. C-105	SCALE AS SHOWN	REV NO.

PRELIMINARY PLANT SCHEDULE

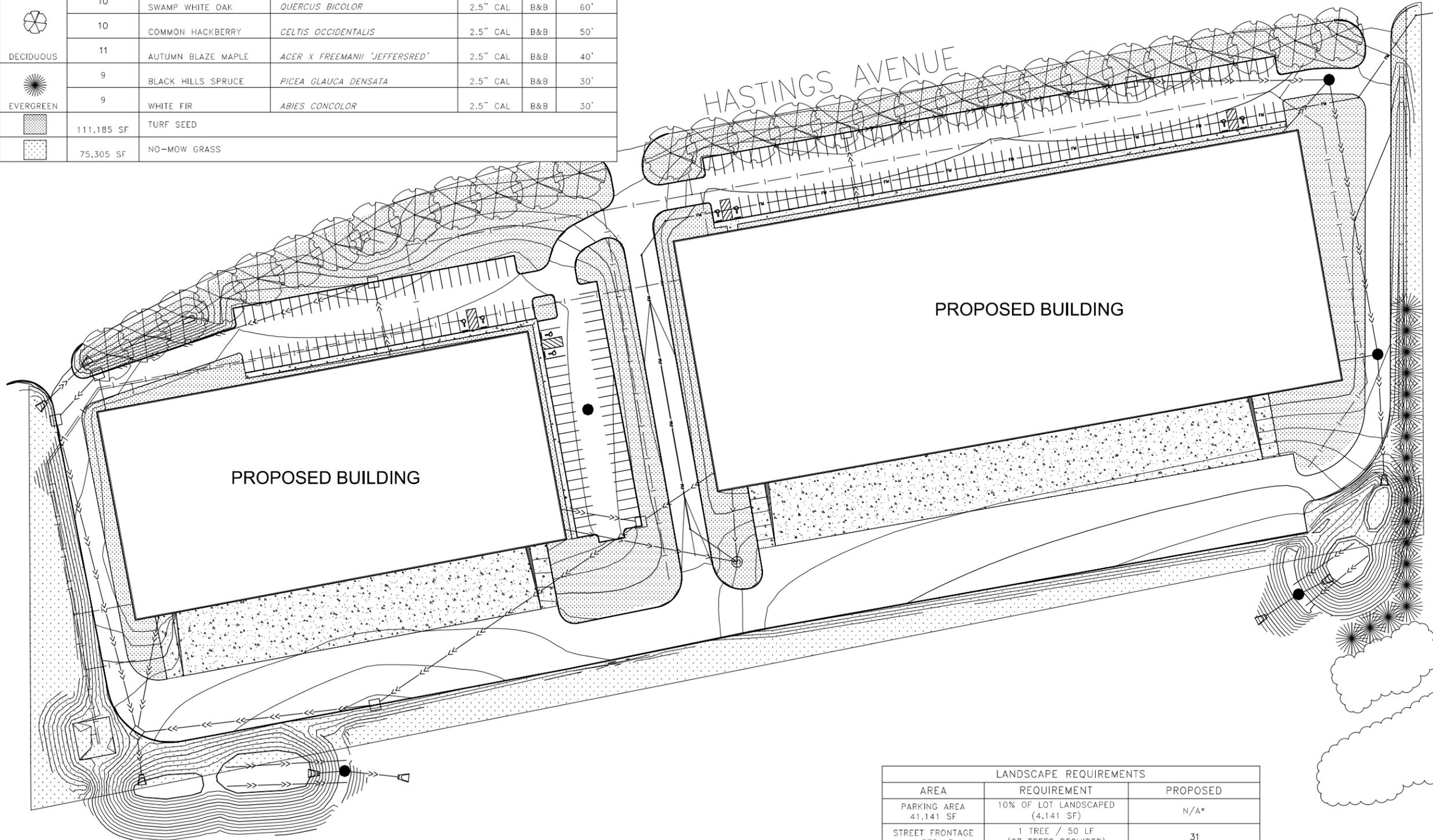
SYMBOL	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE		MATURE SPREAD
 DECIDUOUS	10	SWAMP WHITE OAK	<i>QUERCUS BICOLOR</i>	2.5" CAL	B&B	60'
	10	COMMON HACKBERRY	<i>CELTIS OCCIDENTALIS</i>	2.5" CAL	B&B	50'
	11	AUTUMN BLAZE MAPLE	<i>ACER X FREEMANII 'JEFFERSRED'</i>	2.5" CAL	B&B	40'
 EVERGREEN	9	BLACK HILLS SPRUCE	<i>PICEA GLAUCA DENSATA</i>	2.5" CAL	B&B	30'
	9	WHITE FIR	<i>ABIES CONCOLOR</i>	2.5" CAL	B&B	30'
	111,185 SF	TURF SEED				
	75,305 SF	NO-MOW GRASS				



LEGEND

	EXISTING CURB AND GUTTER
	EXISTING EDGE OF PAVEMENT
	PROPERTY LINE
	ROAD CENTERLINE
	SETBACK LINE
	EASEMENT LINE
	PROPOSED CURB AND GUTTER
	PROPOSED CONCRETE SIDEWALK
	PROPOSED BITUMINOUS PAVEMENT

- NOTES:**
1. PLACE TOPSOIL SEED AND MULCH AS NOTED ON THE GRADING PLAN.
 2. IF APPROVED SOD MAY BE USED AS AN ALTERNATIVE TO TURF SEED
 3. ALL TREES SHALL BE MULCHED WITH 4" DOUBLE SHREDDED HARDWOOD MULCH



LANDSCAPE REQUIREMENTS		
AREA	REQUIREMENT	PROPOSED
PARKING AREA 41,141 SF	10% OF LOT LANDSCAPED (4,114 SF)	N/A*
STREET FRONTAGE 1,372 LF	1 TREE / 50 LF (27 TREES REQUIRED)	31
PERIMETER SCREENING	SCREENING FOR ADJACENT RESIDENTIAL	18

#	DESCRIPTION	XXX	XXX	XX/XX/XX
REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL
PRELIMINARY

SUB CONSULTANT

PRIME CONSULTANT

 Responsive partner. Exceptional outcomes.

PROJECT TITLE
NEWPORT WAREHOUSES
SCANNELL PROPERTIES

SHEET TITLE			
LANDSCAPE PLAN			
DWN BY	CHK'D	APP'D	DWG DATE
SJB	LNJ	LNJ	JAN 2016
PROJECT NO.	SHEET NO.	SCALE	
5024-0007	L-101	AS SHOWN	
REV NO.			

RESOLUTION NO. 2016-6

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND VARIANCE REQUESTED BY SCANNELL DEVELOPMENT COMPANY, 800 E 96TH STREET, SUITE 175, INDIANAPOLIS, IN 46420, FOR PROPERTY LOCATED AT 910 HASTINGS AVENUE NEWPORT, MN 55055

WHEREAS, Scannell Development Company, 800 E 96th Street, Suite 175, Indianapolis, IN, has submitted a request for a Conditional Use Permit and Variance to allow for a new office/warehouse building and 32.5% building coverage; and

WHEREAS, the property is located at 910 Hastings Avenue, Newport, MN 55055 and is more fully legally described as follows:

PID# 36.028.22.34.0034 - That part of the Southwest Quarter of Section 36, Township 28 North, Range 22 West, Washington County, Minnesota, described as follows: Beginning at the southwest corner of Lot 10, Block 17, Newport Park Addition, according to the recorded plat thereof, Washington County, Minnesota; thence on an assumed bearing of South 89 degrees 22 minutes 01 seconds West along the westerly extension of the south line of said Lot 10 a distance of 20.65 feet to the easterly right of way line of U.S. Highway No. 10 and 61; thence South 05 degrees 52 minutes 25 seconds East along said right of way line a distance of 164.32 feet; thence continuing southeasterly along said right of way line on a tangential curve concave to the east having a radius of 2696.93 feet and a central angle of 04 degrees 47 minutes 00 seconds an arc distance of 225.15 feet; thence continuing along said right of way line on a tangent to said curve, South 10 degrees 39 minutes 25 seconds East a distance of 233.18 feet; thence North 80 degrees 00 minutes 00 seconds East a distance of 380.00 feet; thence North 08 degrees 53 minutes 08 seconds West a distance of 560.30 feet to the south line of said Newport Park Addition; thence South 89 degrees 22 minutes 01 seconds West a distance of 359.35 feet to the point of beginning.

EXCEPT that part thereof shown as Parcel 15 on Minnesota Department of Transportation Right of Way Plat No. 82-92.

PID# 36.028.22.34.0035 - That part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 28, Range 22, Washington County, Minnesota, described as follows: Commencing at the northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence on an assumed bearing of South 89 degrees 37 minutes 28 seconds West a distance of 954.70 feet to the east right-of-way line of U.S. Highway No. 10 and No. 61; thence South 05 degrees 52 minutes 25 seconds East along said east right-of-way line a distance of 164.96 feet; thence continuing southeasterly along said right-of-way line along a tangential curve, concave to the East, having a radius of 2696.93 feet and a central angle of 4 degrees 47 minutes 00 seconds for an arc distance of 225.15 feet; thence South 10 degrees 39 minutes 25 seconds East along said east right-of-way line a distance of 233.18 feet to the point of beginning of the tract to be described; thence North 80 degrees 00 minutes 00 seconds East a distance of 380.00 feet; thence North 08 degrees 53 minutes 08 seconds West a distance of 559.21 feet to the north line of the Southeast Quarter of the Southwest Quarter of said Section 36; thence North 89 degrees 37 minutes 28 seconds East along said north line a distance of 100.65 feet to a point on said north line which lies 473.83 feet west of the northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence South 11 degrees 17 minutes 43 seconds East a distance of 1341.95 feet to a point on the south line of the Southeast Quarter of the Southwest Quarter of said Section 36 which lies 216.89 feet west of the southeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence South 89 degrees 36 minutes 28 seconds West along said south line a distance of 475.06 feet to the east right-of-way line of U.S. Highway No. 61 and No. 10; thence northwesterly along the east right-of-way line of U.S. Highway No. 61 and No. 10 to the point of beginning and there terminating.

EXCEPT that part lying north of the south line of Newport Park Addition, according to the recorded plat thereof, Washington County, Minnesota, as monumented, and more particularly described as commencing at the

northeast corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence on an assumed bearing of South 89 degrees 37 minutes 28 seconds West a distance of 954.70 feet to the east right-of-way line of U.S. Highway No. 10 and 61, also the point of beginning of the line to be described; thence South 6 degrees 31 minutes 28 seconds East along said easterly right-of-way a distance of 0.66 feet; thence North 89 degrees 22 minutes 31 seconds East a distance of 20.65 feet; thence North 89 degrees 34 minutes 47 seconds East a distance of 460.22 feet and there terminating.

AND ALSO EXCEPT that part thereof shown as Parcel 14 on Minnesota Department of Transportation Right of Way Plat No. 82-92.

Abstract Property

PID# 36.028.22.34.0036 - That part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 28, Range 22, Washington County, Minnesota, described as follows: Beginning at a point on the north line of said Southeast Quarter of the Southwest Quarter, distant 392.63 feet west from the northeast corner thereof; thence South 89 degrees 37 minutes 28 seconds West, along said north line, a distance of 81.20 feet, to a point distant 473.83 feet west from said northeast corner; thence South 11 degrees 17 minutes 43 seconds East a distance of 1342.04 feet to a point on the south line of said Southeast Quarter of the Southwest Quarter, distant 216.89 feet west from the southeast corner of said Southeast Quarter of the Southwest Quarter; thence North 07 degrees 51 minutes 21 seconds West a distance of 1329.05 feet to the point of beginning, Washington County, Minnesota.

WHEREAS, The described property is zoned Business Park/Office/Warehouse (B-1); and

WHEREAS, Section 1310.10 Subd. 2 Criteria states the criteria for acting upon a Conditional Use Permit (C.U.P.) application as follows: *“In acting upon an application for a conditional use permit, the City shall consider the effect of the proposed use upon the health, safety, and general welfare of the City including but not limited to the factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions; parking facilities on adjacent streets and land; the effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, character and integrity of the neighborhood; consistency with the Newport comprehensive plan; impact on governmental facilities and services, including roads, sanitary sewer, water and police and fire; effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes flood plains and soils; and other factors as found relevant by the City. The City may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the City or other governmental bodies having jurisdiction over the City. In permitting a new conditional use or the alteration of an existing conditional use, the City may impose, in addition to the standards and requirements expressly specified by this chapter, additional conditions which it considers necessary to protect the best interest of the surrounding area or the community as a whole.”*; and

WHEREAS, Minnesota Statutes 394.27 states that the criteria for granting a variance include that variances are permitted when they are in harmony with the general purpose and intent of the official control and are consistent with the comprehensive plan; that the request shall be reasonable under the development code; the need for the variance is due to circumstances that are unique to the property and were not created by the landowner; the variance, if granted, will not alter the essential character of the area; economic considerations alone do not constitute practical difficulties; the proposed variance will not impair an adequate supply of light and air to adjacent properties, substantially increase the congestion of public streets, increase the danger of fire or endanger public safety, or substantially diminish or impair property values within the neighborhood; the requested variance should be the minimum action required to eliminate the practical difficulties; and practical difficulties include, but are not limited to inadequate access to direct sunlight for solar energy systems; and

WHEREAS, Following publication, posted, and mailed notice thereof, the Newport Planning Commission held a Public Hearing on February 11, 2016; and

WHEREAS, the Planning Commission's findings related to the request for approval of a Conditional Use Permit and Variance include the following:

CUP

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the B-1 Zoning District.
2. The proposed use is consistent with the Newport Comprehensive Plan, which supports the development of business and commercial uses in the areas along Highway 61.
3. The conditions for approval of the proposed use include requirements for development and operation of the site so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential impacts of noise, glare, dust, and other nuisances; fire and safety hazards; and existing and anticipated traffic conditions and parking facilities.
4. The development of the property with Office/Warehouse use will have positive results for the City.
5. The proposed use will have no negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. In permitting a new conditional use, the City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

Variance

1. The requested variance is consistent with the goals of the Comprehensive Plan and in harmony with the general purposes of the Zoning Ordinance
2. The proposed use is permitted in the B-1 District with a Conditional Use Permit and is therefore a reasonable use.
3. The circumstances that create the practical difficulties are unique to the parcel, and owner/applicant did not create the practical difficulties.
4. Granting the variance will not alter the essential commercial and impervious character of the area.
5. The practical difficulties are not due to economic considerations alone.
6. Granting the variance will not impair the supply of light or air to adjacent properties, increase street congestion, increase the danger of fire or endanger public safety, or impair property values within the neighborhood.
7. The variance is the minimum action required to eliminate the practical difficulty.
8. Granting the variance request will not affect access to direct sunlight for solar energy systems.

WHEREAS, The Planning Commission recommended Council approval of the proposed Conditional Use Permit and Variance, Resolution No. P.C. 2016-5.

NOW, THEREFORE, BE IT RESOLVED That the Newport City Council Approves a Conditional Use Permit for a new office/warehouse building and Variance to Allow for 32.5% building coverage and a minimum front setback of 15 feet with the following conditions:

1. The Applicant shall submit Final Plans that are substantially in conformance with the plans that were submitted to the City on January 14, 2016. The Plans shall include building plans, elevations, and detailed information on exterior building design and materials that are consistent with the City's performance standards, and the additional information requested by the City Engineer. The Building Plans shall be approved prior to approval of a building permit.
2. The City requests that the applicant direct traffic to and from the site to utilize the 70th Street South exit of Highway 61/10 and Hastings Avenue (County Road 38) to access the site from the south rather than the north.

3. Maximum truck loads serving the site may not exceed ten (10) tons in weight year-round.
4. The applicant shall prepare a Traffic Impact Study and submit the study to the City and County once businesses/tenants have been secured. Washington County may impose traffic conditions on the use based on the results of the Traffic Impact Study.
5. The Developer shall continue to work with the county on any modifications to the site plan to address the sight distance issues at the southern access to the site.
6. The applicant shall obtain a County Access permit and Right-of-Way permit for the new access points on Hastings Avenue for any grading and connections to any utilities in the roadway. Any change to the site plan shall be reviewed by the county.
7. The developer shall provide adequate ponding on-site to ensure that post-development runoff rates do not exceed pre-development rates. A copy of the drainage report or a statement by the developer's engineer to that effect shall be provided to the county prior to the county Access Permit and Right-of-way permit issuance.
8. The use at the site shall be permitted to operate on a twenty-four (24)-hours per day, seven (7) days per week schedule.
9. Any equipment, materials, or vehicles stored outside must be completely screened from the eye-level view from adjacent residential properties and public streets, and shall be located at the rear of the primary buildings.
10. All trash and recycling equipment shall be stored within a closed structure. The materials used to construct the trash enclosure shall be the same materials used on the exterior of the principal structure.
11. Vehicles parked for more than forty-eight (48) hours must be screened from the eye-level view of public streets and adjacent residential areas.
12. Lighting shall conform to the ordinance requirements. The applicant shall submit a lighting plan to the City for approval prior to approval of a building permit.
13. Any utility equipment installed at the site must meet the ordinance requirements.
14. The applicant shall apply to the City for a permit for sign(s) proposed as the site. All signs shall meet the ordinance requirements.
15. The applicant shall install an isolation valve on the forcemain immediately prior to the connection to the City's sanitary sewer manhole.
16. The applicant shall provide a connection detail for the forcemain and the existing manhole for City approval with the final construction plans.
17. The applicant shall obtain a Right-of-way permit from Washington County for the portion of forcemain constructed in the Hastings Avenue (County 38) right-of-way.
18. The applicant shall prepare and submit for city approval a maintenance agreement for the operation of the lift station and ancillary infrastructure.
19. Design and construction of the above-ground water storage facility to provide fire suppression supply for the structures shall be in accordance with the Minnesota Department of Health regulations and Minnesota Plumbing code. The City shall retain ownership of the water distribution system, including all hydrants, valves and piping. All facilities shall be constructed within an easement to the benefit of the City.
20. The applicant shall submit final plans and modeling for stormwater management facilities to the City Engineer for review and approval. Modifications to the existing regional pond and drainage basin are subject to review and approval from MnDOT's Water Resources staff.
21. The applicant shall obtain all required State, Watershed, and City permits for stormwater management.
22. All stormwater treatment facilities shall be constructed within a drainage and utility easement granted to the City, and include minimum 10-foot side lot and 20-foot rear lot easements.

23. Applicable stormwater Best Management Practices shall be in-place prior to beginning any construction-related activities. The applicant shall submit plans identifying any changes or impacts to slopes directing water toward the existing stormwater management facilities for review and approval by the City Engineer.

24. The applicant shall pay all fees and escrow associated with this application.

Adopted this 18th day of February, 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



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: February 9, 2016

SUBJECT: Data Practices Policy Amendment

BACKGROUND

City staff recently reviewed the City's Data Practices Policy and found that the last time it had been updated was in 2007. As such, staff used a model policy and worksheet from the Information Policy Analysis Division of MN (IPAD), information from the League of MN Cities, and the City of Eden Prairie's policy to update the City's Policy.

DISCUSSION

Please find attached a red-lined version of the updated Policy for City Council discussion. Below is a summary of the recommended amendments. Please note that Attorney Knaak as reviewed the recommended Policy and approved it to form.

- **Responsible Authority** - Language is being added to state how the Responsible Authority will be appointed and the role of the Responsible Authority.
- **Access to Public Data** - This table is being amended per the League of MN Cities information. Please note that "a business need to know" means that only employees with a need may access private or confidential information. For example, as the Human Resources Coordinator, I have a business need to access benefit enrollment forms so that I can properly administer benefits.
- **People Entitled to Access** - Language is being added stating that the City is not required to provide data that it does not have or create requested data.
- **Fees** - Language is being added to state what the fees are for data requests and how they are determined.
- **Form of Request** - Language was added to state that the City will consult with the City Attorney for requests relating to litigation.
- **Time Limits** - Language was added to state that the City will respond immediately if possible or within 10 working days.
- **Juvenile Records** - Language was added from Eden Prairie's policy stating that the City must notify juveniles that they can request that the information not be given to their parents and that the City may deny access to the parents.
- **Appendix A** - Several items in this Appendix are being added from Eden Prairie's policy. This Appendix lists all of the non-public data that the City currently or may maintain.
- **Appendix B** - This Appendix is being added to outline how the City will handle breach notifications if a security breach occurs. This was taken from Eden Prairie's policy.

RECOMMENDATION

It is recommended that the City Council approve the amendments as presented.

CITY OF NEWPORT DATA PRACTICES POLICY

I. Introduction

These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the "Act"), ~~MN Statutes §13.01 et seq. specifically Minn. Stat. Sec. 13.03, Subd. 2 and 13.05, Subd. 5 and 8.~~

II. Responsible Authority

The person who is the Responsible Authority for compliance with the Act shall be appointed by ~~Resolution of the~~ the City Council ~~on the City's Annual Appointment list.~~ ~~The Responsible Authority is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.~~ The Responsible Authority may designate certain other City employees to assist in complying with the Act.

III. Access to Public Data.

All information maintained by the City is public unless there is a specific statutory designation that gives it a different classification. Categories of classification are as follows:

Data on Individuals (Natural Persons)	Data Not on Individuals	Data on Decedents	Degree of Accessibility Who Has Access
Public	Public	Public	Accessible to anyone Anyone
Not Public			
Private	Nonpublic	Private	Accessible to data subjects and to government officials whose duties reasonably require access Data subjects and government employees and officials with a business need to know
Confidential	Protected Nonpublic	Confidential	Accessible only to government officials whose duties reasonably require access Only government employees and officials with a business need to know

~~The City uses the State of Minnesota's General Records Retention Schedule which lists data series maintained by the City and their classifications.~~

A. People Entitled to Access

Any person has the right to inspect and get copies of public data (there may be charges associated for obtaining copies). The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request. However, staff may ask clarifying questions for the sole purpose of facilitating access to the data. Without certain information the request may be impossible to fulfill.

~~The City is not required by the Minnesota Government Data Practices Act to provide data that it does not maintain, nor is the City required to produce data in a new format.~~

B. Form of Request

The request for public data may be verbal or written; however, depending on the detail of the request, ~~city~~ City staff may ask for certain requests to be in writing. Most verbal requests are impossible to fulfill. ~~It is~~

recommended that the City consult with its attorney in preparing a response to a request for data relating to litigation.

C. Time Limits

1. ~~a-~~Requests will be received and processed only during normal business hours.
2. ~~b-~~If copies cannot be made at the time of the request or the compilation of the data requested is difficult, copies must be supplied as soon as reasonably possible.

D. Fees

Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. The fee may not include time necessary to separate public from non-public data. Fees may not be charged for inspection of government data.

Single-Sided, Black and White, Letter or Legal Size Documents

1-100 pages \$.25 per page (MN Statute 13.03, subd. 3 c.)

101 or more pages Actual Cost (as defined below)

The actual cost of copies includes the cost of searching for and retrieving the data, including the cost of employee time, and for making, certifying, and electronically transmitting copies of the data and/or mailing copies of the data and any other production expenses.

The City may require the requesting party to prepay any fees associated with a request for copies or transmission. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's fee schedule, unless there are non-standard fees involved. In that case, the fee will include the actual cost of searching for, retrieving, summarizing, copying or electronically transmitting the data, and mailing costs. The fee may not include time necessary to separate public from non-public data.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

IV. Access to Data on Individuals

Information about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

A. People Entitled to Access

1. ~~a-~~**Public information** about an individual may be shown or given to anyone.
2. ~~b-~~**Private information** about an individual may be shown or given to:
 - a. ~~i-~~The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
 - b. ~~ii-~~A person who has been given access by the express written consent of the data subject.
 - c. ~~iii-~~People who are authorized access by the federal, state, or local law or court order.
 - d. ~~iv-~~People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the Tennessee warning ~~described below~~.
 - e. ~~v-~~People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
3. ~~e-~~**Confidential information** may not be given to the subject of the data, but may be shown or given to:
 - a. ~~i-~~People who are authorized access by federal, state, or local law or court order and whose identity is disclosed in the Tennessee Warning.

- b. ~~ii~~—People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

B. Form of Request

Any individual may request verbally or in writing if the City has stored data about that individual and whether the data is classified as public, private, or confidential.

All requests to see or copy private or confidential information must be in writing. A “REQUEST FOR INFORMATION” should be on file to document who requests and who receives this information. The Responsible Authority or designee must complete the relevant portions of the form. The Responsible Authority or designee may waive the use of this form if there is other documentation of the requesting party’s identity, the information requested, and the City’s response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

C. Identification of Requesting Party

The Responsible Authority or designee must verify the identity of the requesting party as a person entitled to access. This can be through personal knowledge, presentation of written identification, comparison of the data subject’s signature on a consent form with the person’s signature in City records (when applicable), or other reasonable means.

D. Time Limits

1. ~~a~~—Requests will be received and processed only during normal business hours.
2. ~~b~~—The response must be immediate, if possible, or within 10 working days. ~~as soon as reasonably possible.~~

E. Fees

Fees may be charged in the same manner as for public information.

F. Summary Data

Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority or designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within a reasonable amount of time after receiving the request. However, if the summary data cannot be prepared within 10 working days, the Responsible Authority must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data.

G. Juvenile Records

The following applies to private (not confidential) data about people under the age of 18.

1. Parental Access. In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. "Parent" means the parent or

guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the Responsible Authority or designee has been given evidence that there is a federal law, state law, court order, or other legally binding document which prohibits this right, or upon request in writing by the minor if the Responsible Authority determines that withholding the data would be in the best interest of the minor.

2. Notice to Juvenile. Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the information not be given to their parent(s).
3. Denial of Parental Access. The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:
 - a. Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
 - b. Whether denying access may protect the juvenile from physical or emotional harm;
 - c. Whether there is reasonable grounds to support the juvenile's reasons; and
 - a. Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

V. Denial of Access

If the Responsible Authority or designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or designee will inform the requesting party in writing at the time of the request or soon after the request. This must also include the specific legal authority for the denial.

VI. Collection of Data on Individuals

The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, ~~city~~ City Council, public utilities commission, economic development authority, or federal government.

When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning. This warning must contain the following:

1. The purpose and intended use of the requested data
2. Whether the individual may refuse or is legally required to supply the requested data
3. Any known consequences from supplying or refusing to supply the information, and
4. The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennesen warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A Tennesen warning may be on a separate form or may be incorporated into the form that requests the private or confidential data.

VII. Challenge to Data Accuracy

An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

VIII. Data Protection

A. Accuracy and Currency of Data.

All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, human resources personnel, or City Clerk, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

Department heads should periodically review forms used to collect data on individuals and request this data to be changed, deleted or clarified to the responsible person. All records must be disposed of according to the City's records retention schedule.

B. Data Safeguards

Private and confidential information should be stored in files or databases that are not readily accessible to individuals who do not have authorized access and which should be secured during hours when the offices are closed.

Private and confidential data should be kept only in City offices, except when necessary for City business. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:

1. ~~1-~~ Not discuss, disclose, or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data
2. ~~2-~~ Not leave private or confidential data where non-authorized individuals might see it, and
3. ~~3-~~ Shred private or confidential data before discarding.
4. ~~4-~~ When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act.

C. Breach Notification

Breach notification is outlined in Appendix B.

IX. Other laws versus policy

There are also many miscellaneous federal laws, state laws, court orders, or other legally binding documents not listed. Each individual case may need to be reviewed for applicable statutes and rules. If an instance arises where the applicable federal laws, state laws, court order, or other legally binding document in place at that time differs from this policy the preceding will rule how the situation is handled.

SAMPLE CONTRACT PROVISION

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13 (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City.

PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY CITY APPENDIX A - RESOURCE LIST
NON-PUBLIC DATA MAINTAINED BY THE CITY OF NEWPORT

1. APPLICANT DATA (PRIVATE) MN STAT. 13.43, SUBD. 3

Data about current and former applicants for City employment is Private Data on Individuals—except the following, which is Public Data:

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

Applicants for Appointment. (MN Statutes 13.601, subd. 3.) Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on Individuals except that the following are public: name; city of residence, except when the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service;

Once an individual is appointed to a public body, the following additional data are public: residential address and either a telephone number or e-mail address where the appointee can be reached, or both at the request of the appointee.

Any e-mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an e-mail address or telephone number provided by the public body as the designated e-mail address or telephone number at which the appointee can be reached.

152. APPRAISAL DATA (CONFIDENTIAL/PROTECTED NONPUBLIC/PUBLIC). Minn. StatMN STAT. §13.44, Subd. 3.

Data on estimated or appraised values of real property made by or on behalf of the City for the purpose of selling or acquiring real property are Confidential or Protected Nonpublic Data. Appraised values of real property obtained by owners who have received from the City an offer to purchase property are Private or Nonpublic Data.

All such data become Public Data when (1) submitted to a court-appointed condemnation commissioner; (2) submitted in court during condemnation proceedings; or (3) the parties enter into an agreement for the purchase and sale of the real property.

Appraisals made for the purpose of selling or acquiring land.

163. ASSESSOR'S DATA (PRIVATE/NONPUBLIC). Minn. Stat. MN STAT. § 13.51.

Data on sales sheets from private multiple listing service organizations. MLS organizations where the contract with the organization requires that the data not be made available to the public is Private Data.

~~Income information on individuals used to determine eligibility of property for classification 4d under Minn. Stats. § 273.126 and 273.13, Subd. 25 (c).~~

The following data regarding income properties is Private Data or Nonpublic Data:

- ~~income and expense figures for current year and past three years;~~
- ~~average vacancy factors for past three years;~~
- ~~net rentable or useable areas,~~
- ~~anticipated income and expenses for current year;~~
- ~~projected vacancy factor for current year, and forms, and~~
- ~~lease information.~~

Income information on individuals used to determine eligibility of property for classification 4d under Minn. Stats. § 273.126 and 273.13, Subd. 25 (c).

Social Security Numbers and Federal Employer ID Numbers on Certificates of Value, homestead applications, and other documents is Private Data.

4. AUDITING DATA (NONPUBLIC/PROTECTED NONPUBLIC) MN STAT. 13.392

Data, notes, and preliminary drafts of audit reports are Protected Nonpublic or Confidential until the final report has been published.

5. BENEFIT DATA (PRIVATE) MN. STAT. 13.462

Data on individuals seeking information about becoming an applicant for or a recipient of benefits or services provided, or that is or was an applicant or recipient of such benefits or services, under various housing, home ownership, rehabilitation and community action agency, Head Start, and food assistance programs administered by government entities, with the exception of names and addresses, is Private Data.

6. BIDS, PROPOSALS, SEALED BIDS (PRIVATE/NONPUBLIC) MN. STAT. 13.37, SUBD. 2; 13.591

Sealed bids, including the number of bids received, prior to opening are Nonpublic Data.

Proposals submitted in response to a Request for Proposals are Private or Nonpublic Data until the responses are opened. Once opened, the name becomes Public, but all other data remain Private or Nonpublic until completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

Data submitted by a business in response to a Request for Bids are Private or Nonpublic Data until the bids are opened. Once opened, the name of the bidder and the dollar amount specified in the response become Public Data. All other data in a bidder's response to a bid are Private or Nonpublic data until the completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

In the event that all responses to a Request for Proposals or a Request for Bids are rejected, information that was Private or Nonpublic remains that way until a resolicitation of bids results in completion of the selection process or the process is abandoned. If resolicitation does not occur within one year, the remaining data become Public.

7. BUSINESS INFORMATION (PRIVATE/NONPUBLIC) MN. STAT. 13.591

The following data submitted by a business requesting financial assistance, a license, or other benefit are Private or Nonpublic: financial information about the business, including credit reports, financial statements, net worth calculations, business plans, income and expense projections, balance sheets, customer lists, income tax returns, and design, market, and feasibility studies not paid for with public funds. This data becomes public when assistance, a license, or other benefits are granted, except the following, which remain Private or Nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

8. CITY ATTORNEY RECORDS (CONFIDENTIAL) MN. STAT. 13.393

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is Confidential. Data which is the subject of the “work product” privilege is Confidential.

9. CIVIL INVESTIGATIVE DATA (PRIVATE/CONFIDENTIAL) MN. STAT. 13.39

Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation is confidential, except that a complainant’s statement is Private Data.

10. DEFERRED ASSESSMENT DATA (PRIVATE) MN. STAT. 13.52

Information that indicates the amount or location of cash or other valuable kept in homes of applicants for deferred assessments is Private Data.

11. DRUG AND ALCOHOL TEST RESULTS (PRIVATE) MN. STAT. 181.954; 49 CFR 382.405

With respect to public sector employees and job applicants, the results of drug or alcohol tests are Private Data on Individuals.

12. ELECTED OFFICIALS CORRESPONDENCE (PRIVATE) MN. STAT. 13.601, Subd. 2.

Correspondence between individuals and elected officials, but either may make it public.

13. EXAMINATION DATA. (NONPUBLIC/PRIVATE/CONFIDENTIAL) MN. STAT. 13.34

Completed versions of personnel and licensing examinations are private, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.

14. FEDERAL CONTRACTS DATA (PRIVATE/NONPUBLIC) MN. STAT. 13.35

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City is classified as private or nonpublic.

15. FIREARMS DATA (PRIVATE) MN. STAT. 13.87, SUBD. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

16. GROUP AUTO SELF-INSURANCE CLAIMS DATA (PRIVATE/NONPUBLIC) MN. STAT. 471.617

Claims data, either as to single claims or total claims of an individual, is Private or Nonpublic Data, except that it may be disclosed to authorized personnel of the City in order to administer a health benefit program.

17. HAZARDOUS MATERIALS (PRIVATE/NONPUBLIC) MN. STAT 145.94

Data relating to exposure to hazardous substances is Private or Nonpublic Data.

18. HOUSING AGENCY DATA (PRIVATE) MN STAT. 13.54

Income information on individuals used to determine eligibility of property for 4c tax classification is Private Data.

19. HOUSING DATA (PRIVATE) MN STAT. 13.462

Names and addresses of applicants and recipients for housing, home ownership, and rehabilitation programs is public. All other information is private.

20. LABOR RELATIONS INFORMATION (NONPUBLIC/PROTECTED NONPUBLIC) MN STAT. 13.37, SUBD. 1(C)

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position are Nonpublic or Protected Nonpublic Data.

21. LAW ENFORCEMENT AND INVESTIGATIVE DATA (CONFIDENTIAL/PROTECTED NONPUBLIC/PRIVATE) MN Stat. 13.80, 13.82, 13.85, 13.87, 169.09, 168.10, 169A.70, 171.043, 171.07, 171.071, 171.12, 171.32, 299A.61, 299C.065, 299C.091, 299C.093, 299C.095, 299C.46, 299C.48, 299C.53, 299C.56, 611.272, 626.53, 609.324, 609.3452, 609.3471, 626.556, 626.5563, 626.557, 626.558, 626.5593, 626.89, 629.341, 260B.171, 260B.198, 260B.235, 299C.68, 299F.035, 299F.04, 299F.05, 299F.054, 299F.055, 299F.056, 299F.095, 299F.096

Data collected under Minn. Stat. § 518B.01 (Domestic Abuse Act) are Confidential until a temporary court order is executed or served on the respondent in the action.

Audio recordings of 911 calls are Private Data on Individuals with respect to the individual making the call, but a written transcript of the call is Public provided it does not reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17 (e.g. undercover law enforcement officer, victim of criminal sexual conduct, other crime victim or witness requesting anonymity).

Criminal investigative data during an active investigation is confidential or protected nonpublic. Data on inactive investigations, unless the release of the data would jeopardize an ongoing investigation or reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17, is public—with the exception of photographs that are clearly offensive to common sensibilities, which are private or nonpublic data, provided the existence of the photographs is disclosed to individuals requesting the inactive

investigation file. An investigation is “inactive” when an agency or prosecuting authority decides not to pursue a case, when the statute of limitations (or thirty years after the offense, whichever comes first) expires, or upon the exhaustion of appeal rights of a person convicted on the basis of the investigative data.

A law enforcement agency can make investigative data public to aid law enforcement, promote public safety, or dispel unrest. Written requests to access data by victims of crimes or alleged crimes must be granted unless the authority reasonably believes that release of data will interfere with an investigation or the request is prompted by a desire by the requester to engage in unlawful behavior.

Investigations involving reports of child abuse or neglect or maltreatment of a vulnerable adult, either active or inactive, are Private Data on Individuals in cases where the alleged victim is identified. The identity of the reporter of child abuse or neglect is Confidential, unless compelled by law. The identity of the reporter of maltreatment of a vulnerable adult is Private Data on Individuals.

Data on court records relating to name changes is Confidential during an active investigation and Private Data on Individuals when an investigation is inactive.

Data that uniquely describes stolen, lost, confiscated, or recovered property are Private Data or Nonpublic Data.

Data that identifies customers of pawn shops, scrap metal dealers, or secondhand stores are Private Data on Individuals.

Deliberative process data or data revealing investigative techniques are Confidential.

Data presented as evidence in court is public.

Arrest data (including booking photographs), requests for service data, and response or incident data is public.

22. LIBRARY AND HISTORICAL DATA (PRIVATE) MN STAT. 13.40

The names of library borrowers are public, but other information on application forms is private. Data that would connect the person’s name with materials or information requested is private. A library may release reserved materials to family member or other person residing with borrower.

23. MUNICIPAL OBLIGATION REGISTER DATA (PRIVATE/NONPUBLIC) MN STAT. 475.55

Information with respect to the ownership of municipal obligations is Private or Nonpublic.

24. PERSONAL CONTACT AND ONLINE ACCOUNT INFORMATION (PRIVATE) MN STAT. 13.356

Telephone, email address, user name/password collected for notification purposes.

25. PERSONNEL DATA (PRIVATE)-Minn. Stat. § MN STAT. -13.43:

Generally, aAll data about an individual who is employed as, or an applicant to be, an undercover law officer*. All data on all other individuals who are or were an employee, an applicant for employment, volunteer, independent contractor, except the following which is public:

people who are or were an employee, applicant for employment, volunteer, independent contractor, or member of or applicant for a board or commission is private, with the exceptions noted below:

Public Data—Applicants

The following data on current and former applicants is public:

- ~~Veteran status~~
- ~~Relevant test scores~~
- ~~Rank on eligible list~~
- ~~Job history~~
- ~~Education and training~~
- ~~Work availability~~
- ~~Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)~~
- ~~Names and addresses of applicants for and members of an advisory board or commission.~~

Public Data: Employees

The following data on current and former employees, volunteers, independent contractors, and members of advisory boards and commissions are public:

- ~~Name~~
- ~~Actual gross salary~~
- ~~Salary range~~
- ~~Bargaining unit~~
- ~~Contract fees~~
- ~~Actual gross pension~~
- ~~Value and nature of employer paid fringe benefits~~
- ~~Basis for and amount of added remuneration, including expense reimbursement~~
- ~~Job title~~
- ~~Job description~~
- ~~Education and training background~~
- ~~Previous work experience~~
- ~~Date of first and last employment~~
- ~~The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline~~
- ~~Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees~~
- ~~Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement~~
- ~~Work location~~
- ~~Work telephone number~~
- ~~Badge number or employee ID number~~
- ~~Honors and awards received~~
- ~~Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data~~

Undercover Law Enforcement Officer

All personnel data about an undercover law enforcement officer is private until no longer assigned to those duties. Then the officer is subject to the same rules applicable to other employees unless the law enforcement agency determines that revealing the data would threaten the officer's safety or jeopardize an active investigation.

Access by Labor Organizations

Personnel data may be given to labor organizations or the Bureau of Mediation Services to the extent this is necessary to conduct elections, notify employees of fair share fee assessments, or to implement state labor laws.

Employee Assistance Programs

All data associated with employee assistance programs is private.

Harassment

When there is a harassment complaint against an employee, the employee may not have access to data that would identify the complainant or other witnesses if this would threaten the personal safety of the complainant or witness, or subject them to harassment. However, this information will be provided to the employee in order for him/her to prepare for a disciplinary proceeding that has been initiated.

Peer Counseling Debriefing

Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.

Protection of Employee or Others

If it is reasonably necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a prepetition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

~~326. PLANNING QUESTIONNAIRES (PRIVATE). Minn. Stat. § 13.59. MN STAT. 13.59~~

~~Names, addresses, and legal descriptions of property, that are collected in questionnaires or surveys of individuals and businesses for the purposes of planning, development, or redevelopment.~~

~~227. PROPERTY COMPLAINT DATA (CONFIDENTIAL). Minn. Stat. § 13.44. MN STAT. 13.44~~

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

~~3. PLANNING QUESTIONNAIRES (PRIVATE). Minn. Stat. § 13.59.~~

~~Names, addresses, and legal descriptions of property, that are collected in questionnaires or surveys of individuals and businesses for the purposes of planning, development, or redevelopment.~~

~~28. PUBLIC EMPLOYEES RETIREMENT ASSOCIATION DATA (PRIVATE) MN STAT. 13.63~~

~~The home address, date of birth, direct deposit account number, and tax withholding data of individual beneficiaries and survivors of members are Private Data on Individuals.~~

~~29. RENTALS (PRIVATE/NONPUBLIC) MN STAT. 13.55~~

~~The following data relating to convention rentals are classified as Private and Nonpublic: Letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events, identity of firms and corporations which contact the facility, type of event which they wish to stage in the facility, suggested terms of rentals, and responses of authority staff to these inquiries, exhibitor data. All rental data is Public information when certain conditions are met.~~

~~30. 4-SECURITY INFORMATION (NONPUBLIC). Minn. Stat. § MN STAT. 13.37.~~

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs and their home addresses and telephone numbers, electronic addresses and GPS locations, but these may be disseminated to other volunteers participating in crime

prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

The location of a National Night Out event is Public Data.

31. SOCIAL RECREATION DATA (PRIVATE) MN STAT. 13.548

The name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of individuals enrolling in recreational or social programs are Private Data.

1732. SOCIAL SECURITY NUMBERS (PRIVATE). (Minn. Stat. § 13.49). MN STAT. 13.355

533. TRADE SECRET INFORMATION (NONPUBLIC). ~~Minn. Stat. § 13.37~~ MN STAT. .13.37

The Responsible Authority, in consultation with legal counsel as necessary, will determine whether particular information qualifies as Trade Secret according to the following definition:

“Trade Secret information” is government data that includes a formula, pattern, compilation, program, device, method, technique, or process that is (1) supplied by an individual or organization; (2) subject to efforts by the individual or organization to maintain secrecy of the information; and (3) derives independent actual or potential economic value by not being known to or accessible to the public through lawful means. Information that has been kept generally protected by the supplier and that has economic value. Examples: unique building plans, copyrighted questionnaires prepared by consultants (such as for comparable worth). Computer programs.

1934. TRANSPORTATION SERVICE DATA (PRIVATE). ~~Minn. Stat. §~~ MN STAT. 13.72, Subd. 10. _____

Personal (except name), medical, financial, familial or locational information, of applicants or users of transportation services for the disabled or elderly.

2435. OTHER DATA.

The above is not a comprehensive list and there may be other miscellaneous data that may be protected under various federal laws, state laws, court orders, or other legally binding document not listed. Some of these are items such as business data, social/recreational data, lodging tax data, etc. Each individual case may need to be reviewed for applicable statutes and rules. If an instance arises where the applicable laws, statutes, court order, or other legally binding document in place at that time differs from the policy the preceding will control the data classification and how the issue is handled.

6. ABSENTEE BALLOTS (NONPUBLIC). Minn. Stat. § 13.37.

Sealed absentee ballots before opening by an election judge.

APPENDIX B - BREACH NOTIFICATION

This guideline is intended to assist the City to implement the requirements of Minn. Stat. Sect. 13.055 and provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All City employees must immediately report known or suspected breaches of security to the designated City individual or office. The City Administrator and City Attorney, in consultation with appropriate City staff shall determine whether notice of the breach is required and how the notice will be communicated.

This guideline applies to breaches of the security of private or confidential data maintained by or on behalf of the City of Newport.

The Responsible Authority will oversee:

- appropriate notice and training for the workforce;
- appropriate notice and consultation with City office personnel;
- periodic review of the procedures; and
- the creation and maintenance of documents in accordance with applicable city records retention schedules.

The Responsible Authority may delegate implementation responsibilities to other City personnel as appropriate.

Reporting a Suspected Breach

Any user who knows of or reasonably believes that a breach of the security of private or confidential data has occurred must immediately report to his or her supervisor or other designated individual or city office.

Supervisors who receive a report of the breach must immediately report the incident to the Responsible Authority. The Responsible Authority or user must immediately notify the data owner of the reported breach, if necessary.

The report should include date and time of report; when breach occurred (if known); the type of data involved; the (approximate) number of affected individuals and other pertinent information.

City employees who report a breach under this guideline must not be subject to retaliation.

The Responsible Authority should make available to all users information about this guideline and how to report a security breach.

Breach Response Process

After a breach of security has been reported, the Responsible Authority must work with the user to take necessary steps to contain and control the integrity of the electronic or other data handling systems affected by the reported breach and conduct a preliminary internal assessment of the scope of the breach.

If the breach is suspected on a City computing system that contains or has network access to private or confidential data, the user shall consult with City IT personnel and consider control measures including but not limited to removing the computing system from the City network.

1. **Determining Breach.** The Responsible Authority or designee shall consult with the City Administrator and City Attorney to determine whether a breach of security of data has occurred. Due consideration should be given to the potential for damage to individuals if no breach is determined and notice is not provided.

(a) **Incidents.** Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:

- i. Evidence of unauthorized access into a system containing private/confidential data;
- ii. Missing or stolen laptop, desktop, storage device or any other information technology resource containing files with private/confidential data;
- iii. Documents containing private/confidential data sent in any form to a wrong recipient;
- iv. System containing private/confidential data that has been compromised; or
- v. Employee misuse of authorized access to disclose private or confidential data.

(b) **Acquisition.** Minn. Stat. Sect. 13.055, Subd. 2 requires cities to notify individuals if their private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. In making that determination, the following factors, among others, may be considered:

- i. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device or document containing unprotected private or confidential information;
- ii. Indications that the information has been downloaded or otherwise acquired;
- iii. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported;
- iv. The encryption protection of the data, if any;
- v. Duration of exposure;
- vi. The extent to which the compromise of electronic data indicates a directed attack, such as a pattern showing the machine itself was specifically targeted; or
- vii. Indications that the attack was intended to seek and collect private or confidential data.

2. **Timing of Notification.** If a breach has been determined, in most instances the data owner has primary responsibility to notify affected individuals. Notice is to occur without unreasonable delay. The City should strive to provide notice within ten business days of determining that notice is required unless delay is appropriate due to: a) the legitimate needs of a law enforcement agency; or b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

3. **Contacting Law Enforcement.** The Responsible Authority or designee(s) shall consult with City Administrator and City Attorney before contacting law enforcement agencies if the breach of security is believed to involve illegal activities. Information may be shared with

law enforcement consistent with applicable data privacy laws. If law enforcement is contacted, it should be informed of the City's practice to provide notice to affected individuals within ten days. If law enforcement advises that such notice would impede an active criminal investigation, notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises that it would no longer impede the criminal investigation.

4. **Whom to Notify.** The City Administrator or City Attorney, in consultation with appropriate City personnel, including but not limited to the user and data owner, shall determine the scope of the notice. Notice of a breach must be sent to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified, notice should be sent to groups of individuals likely to have been affected, such as all whose information is stored in the database or files involved in the breach. Appropriate measures should also be taken to prevent notice lists from being over-inclusive.

Notice

1. **Content.** The Responsible Authority or designee shall consult with the City Administrator or City Attorney on the wording of a notice. City communications personnel may also be consulted, where appropriate. Notices shall generally be sent separate from other documents. The format should utilize subheadings and clear language.

The letter should include the following information:

- (a) A general description of what happened, and when, to the extent known
- (b) The nature of the individual's private or confidential information that was involved (not listing the specific private/confidential data).
- (c) Information about what the institution has done to protect the individual's private/confidential information from further disclosure.
- (d) Institution assistance (such as website information or phone number of a City resource) for further information about the incident.
- (e) Information, such as Web sites, about what individuals can do to protect themselves against identity theft including; contact information for nationwide credit reporting agencies; the Federal Trade Commission and appropriate state agency resources.

1. **Method of Notification.** The City Administrator or City Attorney in consultation with the Responsible Authority or designee(s) shall determine the appropriate method of notice as follows:

- (a) Written notice by first class mail to each affected individual; or
- (b) Electronic notice to each affected individual if communication normally occurs in that medium, and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. Sect. 7001.
- (c) Substitute notice may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000, or that the affected class of individuals to be notified exceeds 500,000, or the institution does not have sufficient contact information to notify affected individuals. Substitute notice consists of all of the following:

- i. E-mail notice if the City has an e-mail address for the affected individuals;
- ii. Conspicuous posting of the notice on the institution website for a minimum of 45 days; and
- iii. Notification to major media outlets that reach the general public.

Documentation

The Responsible Authority or designee must complete a Breach of Security Incident Response Summary for each reported breach, regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as practical.

Where appropriate, all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including, but not limited to, "security information" as defined by Minn. Stat. Sect. 13.37. Subd. 1(a). The form shall be retained by the Responsible Authority in accordance with the applicable records retention policy and may also be requested by the city office.

Definitions

1. **Breach of the security of the data.** Breach of the security of the data means the unauthorized acquisition of data maintained by the City, in any medium, that compromises the security and classification of the data, but not including the good faith acquisition by an employee, contractor or agent of the city if not provided to an unauthorized person.
2. **Confidential data.** Confidential data means data on individuals which is made not public by state statute or federal law applicable to the data and is inaccessible to the individual subject of that data.
3. **Contact information.** Contact information means either: name and mailing address, or name and e-mail address for each individual who is the subject of data maintained by the institution.
4. **Data owner.** The City individual or department with primary responsibility for the content or function of private or confidential data.
5. **Government data.** Government data means all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.
6. **Information Technology Resources.** Facilities, technologies, and information resources used for information processing, transfer, storage, and communications. Included in this definition are computers, computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, video, multimedia, and instructional materials. This definition is not all inclusive, but rather, reflects examples of city equipment, supplies and services.
7. **Private data.** Private data means data on individuals which is made by state statute or federal law applicable to the data not public and accessible to the individual subject of that data.

8. **Unauthorized acquisition.** Unauthorized acquisition means that a person has obtained government data without the informed consent of the individuals who are the subjects of the data or statutory authority and with the intent to use the data for non-governmental purposes.
9. **Unauthorized person.** Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.
10. **User.** Any individual, including but not limited to employees, volunteers, and other authorized individuals using City information resources, whether or not the user is affiliated with the City.



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: February 9, 2016

SUBJECT: 10% Lawful Gambling Contribution Fund

BACKGROUND

At the February 4, 2016 City Council Workshop meeting, the City Council discussed amendments to the City's Lawful Gambling Ordinance regarding the 10% lawful gambling contribution fund. Attorney Knaak drafted Ordinance No. 2016-3 based on the workshop discussion. In addition to the attached Ordinance, the City Council also needs to approve a Resolution regarding the expenditures from this fund.

DISCUSSION

Per MN State Statute 349.12, the City can use the funds for the following expenditures:

- A. 501(c)(3) organization or 501(c)(4) festival organization.
- B. Relieving effects of poverty, homelessness, or disability.
- C. Program for education, prevention, or treatment of problem gambling.
- D. Public or private nonprofit school.
- E. Scholarship fund.
- F. Recognition of military service (open to public) or support for active military personnel and their immediate family members in need.
- G. Activities and facilities for youth.
- H. Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. NOT ALLOWED: Contribution to pension or retirement funds.
- I. Church.
- J. With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- K. With DNR approval, wildlife management projects or activities that benefit public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- L. Nutritional programs, food shelves, and congregate dining programs primarily for persons 62 or older or disabled.
- M. Community arts organizations, or sponsorship of community arts programs.
- N. Humanitarian service - recognizing volunteerism or philanthropy.

City staff is recommending that it use the funds for the following expenditures:

- A. 501(c)(3) organization or 501(c)(4) festival organization. - **Specifically, the Friends in Need Food Shelf**
- G. Activities and facilities for youth. - **Specifically, the Summer Rec Program (staff and supplies), Newport Athletic Association, and youth programs at the Library and Community Center.**

H. Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. NOT ALLOWED: Contribution to pension or retirement funds. - **Specifically, training and equipment for the Fire Department.**

Below is a list of the total spent in each of the above recommended expenditures for 2011-2015:

	2011	2012	2013	2014	2015 (Not audited)	TOTAL
Summer rec staff	\$2,241.00	\$2,062.00	\$2,733.00	\$2,486.00	\$1,815.00	\$11,337.00
Summer rec supp.	\$256.00	\$392.00	\$342.00	\$311.00	\$296.01	\$1,597.01
NAA	\$4,940.67	\$2,912.91	\$1,621.00	\$308.86	\$152.50	\$9,935.94
Fire Training	\$9,278.00	\$5,262.00	\$6,691.00	\$2,280.00	\$11,459.97	\$34,970.97
Fire Equipment	\$172.00	\$4,055.00	\$1,588.00	\$3,258.00	\$1,846.28	\$10,919.28
Library supplies	\$0.00	\$0.00	\$130.48	\$41.81	\$192.65	\$364.94
Friends in Need	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$800.00

The City Council will need to discuss whether or not it would like to use the above recommended expenditures for this fund, add expenditures, or remove expenditures. Furthermore, the City Council will need to discuss how it would like to distribute the funds among the expenditures.

RECOMMENDATION

It is recommended that the City Council approve Ordinance No. 2016-3 and Resolution No. 2016-7 as well as provide percentages for the approved expenditures.

**CITY OF NEWPORT
ORDINANCE 2016-3**

AN ORDINANCE OF THE CITY OF NEWPORT, MINNESOTA, AMENDING ITS CITY CODE BY DELETING CURRENT LANGUAGE RELATED TO LAWFUL GAMBLING IN THE CITY AND SUBSTITUTING THEREFORE FOR A NEW SECTION 450.

WHEREAS, the City of Newport, Minnesota, acting through its City Council, has determined that it is necessary to substantially update the provisions of Section 450 of the City Code related to the regulation of lawful gambling in the City as authorized under Minnesota Statutes Section 349.213.

IT IS HEREBY ORDAINED:

That Section 450 of the Newport City Code is hereby REPEALED and in its place is substituted the following:

Section 450 - Gambling

450.01. Statement of Policy. The City of Newport deems it desirable to regulate lawful gambling within its jurisdiction as authorized by Minnesota Statutes, Section 349.213. The City finds that, for the purposes of greater supervision and access of information, a more restrictive requirement for the location of licensed organizations to those located within the City is in the interest of the health and safety of the citizens of the City of Newport

450.02 Definitions. The definitions in Minnesota State Statutes Chapter 349 are adopted by reference in this chapter. Licensed organizations in the City of Newport may be permitted to conduct lawful gambling or use any gambling device allowable by Chapter 349.

Subd. 1. Licensed Organizations. In order to be eligible for a premises permit, an organization must meet the following requirements:

- A. The activities of the organization directly or primarily benefit the citizen of Newport.
- B. One-third of the organization's members reside in the City of Newport. The organization must file a list containing the names and addresses of all current members with each new application for a premises permit; and annually thereafter with the city clerk; or the organization must have had a principal business or operations location in the City of Newport for a continuous period of at least one year immediately preceding the permit request and must maintain such a location to conduct business as long as the organization operates lawful gambling activities in the city. Organizations that meet one of these conditions shall be considered a qualifying organization.

450.03 Regulations

Subd. 1. Licensed organizations conducting lawful gambling within the City of Newport shall expend fifty percent (50%) of its expenditures for lawful purposes conducted or located within the City of Newport trade area. The Newport trade area is limited to the City of Newport and each city contiguous to the City of Newport.

Subd. 2. Licensed organizations conducting lawful gambling within the City of Newport must file a copy of monthly gambling board financial reports to the Newport City Administrator.

Subd. 3. Licensed organizations conducting lawful gambling within the City of Newport in an establishment licensed under the City's intoxicating liquor licensure provisions may sell pull-tabs from a booth used solely by the licensed lawful gambling organization, or conduct such other forms of lawful gambling with lawful

gambling devices as may be permitted by state law and authorized by the City. Lawful gambling shall neither be conducted by employees of the liquor establishment or conducted from the bar area.

Subd. 4. Licensed organizations conducting lawful gambling in the City of Newport shall be responsible for booths and other equipment used in lawful gambling.

Subd. 5. Licensed organizations conducting lawful gambling within the City of Newport shall pay to the City an amount equal to 10% of all receipts from said gambling which shall be deposited by the City into a separate account to be expended for public purposes within the City as authorized under State law.

450.04 State License Exemptions - City Permit Required.

Subd. 1. Lawful gambling exempt from a license under Minnesota Statute, section 349.214, shall require a City permit. Application for a permit shall be made to the City Clerk with payment of the specified fee in Chapter 11 of the City Code.

Subd. 2. To qualify for a City permit an organization must be in existence for at least three years and have at least 15 active members.

450.05 Severability. Every section, provision or part of this Chapter is declared separable from every other section, provision or part to the extent that if any section, provision, or part of this Chapter shall be held invalid, such holding shall not invade any other section, provision or part thereof.

450.06 Penalties. Any violation of this Chapter is a misdemeanor.

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 18th day of February, 2016.

Signed: _____
Tim Geraghty, Mayor

Attest: _____
Deb Hill, City Administrator

RESOLUTION NO. 2016-7

**A RESOLUTION DIRECTING CERTAIN EXPENDITURES TO BE TAKEN FROM THE 10%
LAWFUL GAMBLING CONTRIBUTION FUND**

WHEREAS, The City requires that licensed organizations conducting lawful gambling within the City shall pay an amount equal to 10% of all receipts per Ordinance No. 2016-3; and

WHEREAS, Per MN State Statute 349.12, the City can use the funds received for the following expenditures:

- A. 501(c)(3) organization or 501(c)(4) festival organization.
- B. Relieving effects of poverty, homelessness, or disability.
- C. Program for education, prevention, or treatment of problem gambling.
- D. Public or private nonprofit school.
- E. Scholarship fund.
- F. Recognition of military service (open to public) or support for active military personnel and their immediate family members in need.
- G. Activities and facilities for youth.
- H. Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. **NOT ALLOWED: Contribution to pension or retirement funds.**
- I. Church.
- J. With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- K. With DNR approval, wildlife management projects or activities that benefit public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- L. Nutritional programs, food shelves, and congregate dining programs primarily for persons 62 or older or disabled.
- M. Community arts organizations, or sponsorship of community arts programs.
- N. Humanitarian service - recognizing volunteerism or philanthropy.

NOW, THEREFORE, BE IT That the City Council of the City of Newport hereby directs the following expenditures to be taken from the 10% Lawful Gambling Contribution Fund:

<u>Expenditure</u>	<u>Percentage of Fund</u>
Donations to the Friends in Need Food Shelf (Item A)	X%
Wages and supplies for the Summer Rec Program (Item G)	X%
Expenditures for the Newport Athletic Association (Item G)	X%
Supplies for youth programs at the Library and Community Center (Item G)	X%
Training and equipment for the Newport Fire Department (Item H)	X%

Adopted by this council this 18th day of February, 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



PROFESSIONAL SERVICES

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Memo

To: Honorable Mayor and City Council Members

Ms. Deb Hill, City Administrator

From: Jon Herdegen, P.E. – City Engineer

Subject: 2016 Street & Utilities Improvements

Date: February 10, 2016 – For the February 18th Council Meeting

Introduction:

In early 2013, the City prepared a Capital Improvement plan to identify areas of the City's that had deteriorating street and utility infrastructures. In April of 2013, MSA prepared a feasibility study that included 32 street segments for a varying degrees of pavement and utility rehabilitation. During 2013 and 2014, the City conducted improvements to 27 of these street segments leaving Unity Boulevard (between 2nd Avenue and 3rd Avenue), 2nd Avenue (between Unity Boulevard and 21st Street), 3rd Avenue (between Unity Boulevard and 2st Street), 10th Avenue (south of 12th Street) and 3rd Street (between 5th Avenue and 7th Avenue) as the street segments remaining for the final phase of the improvement tentatively scheduled between 2015-2020.

Staff is requesting Council to consider modifying the third and final phase of the CIP to eliminate Unity Boulevard, 2nd Avenue, 3rd Avenue and 3rd Street segments and replace them with 5th Avenue (between 12th Street and 11th Street) and 11th Street (between 5th Street and 7th Street) in addition to 10th Avenue south of 12th Street.

10th Avenue: Staff considers the proposed improvements scheduled for 10th Avenue a priority due to the deteriorating condition of the pavement, sub-standard street section, high susceptibility to inflows and infiltration (I/I) in the sanitary sewer system and poor condition of the watermain; and recommends this street segment remain on the final phase of the CIP. The original improvements include a full street reconstruction, sanitary sewer replacement and various watermain improvements. The Planning Commission is currently considering a development proposal for the former Raceway to Fun site and the improvements to 10th Avenue may impact or be impacted by this development.

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February 10, 2016

The Raceway to Fun site is a challenging location to service with City utilities due to two primary conditions:

- The site is located at the far end of the City's existing infrastructure resulting in high sanitary invert elevations and low water flow/pressure.
- The site is bisected east to west by two large diameter stormsewer culverts installed as part of the Highway 10/61 project by MnDOT to route stormwater to the adjacent pond east of the site.

The developer's engineer was unable to grade the site in a manner that would allow the extension of the sanitary sewer from either 10th Avenue or Tibbetts Place across the existing MnDOT stormwater culverts. The developer has proposed a private sanitary lift station to serve the development with a forcemain connected to the existing manhole at Tibbetts Place. Similarly, the developer's engineer determined that the water system was not suitable to supply requisite flow/pressure from any of the three closest stubbed locations. They have proposed a ground storage reservoir to provide additional water storage for the building's sprinkler system. The City assumes little risk should the developer proceed with these utility connection alternatives, but new City planning efforts may allow for more conventional connections to be made at a mutual benefit to both the City and developer.



When the 10th Avenue lift station was replaced in 2004, a sanitary sewer stub was extended south at an elevation approximately 6-feet lower than the existing sewer with the anticipation that this would allow for future development further south. When 10th Avenue was reconstructed in 1995 between Glenn Road and 12th Street, the watermain was up-sized to a 10-inch line to serve as a main water artery for that corridor heading south. During the highway 10/61 reconstruction project, the City had the foresight to construct a watermain crossing at 7th Street to link the water system on both sides of the highway. By connecting the 10th Avenue and 7th Street watermains, the City would complete this loop providing a more reliable water system and will allow for more versatility for the future expansion.

5th Avenue & 11th Street Improvements:

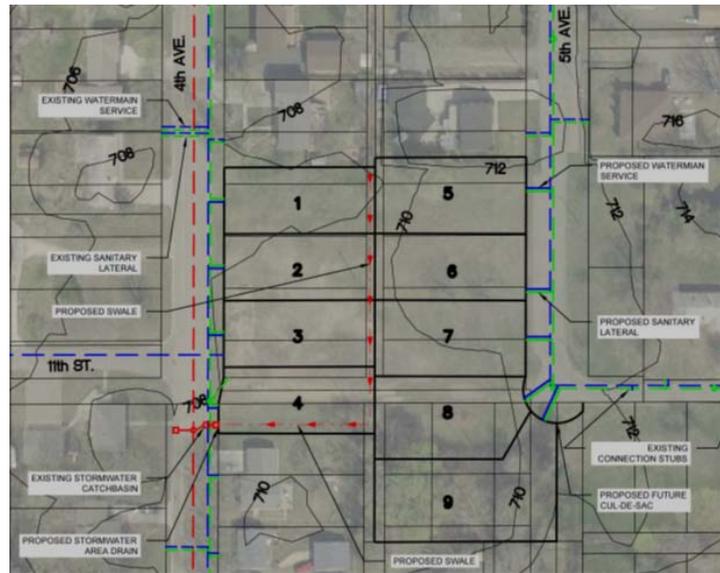
The two street segments (5th Avenue and 11th Street) proposed for improvement are adjacent to the former Public Works site. In addition to deteriorating pavement condition and sub-standard

MEMO

February 10, 2016

street sections; the water and sewer utilities are showing signs of deterioration including root intrusion, I/I and watermain breaks. There is also an area-wide stormwater drainage issue on 5th Avenue similar to 3rd Avenue that was added to the 2014 Street Improvements project.

Staff proposes to replace the water and sewer mains, construct a storm sewer across the former Public Works site to connect to the 4th Avenue sewer and complete a full street reconstruction (FSR) on both segments. With the increasing interest from perspective developers in the site, addressing these issues prior to the development will provide the City has the greatest degree of flexibility to implement these improvements.



Project Costs: For Council consideration, we have prepared a budgetary cost estimate for the street and utility improvements to 10th Avenue, 5th Avenue and 11th Street. We examined the average bid prices for the 2014 Street Improvements project with specific respect to the improvements to 2nd Avenue, a similar scoped project as those proposed, and applied a simple per-foot unit price to the improvements. Below is a breakdown of the estimated Total Project Costs:

Estimated Total Project Costs						
Segment	Rehab Type	Street	Sanitary Sewer	Watermain	Stormsewer	Total
10th Ave.	FSR	\$ 148,000	\$ 117,000	\$ 85,000	\$ 37,000	\$ 387,000
5th Ave.	FSR	\$ 137,000	\$ 93,000	\$ 88,000	\$ 43,000	\$ 361,000
11th St.	FSR	\$ 110,000	\$ 64,000	\$ 53,000	\$ 32,000	\$ 259,000
Construction Cost Sub-Total		\$ 395,000	\$ 274,000	\$ 226,000	\$ 112,000	\$ 1,007,000
Contingency (10%)		\$ 39,500	\$ 27,400	\$ 22,600	\$ 11,200	\$ 100,700
Overhead (20%)		\$ 79,000	\$ 54,800	\$ 45,200	\$ 22,400	\$ 201,400
Total Project Cost		\$ 513,500	\$ 356,200	\$ 293,800	\$ 145,600	\$ 1,309,100

City Staff has scheduled a meeting with Ehlers to discuss financing options for these improvements including utilizing the remaining funds from the 2013-2014 bond sale, special assessments, developer cost participation and proceeds from the sale of the Old Public Works site lots. Staff will provide an update regarding those discussions at the Council Meeting.

Action Requested: We respectfully request that the Council consider directing Staff to revise the existing CIP and 2013-2015 Street Improvements Projects Feasibility Study to reflect the inclusion of the street and utility improvements outlined in this memo.

Memo

To: Honorable Mayor and City Council Members
Ms. Deb Hill, City Administrator

From: Jon Herdegen, P.E. – City Engineer

Subject: Facility Plan – Wastewater Collection System Plan

Date: February 10, 2016 – For the February 18th Council Meeting

At the December 5th Meeting, Council directed MSA to prepare a facility plan for the wastewater collection system to reduce the excessive infiltration and inflow (I/I). The preparation of a facility plan is required by MN Rule 7077.0271 in order for a project to be included in State Revolving Fund Program and eligible for Clean Water Fund loans. Enclosed for Council review and consideration is a draft copy of the facility plan and Environmental Information Worksheet (EIW).

The facility plan describes a City-wide plan to reduce excessive I/I in the sanitary sewer system including lining truck sewer mains, lining lateral service connections and manhole sealing. The plan outlines a multi-phased approach for implementation of these improvements with the first phase centering on the drainage area contributing to the 10th Avenue Lift Station. The trunk sewer mains contributing to this station were lined in 2011 but the City is still experiencing high pumping rates during wet/rainy periods. We believe this is a result of ground water infiltrating into the service laterals and manholes. There are only 28 service connections and 8 manholes with this area. Implementation of a service lateral lining and manhole sealing project on this relative small area would allow the City to track reduction in I/I in real-time, based on the lift station pumping records.

If Phase One can demonstrate a significant reduction in I/I, a similar approach of service lateral liners and manhole sealing would be taken for the rest of the 2011 Lining Project (Phase Two). Phases 3 & 4 would involve installing trunk sewer liners throughout rest of the City (with the exception of the repair areas from 2013-2014) and installation of service lateral liners. It is important to note that the submission of a facility plan does not obligate the City to expense any resources or follow the phasing plan as presented. The facility plan simply provides a road map for how the City will allocate their resources if they proceed with a project that would use State Revolving Fund monies for financing.

Action Requested: We are requesting that the Council review the facility plan and EIW with the intention of adopting the plan at the March 3rd Council Meeting. The submittal deadline for MPCA review is March 4th so we sincerely thank you in advance for your prompt review and consideration.

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Wastewater Collection System Rehabilitation Plan

City of Newport
Washington County, Minnesota
February 2016

Prepared by:



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Project No. 10316025
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Wastewater Collection System Rehabilitation Plan City of Newport

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CHAPTER 1 – GENERAL INFORMATION & PROJECT DESCRIPTION

1.1 BACKGROUND

1.1.1 LOCATION

The City of Newport is located in Washington County, along the Mississippi River approximately 10 miles southeast of the City of St. Paul, Minnesota. The City is located primarily in Sections 25 and 36 of T28N, R22W, or 44° 52' 16" N, 93° 0' 7" W. It has an approximate area of 3.9 mi² with 3.6 mi² of land, 0.25 mi² of water and is situated directly across the Mississippi River from South St. Paul, MN. See **Figure 1** for a project location map.

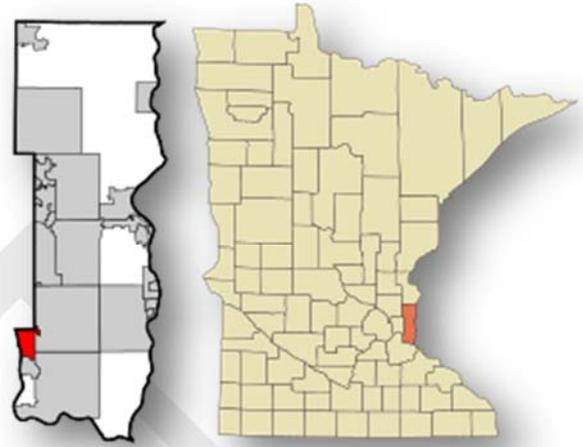


Figure 1 Location Map of Newport, Minnesota

1.1.2 GEOLOGY

The bedrock unit underlying Newport was deposited during the Cambrian and Ordovician periods of the early Paleozoic. The water table occurs in the Prairie du Chien Group. The Prairie du Chien Group is a thin-bedded sandy or oolitic dolomite with thin beds of sandstone and chert in its upper portions. Solution cavities have been observed near the water table in the Prairie du Chien in cores collected in St. Paul Park (Barr, 1991).

The lower Prairie du Chien is thickly to massively bedded dolomite. A thin (12- to 13- foot thick) sandy transitional zone occurs adjacent to the contact with the Jordan Sandstone. The Prairie du Chien Group is 130 to 200 feet thick in the vicinity of Newport. The Jordan Sandstone is Cambrian in age and is 60 to 100 feet thick in the vicinity of Newport. The Prairie du Chien and Jordan Sandstone are generally considered to act as a single hydrogeological unit in the Twin Cities area (Prairie du Chien – Jordan Aquifer). These units are heavily used for water supply in southern Washington County. The Prairie du Chien is unconfined near Newport and the Jordan is considered confined.

Groundwater flow in the Prairie du Chien is controlled by fractures, joints, and solution cavities. Flow in the Jordan Sandstone is mainly through intergranular pore spaces. Groundwater in the Prairie du Chien Group and Jordan Sandstone flows from northern Washington County towards the Mississippi and St. Croix Rivers. The general direction of groundwater movement is westerly. The primary source of water for the Prairie du Chien Group and Jordan Sandstone is leakage from adjoining aquifer units. Where the Prairie du Chien Group is the uppermost bedrock unit it also receives water via infiltration of precipitation. Discharge is to the major streams, the Mississippi River and the St. Croix River.

1.1.3 SOILS

The Newport area is comprised of two geomorphic regions. The Mississippi Valley Outwash is the dominant surface configuration, covering over 90% of the area. The northern part of the area is comprised of a loamy rolling surface configuration called the Twin City Formation. The Newport area is an “island” in

the outwash plain. The soil is well drained and consists of 1 to 3 feet of loam or silt over the limestone or sandstone bedrock. East Newport and portions west of Highway 61 are known to have a high infiltration rate causing surface runoff to be low. The flatter outwash plain in the west portion of Newport has fewer erosion problems and fewer wetland areas. The east portions of Newport have the highest erosion risk; there are some areas with slopes greater than 12 percent. A detail soils report of the Newport city limits is provided in **Appendix B**.

1.2 WASTEWATER COLLECTION SYSTEM OVERVIEW

1.2.1 HISTORY OF EXISTING INFRASTRUCTURE

As mentioned in **Section 1.1.2 Geology**, Modern day Newport is located on a series of rock shelves on the banks of the Mississippi River. Approximately half of the residential homes in the City were constructed before 1965 and have full or partial basements that sit in an excavated basin in the ledge rock.

Currently, the City's municipal sewer collection system includes seven lift stations, 7,900 feet of 4 to 6 inch forcemain, and 92,000 feet (51,000 west of TH 61, 41,000 east) of gravity sewer varying in size from 8 to 18 inches in diameter, with material types ranging from vitrified clay pipe (VCP), reinforced concrete pipe (RCP) and plastic pipe (PVC). The system also includes 367 manhole structures mainly constructed of reinforced concrete, with few consisting of concrete block. Ultimately, wastewater reaches the MCES lift station located at the south end of the City on 3rd Avenue and 2nd Street and is pumped to regional treatment facility on Pig's Eye Island.

1.2.2 WASTEWATER CONNECTIONS BREAKDOWN

Shown below in **Table 1** is a breakdown of all the recorded sanitary sewer connections that the system services. See **Section 5 Individual Sewage Treatment Systems** for information regarding these systems

CONNECTION TYPE	CONNECTION AMOUNT
Residential Single Family Homes	957
Residential Multiple Units	47
Non-Residential	75
TOTAL CONNECTIONS	1079

Table 1 Wastewater Collection System Breakdown

1.3 WASTEWATER COLLECTION SYSTEM NEEDS

1.3.1 THE PROBLEM

Inflow and infiltration (I/I) can be defined as excess water that flows into sewer pipes as groundwater and surface water runoff. Groundwater (infiltration) seeps into sewer pipes through holes, cracks, joint failures, and faulty connections. Surface water runoff (inflow) rapidly flows into sewers from roof drain

downspouts, foundation drains, storm drain cross-connections, and through holes in manholes covers. Most I/I is caused by aging infrastructure that needs maintenance or replacement.

The City of Newport has been advised by the Metropolitan Council Environmental Services (MCES) that the City's sanitary sewer system has a significant inflow and infiltration problem. On three separate occasions over the past three years, the City has exceeded the maximum allowable wastewater peak discharge to the regional MCES plant at Pig's Eye Island. The excessive peak discharge recorded on June 1, 2014 resulted in a surcharge of \$833,000 to be applied to the rehabilitation and repair of the City's sanitary sewer infrastructure. In the past, the City has recovered similar surcharges from MCES by using these surcharges to help improve the condition of the sanitary sewer system and implementing repairs to reduce the excessive inflow and infiltration.

The City of Newport experiences various levels of flooding from the Mississippi River on a regular basis. Typically the river reaches flood stage during the spring snow melt, but it can also occur after large rainfall events. Over the last several years, the spring snow melt has boosted river levels above the flood stage elevation of 701.0. The portion of the sewer infrastructure closest to the Mississippi along Cedar Lane from 17th Street to 15th Street, 1st Avenue from 12th Street to 10th Street, and the wet well for Lift Station No. 2 lies below the flood stage elevation and is especially susceptible to inflow.

1.3.2 BEHIND THE PROBLEM

Servicing the majority of residential homes throughout Newport is a sanitary sewer system that was installed using clay tile bedded in rock trenches excavated from the surrounding rock shelf. Connecting the homes to the trunk sewer system are service lateral lines. Many of these services were not connected with a saddle, wye, or other modern fitting, but are simply pipe protruding into the main trunk pipe. Using existing practices of the time, service connections were created by cutting or even breaking the clay tile with a hammer requiring grouting around the service connection.

Adding to poor construction techniques of the past is the fact that the rock trenches that were excavated provide an easy path for water to collect. These trenches in existing bedrock act much like a series of French Drains that convey water ultimately into the sanitary sewer. In locations where the pipe gaskets have failed, were not installed, or the grout collar has failed, leaks allowing clear water to enter the system are a result.

In an effort to mitigate this problem, the City performed exploratory measures by way of sewer line televising. This work revealed that leaking wye connections, broken sewer mains, missing pipe gaskets and leaking service lines are the primary sources of how the I/I enters the City's sewer system. In October of 2015, City Staff met with representatives from the MPCA and PFA to review the City's eligibility for State Revolving Fund Program to help finance the additional public and private costs of making repairs to eliminate the I/I from the sewer system.

1.3.3 MITIGATION EFFORTS TO-DATE

In 2011, the City allocated over \$500,000 to install a cure-in-place pipe liners and manhole grouting system in the areas most susceptible to seasonal high ground water. Subsequent televising records indicate that infiltration is still occurring at the service lateral connection point where the liner was cut to reinstate the connection point.

In 2013 and 2014, the City allocated nearly \$700,000 on public and private sanitary sewer infrastructure in conjunction with the street improvements project(s). To date the City has lined approximately 13.5% of the public sewer mains and has repaired 10% of the private service lines and wye connections. It is estimated that the remaining corrections will require an investment of \$3,000,000 to \$3,500,000 in public funds and \$6,000,000 to \$6,500,000 in private monies. See **Section 4 Alternative Analysis** for further discussion on the lining option. **Appendix A** contains a detailed breakdown of work and construction items required.

DRAFT

CHAPTER 2 –EXISTING WASTEWATER FLOWS

2.1 PAST FLOW DATA VS. AVERAGE PRECIPITATION

The purpose of this section is to demonstrate the link between increased flows discharged to the regional MCES wastewater plant and the average monthly precipitation for the City of Newport. As mentioned previously the City of Newport has been cited by the MCES for having an ongoing inflow and infiltration problem. In 2014 alone the city was cited multiple times for exceeding the peak allowable discharge amount. These citations are a growing concern for the City as it is tasked with spending more funds to mitigate the problem through MCES surcharges as well as being an ongoing steward of the environment alongside the other metro municipalities.

The chart displayed in **Figure 2** shows a correlation between the average monthly gallons per minute flow rate and the average monthly precipitation for the area. The data shown was gathered from multiple sources. The pumping data was received from MCES and the precipitation data was taken from the Minnesota Department of Natural Resource's Historical Data Listing.

When comparing these two sets of data, one can deduce the rise in monthly flow rate directly corresponds with the typical rainy season for the Twin Cities area. The rise in precipitation, typically from March through August, results in higher wastewater flows directed to the MCES plant. The additional clear water entering the collection system puts the City's system at a greater risk of exceeding its collection capacity. During the heavy rains in June of 2014, the City's system had reached capacity and, had those flow rates continued, the Public Works Staff was convinced it would have resulted in numerous sewer backups. Even when heavy rainfall events are not occurring the ongoing infiltration of ground water requires more energy expended by the plant for treatment purposes that would otherwise not be needed. This ever increasing cost of treatment is then passed on to the municipalities and ultimately the end user, the City's residents.

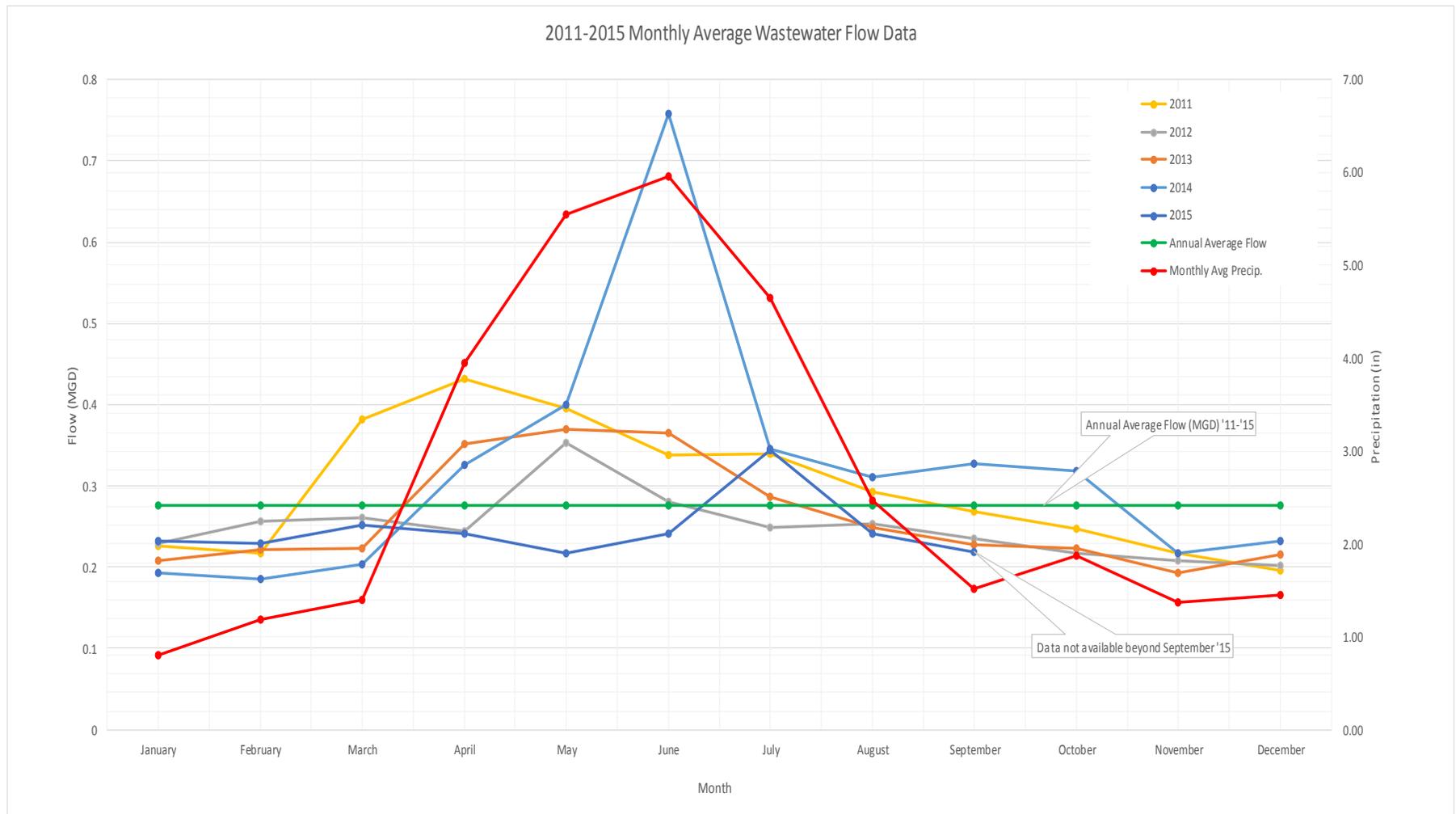


Figure 2 Average Flow vs Time Chart

CHAPTER 3 – FUTURE WASTEWATER FLOWS & LOADINGS

3.1 POPULATION

The population estimate in 2014 for the City of Newport is 3,469. Since the year 2000 the City has experienced a decline in population from 3,715 to its current level representing a 6.6% decline.

The City completed a “2030 Comprehensive Plan Update” in 2009 and included a population projection through 2030 based on the Metropolitan Council data. Although the City has seen a reduction of 6.6% in population over the last 16 years, the comprehensive plan expects a 15.8% growth through 2020 (population of 4,400) and an 11.1% growth through 2030 (population of 4,890).

3.2 FUTURE FLOW AND INFRASTRUCTURE NEEDS

Based on the projected population growth and anticipated level of development in the City, it is not anticipated that a significant increase in sewer flow will occur over the next 10 years. It is expected the City will continue their current maintenance program and improve the wastewater collection system as the need arises. Although, due to the age and difficulty in maintaining serviceability, the City has upgraded five of their seven of their Lift Stations last year and plan to upgrade the other two as needed.

Over time it is expected that areas of Newport will experience growth and redevelopment. At those times the possibility of extending services to these areas, thus increasing wastewater flows, would be reviewed. The additional effluent from these developments would be analyzed using standard design criteria approved by the MPCA in order to determine the expected flows the regional wastewater plant could expect.

CHAPTER 4 –ALTERNATIVES ANALYSIS

4.1 THE ALTERNATIVES

In an effort to find the best solution to remedy the City's I/I problem, three alternatives were analyzed. The three alternatives investigated included the following: doing nothing to the current system and continue to incur surcharges from MCES, line the sanitary sewer main and lateral lines with a cured-in-place pipe lining system, or replace entirely the sanitary sewer main and lateral lines with new materials.

4.1.1 AS-IS APPROACH

Each option reviewed brings with it many pros and cons. The option to leave the problem as-is brings with it many negatives not only for the financial side of Newport, but also its environmental as well. Not addressing the problem leaves the City at risk for continued surcharges from the MCES which forces the City to take immediate action in dedicating public funds in order to remediate the issue. Additionally, the natural environment in and around Newport will be at a greater risk to sanitary sewer backups from exceeding the treating capacity at the regional MCES wastewater plant. This potentially sends untreated sewer water into resident's homes and ultimately the Mississippi river.

In the end, the City will be forced to spend money fixing this problem regardless as MCES requires certain dollar amounts to be spent a year as part of their surcharge enforcement. Recommending a status quo approach to this problem would be doing a disservice to not only the City of Newport and its residents, but the greater metropolitan area.

4.1.2 LINING PROJECT

The option of lining the mainline and lateral connections of the collection system provides an enhanced benefit environmentally, but it comes at the cost of the municipality which is burdened with the upfront financial cost. As mentioned previously, past televising of the current collection system has revealed many problem areas that could be remediated via a cured-in-place pipe lining system. This option would reduce inflow and infiltration and thereby reducing the risk of incurring a surcharge from MCES in the event of a heavy rainfall. Likewise, the option does not require the complete reconstruction of the surrounding infrastructure as required by a full utility replacement. Roads and other public utilities would not be temporarily taken out of service to install a new collection system.

This option does require a significant commitment of public and private funds to complete. A commitment that will need the help of various low interest loan and grant programs if the City wants to implement a long-term fix to their I/I problem. Private funds would be at stake as well as residents may be assessed for the benefit the infrastructural improvements.

4.1.3 COMPLETE RECONSTRUCTION

Finally, the option of removing and replacing the deteriorated collection system with new materials must be considered. Ideally, this would be the preferred option as the City would receive the benefit of brand new collection system installed to the latest standards and specifications. The I/I issue would be fixed for

a time that would extend well past the recommended 20 years and the risk to the environment from contamination would be substantially reduced.

However, this option would require a financial commitment well beyond what any public or private monies could support. The constructability of this option poses its own distinct challenges: the required closure of public roads and interruption to other public utilities would create a constant problem for residents, business owners and the public alike. High costs aside, leveraging the cities functionality and livability for five or more years to complete this project is not a sacrifice most municipalities can make.

4.2 COST ANALYSIS

The tables presented in the subsequent sections describe the overall cost burden the City would take on for each alternative. To see a detailed break down of each alternative and its recommended phasing see **Appendix A**. It should be noted that the scope of these items and their required costs are representative of projects let and constructed in the City of Newport within the last three years and an annual inflation rate applicable to construction project.

Due to the continued surcharge letters and costs levied against the city by the MCES, the alternative of leaving the collection system in its current condition is hereby eliminated as a viable solution. This leaves the two alternatives to either line the sanitary sewer system or removed and replaced to be analyzed. In the following sections Alternative A will refer to the option of lining the system while Alternative B will label the complete reconstruction option.

4.2.1 ALTERNATIVE A

The main cost contributing factors in phases 1 & 2 are construction activities related to lining existing lateral services for residential homes and sealing manholes with chemical grout for the portions of sanitary sewer mains that have been previously lined during a 2011 I/I Reduction project. The general scope of this alternative would include installing a custom made lateral service liner from inside the mainline sewer toward the residence. A cleanout access would be vacuum-excavated near the property line to aide in the installation of the liner. Ancillary costs include the pre-televised inspection and cleaning work to ensure a quantity installation and post televised inspection to ensure the problem has been remediated.

The second part of the collection system addressed under this alternative are the precast sewer manholes. As illustrated in **Figure 3** manhole No. 288 is a good example of how manholes are susceptible to



Figure 2 Manhole No. 288 near 10th Avenue with clear water inflow

infiltration at the precast joints, cracked or deteriorated areas and groundwater tracing between the existing liner and host pipe. The streams of water shown in the picture is not wastewater, those streams are groundwater sources squeezing through a poorly grouting pipe invert. To address these infiltration source, chemical grout will be injected through the concrete structure into the soil compacted at the outside wall. When the grout cures, an impermeable layer will surround the structure.

Phase 1 of this alternative would aim to address I/I problems to the system servicing the 10th Avenue lift station (See **Appendix C**). This catchment area consists of approximately 1,800 feet of previously line sewer main and 8 sanitary manholes. By implementing the proposed service lateral liners and manhole grouting improvement to a small isolated area, the City will be able to track the success of their effort in real-time by monitoring the pumping rates for the 10th Avenue Lift Station.

In phase 2 of this alternative, lining and manhole sealing would shift to the western portion of Newport near the Mississippi River that was also lined during the 2011 lining project. Focusing on the lateral lines and manholes servicing residents in this area would complete the rehabilitation to this portion of this system and reduce clear water issues for many years to come.

The subsequent phases 3 & 4 would focus efforts on the remaining portions of Newport east and west of Highway 10/ 61. These areas have not seen much in the way of sewer repairs and are reaching almost 50 years in age. During these phases both main line sewer and later lines would be rehabilitated via a cured-in-place pipe lining system. Manhole sealing and sewer cleaning and televising would be done as well.

Pricing for each phase was determined by finding a cost per lineal foot of main sewer line serviced by the repairs. Previously completed work in certain areas of the city helped to delineate phasing for this alternative. Finding a cost per linear foot for each alternative created a common link for comparing and contrasting alternatives.

4.2.2 ALTERNATIVE B

This alternative is considerably more involved as it takes into account the ancillary items that would be removed and replaced during a sanitary sewer reconstruction. In **Appendix A**, one will find a detailed form that outlines nearly 70 bid items that would commonly be found in construction documents for this type of work. This bid form is representative of typical unit prices the City would expect to receive from local contractors.

Just as in alternative A, the total price for each phase was achieved by finding a cost per linear foot using a typical sanitary sewer reconstruction project as a baseline. This average cost per linear foot was then applied to the varying lengths of sanitary sewer main line repaired in each phase. Since the type and nature of construction is relatively the same throughout phases 1-2 the cost per linear foot reflects this. Additionally, phases 3 & 4 require similar work, thus these two phases have the same cost per linear foot

4.2.3 THE COMPARISON

PHASE	YEAR	SAN SEWER LF	COST PER LF		INFLATION %	TOTAL COST	
			ALT A	ALT B		ALT A	ALT B
1	2016	1,782	* \$103	† \$137	3%	\$188,198	\$251,502
2	2017	14,085	* \$103	† \$137	6%	\$1,530,848	\$2,045,785
3	2018	24,085	** \$155	†† \$508	9%	\$4,081,859	\$13,326,077
4	2019	21,218	** \$155	†† \$508	12%	\$3,694,939	\$12,062,897
					TOTAL	\$9,495,844	\$27,686,261

Table 2 Alternatives Comparison Overview

* Cost per LF is less in phases 1 & 2 as the work includes lining laterals and sealing manholes only. See **Appendices A & C**

** Cost per LF is higher in phases 3 & 4 as the work includes trunk and later lining in addition to manhole sealing. See **Appendices A & C**.

† Cost per LF is less in phases 1 & 2 as the work includes lateral and manhole replacement only. See **Appendices A & C**

†† Cost per LF for phases 3 & 4 was based on a typical complete sanitary sewer reconstruction project constructed in Newport within the last three years. See **Appendix A** for a detailed list of construction items. See **Appendix C** for phases 3 & 4 locations.

4.3 IMPACTS ON EXISTING WASTEWATER TREATMENT SYSTEM

The two alternatives of lining or complete reconstruction of the collection system are expected to be greatly beneficial to the regional wastewater plant. The reduction of clear water entering the system these two alternatives provide would reduce the risk of capacity exceedance, lower the required energy otherwise needed to treat the clear water, and ultimately slow the increase of treatment costs for the residents of Newport. Furthermore, together with the surrounding metro communities, the goal of protecting Minnesota’s water resources can be achieved with continued commitment to the MCES guidelines.

4.4 POTENTIAL ENVIRONMENTAL IMPACTS COMPARISON

From the standpoint of an inflow and infiltration reduction project, the biggest driving factor for a project like this would be the preservation of Newport’s water resources. As briefly discussed in **Section 4.3**, the end game for both alternatives is to reduce treatment needs and the risk of sewer backups, albeit at varying costs to the municipality. However, the required disturbance to the environment in the interim varies substantially between the alternatives.

4.4.1 LINING PROJECT IMPACTS

The most attractive attribute about a lining project to address Newport’s inflow and infiltration problem is its ease of construction and minimal disturbance. No new construction would be required. Roads would not be temporarily shut down and large construction equipment would not need to be mobilized to the site. This reduces the potential for dust, noise, and emissions pollution for the residents. All work could be done from existing access points along the main sewer trunk line. Also, the ability to repair the system in place means no soil disturbance is necessary; a procedure that would otherwise be required in a full reconstruction operation.

It should be noted that a slight risk to ground water contamination due to the use of the curing compound exists. However, the risk is deemed negligible as the product will be used and applied in a closed sanitary

sewer system where the water is eventually treated. There also is a risk of job site spilling of the compound, but this risk can be virtually eliminated by hiring qualified, experienced contractors with a detailed spill prevention and remediation plan. Storm sewer inlet protection devices should be placed at adjacent intakes to aid in the protection of ground water.

4.4.2 COMPLETE RECONSTRUCTION IMPACTS

On the surface, the thought of having a completely reconstructed collection system would be an attractive a municipality. However, the potential environmental impacts increase substantially when this type of construction work is performed.

Many residents would expect all the typical aspects of a construction site to be present in the City during the spring and summer months for several years. These activities would bring disruption to regular traffic routes as well as access to resident's homes. Often construction during the summer months brings with it the potential for airborne pollution in the form of dust and emissions. This can greatly affect residents with asthma and those requiring the use of oxygen tanks. To combat this problem, water trucks would need to on site multiple times apply moisture to the disturbed soil in order to reduce the dust from becoming airborne. This only brings added traffic to the residential area and more water usage.

Another potential pollution problem comes in the form of storm water runoff. A complete reconstruction of a sanitary sewer collection system often requires the demolition of the surround infrastructure such as pavement, public/private utilities and boulevard space. This removal activity loosens and exposes the surrounding soil, making it susceptible to runoff when a rain event occurs. With this risk brings an assortment of required storm water BMPs or "Best Management Practices." Inlet protection systems, filter logs, silt fence, rock check dams, and erosion blankets are just a few examples that would be needed to prevent this type of erosion. The implementation of these BMP requires a certified storm water pollution prevention designer to create a pollution prevent plan and continually adapt the plan to the changing construction schedule/scope.

CHAPTER 5 – INDIVIDUAL SEWAGE TREATMENT SYSTEMS

5.1 LOCATION

Currently the City of Newport has on record 80 residential structures and zero non-residential structures that discharge to subsurface soil treatment systems. Shown below in **Figure 3** is the localized ariel map of where these individual sewage treatment systems are located. This is the only section of Newport not connected to the municipal sewer system.

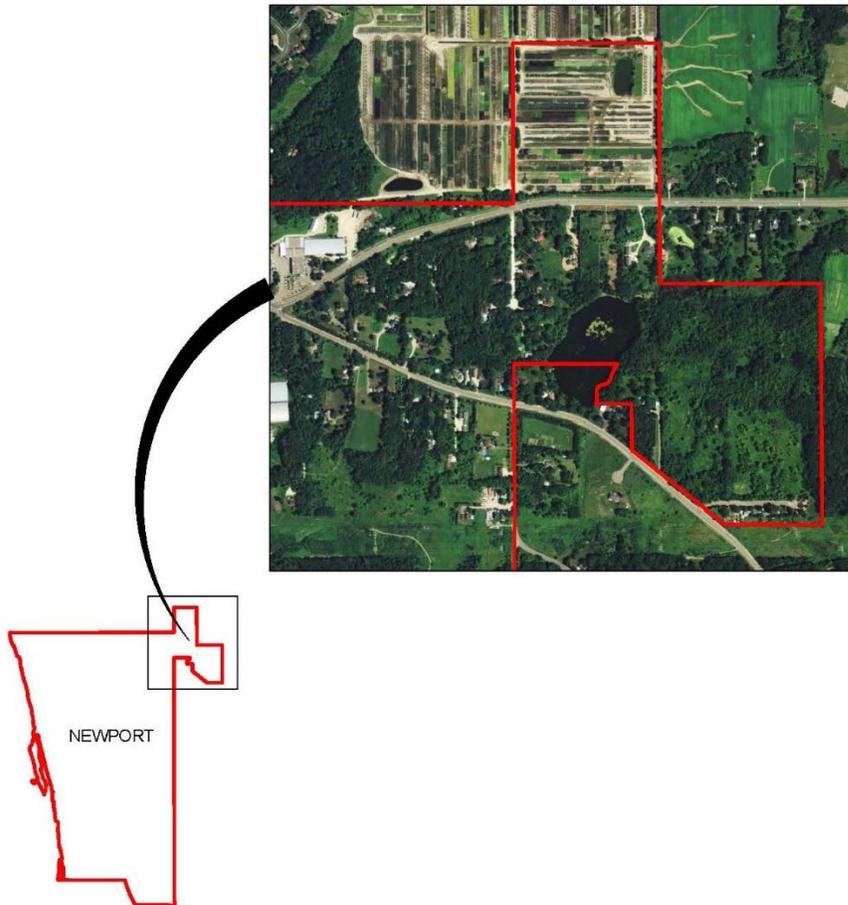


Figure 3 Individual Sewage Treatment Systems Location

5.2 AREA EXCLUSION

Due to the location of these individual sewage treatment systems any change to the current wastewater collection system would bare no affect on these systems and is therefore excluded from the proposed I/I project area. It is because of this exclusion the overall operating condition and support for system replacement as determined by an authorized individual was not pursued.

CHAPTER 6 –ALTERNATIVE SELECTION

6.1 ALTERNATIVE SELECTION

The proposed alternatives to the City’s inflow and infiltration discussed in this document are feasible from an engineering standpoint. However, Alternative B is not a realistic option financially for the City to undertake. In the same way, committing to considerable construction activities taking place in the City for the next five years and beyond is not in the best interest from a livability and environmental standpoint.

With the understanding of the issues Alternative B presents and the multiple pros Alternative A brings, it is recommended that Alternative A be the solution the city pursues. This recommendation is based in sound financial and engineering judgement as presented in **Section 4 Alternative Analysis**.

6.2 COST SUMMARY

Shown below is what the City can expect in construction costs per year should Alternative A be pursued. The city plans to finance these costs through a combination of MPCA grant money and low interest bonding. See **Section 6.3 Annual Sewer Service Charges** for further discussion on what the residents can expect in regards to increased rates.

PHASE	YEAR	ALTERNATIVE A ANNUAL COST
1	2016	\$188,198
2	2017	\$1,530,848
3	2018	\$4,081,859
4	2019	\$3,694,939
	TOTAL	\$9,495,844

Table 3 Alternative A Annual Cost

6.3 ANNUAL SEWER SERVICE CHARGES

In 2009 the City completed a rate study for the sewer utility fund projecting population, sewer rates, operating revenue, O&M expenses, capital reimbursements, and capital expenses through the year 2023. On a semi-annual basis, the city evaluates the current rates and adjusts for infrastructure projects, inflation and increasing operating expenses.

	Quarterly Sewer Rates			
	Actual	Proposed Rates		
	2014	2015	2016	2017
Percentage Increase	6.75%	9.75%	9.75%	9.75%
Flat Rates				
Residential	13.78	15.12	16.60	18.22
Senior	10.34	11.35	12.45	13.67
Multi Family, per unit	10.34	11.35	12.45	13.67
Commercial	15.19	16.67	18.30	20.08
Usage Rates (City and MCES)				
Sewer Only	3.60	3.95	4.34	4.76
Residential, Multi Family, Commercial	3.60	3.95	4.34	4.76
Senior	2.70	2.96	3.25	3.57

Table 4 Current Proposed Sewer Rates (2014-2017)

The sewer rate study indicates that the City should continue their policy of increasing the annual sewer rates by at least 3% annually. In recent years, the City has or is projected to increase their rates nearly 10% to maintain a health enterprise fund. These figures do not represent the necessary sewer rates increases necessary to support the projects discussed

in this report. The City would perform a detailed rate analysis to determine the most appropriate funding alternatives for these projects.

6.4 CONCLUSIONS

At this time the need to remediate the City of Newport's inflow and infiltration problem is an imperative one. The alternatives presented and subsequently selected provide a necessary path for the City to achieve its goal. Along with a strong plan, the City can expect competitive bidding due to current economic conditions. This will ensure the city completes its inflow and infiltration needs in a timely and cost effective manner.

DRAFT

APPENDIX A

CONSTRUCTION COST BREAKDOWN

ITEM NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT
ALTERNATIVE A PHASES 1 & 2					
<u>SCHEDULE 1.0 - PRIVATE WORK</u>					
1	LATERAL LINING - WITH CLEANOUT	EA	201	\$ 5,000.00	\$ 1,005,000
2	LATERAL TELEVISIONING	EA	201	\$ 160.00	\$ 32,160
3	LATERAL CLEANING	EA	201	\$ 370.00	\$ 74,370
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 1,111,530
<u>SCHEDULE 2.0 - PUBLIC WORK</u>					
1	SEALING PRE-CAST MANHOLE STRUCTURES	EA	76	\$ 2,500.00	\$ 190,000
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 190,000
<u>PHASE 1: PROJECT COST SUMMARY</u>					
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 1,111,530
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 190,000
T	TOTAL CONSTRUCTION COST				\$ 1,301,530
	CONTINGENCY	10%			\$ 130,153
	OVERHEAD	15%			\$ 195,230
T	TOTAL PROJECT COST			[A]	\$ 1,626,913
T	TOTAL LF OF SANITARY SEWER		[B]	15,867	
T	COST PER LF		[A]/[B]	\$ 103	

ITEM NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT
ALTERNATIVE A PHASES 3 & 4					
<u>SCHEDULE 1.0 - PRIVATE WORK</u>					
1	LATERAL LINING - WITH CLEANOUT	EA	660	\$ 5,000.00	\$ 3,300,000
2	LATERAL TELEVISIONING	EA	660	\$ 160.00	\$ 105,600
3	LATERAL CLEANING	EA	660	\$ 370.00	\$ 244,200
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 3,649,800
<u>SCHEDULE 2.0 - PUBLIC WORK</u>					
1	MAINLINE LINING	LF	45,303	\$ 34.00	\$ 1,540,302
2	SEALING PRE-CAST MANHOLE STRUCTURES	EA	178	\$ 2,500.00	\$ 445,000
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 1,985,302
<u>PHASE 3: PROJECT COST SUMMARY</u>					
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 3,649,800
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 1,985,302
T	TOTAL CONSTRUCTION COST				\$ 5,635,102
	CONTINGENCY	10%			\$ 563,510
	OVERHEAD	15%			\$ 845,265
T	TOTAL PROJECT COST			[A]	\$ 7,043,878
T	TOTAL LF OF SANITARY SEWER		[B]	45,303	
T	COST PER LF		[A]/[B]	\$ 155	

ITEM NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT
ALTERNATIVE B PHASES 1 & 2					
<u>SCHEDULE 1.0 - PRIVATE WORK</u>					
1	LATERAL EXCAVATION	EA	201	\$ 2,200.00	\$ 442,200
2	LATERAL RESTORATION	EA	201	\$ 4,600.00	\$ 924,600
3	LATERAL TELEVISIONING	EA	201	\$ 160.00	\$ 32,160
4	LATERAL CLEANING	EA	201	\$ 370.00	\$ 74,370
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 1,473,330
<u>SCHEDULE 2.0 - PUBLIC WORK</u>					
2	F & I PRE-CAST MANHOLE STRUCTURES	EA	76	\$ 3,500.00	\$ 266,000
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 266,000
<u>PHASE 3: PROJECT COST SUMMARY</u>					
T	SCHEDULE 1.0 - PRIVATE WORK - TOTAL				\$ 1,473,330
T	SCHEDULE 2.0 - PUBLIC WORK - TOTAL				\$ 266,000
T	TOTAL CONSTRUCTION COST				\$ 1,739,330
	CONTINGENCY	10%			\$ 173,933
	OVERHEAD	15%			\$ 260,900
T	TOTAL PROJECT COST			[A]	\$ 2,174,163
T	TOTAL LF OF SANITARY SEWER		[B]	15,867	
T	COST PER LF		[A]/[B]	\$ 137	

SANITARY SEWER RECONSTRUCTION BASELINE**ALTERNATIVE B PHASES 3 & 4**

Project: 2ND AVE - 2014 STREET IMPROVEMENT PROJECT

Owner: CITY OF NEWPORT

MSA No: 10316015

Date: March 20, 2014

NOTE	SPEC NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT
SCHEDULE 1.0 - STREET						
	2021.501	MOBILIZATION	LS	0.05	\$ 156,000.00	\$ 8,210.53
	2101.502	CLEARING	TREE	17.00	\$ 150.00	\$ 2,550.00
	2101.507	GRUBBING	TREE	17.00	\$ 110.00	\$ 1,870.00
	2104.501	REMOVE CONCRETE CURB	LF	407.00	\$ 2.40	\$ 976.80
	2104.501	REMOVE FENCE	LF	501.00	\$ 12.00	\$ 6,012.00
	2104.505	REMOVE CONCRETE PAVEMENT	SY	15.00	\$ 12.84	\$ 192.60
	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	6,969.00	\$ 2.08	\$ 14,495.52
	2104.509	REMOVE MAILBOX SUPPORT	EACH	20.00	\$ 35.00	\$ 700.00
	2104.509	REMOVE SIGN	EACH	13.00	\$ 25.00	\$ 325.00
	2104.523	SALVAGE SIGN POST	EACH	13.00	\$ 25.00	\$ 325.00
	2104.523	SALVAGE MAILBOX	EACH	20.00	\$ 20.00	\$ 400.00
	2104.523	SALVAGE LANDSCAPING	EACH	4.00	\$ 500.00	\$ 2,000.00
	2104.618	SALVAGE PAVERS (ALL TYPES & SIZES)	LF	70.00	\$ 7.00	\$ 490.00
	2105.501	COMMON EXCAVATION (STREET) (EV)	CY	1,111.00	\$ 20.66	\$ 22,953.26
	2105.503	ROCK EXCAVATION	CY	2,069.00	\$ 20.00	\$ 41,380.00
	2105.507	SUBGRADE EXCAVATION (EV)	CY	1,950.00	\$ 20.66	\$ 40,287.00
	2105.522	GRANULAR BORROW (CV)	CY	5.00	\$ 18.36	\$ 91.80
	2105.525	TOPSOIL BORROW (LV)	CY	557.00	\$ 8.00	\$ 4,456.00
	2105.604	GEOTEXTILE FABRIC TYPE V	SY	20.00	\$ 2.00	\$ 40.00
	2211.501	AGGREGATE BASE CLASS 5	TON	3,443.00	\$ 12.12	\$ 41,729.16
	2118.502	AGGREGATE SURFACING, (LV), CLASS II (DRIVEWAY)	CY	48.00	\$ 14.00	\$ 672.00
	2360.501	TYPE SP 9.5 WEAR COURSE MIXTURE 2B (D/W)	TON	86.00	\$ 93.00	\$ 7,998.00
	2360.501	TYPE SP 9.5 WEAR COURSE MIXTURE 2B (STREET)	TON	527.00	\$ 60.90	\$ 32,094.30
	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIXTURE 2B (STREET)	TON	703.00	\$ 55.60	\$ 39,086.80
	2360.505	TYPE SP 9.5 BIT MIXTURE FOR PATCHING	TON	133.00	\$ 71.55	\$ 9,516.15
	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	289.00	\$ 2.90	\$ 838.10
	2531.507	6" CONCRETE DRIVEWAY PAVEMENT (APRON)	SY	435.00	\$ 45.00	\$ 19,575.00
	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	2,810.00	\$ 9.00	\$ 25,290.00
	2531.604	8" CONCRETE VALLEY GUTTER	SY	19.00	\$ 50.00	\$ 950.00
	2540.602	INSTALL MAIL BOX SUPPORT (SINGLE)	EACH	9.00	\$ 115.00	\$ 1,035.00
	2540.602	INSTALL MAIL BOX SUPPORT (DOUBLE)	EACH	3.00	\$ 125.00	\$ 375.00
	2540.602	INSTALL MAIL BOX SUPPORT (MULTIPLE)	EACH	1.00	\$ 200.00	\$ 200.00
	2563.601	TRAFFIC CONTROL	LS	0.05	\$ 10,950.00	\$ 576.32
	2564.533	F&I SIGN PANEL TYPE C	SF	58.00	\$ 25.00	\$ 1,450.00
	2564.602	F&I SIGN PANEL TYPE SPECIAL	EACH	7.00	\$ 125.00	\$ 875.00
	2564.602	SIGN POST	EACH	13.00	\$ 50.00	\$ 650.00
	2573.502	SILT FENCE, TYPE MACHINE SLICED	LF	100.00	\$ 1.55	\$ 155.00
	2573.540	FIBER LOG	LF	25.00	\$ 3.75	\$ 93.75
	2573.603	ROCK LOG	LF	10.00	\$ 5.00	\$ 50.00
	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1.00	\$ 1,250.00	\$ 1,250.00
	2573.602	CONCRETE WASH-OUT AREA	EACH	1.00	\$ 100.00	\$ 100.00
	2573.602	INLET PROTECTION	EACH	6.00	\$ 250.00	\$ 1,500.00
	2575.505	SODDING TYPE LAWN	SY	6,012.00	\$ 3.90	\$ 23,446.80
	2575.535	WATER	MGAL	231.00	\$ 21.75	\$ 5,024.25
	2575.561	HYDRAULIC SOIL STABILIZER TYPE 6	SY	6,012.00	\$ 1.75	\$ 10,521.00
	2575.601	SITE RESTORATION	LS	0.05	\$ 5,000.00	\$ 263.16
	2575.601	EROSION & SEDIMENT CONTROL	LS	0.05	\$ 2,500.00	\$ 131.58
T	SCHEDULE 1.0 - STREET - TOTAL					\$ 373,201.87

SANITARY SEWER RECONSTRUCTION BASELINE

ALTERNATIVE B PHASES 3 & 4

Project: 2ND AVE - 2014 STREET IMPROVEMENT PROJECT

Owner: CITY OF NEWPORT

MSA No: 10316015

Date: March 20, 2014

NOTE	SPEC NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT
SCHEDULE 2.0 - SANITARY SEWER						
	2104.501	REMOVE SEWER PIPE (SANITARY)	LF	1,372.00	\$ 1.20	\$ 1,646.40
	2104.501	REMOVE SEWER PIPE (SERVICE)	LF	945.00	\$ 1.20	\$ 1,134.00
	2104.601	REMOVE SEWER PIPE (TRANSITE)	LF	3.00	\$ 41.60	\$ 124.80
	2104.509	REMOVE MANHOLE	EACH	5.00	\$ 416.00	\$ 2,080.00
	2503.602	TEMPORARY SANITARY SEWER BYPASS	EACH	1.00	\$ 12,000.00	\$ 12,000.00
	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	4.00	\$ 571.00	\$ 2,284.00
	2503.602	12" X 4" PVC WYE	EACH	30.00	\$ 655.00	\$ 19,650.00
	2503.603	6" CL 52 DIP SEWER (FORCEMAIN)	LF	50.00	\$ 69.00	\$ 3,450.00
	2503.603	12" PVC SANITARY SEWER PIPE - C900	LF	1,367.00	\$ 63.00	\$ 86,121.00
	2503.603	4" PVC SANITARY SEWER SERVICE PIPE - SDR 26	LF	945.00	\$ 42.40	\$ 40,068.00
	2506.602	INSTALL MANHOLE	EACH	4.00	\$ 3,100.00	\$ 12,400.00
	2506.602	INSTALL CASTING LID	EACH	4.00	\$ 240.00	\$ 960.00
T	SCHEDULE 2.0 - SANITARY - TOTAL					\$ 181,918.20
PROJECT COST SUMMARY						
T	SCHEDULE 1 - STREET - TOTAL					\$ 373,202
T	SCHEDULE 2 - SANITARY - TOTAL					\$ 181,918
TOTAL CONSTRUCTION COST						\$ 555,121
CONTINGENCY (ENGINEERING, LEGAL, ADMINISTRATION)					25.0%	\$ 138,780
<u>TOTAL PROJECT COSTS</u>						[A] \$ 693,901
TOTAL LF OF SANITARY SEWER [B]				1,367		
COST PER LF [A]/[B]				\$508		

DRAFT

APPENDIX B

NEWPORT SOILS REPORT

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Ramsey County, Minnesota
 Survey Area Data: Version 8, Sep 18, 2015

Soil Survey Area: Washington County, Minnesota
 Survey Area Data: Version 10, Sep 18, 2015

Your area of interest (AOI) includes more than one soil survey area. These survey areas may have been mapped at different scales, with a different land use in mind, at different times, or at different levels of detail. This may result in map unit symbols, soil properties, and interpretations that do not completely agree across soil survey area boundaries.

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Aug 26, 2014—Sep 7, 2014

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Ramsey County, Minnesota (MN123)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
8B	Sparta loamy sand, 2 to 6 percent slopes	0.0	0.0%
49B	Antigo silt loam, 2 to 6 percent slopes	0.2	0.0%
49C	Antigo silt loam, 6 to 12 percent slopes	0.3	0.0%
120	Brill silt loam	0.0	0.0%
329	Chaska silt loam	0.0	0.0%
408	Faxon silt loam	0.2	0.0%
1027	Udorthents, wet substratum	0.2	0.0%
1820F	Mahtomedi variant-Rock outcrop complex, 25 to 60 percent slopes	0.0	0.0%
Subtotals for Soil Survey Area		1.0	0.0%
Totals for Area of Interest		2,325.5	100.0%

Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
2B	Ostrander silt loam, 2 to 6 percent slopes	20.2	0.9%
2C	Ostrander silt loam, 6 to 12 percent slopes	9.5	0.4%
7C	Hubbard loamy sand, 6 to 12 percent slopes	13.8	0.6%
8B	Sparta loamy sand, 2 to 6 percent slopes	3.8	0.2%
49	Antigo silt loam, 0 to 2 percent slopes	8.6	0.4%
49B	Antigo silt loam, 2 to 6 percent slopes	95.5	4.1%
49C	Antigo silt loam, 6 to 12 percent slopes	73.8	3.2%
49D	Antigo silt loam, 12 to 18 percent slopes	9.6	0.4%
100B	Copaston loam, 0 to 6 percent slopes	84.3	3.6%
120	Brill silt loam	17.4	0.7%
153B	Santiago silt loam, 2 to 6 percent slopes	48.3	2.1%
153C	Santiago silt loam, 6 to 15 percent slopes	68.9	3.0%

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Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
155B	Chetek sandy loam, 0 to 6 percent slopes	23.4	1.0%
155C	Chetek sandy loam, 6 to 12 percent slopes	129.9	5.6%
155D	Chetek sandy loam, 12 to 25 percent slopes	71.7	3.1%
189	Auburndale silt loam	2.0	0.1%
264	Freeon silt loam, 1 to 4 percent slopes	9.7	0.4%
266	Freer silt loam	4.7	0.2%
298B	Richwood silt loam, 2 to 6 percent slopes	9.0	0.4%
301B	Lindstrom silt loam, 2 to 4 percent slopes	33.3	1.4%
302B	Rosholt sandy loam, 1 to 6 percent slopes	9.4	0.4%
302C	Rosholt sandy loam, 6 to 15 percent slopes	10.8	0.5%
327	Dickman sandy loam, 0 to 2 percent slopes	15.7	0.7%
327B	Dickman sandy loam, 2 to 6 percent slopes	25.8	1.1%
329	Chaska silt loam	21.5	0.9%
342C	Kingsley sandy loam, 6 to 12 percent slopes	26.8	1.2%
342D	Kingsley sandy loam, 12 to 18 percent slopes	5.3	0.2%
342E	Kingsley sandy loam, 18 to 30 percent slopes	1.5	0.1%
367B	Campia silt loam, 0 to 8 percent slopes	2.5	0.1%
408	Faxon silt loam	88.9	3.8%
411B	Waukegan silt loam, 2 to 6 percent slopes	0.7	0.0%
411C	Waukegan silt loam, 6 to 12 percent slopes	13.6	0.6%
449	Crystal Lake silt loam, 1 to 3 percent slopes	6.0	0.3%
452	Comstock silt loam	4.5	0.2%
454D	Mahtomedi loamy sand, 12 to 25 percent slopes	8.7	0.4%
454F	Mahtomedi loamy sand, 25 to 40 percent slopes	123.2	5.3%
468	Otter silt loam	14.6	0.6%
488F	Brodale flaggy loam, 20 to 50 percent slopes	18.5	0.8%
544	Cathro muck	4.5	0.2%

Custom Soil Resource Report

Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
852B	Urban land-Copaston complex, 0 to 8 percent slopes	353.9	15.2%
858	Urban land-Chetek complex, 0 to 3 percent slopes	131.9	5.7%
858C	Urban land-Chetek complex, 3 to 15 percent slopes	34.9	1.5%
859B	Urban land-Zimmerman complex, 1 to 8 percent slopes	320.2	13.8%
896C	Mahtomedi-Kingsley complex, 3 to 12 percent slopes	16.5	0.7%
896D	Mahtomedi-Kingsley complex, 12 to 25 percent slopes	25.4	1.1%
1013	Pits,quarry	10.1	0.4%
1027	Udorthents, wet substratum	71.6	3.1%
1029	Pits, gravel	5.8	0.3%
1039	Urban land	20.0	0.9%
1040	Udorthents	3.2	0.1%
1819F	Dorerton-Rock outcrop complex, 25 to 65 percent slopes	82.2	3.5%
1820F	Mahtomedi variant-Rock outcrop complex, 25 to 60 percent slopes	69.9	3.0%
1821	Alganssee loamy sand	19.1	0.8%
W	Water	19.9	0.9%
Subtotals for Soil Survey Area		2,324.5	100.0%
Totals for Area of Interest		2,325.5	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

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Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be

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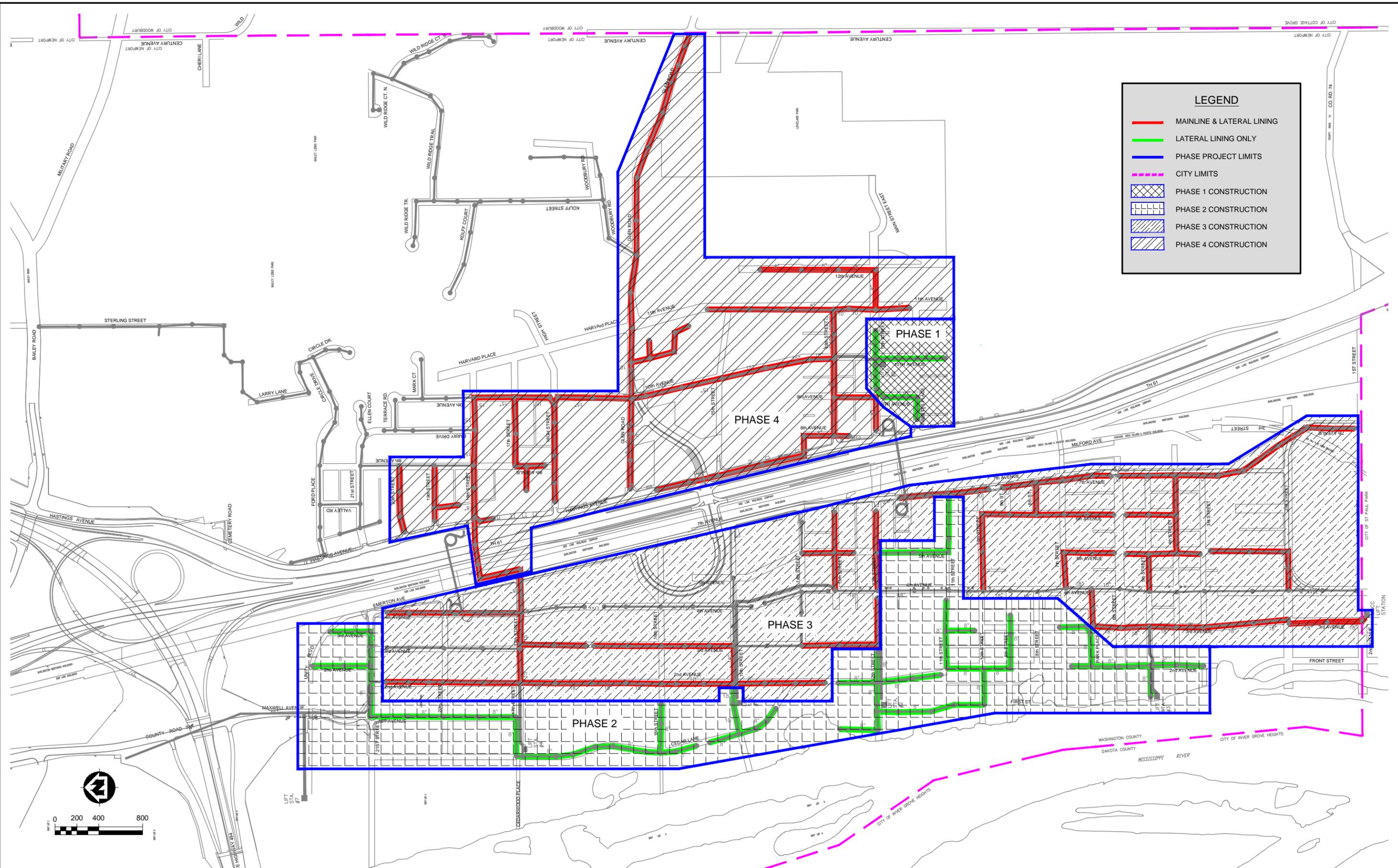
made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

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APPENDIX C

PROJECT AREA MAP



LEGEND

- MAINLINE & LATERAL LINING
- LATERAL LINING ONLY
- PHASE PROJECT LIMITS
- CITY LIMITS
- PHASE 1 CONSTRUCTION
- PHASE 2 CONSTRUCTION
- PHASE 3 CONSTRUCTION
- PHASE 4 CONSTRUCTION

PROJECT NO.:	10316025	SCALE: AS SHOWN	NO.:	DATE:	REVISION:	BY:
PROJECT DATE:	SUMMER 2016	DRAWN BY:	JAW			
F.B.:		CHECKED BY:	INIT			
PLOT DATE: 2/12/16, P:\103006\103106\10316\10316025 - I Reduction Plan\CADD\10316025 LINING PROJECT AREA.dwg						

MSA
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INFLOW & INFILTRATION REDUCTION PLAN
 CITY OF NEWPORT
 WASHINGTON COUNTY, MINNESOTA

SANITARY SEWER LINING LOCATIONS

FILE NO.
10316025
SHEET
EXHIBIT 2



Minnesota Pollution Control Agency

520 Lafayette Road
St. Paul, MN 55155-4194

Environmental Information Worksheet (EIW) Form

Clean Water State Revolving Fund
Minnesota Rule Chapter 7077.0272, subp. 2.a.F.
Minnesota Rule Chapter 7077.0277, subp. 3.E.

Doc Type: Environmental Information Worksheet

Eligible applicants seeking funds for clean water (stormwater and wastewater) projects through the Clean Water State Revolving Fund (commonly referred to as the CWSRF Program) are required by Minn. R. ch. 7077.0272, subp. 2.a. F. and Minn. R. ch. 7077.0277, subp. 3.E., to complete an Environmental Information Worksheet (EIW). This information will be used to assess environmental impacts, if any, caused by the project.

For assistance with this worksheet, please visit the Minnesota Pollution Control Agency's website at <http://www.pca.state.mn.us/publications/p-ear1-02.pdf> for detailed instructions on completing this form.

1. **Project title:** Inflow & Infiltration Reduction Plan

2. **Proposer:** MSA Professional Services, Inc.

Contact person: Jon D. Herdegen

Title: Newport City Engineer

Address: 60 Plato Boulevard East, Suite 140
St. Paul, Minnesota 55107

Phone: 612.548.3124

Fax: 763.786.4574

3. **Project location:** County: Washington City/Twp: Newport

1/4 1/4 Section: 25,26,35,36 Township: 28N, 27N Range: 22W, 21W

Tables, Figures, and Appendices attached to the EIW:

- County map showing the general location of the project;
- United States Geological Survey 7.5 minute, 1:24,000 scale map indicating project boundaries (photocopy acceptable);
- Site plan showing all significant project and natural features.

4. Description:

a. Provide a project summary of 50 words or less.

The City proposes to install cured-in-place pipe (CIPP) liners to a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for by the MPCA over the past few years.

b. Give a complete description of the proposed project and related new construction. Attach additional sheets as necessary. Emphasize construction, operation methods and features that will cause physical manipulation of the environment or will produce wastes. Include modifications to existing equipment or industrial processes and significant demolition, removal or remodeling of existing structures. Indicate the timing and duration of construction activities.

All construction activities will focus on the rehabilitation of sanitary sewer trunk mains, laterals and manholes. This rehabilitation process will involve installing a CIPP liner on the trunk mains by inserting a lining sock impregnated with cementitious resin. The sock is then inflated and cured leaving a low-profile lining inside the pipe. A separate, custom-fabricated liner is then inflated up the service lateral pipe from inside of the trunk line toward the residence with the utilization of a hydro-excavated cleanout access. Hydrophilic O-rings are installed at each terminated ends to prevent water from tracking between the liner and the host pipe. Finally, to address the ground water infiltration into the concrete manhole

structures by injecting chemical grout through the concrete into the surrounding soil compacted around the manhole. Once cured, the soil adjacent to the structure wall becomes impermeable. In total, the City intends to line approximately 58,000 feet of trunk sewer mains, 660 laterals serving private property and 220 precast concrete manholes. Additionally, cleaning and televising work pre- and post-lining work will be conducted to confirm installation requirements.

- c. Explain the project purpose; if the project will be carried out by a governmental unit, explain the need for the project and identify its beneficiaries.

The City of Newport has been advised by the Metropolitan Council Environmental Services (MCES) that the City's sanitary sewer system has a significant Inflow and Infiltration problem (I/I). On 3 separate occasions over the past 3 years, the City has exceeded the maximum allowable wastewater peak discharge to the regional MCES Wastewater Plant at Pig's Eye Island. The excessive peak discharge recorded on June 1, 2014 resulted in a surcharge of \$833,000 to be applied to the rehabilitation and repair of the City's sanitary sewer infrastructure. In the past, the City has recovered similar surcharges from MCES by using MCES surcharges to help improve the condition of the sanitary sewer system and implementing repairs to reduce the excessive I/I. The televising work performed by the City has shown that leaking wye connections, broken sewer mains, missing pipe gaskets and leaking service lines are the primary sources of how the I/I enters the City's sewer system

- d. Are future stages of this development including development on any outlots planned or likely to happen? Yes No
If yes, briefly describe future stages, relationship to present project, timeline and plans for environmental review.

- e. Is this project a subsequent stage of an earlier project? Yes No
If yes, briefly describe the past development, timeline and any past environmental review.

5. Project magnitude data

Total Project Area (acres) _____ or Length (miles) 15 miles of sanitary sewer lining
 Number of Residential Units: Unattached 957 Attached 47 maximum units per building _____
 Commercial/Industrial/Institutional Building Area (gross floor space): total square feet _____
 Indicate area of specific uses (in square feet): _____

Office _____	Manufacturing _____
Retail _____	Other Industrial _____
Warehouse _____	Institutional _____
Light Industrial _____	Agricultural _____
Other Commercial (specify) _____	
Building height _____	If over 2 stories, compare to heights of nearby buildings _____

- 6. **Permits and approvals required.** List all known local, state and federal permits, approvals and financial assistance for the project. Include modifications of any existing permits, governmental review of plans, and all direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure.

Unit of government	Type of application	Status
MPCA	Sewer Extension	TBA
MPCA	Construction Storm Water	TBA

- 7. **Land use.** Describe current and recent past land use and development on the site and on adjacent lands. Discuss project compatibility with adjacent and nearby land uses. Indicate whether any potential conflicts involve environmental matters. Identify any potential environmental hazards due to past site uses, such as soil contamination or abandoned storage tanks, or proximity to nearby hazardous liquid or gas pipelines.

Historical Land Use

Newport has historically had a mix of mainly residential, with some commercial, industrial and agricultural land use with the first industries in town, the Farmer's Terminal Meat Packing Company (Cudahy) and the Farmer's Terminal State Bank, starting in the early 1920's

Current Land Use

A 2010 map provided by the Minnesota Department of Health showing the boundaries of land parcels with the City of Newport is attached to this worksheet. Existing land uses located within the Newport city limits consist of residential, commercial, and some agricultural lands.

Future Land Use

The future land use plan for Newport will focus on the remaining vacant lands in the community where new growth will occur, and on the areas most susceptible to change or redevelopment in the next 20 years. The general land use pattern in the community will not alter drastically from that which exists today except for along the Highway 61 Corridor and portions of eastern Newport.

See Attachment 4 for a Newport Zoning Map.

8. Cover types. Estimate the acreage of the site with each of the following cover types before and after development:

	Before	After		Before	After
Types 1-8 wetlands	_____	No Change	Lawn/landscaping	_____	No Change
Wooded/forest	_____	No Change	Impervious Surfaces	_____	No Change
Brush/grassland	_____	No Change	Other (describe)	_____	No Change
Cropland	_____	No Change			
			Total	<u>2483.2</u>	<u>2483.2</u>

9. Fish, wildlife, and ecologically sensitive resources.

- a. Identify fish and wildlife resources and habitats on or near the site and describe how they would be affected by the project. Describe any measures to be taken to minimize or avoid impacts.

The Mississippi River borders the project area and is home to many fish and wildlife communities. However, these communities should not see impact due to the proposed construction activities involved with lining sanitary sewer.

- b. Are any state (endangered or threatened) species, rare plant communities or other sensitive ecological resources such as native prairie habitat, colonial waterbird nesting colonies or regionally rare plant communities on or near the site?

Yes No

If yes, describe the resource and how it would be affected by the project. Indicate if a site survey of the resources has been conducted and describe the results. If the Minnesota Department of Natural Resources (DNR) Natural Heritage and Nongame Research program has been contacted give the correspondence reference number: _____ Describe measures to minimize or avoid adverse impacts.

See Attachment 5 for correspondence with Andrew Horton of the US Fish and Wildlife Service. and Samantha Bump with the Minnesota Department of Natural Resources.

10. Physical impacts on water resources. Will the project involve the physical or hydrologic alteration (dredging, filling, stream diversion, outfall structure, diking, and impoundment) of any surface waters such as a lake, pond, wetland, stream or drainage ditch? Yes No

If yes, identify water resource affected. Describe alternatives considered and proposed mitigation measures to minimize impacts. Give the DNR Protected Waters Inventory (PWI) number(s) if the water resources affected are on the PWI.

11. Water use. Will the project involve installation or abandonment of any water wells, connection to or changes in any public water supply or appropriation of any ground or surface water (including dewatering)? Yes No

If yes, as applicable, give location and purpose of any new wells; public supply affected, changes to be made, and water quantities to be used; the source, duration, quantity and purpose of any appropriations; and unique well numbers and DNR appropriation permit numbers, if known. Identify any existing and new wells on the site map. If there are no wells known on site, explain methodology used to determine.

12. **Water-related land use management districts.** Does any part of the project involve a shoreland zoning district, a delineated 100-year flood plain, or a state or federally designated wild or scenic river land use district? Yes No
If yes, identify the district and discuss project compatibility with district land use restrictions.

A delineated 100-year flood plain is present along the western city limits of Newport. The purpose of this project is to reduce inflow and infiltration via lining of the trunk and lateral sections of the sanitary sewer system. Any construction activities related to this project are not expected to conflict with the district's land use policies.

See Attachment 6 for a FEMA FIRM Map of the project site.

13. **Water surface use.** Will the project change the number or type of watercraft on any water body? Yes No
If yes, indicate the current and projected watercraft usage and discuss any potential overcrowding or conflicts with other uses.

14. **Erosion and sedimentation.** Give the acreage to be graded or excavated and the cubic yards of soil to be moved: 0 Acres: 0 cubic yards. Describe any steep slopes or highly erodible soils and identify them on the site map. Describe any erosion and sedimentation control measures to be used during and after project construction.

The east portions of Newport have the highest erosion risk; there are some areas with slopes greater than 12 percent. However, these areas will not be at an increased risk due to the construction activities of this project.

15. **Water quality – surface-water runoff.**

- a. Compare the quantity and quality of site runoff before and after the project. Describe permanent controls to manage or treat runoff. Describe any storm water pollution prevention plans.

N.A. Site will not be disturbed as all sewer lining work will be done subsurface and from existing access points (manholes).

- b. Identify routes and receiving water bodies for runoff from the site; include major downstream water bodies as well as the immediate receiving waters. Estimate impact runoff on the quality of receiving waters.

The Minnesota Pollution Control Agency (MPCA) classifies water resources by their use as outlined in Minnesota Rules Chapter 7050. The South Washington County Watershed is tributary to the Mississippi River. These districts are landlocked (all runoff remains within the district). Most of the watershed consists of a series of ponds, trunk storm sewer systems and rural areas that directly or indirectly contribute runoff to the Mississippi river. No runoff is expected as new construction is not apart of the scope for this project.

16. **Water quality – wastewater.**

- a. Describe sources, composition and quantities of all sanitary, municipal and industrial wastewater produced or treated at the site.

N.A.

- b. Describe waste treatment methods or pollution prevention efforts and give estimates of composition after treatment. Identify receiving waters, including major downstream water bodies, and estimate the discharge impact on the quality of receiving waters. If the project involves on-site sewage systems, discuss the suitability of site conditions for such systems.

N.A.

- c. If wastes will be discharged into a publicly owned treatment facility, identify the facility, describe any pretreatment provisions and discuss the facility's ability to handle the volume and composition of wastes, identifying any improvements necessary.

MCES Regional Treatment Facility located on Pigs Eye Island.

- d. If the project requires disposal of liquid animal manure, describe disposal technique and location and discuss capacity to handle the volume and composition of manure. Identify any improvements necessary. Describe any required setbacks for land disposal systems.

N.A.

17. **Geologic hazards and soil conditions.**

- | | | | | | |
|----|--------------------------------|-------------|----------------------------|---------------------|----------|
| a. | Approximate depth (in feet) to | Groundwater | See
<u>Attachment 7</u> | minimum; <u>15'</u> | average. |
| | | Bedrock: | See
<u>Attachment 7</u> | minimum; _____ | average. |

Describe any of the following geologic site hazards to groundwater and also identify them on the site map: sinkholes, shallow limestone formations or karst conditions. Describe measures to avoid or minimize environmental problems due to any of these hazards.

In general, the majority of Newport is located over what is considered an active karst area. This means that the City of Newport is situated on a section of carbonate bedrock with less than 50 feet of sediment cover.

Currently, there is only one documented karst feature located within the city of Newport as deemed by the University of Minnesota Department of Geology and Geophysics. Due to the location of this site and scope of work for this project no environmental issues are expected.

See Attachment 8 for documented karst condition found in the project area.

- b. Describe the soils on the site, giving U.S. Soil Conservation Service (SCS) classifications, if known. Discuss soil granularity and potential for groundwater contamination from wastes or chemicals spread or spilled onto the soils. Discuss any mitigation measures to prevent such contamination.

The Newport area is comprised of two geomorphic regions. The Mississippi Valley Outwash is the dominant surface configuration, covering over 90% of the area (watershed). The northern part of the area (watershed) is comprised of a loamy rolling surface configuration called the Twin City Formation. The Newport area is an "island" in the outwash plain. The soil is well drained and consists of 1 to 3 feet of loam or silt over the limestone or sandstone bedrock. The eastern portion of Newport and portions west of Highway 61 have a high infiltration rate causing surface runoff to be low.

West Newport, especially areas along the Mississippi, has a moderate to high surface runoff on the soils. It is important that surface water runoff is documented because of Newport's high vulnerability to contamination. The flatter outwash plain in the west portion of Newport has fewer erosion problems and fewer wetland areas. The east portions of Newport have the highest erosion risk; there are some areas with slopes greater than 12 percent.

See Attachment 9 for a detailed soils report on the city limits of Newport.

18. Solid wastes, hazardous wastes, storage tanks.

- a. Describe types, amounts and compositions of solid or hazardous wastes, including solid animal manure, sludge and ash, produced during construction and operation. Identify method and location of disposal. For projects generating municipal solid waste, indicate if there is a source separation plan; describe how the project will be modified for recycling. If hazardous waste is generated, indicate if there is a hazardous waste minimization plan and routine hazardous waste reduction assessments.

The only solid waste expected to be generated from the construction of this project is remnant lining materials left over after each service lateral or main is lined. This excess material is expected to be cut and removed after lining is complete. The material will be removed off site and remain the property of the contractor until properly disposed of. No continued solid or hazardous waste generation is expected throughout the operation of the sanitary sewer system.

- b. Identify any toxic or hazardous materials to be used or present at the site and identify measures to be used to prevent them from contaminating groundwater. If the use of toxic or hazardous materials will lead to a regulated waste, discharge or emission, discuss any alternatives considered to minimize or eliminate the waste, discharge or emission.

A slight risk to ground water contamination due to the use of the curing compound exists. However, the risk is deemed negligible as the product will be used and applied in a closed sanitary sewer system where the water is eventually treated. There also is a risk of job site spilling of the compound, but any amount would not be in mass quantities and can be remediated quickly. Storm sewer inlet protection devices should be placed at adjacent intakes to aid in the protection of ground water.

- c. Indicate the number, location, size and use of any above or below ground tanks to store petroleum products or other materials, except water. Describe any emergency response containment plans.

No above or below ground tanks will be apart of this project's scope and deemed N.A.

- 19. Traffic.** Parking spaces added: 0 Existing spaces (if project involves expansion): N.A.
 Estimated total average daily traffic generated: N.A. Estimated maximum peak hour traffic generated (if known) and its timing: N.A. Provide an estimate of the impact on traffic congestion affected roads and describe any traffic improvements necessary. If the project is within the Twin Cities metropolitan area, discuss its impact on the regional transportation system.

Standard traffic control devices (cones, barrels, signage) will be needed to alert and direct traffic around lining operations. These will predominately take place at manholes located in the center of the roadway. No significant traffic impacts are expected.

- 20. Vehicle-related air emissions.** Estimate the effect of the project's traffic generation on air quality, including carbon monoxide levels. Discuss the effect of traffic improvements or other mitigation measures on air quality impacts. Note: If the project

involves 500 or more parking spaces, consult *Environmental Assessment Worksheet (EAW) Guidelines* about whether a detailed air quality analysis is needed.

This project does not generate an increased traffic amount to the surrounding area. Any vehicle related air emissions in addition to the average daily amount will come from construction equipment (trucks, skid steers, generators)

- 21. Stationary source air emissions.** Describe the type, sources, quantities and compositions of any emissions from stationary sources of air emissions such as boilers, exhaust stacks or fugitive dust sources. Include any hazardous air pollutants (consult *EAW Guidelines* for a listing), any greenhouse gases (such as carbon dioxide, methane, and nitrous oxides), and ozone-depleting chemicals (chlorofluorocarbons, hydrofluorocarbons, perfluorocarbons or sulfur hexafluoride). Also describe any proposed pollution prevention techniques and proposed air pollution control devices. Describe the impacts on air quality.

No such type of infrastructure is in the scope of this project and deemed N.A.

- 22. Odors, noise, and dust.** Will the project generate odors, noise or dust during construction or during operation? Yes No

If yes, describe sources, characteristics, duration, quantities or intensity and any proposed measures to mitigate adverse impacts. Also identify locations of nearby sensitive receptors and estimate impacts on them. Discuss potential impacts on human health or quality of life. (Note: fugitive dust generated by operations may be discussed at item 23 instead of here.)

Minimal noise is expected to be generated from common construction equipment used to move and install the lining materials from manholes. Any construction noise generated from these activities should be expected from 7 am to 7 pm Monday through Friday. No weekend noise generating is expected. Impact on quality of life for surrounding residents is expected to be negligible.

Increased dust pollution is not expected as no existing land is to be disturbed and construction equipment traffic will be minimal.

Some minor odors due to the application of curing compound for the lining materials is to be expected yet deemed negligible.

- 23. Nearby resources.** Are any of the following resources on or in proximity to the site? Projects should search the State Historic Preservation Office's (SHPO) National Register of Historic Places database by calling 651-259-3453.

***Note:** Project proposers must contact the SHPO at Thomas.cinadr@mnhs.org or 651-259-3453 to request a database review to obtain information on any known historical or archaeological sites in the project area. Include a copy of correspondence with SHPO with the submittal of this EIW form.

- a. Archaeological, historical, or architectural resources? Yes No
- b. Prime or unique farmlands or land within an agricultural preserve? Yes No
- c. Designated parks, recreation areas, or trails? Yes No
- d. Scenic views and vistas? Yes No
- e. Other unique resources? Yes No

If yes, describe the resource and identify any project-related impacts on the resources. Describe any measures to minimize or avoid adverse impacts.

See correspondence with Leslie Coburn and Thomas Cinadr with SHPO in Attachment 5.

- 24. Visual impacts.** Will the project create adverse visual impacts during construction or operation? Such as glare from intense lights, lights visible in wilderness areas and large visible plumes from cooling towers or exhaust stacks? Yes No

If yes, explain.

- 25. Compatibility with plans and land use regulations.** Is the project subject to an adopted local comprehensive plan, land use plan or regulation, or other applicable land use, water, or resource management plan of a local, regional, state or federal agency? Yes No

If yes, describe the plan, discuss its compatibility with the project and explain how any conflicts will be resolved. If no, explain.

- 26. Impact on infrastructure and public services.** Will new or expanded utilities, roads, other infrastructure or public services be required to serve the project? Yes No

If yes, describe the new or additional infrastructure or services needed. (Note: any infrastructure that is a connected action with respect to the project must be assessed in the EAW; see *EAW Guidelines* for details.)

27. Cumulative impacts. Minn. R. 4410.1700, subp. 7, item B requires that the RGU consider the “cumulative potential effects of related or anticipated future projects” when determining the need for an environmental impact statement. Identify any past, present or reasonably foreseeable future projects that may interact with the project described in this EAW in such a way as to cause cumulative impacts. Describe the nature of the cumulative impacts and summarize any other available information relevant to determining whether there is potential for significant environmental effects due to cumulative impacts (or discuss each cumulative impact under appropriate item(s) elsewhere on this form).

No detrimental cumulative impacts are expected as a result of the construction activities required for this project. The project aims to reduce wastewater discharge amounts to the regional MCES Wastewater Plant at Pig's Eye Island.

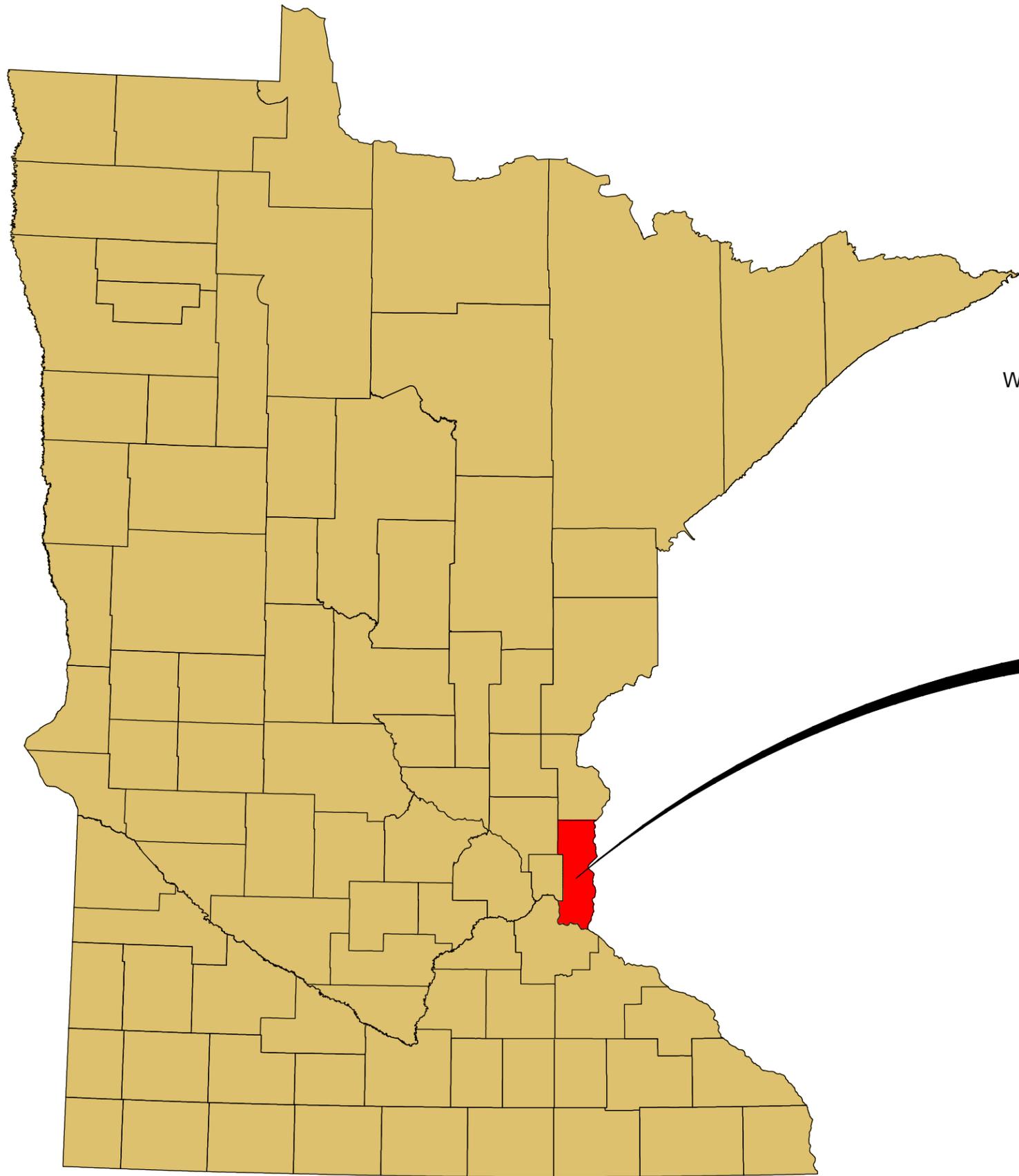
28. Other potential environmental impacts. If the project may cause any adverse environmental impacts not addressed by items 1 to 28, identify and discuss them here, along with any proposed mitigation.

N.A.

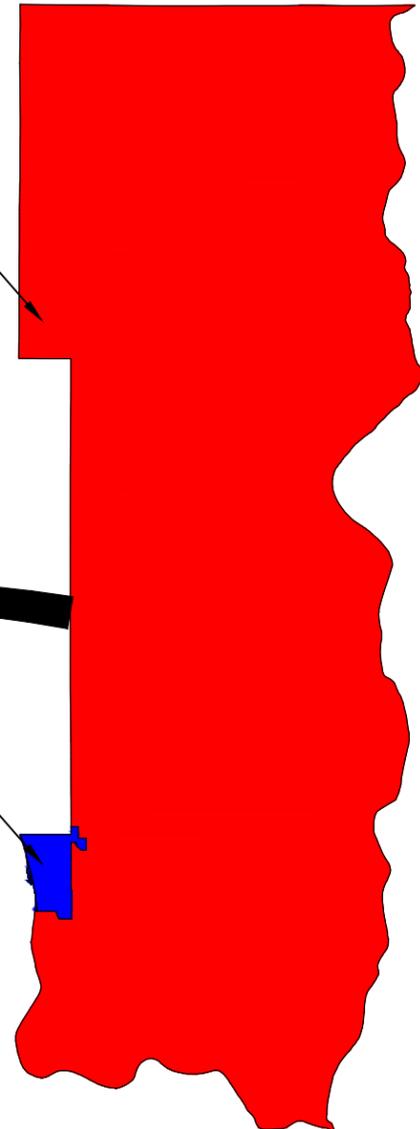
29. Summary of issues. List any impacts and issues identified above that may require further investigation before the project is begun. Discuss any alternatives or mitigative measures that have been or may be considered for these impacts and issues, including those that have been or may be ordered as permit conditions.

N.A.

ATTACHMENT 1
COUNTY AND CITY LOCATION MAP



WASHINGTON COUNTY



CITY OF NEWPORT
PROJECT LOCATION



NOT TO SCALE

PROJECT NO.	PROJECT NO	SCALE	AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE:		DRAWN BY:	JAW				
F.B.:		CHECKED BY:	INIT				
PLOT DATE: 1/28/16, C:\Users\jwatters\Desktop\10316025 MN County Map.dwg							

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 Web Address: www.msa-ps.com
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INFLOW & INFILTRATION REDUCTION PLAN
 CITY OF NEWPORT
 WASHINGTON COUNTY, MINNESOTA

COUNTY AND CITY LOCATION MAP

FILE NO.
10316025
SHEET
EXHIBIT 1

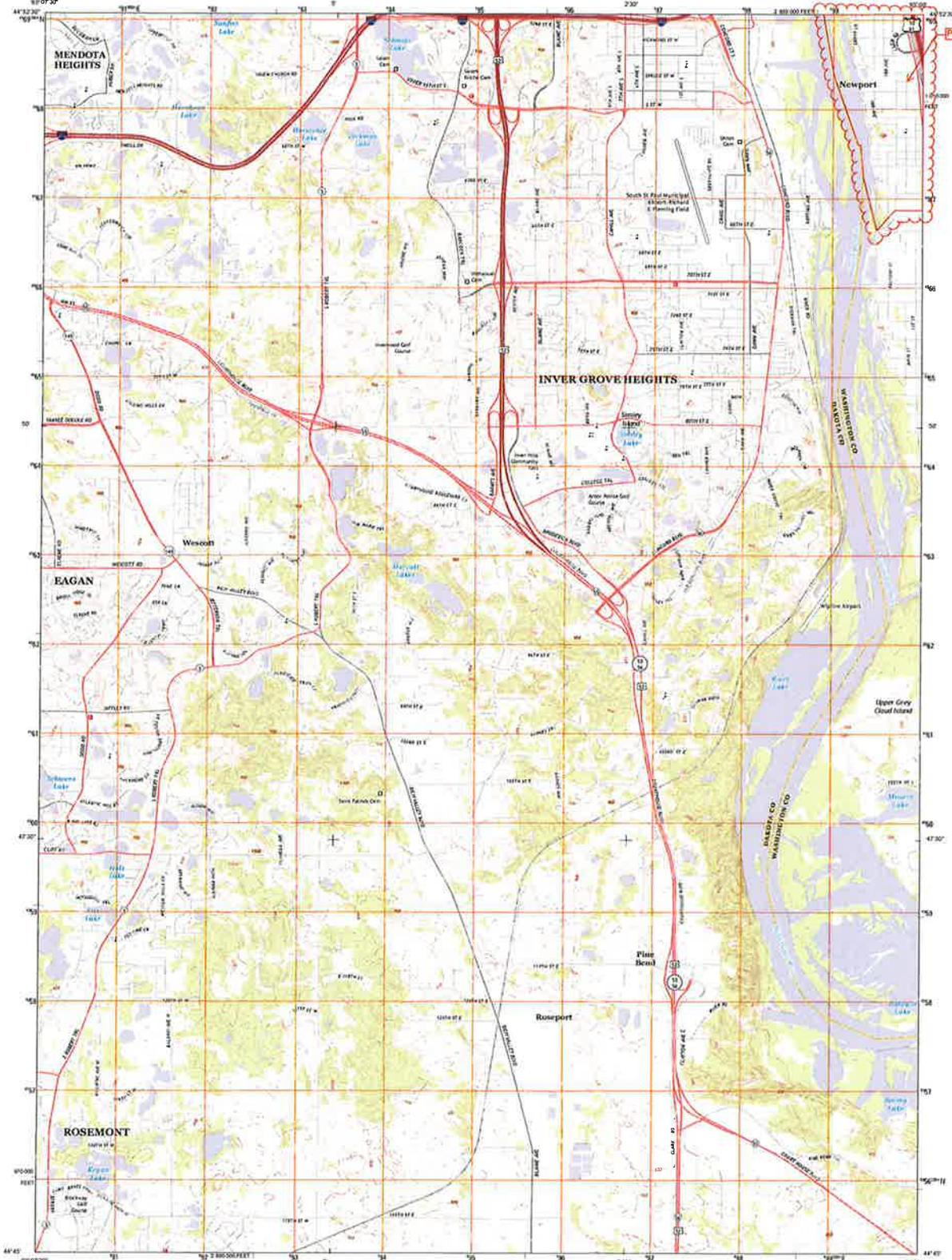
ATTACHMENT 2
UNITED STATES GEOLOGICAL SURVEY MAPS



U.S. DEPARTMENT OF THE INTERIOR
U. S. GEOLOGICAL SURVEY

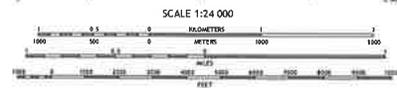


INVER GROVE HEIGHTS QUADRANGLE
MINNESOTA
7.5-MINUTE SERIES



Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84) Projection and
1 000 meter grid (based on Transverse Mercator, Zone 15T
18 000 foot (5490.6 meter) Grid Scale System of 1983 (North
Zone))

Imagery: Aerial, Copyright 2010
Map: ©2010-2012, Esri
Roads: ©2010-2012, Esri
Hydrography: National Hydrography Dataset, 2010
Contours: National Elevation Dataset, 2010
Boundaries: Census, ©2010, USGS, 1992-2010



CENTIMETER BY INCH IS FEET
NORTH AMERICAN DATUM OF 1983
This map was produced in conformance with the
National Wetlands Program 10 Topographic Standards, 2011.
A metadata file associated with this product is available at 1:1

Color	Symbol	Feature
Blue	Blue	Water
Green	Green	Vegetation
Yellow	Yellow	Barren
White	White	Urban
Black	Black	Other

Line Style	Feature
Thick Red	Expressway
Thin Red	Secondary Hwy
Thin Black	Local Road
Thin Dashed	Road
Thin Dotted	US Route
Thin Dashed	State Route

INVER GROVE HEIGHTS, MN
2013



U.S. DEPARTMENT OF THE INTERIOR
U. S. GEOLOGICAL SURVEY



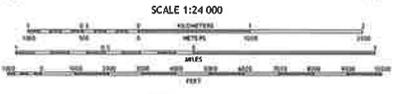
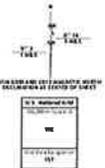
SAINT PAUL PARK QUADRANGLE
MINNESOTA
7.5-MINUTE SERIES

PROJECT AREA



Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84) Projection and
1 000-foot Grid Interval. Contour Interval: 20 Feet. UTM
18Q UTM Zone Number. Coordinate System of 1983 (North
8000)

Property: _____, NAD83, September 2010
Scale: 1:24,000
Datum: _____, 2011
Hydrography: National Hydrography Dataset, 2010
Landcover: National Landcover Database, 2010
Contours: _____, Contour, 20 Feet, UTM, 1983 - 2010



SCALE 1:24 000
CENTROID INTERVAL 10 FEET
NORTH AMERICAN VERTICAL DATUM OF 1988
This map was produced in conformance with the
National Standard for the Public Domain, 1983.
A metadata file associated with this product is available at 505-11

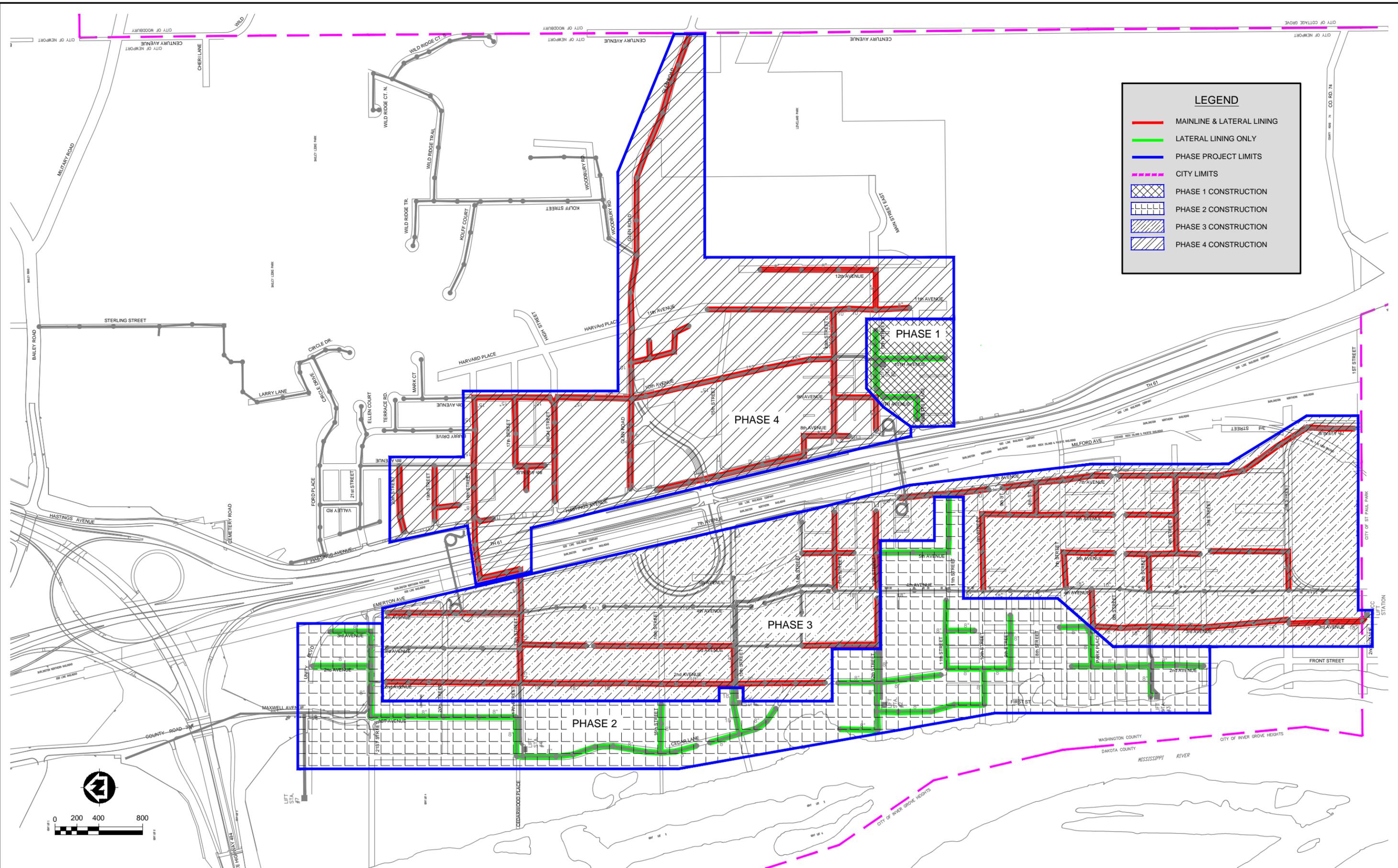


Water	Blue	Shaded
Land	Green	Shaded
Urban	Red	Shaded
Highway	Black	Shaded
Other	Yellow	Shaded

ROAD CLASSIFICATION
Expressway
Secondary Hwy
Ramp
Interstate Route
Local Connector
Local Road
4WD
US Route
State Route

SAINT PAUL PARK, MN
2013

ATTACHMENT 3
SANITARY SEWER LINING LOCATION MAP



LEGEND

- MAINLINE & LATERAL LINING
- LATERAL LINING ONLY
- PHASE PROJECT LIMITS
- CITY LIMITS
- PHASE 1 CONSTRUCTION
- PHASE 2 CONSTRUCTION
- PHASE 3 CONSTRUCTION
- PHASE 4 CONSTRUCTION

PROJECT NO.:	10316025	SCALE: AS SHOWN	NO.:	DATE:	REVISION:	BY:
PROJECT DATE:	SUMMER 2016	DRAWN BY:	JAW			
F.B.:		CHECKED BY:	INIT			

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INFLOW & INFILTRATION REDUCTION PLAN
 CITY OF NEWPORT
 WASHINGTON COUNTY, MINNESOTA

SANITARY SEWER LINING LOCATIONS

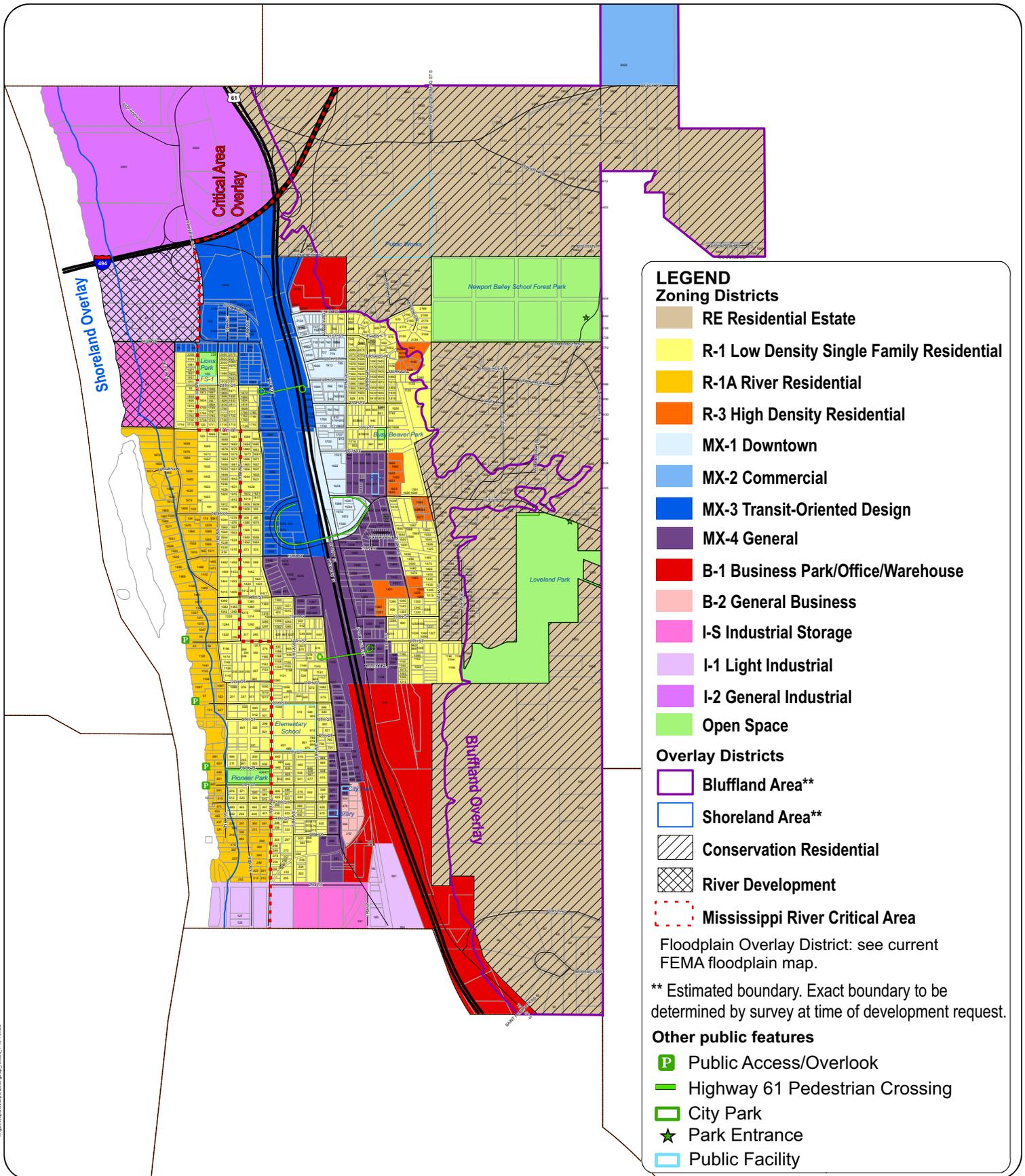
FILE NO.
10316025
SHEET
EXHIBIT 2

PLOT DATE: 2/12/16, P:\103006\103106\10316\10316025 - I-I Reduction Plan\CADD\10316025 LINING PROJECT AREA.dwg

ATTACHMENT 4
NEWPORT LAND USE/ZONING MAP



City of Newport Zoning Map



LEGEND

Zoning Districts

- RE Residential Estate
- R-1 Low Density Single Family Residential
- R-1A River Residential
- R-3 High Density Residential
- MX-1 Downtown
- MX-2 Commercial
- MX-3 Transit-Oriented Design
- MX-4 General
- B-1 Business Park/Office/Warehouse
- B-2 General Business
- I-S Industrial Storage
- I-1 Light Industrial
- I-2 General Industrial
- Open Space

Overlay Districts

- Bluffland Area**
- Shoreland Area**
- Conservation Residential
- River Development
- Mississippi River Critical Area

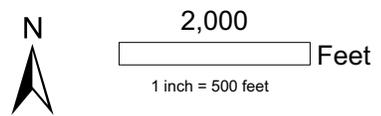
Floodplain Overlay District: see current FEMA floodplain map.

** Estimated boundary. Exact boundary to be determined by survey at time of development request.

Other public features

- Public Access/Overlook
- Highway 61 Pedestrian Crossing
- City Park
- Park Entrance
- Public Facility

Data sources: City of Newport, Washington County, Metropolitan Council
 Zoning Map Adopted June 20, 2013
 Map printed July 21, 2015



ATTACHMENT 5
REGULATORY CORRESPONDENCE



January 5th, 2016

Mr. Randy Devendorf
U.S. Army Corps of Engineers
St. Paul District
180 Fifth Street East, Suite 700
St. Paul, MN 55101-1678

Re: Proposed Sanitary Sewer Lining Project
City of Newport, Washington County, Minnesota

Mr. Devendorf,

The purpose of this letter is to request comments regarding the potential impacts from the proposed improvements to the sanitary sewer system in the City of Newport. MSA Professional Services, Inc. has been contracted by the City to prepare a Facility Plan, a requirement to receive funding through the Clean Water Revolving Fund. We are recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expect as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

MSA Professional Services, Inc. representing the City of Newport is hereby seeking informal consultation with the U.S. Army Corps of Engineers St. Paul District. I have attached a site exhibit along with maps indicating wetlands and local soils types. Please review and respond with any comments or concerns regarding the proposed project. If you have any questions, please feel free to contact me by email at jwatters@msa-ps.com or by phone at (612) 548-3152.

Sincerely,

MSA Professional Services, Inc.

James A. Watters, EIT
Engineer

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com



January 5th, 2016

Field Supervisor
Twin Cities Ecological Services Field Office
4101 American Boulevard East
Bloomington, MN 55425

Transmitted via email: TwinCities@fws.gov

Re: Proposed Sanitary Sewer Lining Project
City of Newport, Washington County, Minnesota

Field Supervisor,

The purpose of this letter is to request comments regarding the potential impacts to endangered species from the proposed improvements to the sanitary sewer system in the City of Newport. MSA Professional Services, Inc. has been contracted by the City to prepare a Facility Plan, a requirement to receive funding through the Clean Water Revolving Fund. We are recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expect as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

With regard to Section 7 of the U.S. Fish & Wildlife Service, we are seeking informal consultation with the Twin Cities Ecological Services Field Office. I have attached a site exhibit along with maps indicating wetlands and local soils types. Please review and respond with any comments or concerns regarding the proposed project. If you have any questions, please feel free to contact me by email at jwatters@msa-ps.com or by phone at (612) 548-3152.

Sincerely,

MSA Professional Services, Inc.

James A. Watters, EIT
Engineer

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2012	For Agency Use Only:		#Sec _____	Contact Rqsted? _____
	Received _____	Due _____	Inv _____	#EOs _____
	Search Radius _____ mi. L / I / D EM		Map'd _____	Survey Rqsted? _____
	NoR / NoF / NoE / Std / Sub	Let _____	Log out _____	Related ERDB# _____

NATURAL HERITAGE INFORMATION SYSTEM (NHIS) DATA REQUEST FORM

Please read the instructions on page 3 before filling out the form. Thank you!

WHO IS REQUESTING THE INFORMATION?

Mr. Name and Title James A. Watters, EIT
 Ms. Agency/Company MSA Professional Services, Inc.

Mailing Address 60 Plato Boulevard East, Suite 140
(Street) (City) (State) (Zip Code)

Phone 612.548.3152 e-mail jwatters@msa-ps.com Responses will be sent via email.
 If you prefer US Mail check here:

THIS INFORMATION IS BEING REQUESTED FOR A:

- Federal EA State EAW PUC Site or Route Application Watershed Plan BER
 Federal EIS State EIS Local Government Permit Research Project
 NEPA Checklist Other (describe) _____

Check here if this project is funded through any of the following grant programs: Lessard-Sams Outdoor Heritage Council (L-SOHC), Conservation Partners Legacy (CPL), or Legislative-Citizen Commission on Minnesota Resources (LCCMR).

INFORMATION WE NEED FROM YOU:

- 1) Enclose a map of the project boundary/area of interest (topographic maps or aerial photos are preferred).
- 2) Please provide a GIS shapefile* (NAD 83, UTM Zone 15N) of the project boundary/area of interest.
- 3) List the following locational information* (attach additional sheets if necessary):

For Agency Use: Region / MCBS Status	County	Township #	Range #	Section(s) (please list all sections)	For Agency Use: TRS Confirmed <input type="checkbox"/>
	Washington	T28	22W	25, 26, 35, 36	

- 4) Please provide the following information (attach additional sheets if necessary):

Project Name: Newport Inflow and Infiltration Reduction

Project Proposer: MSA Professional Services, Inc.

Description of Project (including types of disturbance anticipated from the project):

MSA Professional Services, Inc. is recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expect as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

Describe the existing land use of the project site. What types of land cover / habitat will be impacted by the proposed project? Residential/Commerical housing and municipal roadway infrastructure. No impact is to be expected as all work will be subsurface and to existing infrastructure. No new construction is to be expected.

List any waterbodies (e.g., rivers, intermittent streams, lakes, wetlands) that may be affected by the proposed project, and discuss how they may be impacted (e.g., dewatering, discharge, riverbed disturbance).

No impact is to be expected as all work will be subsurface and to existing infrastructure. No new construction is to be expected.

Does the project have the potential to affect any groundwater resources (e.g., groundwater appropriation, change in recharge, or contamination)?

None

To your knowledge, has the project undergone a previous Natural Heritage review? If so, please list the correspondence #: ERDB # _____. How does this request differ from the previous request (e.g., change in scope, change in boundary, project being revived, project expansion, different phase)?

None

To your knowledge, have any native plant community or rare species surveys been conducted within the site? If so, please list: None

List any DNR Permits or Licenses that you will be applying for or have already applied for as part of this project:

None

INFORMATION WE PROVIDE TO YOU:

1) The response will include a Natural Heritage letter. If applicable, the letter will discuss potential effects to rare features.

- Check here if you are interested in a list of rare features in the vicinity of the area of interest but you do **not** need a review of potential effects to rare features. Please list the reason a review is not needed:

2) Depending on the results of the query or review, the response may include an Index Report of known aggregation sites and known occurrences of federally and state-listed plants and animals* within an approximate one-mile radius of the project boundary/area of interest. The Index Report and Natural Heritage letter can be included in any public environmental review document.

3) A Detailed Report that contains more information on each occurrence may also be requested. Please note that the Detailed Report may contain specific location information that is protected under *Minnesota Statutes*, section 84.0872, subd. 2, and, as such, the Detailed Report may not be included in any public document (e.g., an EAW).

- Check here if you would like to request a Detailed Report. Please note that if the results of the review are 'No Effects' or a standard comment, a Detailed Report may not be available.

FEES / TURNAROUND TIME

There is a fee* for this service. Requests generally take 3-4 weeks from date of receipt to process, and are processed in the order received.

I have read the entire form and instructions, and the information supplied above is complete and accurate. I understand that material supplied to me from the Natural Heritage Information System is copyrighted and that I am not permitted to reproduce or publish any of this copyrighted material without prior written permission from the DNR. Further, if permission to publish is given, I understand that I must credit the Minnesota Division of Ecological and Water Resources, Minnesota Department of Natural Resources, as the source of the material.

Signature
(required)



Note: Digital signatures representing the name of a person shall be sufficient to show that such person has signed this document.

Mail or email completed form to:

Lisa Joyal, Endangered Species Review Coordinator
Division of Ecological and Water Resources
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul, Minnesota 55155
Review.NHIS@state.mn.us

Form is available at

http://files.dnr.state.mn.us/eco/nhnrp/nhis_data_request.pdf

Revised March 2, 2012



January 5th, 2016

Ms. Mary Ann Heidemann
Review and Compliance Specialist
Minnesota State Historical Preservation Office
345 W. Kellogg Boulevard
St. Paul, Minnesota 55102

Transmitted via email: mnshpo@mnhs.org

Re: Proposed Sanitary Sewer Lining Project
City of Newport, Washington County, Minnesota

Ms. Heidemann,

The purpose of this letter is to request comments regarding the potential impacts to Minnesota's historical sites, monuments, or markers from the proposed improvements to the sanitary sewer system in the City of Newport. MSA Professional Services, Inc. has been contracted by the City to prepare a Facility Plan, a requirement to receive funding through the Clean Water Revolving Fund. We are recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expected as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

MSA Professional Services, Inc. representing the City of Newport is hereby seeking informal consultation from the State Historical Preservation Office. I have attached a site exhibit along with maps indicating wetlands and surface waters located within 1 mile of the proposed project, as well as a local soils type map. Please review and respond with any comments or concerns regarding the proposed project. If you have any questions, please feel free to contact me by email at jwatters@msa-ps.com or by phone at (612) 548-3152.

Sincerely,

MSA Professional Services, Inc.

James A. Watters, EIT
Engineer

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com



January 5th, 2016

Ms. Lisa Joyal
Division of Ecological and Water Resources
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul, Minnesota 55155

Transmitted via email: Review.NHIS@state.mn.us

Re: Proposed Sanitary Sewer Lining Project
City of Newport, Washington County, Minnesota

Ms. Joyal,

The purpose of this letter is to request comments regarding the potential impacts to Minnesota's rare plants, animals, plant communities, and other rare features from the proposed improvements to the sanitary sewer system in the City of Newport. MSA Professional Services, Inc. has been contracted by the City to prepare a Facility Plan, a requirement to receive funding through the Clean Water Revolving Fund. We are recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expected as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

With regard to the Natural Heritage Information System Data Request Form, we are hereby seeking informal consultation from the department. I have attached a site exhibit along with maps indicating wetlands and surface waters located within 1 mile of the proposed project, as well as a local soils type map. Additionally, the NHIS Data Request Form has been enclosed. Please review and respond with any comments or concerns regarding the proposed project. If you have any questions, please feel free to contact me by email at jwatters@msa-ps.com or by phone at (612) 548-3152.

Sincerely,

MSA Professional Services, Inc.

James A. Watters, EIT
Engineer

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com



January 5th, 2016

Ms. Amanda Ratliff
Federal Emergency Management Agency
Region V Office
536 South Clark Street, 6th Floor
Chicago, IL 60605

Re: Proposed Sanitary Sewer Lining Project
City of Newport, Washington County, Minnesota

Ms. Ratliff,

The purpose of this letter is to request comments regarding the potential impacts from the proposed improvements to the sanitary sewer system in the City of Newport. MSA Professional Services, Inc. has been contracted by the City to prepare a Facility Plan, a requirement to receive funding through the Clean Water Revolving Fund. We are recommending that the City line a significant amount of the public sanitary sewer infrastructure as well as private service lines. This should greatly reduce the inflow and infiltration problem the city has been cited for over the past few years. A location exhibit is enclosed with this letter indicating the city limits.

The construction of these proposed improvements will be located at sites which were previously disturbed during initial construction of the sanitary sewer system. No disturbance of the surroundings is expect as all work will be done from existing access points (manholes). This work will be within existing ROW limits and temporary/permanent easements will be attained if and when they are needed.

MSA Professional Services, Inc. representing the City of Newport is hereby seeking informal consultation with the Federal Emergency Management Agency. I have attached a site exhibit along with maps indicating wetlands and local soils types. Please review and respond with any comments or concerns regarding the proposed project. If you have any questions, please feel free to contact me by email at jwatters@msa-ps.com or by phone at (612) 548-3152.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads 'James A. Watters'. The signature is written in a cursive, flowing style.

James A. Watters, EIT
Engineer

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com

James Watters

From: Horton, Andrew <andrew_horton@fws.gov>
Sent: Friday, January 22, 2016 3:58 PM
To: James Watters
Subject: City of Newport proposed sanitary sewer lining project

I have reviewed the proposed project located in the City of Newport, Minnesota. For the county listed below, the following species may occur:

Washington	Northern long-eared bat <i>Myotis septentrionalis</i>	Threatened	Hibernates in caves and mines - swarming in surrounding wooded areas in autumn. Roosts and forages in upland forests during spring and summer.
	Higgins eye pearly mussel <i>(Lampsilis higginsii)</i>	Endangered	Mississippi River
	Snuffbox <i>(Epioblasma triquetra)</i>	Endangered	St. Croix River
	Spectaclecase (<i>Cumberlandia monodonta</i>)	Endangered	St. Croix River
	Winged mapleleaf <i>(Quadrula fragosa)</i>	Endangered	St. Croix River

We have no known records for federally listed or proposed species and/or designated or proposed critical habitat within the action area. In addition, this project is not within 0.25 miles of any known hibernacula or within 150 feet of an occupied maternity roost tree for the northern long-eared bat.

Thank you,

Andrew Horton
Twin Cities Ecological Services Field Office
U.S. Fish and Wildlife Service
4101 American Blvd East
Bloomington, MN 55425-1665
(612) 725-3548 (x2208)



Minnesota Department of Natural Resources

Division of Ecological and Water Resources, Box 25

500 Lafayette Road

St. Paul, Minnesota 55155-4025

Phone: (651) 259-5109 E-mail: lisa.joyal@state.mn.us

February 4, 2016

[Transmitted via Electronic Mail]

James Watters
MSA Professional Services, Inc.
60 Plato Blvd, Suite 140
St. Paul, MN 55107

Dear Mr. Watters,

The DNR Division of Ecological and Water Resources has determined that we do not need to review the proposed Newport Inflow & Infiltration Reduction project. Given all work will be subsurface and limited to existing infrastructure, we do not believe it would result in a significant impact to threatened or endangered species or critical habitats, and as such would not trigger the preparation of an Environmental Impact Statement under the National Environmental Policy Act. We further believe that such activities would be in compliance with Minnesota's Endangered Species Statute (Minnesota Statutes, section 84.0895) and associated Rules (Minnesota Rules, part 6212.1800 to 6212.2300 and 6134).

Please contact me if you have any questions or concerns about this decision. Thank you for your interest in preserving Minnesota's rare natural resources.

Sincerely,

A handwritten signature in black ink that reads "Samantha Bump". The signature is written in a cursive, flowing style.

Samantha Bump
Natural Heritage Review Specialist

STATE HISTORIC PRESERVATION OFFICE

January 22, 2016

Mr. James A. Watters, EIT
MSA Professional Services
60 Plato Blvd, Suite 140
St. Paul, MN 55107-1835

RE: City of Newport Proposed Sanitary Sewer Lining Project
Newport, Washington County
SHPO Number: 2016-1224

Dear Mr. Watters:

We have received your correspondence regarding the above-referenced project. Unfortunately, we are unable to continue our review without the following additional information and, therefore, we request that you send:

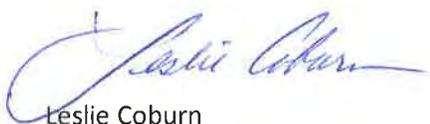
- A map with specific project areas clearly indicated. Maps included with the submittal didn't indicate clearly indicate where proposed work will occur.
- The legal location information (Township, Range, and Section) where the proposed work will occur.

At this time, we only accept hard copies of project documents sent by post or express mail. Please remember to reference the SHPO File Number on your return correspondence, as this will help to move the project along. You may address the correspondence to:

Compliance Unit
MN State Historic Preservation Office
345 Kellogg Blvd W
St. Paul, MN 55102-1906

If you have any questions concerning this letter, please contact me at (651) 259-3457 or leslie.coburn@mnhs.org.

Sincerely,



Leslie Coburn
Government Programs and Compliance



January 27, 2016

Compliance Unit
MN State Historic Preservation Office
345 Kellogg Blvd W
St. Paul, MN 55102-1906

RE: City of Newport Proposed Sanitary Sewer Lining Project
Newport, Washington County
SHPO Number: 2016-1224

Dear Ms. Coburn

I have received your correspondence regarding your need for further clarification on project limits and legal location information. Please find the attached exhibit indicating your requested information. I am sending this document per our conversation on the 27th of January, 2016.

Should you have any questions regarding the document enclosed or the scope of this project please feel free to email or call me at jwatters@msa-ps.com – 612.548.3152.

Sincerely,

A handwritten signature in black ink that reads 'James A. Waters'. The signature is written in a cursive, flowing style.

James Waters E.I.T.
MSA Professional Services

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com

James Watters

From: James Watters
Sent: Friday, February 12, 2016 9:35 AM
To: 'Thomas.cinadr@mnhs.org'
Cc: 'Leslie Coburn'
Subject: SHPO Database Review - City of Newport Sewer Lining Project
Attachments: Re: Review Request - City of Newport, MN - ATTN: Mary Ann Heidemann

Mr. Cinadr

Attached is the correspondence between Leslie Coburn and myself regarding a project review for the City of Newport.

The project scope aims to remediate the City's inflow and infiltration problem which has resulted in multiple surcharges from MCES. In an effort to fix these problems the city is hoping to acquire funding through the states Clear Water Revolving Fund. A requirement for this funding is the completion of an EIW worksheet from the MPCA. Questions #23 requests that we contact you for a database review.

I was informed that only paper copies of the project will be accepted. Currently Leslie Coburn and her staff are reviewing the documents I sent in the beginning of January. Please contact her with any questions regarding the project specifics.

I look forward to your response. Have a great weekend.



James Watters | Engineer

MSA Professional Services, Inc.

+1 (612) 548-3152



ATTACHMENT 6

FEMA FIRM MAPS

LEGEND

SPECIAL FLOOD HAZARD AREAS (SFHAS) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD



The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equalled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.

- ZONE A** No Base Flood Elevations determined.
- ZONE AE** Base Flood Elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
- ZONE AO** Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
- ZONE AR** Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently de-certified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
- ZONE A99** Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
- ZONE V** Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE



The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS



Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS



Areas determined to be outside the 0.2% annual chance floodplain. Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS



OTHERWISE PROTECTED AREAS (OPAs)



CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas. 1% annual chance floodplain boundary

0.2% annual chance floodplain boundary

NFIP

PANEL 0382E

FIRM

FLOOD INSURANCE RATE MAP
WASHINGTON COUNTY,
MINNESOTA
AND INCORPORATED AREAS

PANEL 382 OF 456

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:	COMMUNITY	NUMBER	PANEL	SUFFIX
	NEWPORT, CITY OF	270510	0382	E
	ST. PAUL PARK,	270514	0382	E
	CITY OF			
	WASHINGTON COUNTY	270489	0382	E

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.



MAP NUMBER
27163C0382E
EFFECTIVE DATE
FEBRUARY 3, 2010

Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov

- 1% annual chance floodplain boundary
- 0.2% annual chance floodplain boundary
- Floodway boundary
- Zone D boundary
- CBRS and OPA boundary

Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.

Base Flood Elevation line and value; elevation in feet*
 Base Flood Elevation value where uniform within zone; elevation in feet*
 (EL 987)

*Referenced to the North American Vertical Datum of 1988



Cross section line



Transect line

Geographic coordinates referenced to the North American Datum of 1983 (NAD 83), Western Hemisphere
 $45^{\circ} 02' 08''$, $93^{\circ} 02' 12''$

49^{m} 89⁰⁰⁰ N

1000-meter Universal Transverse Mercator grid values, zone 15
 ML5510 X

Bench mark (see explanation in Notes to Users section of this FIRM panel)
 ● M1.5

River Mile

MAP REPOSITORIES

Refer to listing of Map Repositories on Map Index

EFFECTIVE DATE OF COUNTYWIDE
 FLOOD INSURANCE RATE MAP
 FEBRUARY 3, 2010

EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

INFIP

NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0382E

FIRM
FLOOD INSURANCE RATE MAP
WASHINGTON COUNTY,
MINNESOTA
AND INCORPORATED AREAS
PANEL 382 OF 456

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:	COMMUNITY	NUMBER	PANEL	SUFFIX
	NEWPORT CITY OF ST PAUL PARK,	270510	0382	E
	CITY OF WASHINGTON COUNTY	270514	0382	E
		270499	0382	E

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.



MAP NUMBER
27163C0382E
EFFECTIVE DATE
FEBRUARY 3, 2010

Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



MAP SCALE 1" = 500'



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0319E

FIRM

FLOOD INSURANCE RATE MAP
WASHINGTON COUNTY,
MINNESOTA
AND INCORPORATED AREAS
PANEL 319 OF 456

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

COMMUNITY NUMBER: 77040 CITY: L
COUNTY: WASHINGTON PANEL: 319E
STATE: MINNESOTA

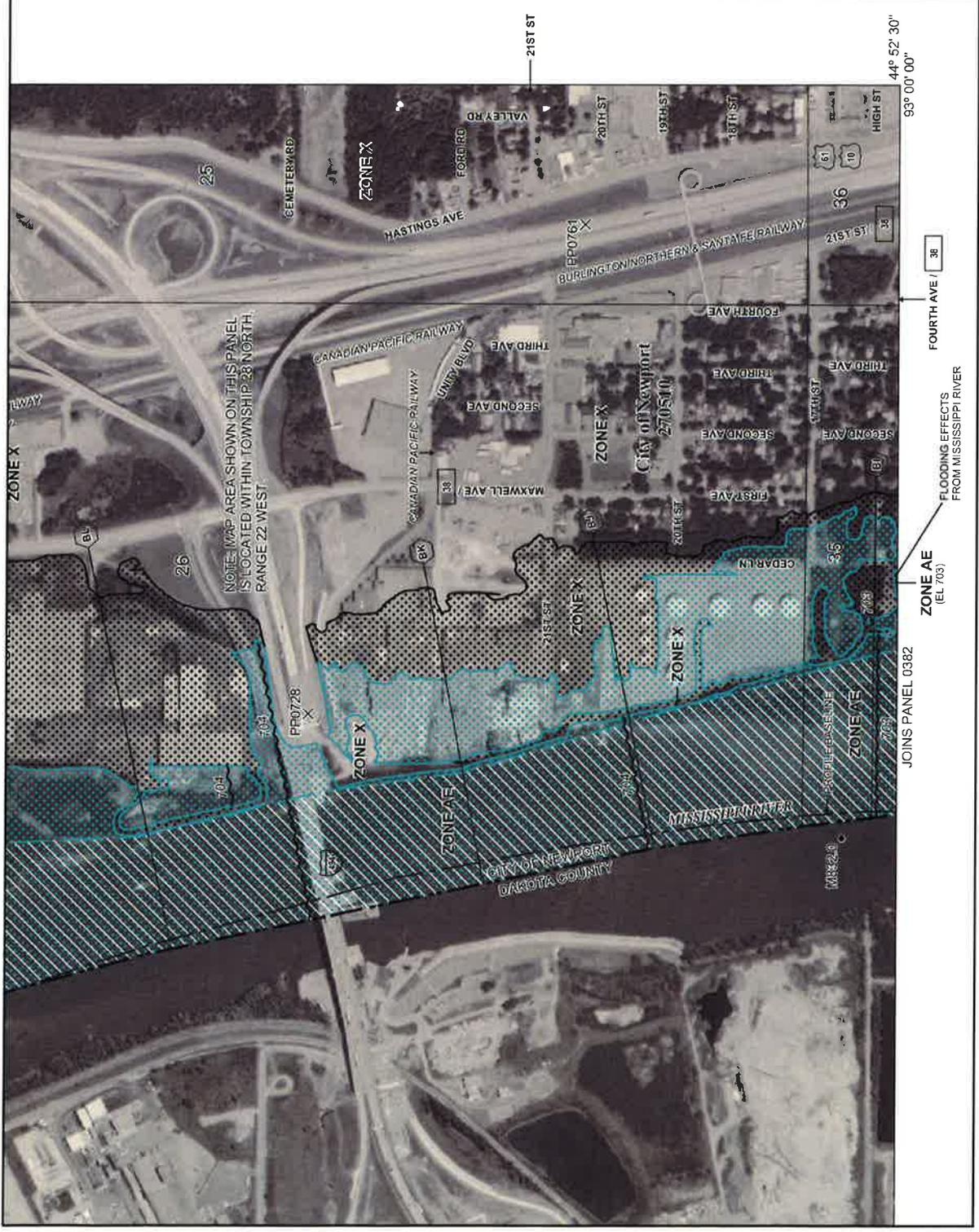
Notes to Users: The Map Number shown below should be used when ordering map sheets. The Community Number shown above should be used for insurance applications for the subject community.



MAP NUMBER
271 63 0319E
EFFECTIVE DATE
FEBRUARY 3, 2010

Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It is not to be used for any other purpose. This map does not show the changes or amendments which have been made to the map since the date of the issue. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



44° 52' 30"
93° 00' 00"

FOURTH AVE 38

FLOODING EFFECTS FROM MISSISSIPPI RIVER

ZONE AE (EL 703)

JOINS PANEL 0382

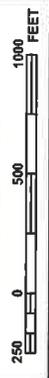
NOTE: MAP AREA SHOWN ON THIS PANEL IS LOCATED WITHIN TOWNSHIP 23 NORTH, RANGE 22 WEST

CITY OF NEWPORT DAKOTA COUNTY

CITY OF NEWPORT 270510



MAP SCALE 1" = 500'



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0362E

FIRM

FLOOD INSURANCE RATE MAP
WASHINGTON COUNTY,
MINNESOTA
AND INCORPORATED AREAS
PANEL 382 OF 456
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:	NUMBER	PANEL	SUFFIX
NEWPORT CITY OF	270510	032E	E
SOUTH BEND CITY OF	270514	032E	E
WASHINGTON COUNTY	270488	032E	E

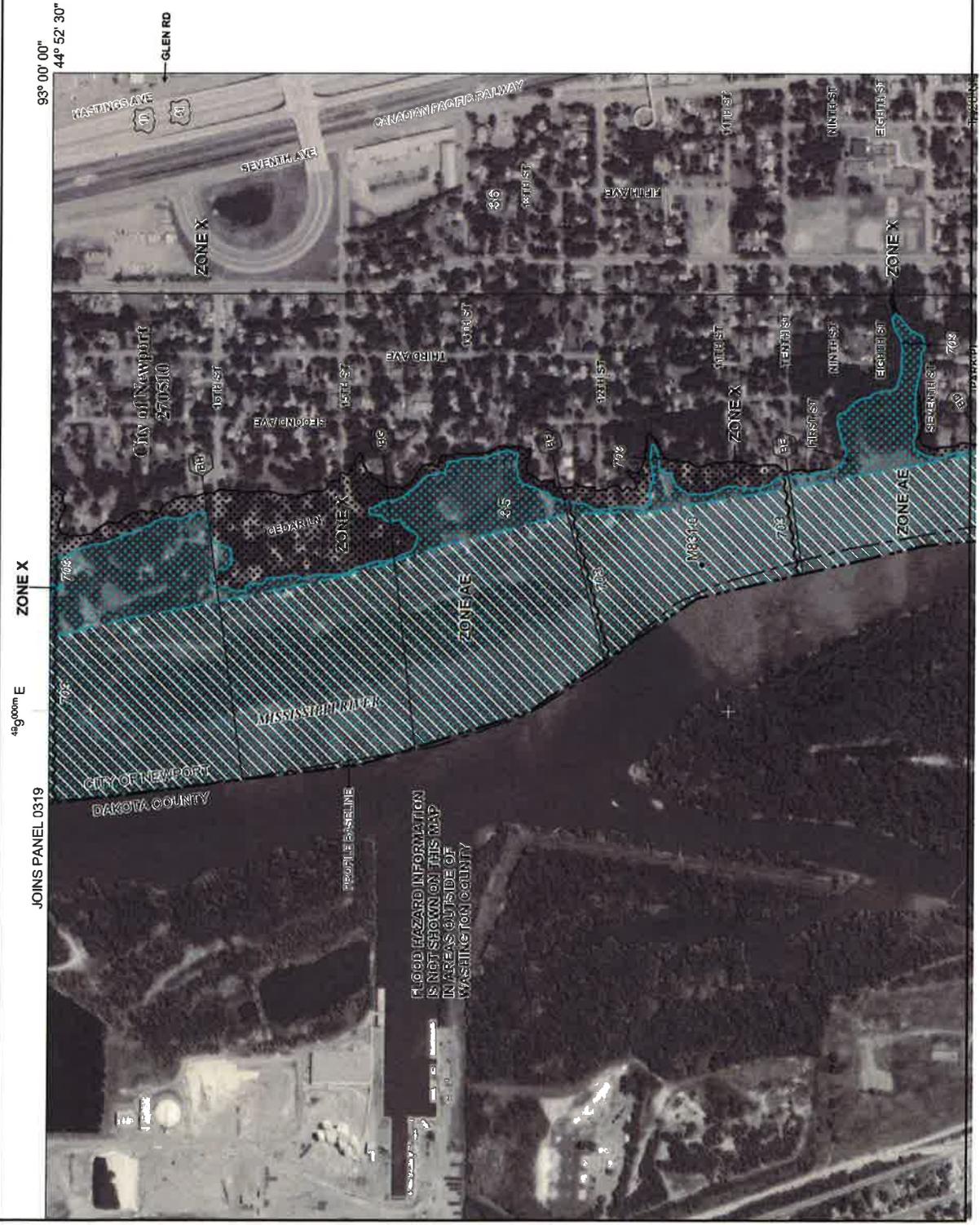
Notice to User: The Map Number shown below should be used when placing map orders; the community name should be used when requesting an insurance application for the subject community.



Federal Emergency Management Agency

MAP NUMBER
271630382E
EFFECTIVE DATE
FEBRUARY 3, 2010

This is an official copy of a portion of the above referenced Flood Map. It is not to be used for any other purpose, including but not limited to, for any other insurance or attachments which may have been made in accordance with the data on this title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fhms.fema.gov



FLOOD HAZARD INFORMATION IS NOT SHOWN ON THIS MAP IN AREAS OUTSIDE OF WASHINGTON COUNTY

JOINS PANEL 0319

49,000m E

ZONE X

93° 00' 00" W
44° 52' 30" N



MAP SCALE 1" = 500'



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0382E

FIRM

**FLOOD INSURANCE RATE MAP
WASHINGTON COUNTY,
MINNESOTA
AND INCORPORATED AREAS**

PANEL 382 OF 456

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

COMMUNITY	NUMBER	PANEL	SUFFIX
NEWPORT CITY OF	27050	0382	E
ST PAUL PARK	27054	0382	E
WASHINGTON COUNTY	27049	0382	E

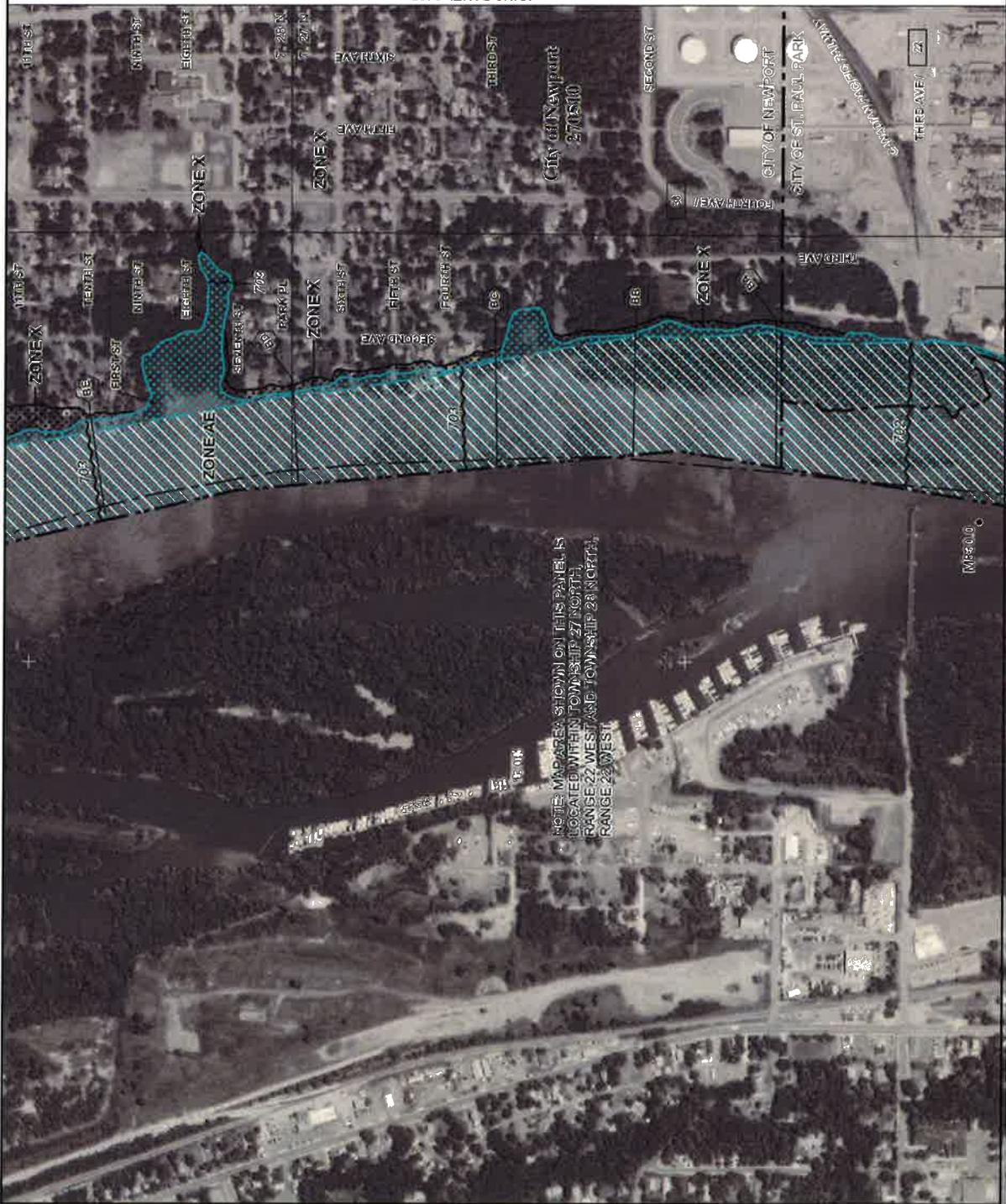
Notice to User: The Map Number shown below should be used when placing map orders. The Community Number shown above should be used for insurance applications for the subject community.



Federal Emergency Management Agency

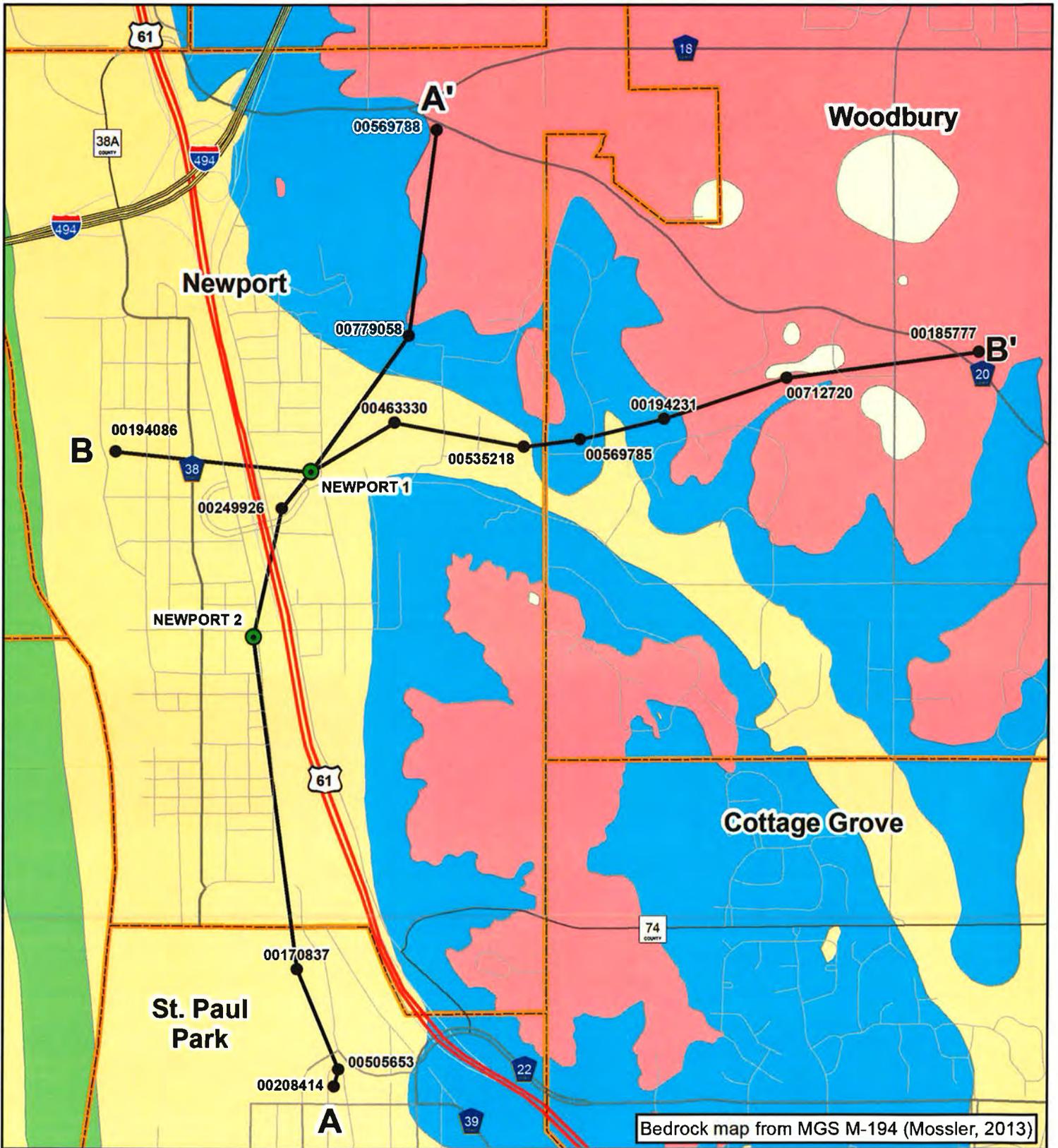
**MAP NUMBER
27163C0382E
EFFECTIVE DATE
FEBRUARY 3, 2010**

This is an official copy of a portion of the above referenced flood map. It was generated using FIRM On-Line. This map does not reflect changes to the flood map that have occurred since the last time the map was printed. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



JOINS PANEL 0405

ATTACHMENT 7
GEOLOGICAL STRATIGRAPHY MAPS & CHARTS



Bedrock map from MGS M-194 (Mossler, 2013)

● Newport Municipal Well	● Cross Section Well
Metro Bedrock Geology	 Cross Section Trace
 Decorah Shale	 Municipal Boundary
 Platteville Formation and Glenwood Formation	
 St. Peter Sandstone	
 Prairie du Chien Group	
 Jordan Sandstone	

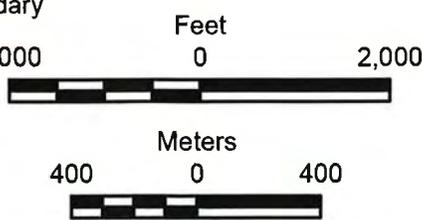
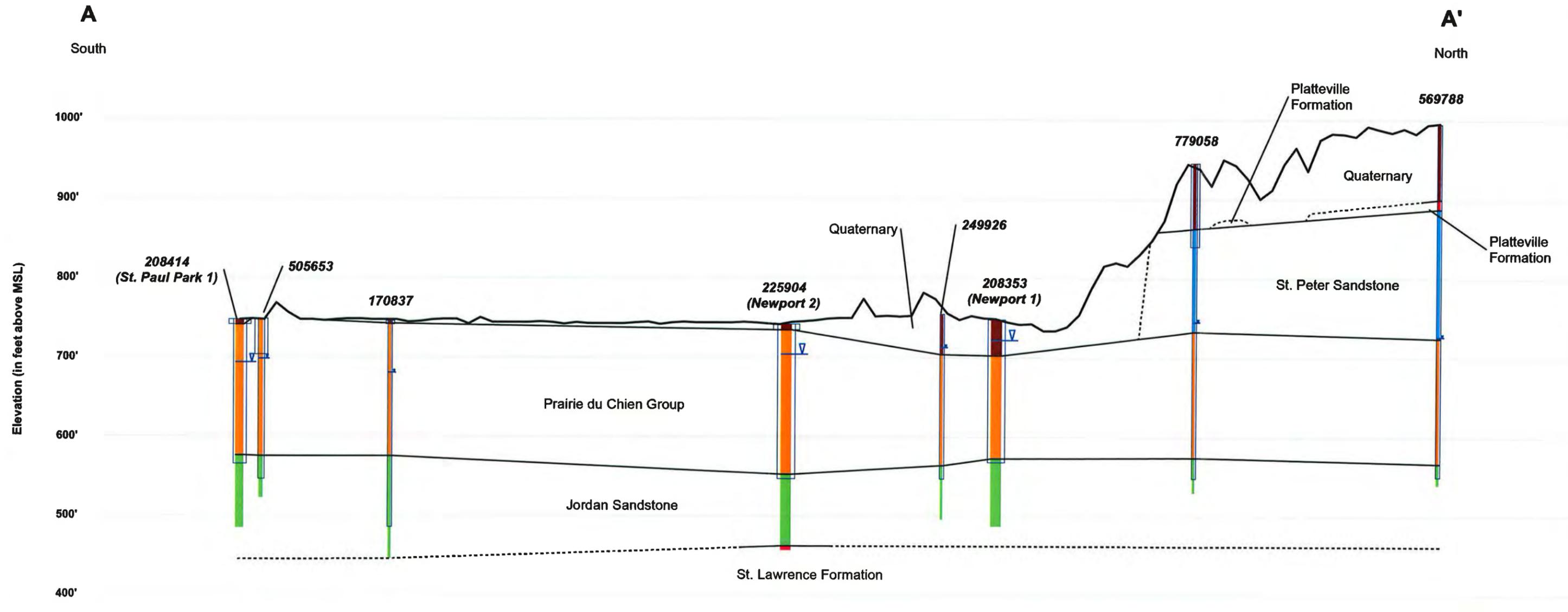


Figure 1

BEDROCK SUBCROP
 Newport WHPP Amendment
 City of Newport, MN

Barr Footer: ArcGIS 10.2, 2014-01-29 07:38 File: I:\Projects\231821\084\Maps\Reports\Figure 02 - Cross Section A-A.mxd User: akj



Vert. Exag. = 10X

Stratigraphy

- Quaternary Glacial Drift
- Platteville Formation
- St. Peter Sandstone
- Prairie du Chien Group
- Jordan Sandstone
- St. Lawrence Formation

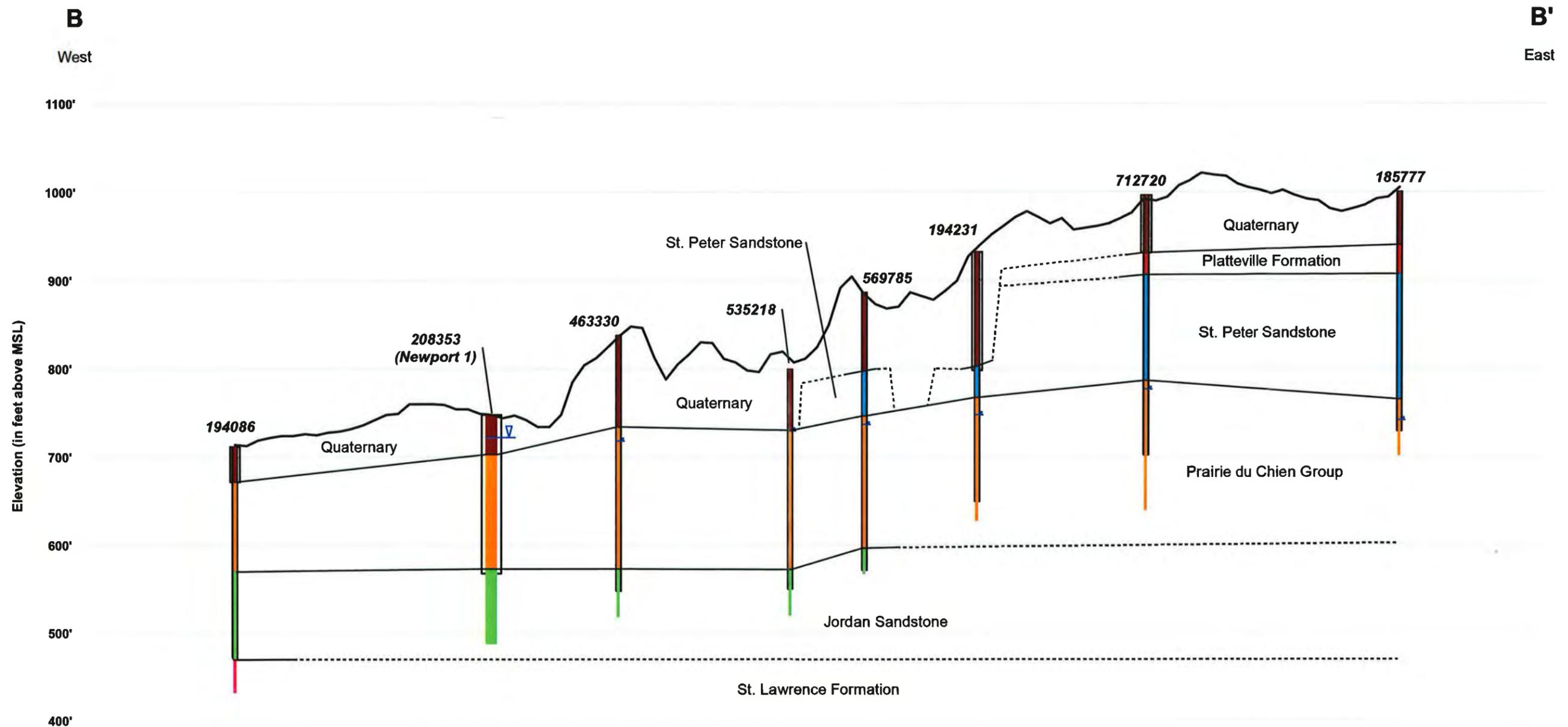
— Static Water Level

□ Well Casing



Figure 2
 CROSS SECTION A-A'
 Newport WHPP Amendment
 City of Newport, MN

Barr Footer: ArcGIS 10.2, 2014-01-28 08:19 File: I:\Projects\23921084\Maps\Reports\Figure 03 - Cross Section B-B.mxd User: alkj



Vert. Exag. = 10X

Stratigraphy

- Quaternary Glacial Drift
- Platteville Formation
- St. Peter Sandstone
- Prairie du Chien Group
- Jordan Sandstone
- St. Lawrence Formation

- Static Water Level
- Well Casing



Figure 3

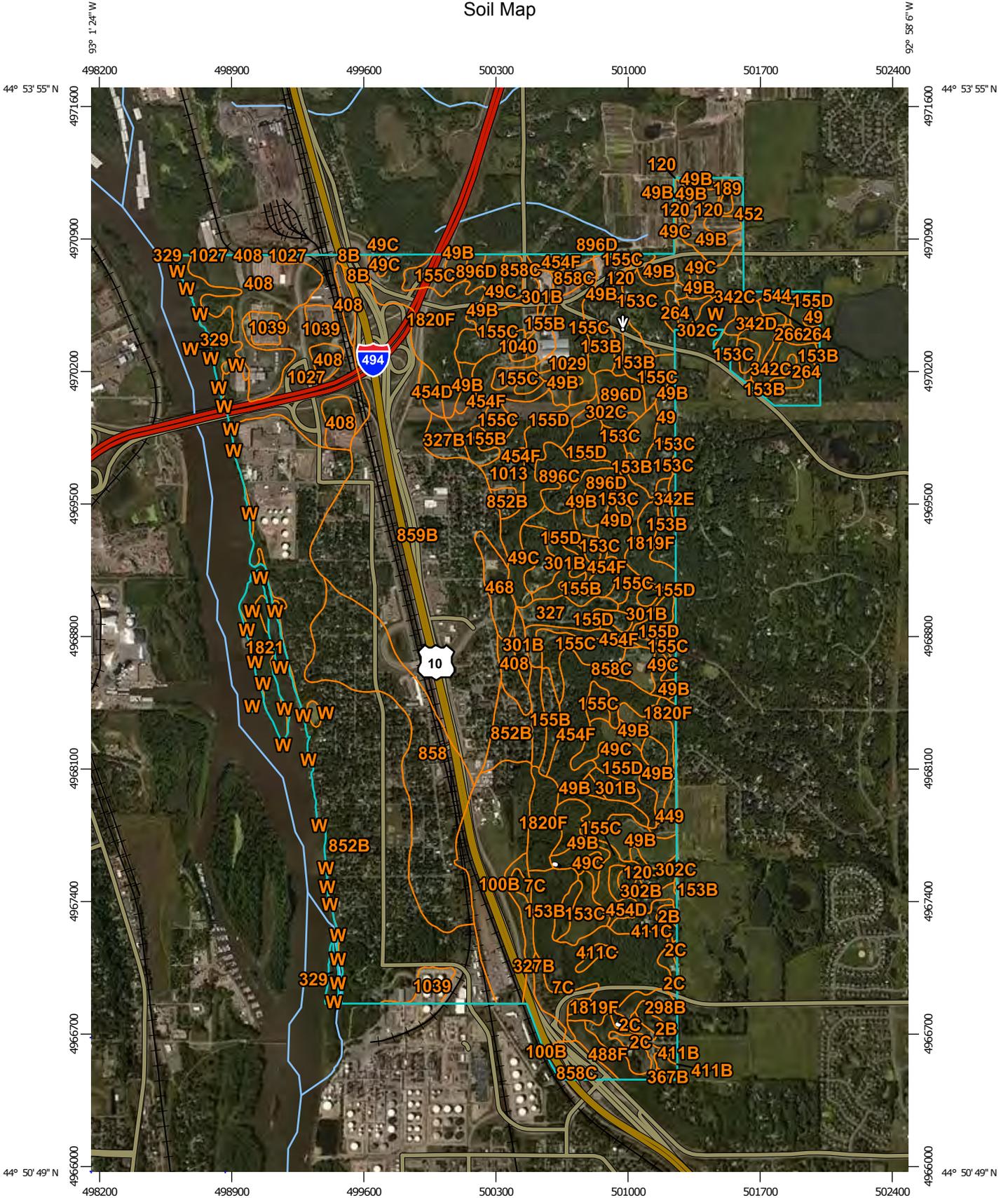
CROSS SECTION B-B'
Newport WHPP Amendment
City of Newport, MN

ATTACHMENT 8
DOCUMENTED KARST CONDITIONS IN NEWPORT

ATTACHMENT 9

USDA SOILS REPORT

Custom Soil Resource Report Soil Map



Map Scale: 1:27,900 if printed on A portrait (8.5" x 11") sheet.



Custom Soil Resource Report

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

 Blowout

 Borrow Pit

 Clay Spot

 Closed Depression

 Gravel Pit

 Gravelly Spot

 Landfill

 Lava Flow

 Marsh or swamp

 Mine or Quarry

 Miscellaneous Water

 Perennial Water

 Rock Outcrop

 Saline Spot

 Sandy Spot

 Severely Eroded Spot

 Sinkhole

 Slide or Slip

 Sodic Spot

 Spoil Area

 Stony Spot

 Very Stony Spot

 Wet Spot

 Other

 Special Line Features

Water Features

 Streams and Canals

Transportation

 Rails

 Interstate Highways

 US Routes

 Major Roads

 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Ramsey County, Minnesota
 Survey Area Data: Version 8, Sep 18, 2015

Soil Survey Area: Washington County, Minnesota
 Survey Area Data: Version 10, Sep 18, 2015

Your area of interest (AOI) includes more than one soil survey area. These survey areas may have been mapped at different scales, with a different land use in mind, at different times, or at different levels of detail. This may result in map unit symbols, soil properties, and interpretations that do not completely agree across soil survey area boundaries.

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Aug 26, 2014—Sep 7, 2014

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Ramsey County, Minnesota (MN123)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
8B	Sparta loamy sand, 2 to 6 percent slopes	0.0	0.0%
49B	Antigo silt loam, 2 to 6 percent slopes	0.2	0.0%
49C	Antigo silt loam, 6 to 12 percent slopes	0.3	0.0%
120	Brill silt loam	0.0	0.0%
329	Chaska silt loam	0.0	0.0%
408	Faxon silt loam	0.2	0.0%
1027	Udorthents, wet substratum	0.2	0.0%
1820F	Mahtomedi variant-Rock outcrop complex, 25 to 60 percent slopes	0.0	0.0%
Subtotals for Soil Survey Area		1.0	0.0%
Totals for Area of Interest		2,325.5	100.0%

Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
2B	Ostrander silt loam, 2 to 6 percent slopes	20.2	0.9%
2C	Ostrander silt loam, 6 to 12 percent slopes	9.5	0.4%
7C	Hubbard loamy sand, 6 to 12 percent slopes	13.8	0.6%
8B	Sparta loamy sand, 2 to 6 percent slopes	3.8	0.2%
49	Antigo silt loam, 0 to 2 percent slopes	8.6	0.4%
49B	Antigo silt loam, 2 to 6 percent slopes	95.5	4.1%
49C	Antigo silt loam, 6 to 12 percent slopes	73.8	3.2%
49D	Antigo silt loam, 12 to 18 percent slopes	9.6	0.4%
100B	Copaston loam, 0 to 6 percent slopes	84.3	3.6%
120	Brill silt loam	17.4	0.7%
153B	Santiago silt loam, 2 to 6 percent slopes	48.3	2.1%
153C	Santiago silt loam, 6 to 15 percent slopes	68.9	3.0%

Custom Soil Resource Report

Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
155B	Chetek sandy loam, 0 to 6 percent slopes	23.4	1.0%
155C	Chetek sandy loam, 6 to 12 percent slopes	129.9	5.6%
155D	Chetek sandy loam, 12 to 25 percent slopes	71.7	3.1%
189	Auburndale silt loam	2.0	0.1%
264	Freeon silt loam, 1 to 4 percent slopes	9.7	0.4%
266	Freer silt loam	4.7	0.2%
298B	Richwood silt loam, 2 to 6 percent slopes	9.0	0.4%
301B	Lindstrom silt loam, 2 to 4 percent slopes	33.3	1.4%
302B	Rosholt sandy loam, 1 to 6 percent slopes	9.4	0.4%
302C	Rosholt sandy loam, 6 to 15 percent slopes	10.8	0.5%
327	Dickman sandy loam, 0 to 2 percent slopes	15.7	0.7%
327B	Dickman sandy loam, 2 to 6 percent slopes	25.8	1.1%
329	Chaska silt loam	21.5	0.9%
342C	Kingsley sandy loam, 6 to 12 percent slopes	26.8	1.2%
342D	Kingsley sandy loam, 12 to 18 percent slopes	5.3	0.2%
342E	Kingsley sandy loam, 18 to 30 percent slopes	1.5	0.1%
367B	Campia silt loam, 0 to 8 percent slopes	2.5	0.1%
408	Faxon silt loam	88.9	3.8%
411B	Waukegan silt loam, 2 to 6 percent slopes	0.7	0.0%
411C	Waukegan silt loam, 6 to 12 percent slopes	13.6	0.6%
449	Crystal Lake silt loam, 1 to 3 percent slopes	6.0	0.3%
452	Comstock silt loam	4.5	0.2%
454D	Mahtomedi loamy sand, 12 to 25 percent slopes	8.7	0.4%
454F	Mahtomedi loamy sand, 25 to 40 percent slopes	123.2	5.3%
468	Otter silt loam	14.6	0.6%
488F	Brodale flaggy loam, 20 to 50 percent slopes	18.5	0.8%
544	Cathro muck	4.5	0.2%

Custom Soil Resource Report

Washington County, Minnesota (MN163)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
852B	Urban land-Copaston complex, 0 to 8 percent slopes	353.9	15.2%
858	Urban land-Chetek complex, 0 to 3 percent slopes	131.9	5.7%
858C	Urban land-Chetek complex, 3 to 15 percent slopes	34.9	1.5%
859B	Urban land-Zimmerman complex, 1 to 8 percent slopes	320.2	13.8%
896C	Mahtomedi-Kingsley complex, 3 to 12 percent slopes	16.5	0.7%
896D	Mahtomedi-Kingsley complex, 12 to 25 percent slopes	25.4	1.1%
1013	Pits,quarry	10.1	0.4%
1027	Udorthents, wet substratum	71.6	3.1%
1029	Pits, gravel	5.8	0.3%
1039	Urban land	20.0	0.9%
1040	Udorthents	3.2	0.1%
1819F	Dorerton-Rock outcrop complex, 25 to 65 percent slopes	82.2	3.5%
1820F	Mahtomedi variant-Rock outcrop complex, 25 to 60 percent slopes	69.9	3.0%
1821	Alganssee loamy sand	19.1	0.8%
W	Water	19.9	0.9%
Subtotals for Soil Survey Area		2,324.5	100.0%
Totals for Area of Interest		2,325.5	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

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Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be

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made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.