



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING  
NEWPORT CITY HALL  
MARCH 7, 2013 – 5:30 P.M.**

MAYOR: Tim Geraghty  
COUNCIL: Tom Ingemann  
Bill Sumner  
Tracy Rahm  
Steven Gallagher

City Administrator: Deb Hill  
Supt. of Public Works: Bruce Hanson  
Chief of Police: Curt Montgomery  
Fire Chief: Mark Mailand  
Executive Analyst: Renee Helm

**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 21, 2013 Regular City Council Meeting
  - B. Minutes of the February 21, 2013 City Council Workshop Meeting
  - C. List of Bills in the Amount of \$166,779.34
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
  - A. Hiring for the Accountant Position
  - B. **Resolution No. 2013-7** – Establishing Water and Sewer Rates for May 2013 through 2017
  - C. **Ordinance No. 2013-3** – Amending Chapter 2, Administration and Chapter 4, Licensing
  - D. Communities of Distinction
10. ATTORNEY'S REPORT
11. POLICE CHIEF'S REPORT
  - A. 2012 Year-End Summary
12. FIRE CHIEF'S REPORT

Agenda for 03-07-2013

13. ENGINEER'S REPORT

A. 2013-2015 Street Improvement Project

1. **Resolution No. 2013-8** – Receiving Feasibility Report
2. **Resolution No. 2013-9** – Receiving the Special Benefit Appraisal

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- |                                |                |           |
|--------------------------------|----------------|-----------|
| 1. Planning Commission Meeting | March 14, 2013 | 7:00 p.m. |
| 2. City Council Meeting        | March 21, 2013 | 5:30 p.m. |
| 3. Park Board Meeting          | March 28, 2013 | 7:00 p.m. |



**City of Newport  
City Council Minutes  
February 21, 2013**

**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, Steven Gallagher

**Council Absent** –

**Staff Present** – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Curt Montgomery, Police Chief; Mark Mailand, Fire Chief; Renee Helm, Executive Analyst; Fritz Knaak, City Attorney;

**Staff Absent** – John Stewart, City Engineer;

**4. ADOPT AGENDA**

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

**5. ADOPT CONSENT AGENDA**

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

- A. Minutes of the January 17, 2013 Regular City Council Meeting
- B. Minutes of the January 17, 2013 City Council Workshop Meeting
- C. List of Bills in the Amount of \$400,669.87
- D. Kennel Permit for Debra Boughton

**With 5 Ayes, 0 Nays, the motion carried.**

**6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE**

**7. MAYOR'S REPORT –**

**A. Summary of Deb Hill's Performance Evaluation**

**Mayor Geraghty** – I would like to put into the record that on January 7, 2013, the City Council held a closed session meeting to discuss Deb Hill's performance as accountant. About a week ago, we had the Family Fun Night. It was a very good turnout. I would like to welcome Deb Hill as City Administrator.

**8. COUNCIL REPORTS –**

**Councilman Gallagher** – Nothing to report

**Councilman Sumner** – Nothing to report

**Councilman Rahm** – I attended the SWCTC meeting. Comcast announced that they are transitioning to all-digital technology in regards to transmissions. They're website states when it will be complete. If you have an analog TV, you will need a digital-transmission box. I'm not sure if there's a cost to these boxes. You'll need to check with Comcast. I've heard that people are being charged now.

**Councilman Ingemann** – I attended the Resource Recovery Board meeting on January 24 and was thoroughly disappointed with the representatives we have from both Counties. The meeting was supposed to start at 9:00 a.m., they did not get a quorum until 9:20 a.m. and the representative from Washington County did not show up until 9:50 a.m. I was at the Planning Commission meeting last Thursday and they discussed some zoning changes. They'll be going back to check that the changes they made did not upset whatever was there before.

**9. ADMINISTRATOR'S REPORT –  
A. Amend Annual Appointments for 2013**

Admin. Hill presented on this item as outlined in the February 21, 2013 City Council packet.

**Motion by Geraghty, seconded by Rahm to Amend the City Administrator and City Attorney Positions on the 2013 Annual Appointments. With 5 Ayes, 0 Nays, the motion carried.**

**Mayor Geraghty** – Two of the three applicants for the Planning Commission had applied previously so I said that we could forgo the interviews.

**Councilman Gallagher** – I would like to conduct interviews this time around.

**Motion by Geraghty, seconded by Ingemann to appoint Anthony Mahmood to the Planning Commission. With 3 Ayes, 2 Nays, the motion carried.**

**B. Resolution No. 2013-4 – Establishing Holiday Schedule for the Newport Library and Community Center**

Admin. Hill presented on this item as outlined in the February 21, 2013 City Council packet. There is a State Statute that says that public offices cannot conduct business on National Holidays. There is also a ruling from the League that states that employees cannot volunteer time for their position.

**Attorney Knaak** – The problems that you have have to do with overtime and the fact that there's a State Statute indicating that you cannot conduct City business on National Holidays. The only way this could work is if a third-party, independent entity managed the Library.

**Mayor Geraghty** – I would like Mike to come up and give a report on the usage of the Library.

**Michael Laughton, Library Assistant** – I was invited here to answer questions on the Library. In 2012, we've had over 7,000 books, games, magazines and videos donated. We've also had over 4,500 customers, 34% adults, 10% teens, 64% youth. I'm speaking on behalf of 17 volunteers.

**Mayor Geraghty** – This whole issue came to a head when I authorized the Library being open on New Year's Day. I wanted to have a public discussion regarding this. It seems to me that we're trying to encourage the use of the Library and Community Center and I think we can do this. I spoke with Mike about adjusting his hours so that he doesn't go over 20 hours per week and if we can't get a volunteer to work on a holiday than it will be closed. I don't want to force anyone to work on a holiday if they don't want to.

**Mr. Laughton** – When I was first hired, it wasn't because I was a librarian, far from it. I was hired for being able to run programs. In regards to holiday usage, on Thanksgiving, we had 21 people visit, on New Year's, I had 16 people show up. I do see a demand for holiday usage but if there's a law against it then that's it.

**Mayor Geraghty** – That's not it, I think we can work around it if we want to.

**Councilman Ingemann** – If the gentleman is employed by the City then he is conducting City business correct?

**Attorney Knaak** – Yes.

**Councilman Ingemann** – So if the Library is staffed by an unpaid volunteer on these holidays, then it's not City business correct?

**Attorney Knaak** – Yes.

**Councilman Ingemann** – Then I would like to make a motion to add the words “staffed by unpaid volunteers” on the Resolution.

**Mayor Geraghty** – I would like to make it so that it's not mandatory for it to be open and that it would be posted a week ahead of time.

**Councilman Rahm** – Well the Library Board did send us a memo requesting some direction on whether or not it's a library or community center and recommending that it remain open on holidays.

**Councilman Gallagher** – If something happens at the Library, who does the volunteer call?

**Councilman Ingemann** – The Police.

**Mayor Geraghty** – Mike would probably call the Police to if he needed to.

**Councilman Rahm** – Why does the State have this Statute anyways?

**Councilman Ingemann** – Who knows?

**Councilman Rahm** – I think there are certain days in our history and culture that are important and we close to reflect on why those are important to us. I wonder if we blur those lines by having the Library open on those days.

**Councilman Gallagher** – Fritz, it says that in cases of necessity but doesn't define that. Could the Council pass a resolution stating that it's a necessity to have the Library open on these days?

**Attorney Knaak** – You could do that.

**Councilman Gallagher** – So you would say that an employee could not work on that holiday even if it is a necessity?

**Attorney Knaak** – No, they could work but you would have to pay them.

**Mayor Geraghty** – The compensation wasn't an issue, it was that he can't work more than 20 hours per week.

**Councilman Gallagher** – We don't want to have to place pressure on Mike or volunteers for them to feel they have to work on the holidays.

**Mr. Laughton** – I feel no pressure to work, if we can't find anyone then the Library is closed.

**Superintendent Hanson** – What if we don't get the posting up or someone can't show up that day?

**Mayor Geraghty** – Then you put up an emergency posting.

**Motion by Geraghty, seconded by Ingemann to approve Resolution No. 2013-4 as amended. With 5 Ayes, 0 Nays, the motion carried.**

### **C. Update on CIP Street Improvement Projects**

Admin. Hill presented on this item as outlined in the February 21, 2013 City Council packet. The City Council approved

City Council Minutes of 02-21-13  
moving forward with this project.

**Admin. Hill** – I have one more update in regards to the Ford Road improvements that were done last year. Those assessments were supposed to be included in the 2013 taxes, however due to some miscommunication, they weren't. I spoke with Engineer Stewart and he recommended sending out a letter to the property owners letting them know that they will be on their 2014 taxes.

**10. ATTORNEY'S REPORT –**

**Attorney Knaak** – You have before you the prosecution report. We continue to see the high volumes. The Police are doing a great job. Two cases are scheduled for hearings in March so I will have a report on those coming up.

**11. POLICE CHIEF'S REPORT –**

**Chief Montgomery** – On February 26, 2013, our new Community Service Officer will start training. His name is Travis Martin.

**12. FIRE CHIEF'S REPORT –** No report

**13. ENGINEER'S REPORT –**

**A. I & I Grant Agreement**

Superintendent Hanson presented on this item as outlined in the February 21, 2013 City Council packet.

**Mayor Geraghty** – Do we have any sense of if we'll get them?

**Superintendent Hanson** – I believe so.

**Mayor Geraghty** – Do we have an analysis of what's been done so far and if it's helping?

**Superintendent Hanson** – Not really because we haven't had a significant rain since it's been put it.

**Motion by Geraghty, seconded by Ingemann to approve Resolution No. 2013-5. With 5 Ayes, 0 Nays, the motion carried.**

**Motion by Geraghty, seconded by Sumner to approve Resolution No. 2013-6. With 5 Ayes, 0 Nays, the motion carried.**

**14. SUPERINTENDENT OF PUBLIC WORKS REPORT –**

**Superintendent Hanson** – The rinks are still open.

**15. NEW/OLD BUSINESS**

**16. ADJOURNMENT**

**Motion by Geraghty, seconded by Ingemann, to adjourn the regular Council Meeting at 6:10 P.M. With 5 Ayes, 0 Nays, the motion carried.**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Helm  
Executive Analyst



**City of Newport  
City Council Workshop Meeting Minutes  
February 21, 2013**

**1. ROLL CALL -**

**Council Present** – Tim Geraghty, Bill Sumner, Tom Ingemann, Steven Gallagher, Tracy Rahm

**Council Absent** – None

**Staff Present** – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Curt Montgomery, Police Chief; Mark Mailand, Fire Chief; Renee Helm, Executive Analyst; Fritz Knaak, City Attorney;

**Staff Absent -**

**2. WATER AND SEWER RATE ANALYSIS**

Stacie Kvilvang, Ehlers, presented on this item as outlined in the February 21, 2013 City Council Workshop packet. Ehlers is recommending a multi-pronged approach to maintain the financial health of the City's utilities.

1. Consider the proposed changes in the tiering structure to realign water use based on actual water usage patterns
2. Consider adopting the proposed changes in water rates. The Water Fund will need ongoing 6.75% rate increases in the future to fund operations and future capital and debt.
3. Consider and adopt the proposed changes in the sewer rate structure to simplify the billing structure and to base sewer charges on winter quarter water use.
4. Consider and adopt the proposed changes in sewer rates. The Sewer Fund will need 6% rate increases in the future to fund operations and future capital and debt.
5. In the future, we would recommend the Council consider phasing out the senior discount in order to more effectively balance usage by user class with revenues contributed by that class of user.
6. Consider updating the projections for future assumptions about budgets.

The proposed rates will provide sufficient revenue to pay routine operating expenses, pay for capital improvements to upgrade and expand the system, and provide prudent cash balances. Adequate cash balances allow the City to:

- Survive changing circumstances in the economy and the weather without rapidly increasing rates;
- Use a cash to pay for a portion of capital improvements and reduce the frequency of borrowing;
- Comply with the new State law requiring water conservation rates.

The City's utility funds continue to be well managed, and the City's utility rates will remain competitive in the region if the proposed changes are adopted.

The proposed rate changes will be placed on the March 7, 2013 City Council agenda for final approval. If

approved, the new rates would go into effect with the May 2013 billing.

**Superintendent Hanson** – Before he left, Brian had me working on contracting out water main breaks due to time and safety. I've tried to contract out the last three but it hasn't worked due to various reasons. I've contacted St. Paul who does water main breaks for Oakdale. I think it's a pretty good deal, I was watching them in Oakdale yesterday. It would be an agreement with the City of St. Paul; I would like to do a two-year agreement. One reason to do this is the fact that our equipment is getting old and it would cost \$150,000 to replace. It would cost \$2,000 - \$3,000 per break. I'll bring an agreement forward at a future Council meeting for approval.

### **3. PROPERTY ACQUISITION PROPOSAL FOR 1629 CEDAR LANE**

Admin. Hill presented on this item as outlined in the February 21, 2013 City Council Workshop packet. Recently, 1629 Cedar Lane, which consists of two parcels, was foreclosed on and is now for sale by Citi Mortgage. The City has contacted the realtor to express its interest in purchasing the properties and was informed that Citi Mortgage is willing to take any offer. The properties are listed together for a total cost of \$141,900, which is \$95,400 below market value. This property is located south of 1645 Cedar Lane. Admin. Hill will give an initial offer of \$100,000.

**Councilman Sumner** – Just for the record, we are not buying this to have another park, it's for safety reasons because this property is in the flood zone.

The City Council gave direction to Admin. Hill to begin discussions with the property owners in regards to the cost.

### **4. ADJOURNMENT**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Helm  
Executive Analyst

Text25	Text26	Text28	Comments
Paid Chk# 014660	Cardmember Services	4,478.98	visa
Paid Chk# 014661	CITY OF MINNEAPOLIS	204.00	aps contract fee
Paid Chk# 014662	CONNELLY INDUSTRIAL ELECTRON	605.60	well 1 repairs
Paid Chk# 014663	GALLS, LLC	47.47	uniforms
Paid Chk# 014664	GRAINGER PARTS	299.36	fire hall 1
Paid Chk# 014665	HAWKINS	225.61	wells
Paid Chk# 014666	INSTRUMENTAL RESEARCH, INC.	36.00	water testing
Paid Chk# 014667	KEYS WELL DRILLING	1,124.25	motor well 1
Paid Chk# 014668	LAW ENFORCEMENT LABOR SERVI	270.00	
Paid Chk# 014669	LEAF	619.83	
Paid Chk# 014670	LEAGUE OF MINNESOTA CITIES	595.00	subscription
Paid Chk# 014671	MINNESOTA BENEFIT ASSOC.	61.43	admin
Paid Chk# 014672	MN CHILD SUPPORT PAYMENT CNT	400.00	child support
Paid Chk# 014673	NORTHLAND TRUST SERVICES, INC	4,486.25	bond debt service
Paid Chk# 014674	PERA	7,912.37	
Paid Chk# 014675	SCHELEN GRAY AUTO & ELECTRIC	245.80	motor
Paid Chk# 014676	SCOTT FREEMYER	314.81	bushnell bino's
Paid Chk# 014677	STANDARD INSURANCE CO.	524.17	ltd, life, add
Paid Chk# 014678	TKDA	29.68	flank variance
Paid Chk# 014679	XCEL ENERGY	2,256.67	energy
Paid Chk# 014681	NEWPORT POST OFFICE	275.77	
Paid Chk# 014682	ANCOM TECHNICAL CENTER	124.68	radio antenna
Paid Chk# 014683	DIETRICH ELECTRIC, INC	421.88	electrical inspections
Paid Chk# 014684	ING LIFE INSURANCE & ANNUITY	923.00	
Paid Chk# 014685	ITL PATCH COMPANY, INC.	431.10	shoulder patches
Paid Chk# 014686	MINNESOTA DEPARTMENT OF HEA	1,508.00	water permit
Paid Chk# 014687	MMKR	5,350.00	audit
Paid Chk# 014688	MN DEPT. OF TRANSPORTATION	8,024.71	testing north ravine
Paid Chk# 014689	MN GFOA	60.00	membership
Paid Chk# 014690	MSA PROFESSIONAL SERVICES, IN	4,826.46	engineering
Paid Chk# 014691	RUMPCA COMPANIES INC.	1,200.00	water main break
Paid Chk# 014692	STAR TRIBUNE	260.00	
Paid Chk# 014693	TOWMASTER	85,821.69	2014 IH truck
Paid Chk# 014694	VERIZON	408.30	cell phones
Paid Chk# 014695	WATER CONSERVATION SERVICE	274.64	water locating service
Paid Chk# 014696	WESTSIDE EQUIPMENT	1,874.59	hoist inspection
Paid Chk# 014697	NEWPORT POST OFFICE	361.76	
Paid Chk# 014698	NEWPORT POST OFFICE	190.00	
	wages	29,705.48	
		166,779.34	

## Cardmember Services Bill

### February

hanson	dellsales	laptop	1507.61	Yes
	best buy	router	\$ 85.69	Yes
	honeywell	drive motor	\$ 245.09	yes
neska	ross valve	valve kits	\$ 846.14	yes
	astleford intern.	belt - dump 1134	\$ 60.94	yes
	so st paul steel	hr ang	\$ 40.50	yes
mailand	office max	chairs	\$ 245.90	yes
	home depot	lithium battery	\$ 152.12	yes
montgomery	mn chiefs	dues	\$ 230.00	yes
	office max	ink	\$ 511.51	yes
	cabelas	ammo	\$ 76.04	yes
	atom	training	\$ 425.00	yes
helm	cub foods	brian's party	\$ 43.44	yes



## MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: February 28, 2013

SUBJECT: Accountant Recommendation

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As of January 28, 2013, the Accountant position for the City has been vacant due to Deb Hill being appointed City Administrator. The City advertised the vacancy from January 22 through February 12, 2013 and received 13 applications. Of those 13, City staff, the Mayor and Councilman Rahm interviewed five on February 26 and 27, 2013. City staff and the Mayor are recommending that the City hire Deb McDonald at a starting salary of \$46,942, which is what both Renee and Deb started at when they were hired in 2011. Attached for your review is her application.

Below are some highlights from Deb's resume:

- B.A. from Winona State University in Mass Communications
- M.S. from University of Minnesota in Scientific and Technical Communications
- Mini M.B.A. from University of St. Thomas Center for Business Excellence
- 13 years of experience in financial management, accounts receivable/payable, reporting and budgeting
- 10 years of experience in customer service

### RECOMMENDATION

It is recommended that the Council approve hiring Deb McDonald for the Accountant position. Ms. McDonald will start on March 18, 2013.

February 28, 2013

Deb McDonald  
5054 Sunnyside Road  
Mounds View, MN 55112

Re: Formal offer for Newport Accountant Position

Dear Deb,

It is with a great deal of pleasure to formally offer you the position of Accountant for the City of Newport. This position is full-time (40 hours per week – Monday through Thursday) and the salary offer is step four at \$46,942.00

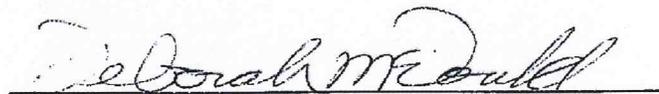
This position includes full health care insurance coverage, life insurance, dental insurance (with a \$3.94 co-pay), two (2) weeks vacation, ten (10) paid holidays plus two (2) paid floating holidays. If you have any questions, please don't hesitate to call me at c: 218-269-0039 or w: 651-556-4602.

On behalf of the Newport residents and business community, the City Council and staff, we welcome you to the City of Newport. I look forward to working with you!

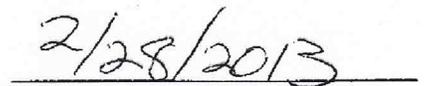
Thank you and welcome.

Sincerely,

Deb Hill  
City Administrator



Deborah McDonald



Date

By signing this offer, you agree to accept the position of Accountant with the City of Newport with the starting salary of \$46,942.00

# DEB McDONALD

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5054 Sunnyside Road ♦ Mounds View, Minnesota 55112 ♦ [REDACTED]

Date: January 22, 2013

City of Newport  
Accountant Search  
596 7<sup>th</sup> Avenue  
Newport, MN 55055

Dear Accountant Search:

I am providing my cover letter and resume for your review for the accountant position.

My professional experience has been broad in scope and has required strong management, communication, financial and organizational skills. I feel that my experience and insight into accounting and bookkeeping, payroll, annual audit support and reporting can be utilized to the advantage of the City of Newport.

My proven record of achievement as a program development associate and assistant director has led to career growth.

As a member of your organization, I can provide:

- Thirteen years experience handling financial management, accounts receivable/accounts payable, reconciling accounts, reporting and budgeting;
- Ten years experience in supporting the annual audit;
- Thirteen years experience in preparing annual and special budgets, financial reporting and annual reports;
- Ten years experience in providing customer service working with sponsors, donors and recipient organizations;
- Ten years experience in researching and analyzing donor prospects, grant research and grant administration; and
- Efficiency, reliability and an ability to learn new challenges quickly.

My objective is to bring to your attention my communication skills, professionalism, enthusiasm, ability to work with little oversight or as a team member and strong multitasking skills so that we may discuss the accountant position.

I will work hard to achieve goals and look forward to discussing how I can contribute to the City of Newport. I can be reached at [REDACTED] Thank you.

Sincerely,



Deb McDonald

# Deborah McDonald

5054 Sunnyside Road  
Telephone: [REDACTED]

Mounds View, MN 55112  
E-mail: [REDACTED]

## Summary of Qualifications

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Bookkeeping, budgeting and reconciliation; accounts payable/receivable; managing restricted project budgets and funded grants; payroll; support for annual audits; benefits; researching grants and writing proposals; technical writing; special events coordination; maintaining websites and donor databases; managing staff, interns and volunteers; handling human resources and hiring documentation, insurance and benefits and logistics.

*Computer* – QuickBooks, various databases, web editors, basic HTML, Word, Excel, PowerPoint, Access, Outlook, Dreamweaver, Microsoft and MAC.

## Professional Experience

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### Books For Africa, Assistant Director

June 2003-Present

Books For Africa is the world's largest shipper of donated textbooks to the African continent. Since 1988, Books For Africa has shipped over 27 million books to 48 African countries.

- Managed all bookkeeping and budget management, accounts receivable and payable, payroll, benefits, donation processing, on-line donation reporting, reconciling accounts, monthly budget reports and financial reporting, restricted projects budget and annual audit support;
- Administered and supervised a range of key operational functions in support of logistics, staffing, volunteer coordination, invoicing and ordering;
- Performed customer service for sponsors, donors and recipients;
- Maintained Books For Africa website and prepared documentation for the annual report;
- Coordinated communication and logistics with over 60 sponsors and recipient non-governmental organizations each year for all aspects from initiation until delivery of products;
- Planned and coordinated key annual fundraising luncheons of over 200 attendees and special milestone celebrations with over 300 attendees.

### University of Minnesota – Minnesota Agricultural Education Leadership Council, Program Development Associate

May 2000-December 2003

MAELC is a legislative council that coordinates and promotes agricultural education activities across Minnesota.

- Managed all bookkeeping and financial documentation and monthly reporting to the executive director and the board of directors;
- Organized multiple offices of legislators, agency heads, educators, lobbyists and various agricultural organizations to promote agricultural education awareness;
- Managed state funding of grants for agricultural education projects and fund raised over \$100,000 in federal and corporate funding to initiate training and implementation of 22 biotechnology laboratories in high school agricultural education programs;

- Implemented design layout and graphics for a full website redesign and other printed and electronic materials;
- Coordinated all aspects of marketing, registration, recruitment and facility acquisition with the Executive Director in the opening of the first urban agricultural education high school in Minnesota.

**State of Minnesota - Office of the Revisor of Statutes, Editorial Assistant & Resolution Writer**  
**December 1992-May 2000**

The Office of the Revisor of Statutes is a legislative office that provides services to members of both houses of the legislature, constitutional offices and all state departments.

- Prepared and proofread numerous legal documents for the Minnesota legislature, state departments and state agencies for composition and publication of Laws of Minnesota, Minnesota Statutes and Minnesota Rules under crucial deadlines.

**Professional Accomplishments**

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- Established a broader and more sustainable grant program for Books For Africa resulting in a more diversified corporate and foundation donor portfolio.
- Planned and coordinated a budget increase of over 400 percent and an increase of over 500 percent in books shipped to Africa each year by Books For Africa from 2003 to present.
- Fund raised through grant writing over \$100,000 for teacher training and materials for 22 Minnesota high school biotechnology laboratories and successfully managed these funds and other funds of approximately \$1,000,000.
- Redesigned the Minnesota Agricultural Education Leadership Council's and Books For Africa's websites, resulting in more navigable, user-friendly websites.
- Helped organize, create and recruit students in collaboration with the Executive Director and board members for the creation and implementation of the premier year of the Agricultural and Food Sciences Academy high school in Minnesota.

**Education**

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**University of St. Thomas Center for Business Excellence**

*Twin Cities, Minnesota*

**2005-2006**

Mini MBA for Nonprofit Organizations & Finance and Accounting

**University of Minnesota**

*Twin Cities, Minnesota*

**2000-2004**

M.S. in

Scientific and Technical Communications – Related studies in Business Administration

**Winona State University**

*Winona, Minnesota*

**1987-1992**

B.A. in

Liberal Arts – Major in Mass Communications – Minor in Sociology



**City of  
NEWPORT  
Minnesota**

Dear Applicant:

It is our policy to provide equal opportunity employment. This policy prohibits discrimination on the basis of race, color, sex, creed, marital status, religion, national origin, age (18 and over), sexual orientation, disability, an adherence to any political affiliation, criminal convictions which are not related to the position you are applying for, or status with regard to public assistance. This policy applies to full-time, part-time, temporary and seasonal employment.

The information contained in this application is considered private, except for your veteran status, relevant test scores, job history, education and training, and work availability, and used only in conjunction with your possible employment. Please furnish complete information, as failure to provide the data required by this application may result in rejection of your application.

Print title of specific position for which you are applying

Accountant

Full-time     Part-time     Temporary     Seasonal

Date available to work:

February 20, 2013

Today's Date

February 5, 2013

Pay expected:

45,000

Will you work overtime if required?

Yes     No

**PERSONAL**

Name (last)

McDonald

(first)

Deborah

(middle)

K.

Street Address:

5054 Sunnyside Road

City, State, Zip:

Mounds View, MN 55112

Social Security #:



Phone # (residence):



Phone # (business):

Have you previously been employed by the City of Newport?

Yes

No

If yes, Dates:

Department:

Do you have any relatives working for the City?

Yes

No

If yes, name of relative(s):

Do you have a valid driver's license:

Yes

No

**EDUCATION**

Did you graduate from high school or receive a GED?

Yes  No If under 18, state your age:

School	Name & Location	Certificate/Degree
High School	Edina High School, Edina, Minnesota	
Vocational/ Technical		
College/University	Winona State University, Winona, Minnesota	Mass Communications
Other	University of Saint Thomas-Center for Business Excellence, Minneapolis, Minnesota	Certificate in Finance & Accounting and Nonprofit Management

Please list academic honors, scholarships, fellowships, memberships in professional and honorary societies and any other extra-curricular activities:

**EXPERIENCE**

If relevant, list other current professional registrations, license or certificates you have.

License/Certificate/ Registration	Date Issued	Date of Expiration

**TO BE COMPLETED BY CLERICAL APPLICANTS ONLY**

TYPING ABILITY:  Yes  No WPM 60

SHORTHAND ABILITY:  Yes  No WPM \_\_\_\_\_

Please indicate office equipment you can operate	YES	NO
Dictating Equipment	✓	
Word Processor	✓	
Computer Software Applications	✓	

Other office equipment you can operate:  
All regular office equipment.

<b>Please begin with your most recent or current employer:</b>		
<b>EMPLOYMENT HISTORY</b>		
Company name: <b>Books For Africa, Inc.</b>		Telephone: <b>651-602-9844</b>
Address <b>253 E. 4th Street, Suite 200</b>		City, State, Zip <b>St. Paul, MN 55101</b>
Name of Supervisor <b>Patrick Plonski</b>	Employed (month & year) From: <b>June 2003</b> To: <b>Present</b>	Weekly Pay <b>\$950</b>
Reason for leaving: Wanting to focus on financial management and customer service.		May we contact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:  Assistant director: managed all bookkeeping and budget management; accounts recivalbe and payable, payroll, logistics, customer service and administrative duties.		
<b>EMPLOYMENT HISTORY</b>		
Company name: University of Minnesota-MN Agricultural Ed. Leadership Council		Telephone: <b>612-624-6256</b>
Address 146 Ruttan Hall, 1994 Buford Avenue		City, State, Zip <b>St. Paul, MN 55108</b>
Name of Supervisor <b>Patrick Plonski</b>	Employed (month & year) From: <b>May 2000</b> To: <b>December 2003</b>	Weekly Pay <b>\$740</b>
Reason for leaving: The Executive Director encouraged me to join Books For Africa.		May we contact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:  Program development associate: managed all bookkeeping, financial documentation, state funded grants and administrative duties.		
<b>EMPLOYMENT HISTORY</b>		
Company name: <b>State of Minnesota-Revisor's Office</b>		Telephone: <b>651-296-2868</b>
Address 700 State Office Building, 100 Dr. Martin Luther King Jr. Blvd.		City, State, Zip <b>St. Paul, MN 55155</b>
Name of Supervisor <b>Martha Rhode</b>	Employed (month & year) From: <b>December 1992</b> To: <b>May 2000</b>	Weekly Pay <b>\$620</b>
Reason for leaving: The Executive Director at the university encouraged me to apply.		May we contact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:  Editorial assistant: prepared and proofread numerous legal documents for the Minnesota Legislature and state agencies.		

### REFERENCES

Please provide the name, address and phone number of three references who are **not** related to you and are **not** previous employers.

(Name, Address, Phone)

1

Sara Schweibert (work) 1550 American Boulevard E., Suite 155, Minneapolis, MN 55425 [REDACTED]

2

Craig Gustafson (work) [REDACTED]

3

Sandra Sirany (work) 700 State Office Building, St. Paul, MN 55155 [REDACTED]

### SIGNATURE

I certify that the information contained in this application (and accompanying resume, if any) is correct, and I have not omitted or misstated any information. I understand that falsification or omission of information may disqualify me from further consideration for employment or result in immediate dismissal if I am hired and the information is discovered at a later date.

I authorize the schools, references and my prior employers listed above to provide my record, reason for leaving and all other information they may have concerning me, and I release all parties from all liability or claims for damages whatsoever that may result from the release of the information.

Date Feb. 5, 2013

Signature Deborah M. Edell

### POLICY OF NON-DISCRIMINATION

The City of Newport does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Administrator has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of, and the rights provided under the Americans with Disabilities Act are available from the City Administrator.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Newport prohibits discrimination on the basis of race, color, sex, creed, marital status, religion, national origin, age (18 and over), sexual orientation, disability, adherence to any political affiliation, criminal convictions which are not related to the position you are applying for, or status with regard to public assistance.



# MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: February 28, 2013

SUBJECT: Proposed Water and Sewer Rates

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**Background** A utility rate study was conducted by Ehler's to review water and sewer rates for 2013 and beyond. It was found that our current rates will not generate enough revenues for future projects and still maintain a sufficient reserve balance. Rates need to be increased to ensure adequate funds are available for capital and bond repayments.

**Discussion** The council requested I compare their own previous bills and calculate what their new bill would amount to. In doing this, it was found there was an error in the water portion of the senior billing process. The senior water discount was adjusted to 8000 gallons to be consistent with all residential water and sewer rate tiers. Even with the rate increase, the senior discount compared to a non- senior, is \$24.86 per quarter for 8000 gallons of usage.

**Recommendation** It is recommended that the council approve the proposed 2013 and beyond water and sewer rates.

# Putting It All Together: The Utility Bill

From a customer's perspective, they receive one bill for water and sewer and are concerned about the total amount. The following chart shows a sample utility bill for residential customers at various usage levels using the proposed rates and tiers as described above for water and sewer.

Impact Analysis on Rate Payers						
	Current	Proposed Quarterly Bills, Usage and Fixed Fee				
	2012	2013	2014	2015	2016	2017
<b>Residential Property (Senior)</b>						
Water (8,000 gallons)	\$ 11.91	\$ 11.44	\$ 12.21	\$ 13.03	\$ 13.91	\$ 14.85
Sewer (8,000 gallons)	18.73	30.15	31.96	33.88	35.91	38.06
Total Quarterly Utility Bill	\$ 30.64	\$ 41.59	\$ 44.17	\$ 46.91	\$ 49.82	\$ 52.92
<b>\$ Increase/(Decrease)</b>		<b>10.95</b>	<b>2.58</b>	<b>2.74</b>	<b>2.91</b>	<b>3.09</b>
<b>Residential Property (Low User)</b>						
Water (8,000 gallons)	\$ 23.82	\$ 25.25	\$ 26.95	\$ 28.77	\$ 30.72	\$ 32.79
Sewer (8,000 gallons)	37.47	40.20	42.61	45.17	47.88	50.75
Total Quarterly Utility Bill	\$ 61.29	\$ 65.45	\$ 69.57	\$ 73.94	\$ 78.59	\$ 83.54
<b>\$ Increase/(Decrease)</b>		<b>4.16</b>	<b>4.12</b>	<b>4.38</b>	<b>4.65</b>	<b>4.95</b>
<b>Residential Property (Median User)</b>						
Water (16,000 gallons)	\$ 35.27	\$ 37.75	\$ 40.30	\$ 43.02	\$ 45.92	\$ 49.02
Sewer (16,000 gallons)	55.47	67.40	71.44	75.73	80.27	85.09
Total Quarterly Utility Bill	\$ 90.74	\$ 105.15	\$ 111.74	\$ 118.75	\$ 126.20	\$ 134.11
<b>\$ Increase/(Decrease)</b>		<b>14.41</b>	<b>6.59</b>	<b>7.01</b>	<b>7.45</b>	<b>7.92</b>
<b>Residential Property (High User)</b>						
Water (45,000 gallons)	\$ 91.86	\$ 98.69	\$ 105.35	\$ 112.46	\$ 120.05	\$ 128.15
Sewer (45,000 gallons)	144.47	166.00	175.96	186.52	197.71	209.57
Total Quarterly Utility Bill	\$ 236.33	\$ 264.69	\$ 281.31	\$ 298.98	\$ 317.76	\$ 337.73
<b>\$ Increase/(Decrease)</b>		<b>28.36</b>	<b>16.62</b>	<b>17.67</b>	<b>18.78</b>	<b>19.97</b>
<b>Commercial Property (Median User)</b>						
Water (11,000 gallons)	\$ 25.73	\$ 38.75	\$ 41.37	\$ 44.16	\$ 47.14	\$ 50.32
Sewer (11,000 gallons)	40.47	51.73	54.83	58.12	61.61	65.31
Total Quarterly Utility Bill	\$ 66.20	\$ 90.48	\$ 96.20	\$ 102.28	\$ 108.75	\$ 115.63
<b>\$ Increase/(Decrease)</b>		<b>24.28</b>	<b>5.72</b>	<b>6.08</b>	<b>6.47</b>	<b>6.88</b>
<b>Commercial Property (High User)</b>						
Water (175,000 gallons)	\$ 352.42	\$ 346.48	\$ 369.87	\$ 394.84	\$ 421.49	\$ 449.94
Sewer (175,000 gallons)	554.23	609.33	645.89	684.64	725.72	769.27
Total Quarterly Utility Bill	\$ 906.65	\$ 955.81	\$ 1,015.76	\$ 1,079.48	\$ 1,147.21	\$ 1,219.21
<b>\$ Increase/(Decrease)</b>		<b>49.16</b>	<b>59.95</b>	<b>63.72</b>	<b>67.73</b>	<b>71.99</b>
<b>Commercial Property (Very High User)</b>						
Water (1,180,000 gallons)	\$ 2,358.06	\$ 2,466.41	\$ 2,632.89	\$ 2,810.61	\$ 3,000.32	\$ 3,202.85
Sewer (1,180,000 gallons)	3,723.20	4,026.33	4,267.91	4,523.98	4,795.42	5,083.15
Total Quarterly Utility Bill	\$ 6,081.26	\$ 6,492.74	\$ 6,900.80	\$ 7,334.59	\$ 7,795.75	\$ 8,286.00
<b>\$ Increase/(Decrease)</b>		<b>411.48</b>	<b>408.06</b>	<b>433.79</b>	<b>461.16</b>	<b>490.25</b>
<b>Multi Family (24 Units)</b>						
Water (175,000 gallons)	\$ 352.42	\$ 493.25	\$ 526.54	\$ 562.09	\$ 600.03	\$ 640.53
Sewer (175,000 gallons)	554.23	829.00	878.74	931.46	987.35	1,046.59
Total Quarterly Utility Bill	\$ 906.65	\$ 1,322.25	\$ 1,405.28	\$ 1,493.55	\$ 1,587.38	\$ 1,687.12
<b>\$ Increase/(Decrease)</b>		<b>415.60</b>	<b>83.03</b>	<b>88.27</b>	<b>93.83</b>	<b>99.74</b>

Bill History

03-00007821-00-9 GERAGHTY, TIMOTHY at 120 17TH STREET

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 03-00007821-00-9 GERAGHTY, TIMOTHY at 120 17TH STREET										
Calculation Number 7										
Prev Bal		\$104.97							11	2012
Receipt		\$104.97	9/17/2012						11	2012
Service	WATER	\$38.22	11/29/2012	104212	8/28/2012	121762	11/27/2012	17550	11	2012
Service	SEWER	\$22.99	11/29/2012					17550	11	2012
Service	STREET LIGH	\$4.17	11/29/2012						11	2012
Service	MWCC	\$37.13	11/29/2012					17550	11	2012
Service	STORM WATE	\$2.00	11/29/2012						11	2012
Cur Charges		\$104.51	11/29/2012						11	2012
Total		\$104.51	11/29/2012						11	2012
Calculation Number 7										
For 03-00007821-00-9 GERAGHTY, TIMOTHY at 120 17TH STREET										

New Bill:

Water  
 fixed 15.25  
 usage 24.98  
 40.23

Sewer fixed 13.00  
 usage-city 20.18  
 metc 39.49  
 72.67

Totals 40.23  
 72.67  
 4.17 lights  
 2.00 storm  


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 119.07

+ \$4.56

Bill History

01-00105002-00-7 SUMNER, WILLIAM at 737 21ST STREET

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00105002-00-7 SUMNER, WILLIAM at 737 21ST STREET										
Calculation Number 7										
	Prev Bal	\$67.46							11	2012
	Receipt	\$67.46	9/4/2012						11	2012
Service	WATER	\$31.73	11/29/2012	49388	8/28/2012	63536	11/27/2012	14148	11	2012
Service	SEWER	\$19.09	11/29/2012					14148	11	2012
Service	STREET LIGH	\$4.17	11/29/2012						11	2012
Service	MWCC	\$30.83	11/29/2012					14148	11	2012
Service	STORM WATE	\$2.00	11/29/2012						11	2012
	Cur Charges	\$87.82	11/29/2012						11	2012
	Total	\$87.82	11/29/2012						11	2012
Calculation Number 7										
For 01-00105002-00-7 SUMNER, WILLIAM at 737 21ST STREET										

New Bill

Water

fixed	15.25
usage	19.59
	<u>34.84</u>

Sewer

fixed	13.00
city	14.27
metc	31.83
	<u>61.10</u>

Totals

34.84
61.10
4.17
2.00
<u>102.11</u>

\$ 102.11

+ 14.29

Bill History

03-00006252-00-8 GALLAGHER, STEVE at 405 13TH STREET

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 03-00006252-00-8 GALLAGHER, STEVE at 405 13TH STREET										
Calculation Number 7										
	Prev Bal	\$250.27							11	2012
	Receipt	\$250.27	10/3/2012						11	2012
Service	WATER	\$54.12	11/29/2012	138089	8/28/2012	163885	11/27/2012	25796	11	2012
Service	SEWER	\$32.55	11/29/2012					25796	11	2012
Service	STREET LIGH	\$4.17	11/29/2012						11	2012
Service	MWCC	\$52.57	11/29/2012					25796	11	2012
Service	STORM WATE	\$2.00	11/29/2012						11	2012
	Cur Charges	\$145.41	11/29/2012						11	2012
	Total	\$145.41	11/29/2012						11	2012
Calculation Number 7										

For 03-00006252-00-8 GALLAGHER, STEVE at 405 13TH STREET

New Bill

Water  
 fixed 15.25  
 usage 41.43  
56.68

Sewer  
 fixed 13.00  
 city 29.67  
 met c 58.04  
100.71

Totals  
 56.68  
 100.71  
 4.17  
 2.00  
163.56

+ 18.15

Bill History

01-00104352-00-4 INGEMANN, TOM at 955 FORD ROAD

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00104352-00-4 INGEMANN, TOM at 955 FORD ROAD										
Calculation Number 7										
Prev Bal		\$75.06							11	2012
Receipt		\$75.06	9/10/2012						11	2012
Service	WATER	\$40.27	11/29/2012	65560	8/28/2012	90354	11/27/2012	24794	11	2012
Service	SEWER	\$24.21	11/29/2012					24794	11	2012
Service	STREET LIGH	\$4.17	11/29/2012						11	2012
Service	MWCC	\$39.12	11/29/2012					24794	11	2012
Service	STORM WATE	\$2.00	11/29/2012						11	2012
Cur Charges		\$109.77	11/29/2012						11	2012
Total		\$109.77	11/29/2012						11	2012

Calculation Number 7

For 01-00104352-00-4 INGEMANN, TOM at 955 FORD ROAD

New Bill

water  
 fixed 11.44  
 usage 29.22  
 40.66

Sewer fixed 9.75  
 city 21.32  
 met c 41.90  
 72.97

Totals  
 40.66  
 72.97  
 4.17 lights  
 2.00 storm

119.80

75 10.03

## RESOLUTION NO. 2013-7

### A RESOLUTION ESTABLISHING WATER AND SEWER RATES FOR MAY 2013 THROUGH 2017

**WHEREAS**, the City of Newport has reviewed projections of upcoming expenditures and income to both its Water and Sewer Enterprise funds for 2013 and beyond; and

**WHEREAS**, the current Water and Sewer rates are adequate to meet operating expenses but not generating enough revenue to pay for depreciation, capital and bonds, and maintain an adequate reserve; and

**WHEREAS**, City Staff recommends the following rates for Water and Sewer effective with the May 2013 billing through 2017:

		<b>Quarterly Water Rates</b>				
		<b>Proposed Rates</b>				
		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Percentage Increase</b>			<b>6.75%</b>	<b>6.75%</b>	<b>6.75%</b>	<b>6.75%</b>
<b>Flat Rates</b>						
Residential		15.25	16.28	17.38	18.55	19.80
Senior		11.44	12.21	13.03	13.91	14.85
Multi Family, per unit		11.44	12.21	13.03	13.91	14.85
Commercial		25.00	26.69	28.49	30.41	32.46
<b>Usage Rates</b>						
<b>Residential, Multi Family</b>						
0 - 8,000 gallons		1.25	1.33	1.42	1.52	1.62
8,001 - 20,000 gallons		1.56	1.67	1.78	1.90	2.03
Over 20,000 gallons		2.19	2.34	2.49	2.66	2.84
<b>Senior</b>						
0-8,000 gallons		0.00	0.00	0.00	0.00	0.00
8,001 -20,000 gallons		1.56	1.67	1.78	1.90	2.03
Over 20,000 gallons		2.19	2.34	2.49	2.66	2.84
<b>Commercial</b>						
0 - 30,000 gallons		1.25	1.33	1.42	1.52	1.62
30,001 - 70,000 gallons		1.56	1.67	1.78	1.90	2.03
Over 70,000 gallons		2.11	2.25	2.40	2.57	2.74

<b>Quarterly Sewer Rates</b>						
	<b>Proposed Rates</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
		<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Flat Rates</b>						
Residential	13.00	13.78	14.61	15.48	16.41	
Senior	9.75	10.34	10.96	11.61	12.31	
Multi Family, per unit	9.75	10.34	10.96	11.61	12.31	
Commercial	14.33	15.19	16.10	17.07	18.09	
<b>Usage Rates (City and MCES)</b>						
Sewer Only	3.40	3.60	3.82	4.05	4.29	
Residential, Multi Family, Commercial	3.40	3.60	3.82	4.05	4.29	
Senior	2.55	2.70	2.87	3.04	3.22	

**WHEREAS**, The City of Newport has the legal authority to administer its user charges and fees to structure the income to its Enterprise funds to provide for the sufficient revenue to repay the loans and ensure proper construction, operation and maintenance of the water and sewer facilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Newport City Council hereby establishes the Water and Sewer Rates for 2013 through 2017 effective with the May 2013 billing to be:

<b>Quarterly Water Rates</b>						
	<b>Proposed Rates</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
<b>Percentage Increase</b>		<b>6.75%</b>	<b>6.75%</b>	<b>6.75%</b>	<b>6.75%</b>	
<b>Flat Rates</b>						
Residential	15.25	16.28	17.38	18.55	19.80	
Senior	11.44	12.21	13.03	13.91	14.85	
Multi Family, per unit	11.44	12.21	13.03	13.91	14.85	
Commercial	25.00	26.69	28.49	30.41	32.46	
<b>Usage Rates</b>						
<b>Residential, Multi Family</b>						
0 - 8,000 gallons	1.25	1.33	1.42	1.52	1.62	
8,001 - 20,000 gallons	1.56	1.67	1.78	1.90	2.03	
Over 20,000 gallons	2.19	2.34	2.49	2.66	2.84	
<b>Senior</b>						
0-8,000 gallons	0.00	0.00	0.00	0.00	0.00	
8,001 -20,000 gallons	1.56	1.67	1.78	1.90	2.03	
Over 20,000 gallons	2.19	2.34	2.49	2.66	2.84	

	-	-	-	-	-
<b>Commercial</b>					
0 - 30,000 gallons	1.25	1.33	1.42	1.52	1.62
30,001 - 70,000 gallons	1.56	1.67	1.78	1.90	2.03
Over 70,000 gallons	2.11	2.25	2.40	2.57	2.74

<b>Quarterly Sewer Rates</b>						
	<b>Proposed Rates</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
		<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>	
<b>Flat Rates</b>						
Residential	13.00	13.78	14.61	15.48	16.41	
Senior	9.75	10.34	10.96	11.61	12.31	
Multi Family, per unit	9.75	10.34	10.96	11.61	12.31	
Commercial	14.33	15.19	16.10	17.07	18.09	
<b>Usage Rates (City and MCES)</b>						
Sewer Only	3.40	3.60	3.82	4.05	4.29	
Residential, Multi Family, Commercial	3.40	3.60	3.82	4.05	4.29	
Senior	2.55	2.70	2.87	3.04	3.22	

Adopted this 7th day of March, 2013 by the Newport City Council.

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

VOTE: Geraghty \_\_\_\_\_  
 Ingemann \_\_\_\_\_  
 Sumner \_\_\_\_\_  
 Gallagher \_\_\_\_\_  
 Rahm \_\_\_\_\_

Signed: \_\_\_\_\_  
 Tim Geraghty, Mayor

ATTEST: \_\_\_\_\_  
 Deb Hill, City Administrator



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: February 28, 2013

SUBJECT: Background Checks Ordinance

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## **BACKGROUND**

Since 2008, the City has been able to conduct Minnesota criminal history background checks for employment and licensing purposes if an ordinance had been enacted requiring them. However, Minnesota Justice Information Services have found that many cities have been doing so with a resolution, not an ordinance. As such, the Minnesota Department of Public Safety is requiring all cities and counties to approve an ordinance meeting the League of Minnesota Cities' requirements regarding background checks by December 31, 2014. After reviewing the City's ordinances and resolutions, staff found that the City does not meet the minimum requirements and as such needs to establish an ordinance for employment and licensing background checks.

## **DISCUSSION**

Attached for your review is Ordinance No. 2013-3 amending Chapter 2, Administration and Chapter 4, Licensing. This ordinance meets the minimum requirements set forth by the League and allows the City to conduct background checks for both employees and applicants of certain licenses.

## **RECOMMENDATION**

It is recommended that the City Council approve Ordinance No. 2013-3 amending Chapter 2, Administration and Chapter 4, Licensing.

**CITY OF NEWPORT  
ORDINANCE 2013-3**

**AN ORDINANCE OF THE CITY OF NEWPORT, MINNESOTA, AMENDING THE CITY CODE OF  
ORDINANCES CHAPTER 2, ADMINISTRATION AND OPERATIONS AND CHAPTER 4, LICENSING**

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

**Section 220 – Administrative Code**

**Section 220.07 Employment Background Checks**

**Subd. 1 Purpose.** The purpose and intent of this section is to establish regulations that will allow law enforcement to access Minnesota's Computerized Criminal History information for the specific noncriminal purpose of employment background investigations for applicants who apply for city employment for the positions described in Section 220.07, Subd. 2.

**Subd. 2 Background Investigation Required.** The City's Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for all regular part time or regular full time employment, seasonal/temporary employment, and paid on call firefighters, and other positions that work with children or vulnerable adults.

**Subd. 3 BCA Data.** In conducting the criminal history background investigation in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension Computerized Criminal History information system (BCA Data) in accordance with BCA policy. Any BCA Data that is accessed and acquired shall be maintained by the Police Department under the care and custody of the Chief of Police or his/her designee. A summary of the results of the BCA Data may be released by the Police Department to the hiring authority, including the City Council, the City Administrator, the City Attorney or other City staff involved in the hiring process.

**Subd. 4 Written Authorization.** Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota statutes section 364.09, the City will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor punishable by jail. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- A. The grounds and reasons for the denial.
- B. The complaint and grievance procedure set forth in Minnesota statutes section 364.06.
- C. The earliest date the applicant may reapply for employment.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

**Section 400 – General**

**Section 400.05 License Background Checks**

**Subd. 1 Purpose.** The purpose and intent of this section is to establish regulations that will allow law enforcement to access Minnesota's Computerized Criminal History information for the specific noncriminal purpose of licensing background investigations for the licenses described in subsection B of this section.

**Subd. 2 Background Investigation Required.** The City's Police Department is hereby required, as the exclusive entity within the City, to conduct a criminal history background investigation on the applicants for the following licenses or permits within the City:

- A. Alcoholic Beverages
- B. Massage Therapy – Individual License
- C. Massage Therapy – Business License
- D. Pawnshops/Precious Metal Dealers
- E. Peddlers
- F. Solicitors

**Subd. 3 BCA Data.** In conducting the criminal history background investigation in order to screen license applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension Computerized Criminal History information system (BCA Data) in accordance with BCA policy. Any BCA Data that is accessed and acquired shall be maintained by the Police Department under the care and custody of the Chief of Police or his/her designee. A summary of the results of the BCA Data may be released by the Police Department to the hiring authority, including the City Council, the City Administrator, the City Attorney or other City staff involved in the licensing process.

**Subd. 4 Written Authorization.** Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor punishable by jail. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- A. The grounds and reasons for the denial.
- B. The complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.
- C. The earliest date the applicant may reapply for the license.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

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 7<sup>th</sup> day of March, 2013.

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Attest: \_\_\_\_\_  
Deb Hill, City Administrator

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol &  
Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver and  
Vehicle Services

Emergency  
Communication  
Networks

Fiscal &  
Administrative  
Services

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of Pipeline  
Safety

Office of  
Traffic Safety

State Fire  
Marshal

## Bureau of Criminal Apprehension

1430 Maryland Avenue E., St. Paul, Minnesota 55106

Phone: 651/793-7000 FAX: 651/793-7001

Website: [bca.dps.mn.gov](http://bca.dps.mn.gov)

January 2, 2013

To: Agencies Conducting Local Criminal Background Checks

Since 2008, law enforcement agencies have been permitted to conduct Minnesota criminal history background checks for employment and licensing purposes if an ordinance had been enacted requiring that the background check be conducted. The Bureau of Criminal Apprehension (BCA) worked with the League of Minnesota Cities (LMC) to identify specific requirements for an ordinance authorizing the checks. Those requirements are available on the LMC website (Item 53 at <http://www.lmc.org/page/1/resource-library.jsp?keywords=Models&Models=on&alpha=true>). However, Minnesota Justice Information Services (MNJIS) auditors conducting triennial audits are continuing to find cities and counties conducting criminal history background checks by authority of a resolution rather than an ordinance or whose ordinance does not meet the agreed on requirements.

Effective January 1, 2015, a city or county using a resolution as the basis for a local background check or whose ordinance does not meet the minimum requirements established with the LMC will receive a sanction as part of the audit process. This includes the requirement to stop running local checks until an acceptable ordinance is in place. MNJIS is providing advance notice of this change to give cities and counties wishing to convert from a resolution to an ordinance or needing to update an ordinance ample time to do so.

### If you run local checks based on a resolution

While both resolutions and ordinances have the same legal effect, ordinances must be published – providing public notice of its existence – while resolutions are kept as meeting minutes. Because of this and other issues, MNJIS management in 2012 determined that the BCA will only accept ordinances as the basis for Minnesota criminal history checks. This will ensure the public has notice when a criminal history check will be required.

### If you run local checks based on an ordinance

In addition to finding resolution-based checks, MNJIS auditors have found ordinances that do not meet the minimum requirements established with LMC. Ordinances that do not meet the minimum requirements by January 1, 2015, will also result in an audit sanction.

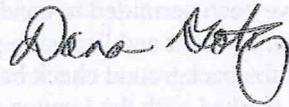
### Resources available

MNJIS is available to do an informal review of proposed ordinances. This informal review will be conducted using the LMC requirements as the standard. A checklist has

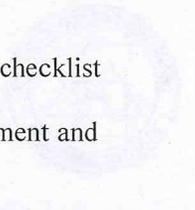
been created to notify a city or county submitting a draft ordinance of potential problems so that they can be corrected prior to enactment and publication. The checklist is available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/Ordinance%20Checklist.pdf> to assist with development and internal review.

For questions about this change, contact the MNJIS Trainer/Auditor assigned to your agency. For questions about ordinance content, contact Human Resources at the League of Minnesota Cities at 1-800-925-1122, 651-281-1200 or [hrbenefits@lmc.org](mailto:hrbenefits@lmc.org).

Sincerely,



Dana Gotz, Executive Director  
Minnesota Justice Information Services



Executive Director
Assistant Executive Director
Administrative Services
Business Development
Communications
Finance
Human Resources
Information Technology
Legal
Marketing
Operations
Public Affairs
Recruitment
Training
Union Relations
Volunteer Services



# Newport Police Year End Report 2012

Submitted by Curt Montgomery  
Newport Chief of Police



▶ The Newport Police Department has the following personnel with over a total of 61 years experience.

- ▶
- ▶
- ▶ Chief of Police: Curt Montgomery Date of hire: 01-02-1995
- ▶
- ▶ Patrol & Investigations: Scott Freemyer Date of hire: 09-02-1997
- ▶
- ▶ Patrol Officer: Joel Muellner Date of hire: 05-06-1999
- ▶
- ▶ Patrol Officer: Sean McArdell Date of hire: 02-27-2006
- ▶
- ▶ Patrol Officer: Jeremy Brodin Date of hire: 07-28-2008
- ▶
- ▶ Patrol Officer: Tyler Martin Date of hire: 01-11-2010
- ▶
- ▶ Patrol Officer: David Crist Date of Hire: 10-01-2012

▶ This 61 years of experience doesn't include life and professional experience that was gained before becoming a Newport Police Officer. Whether it was me who came from 2 other agencies prior to working here, or our newest Officer who has life experiences and some of those experiences come from his military life.

▶ **Officers and their specialties:**

- ▶
- ▶
- ▶ Firearms certified trainer: McArdell, Muellner
- ▶ Use of force trainer: Freemyer
- ▶ Taser certified trainer: Freemyer
- ▶ Field Training Officers: Freemyer, McArdell, Martin, Montgomery
- ▶ Data Practices: Montgomery
- ▶ Investigation: Freemyer
- ▶
- ▶ Standardized Field Sobriety: Brodin, Muellner, Freemyer, Crist
- ▶
- ▶ Breath test certified: Muellner, McArdell, Freemyer, Brodin
- ▶
- ▶ Training/training records: McArdell
- ▶
- ▶ Special Response Team: Freemyer

# Call Comparison 2009, 2010, 2011, 2012

## ▶ Initial Complaint Reports

- In 2009 we had 2,933 Initial Complaint Reports
- In 2010 we had 3,747 Initial Complaint Reports
- In 2011 we had 3,456 Initial Complaint Reports
- In 2012 we had 3,682 Initial Complaint Reports

These indicate the number of written police reports generated during the year. Officers also do many other things that do not require a report.

# In-person brought to jail Arrests: 2010 vs 2011 vs 2012

	<u>2010</u>	<u>2011</u>	<u>2012</u>
▶ Felony:	28	27	26
▶ Gross Misd:	22	18	27
▶ Misdemeanor:	46	64	66

- ▶ These are in-person arrests. In other words they were caught red handed and brought to jail.
- ▶ Some people were charged after our investigation was complete. They are not listed here as arrests.
- ▶ Some people were issued a misdemeanor ticketed and released without being brought to jail. They also are not listed here as arrests.

Issues involving minor individuals (age related crimes or acts that involve the police). These are acts that wouldn't be a crime if the person was over the age of 18.

	<u>2010</u>	<u>2011</u>	<u>2012</u>
▶ Juvenile non-traffic citations	6	22	19
▶ Juvenile problems calls	44	70	57
▶ Runaway calls	3	10	1

# Total all events

- ▶ 2010      7619
- ▶ 2011      7845
- ▶ 2012      7723
- ▶ All events means all activities document by Officers. These include items handled by doing a report and other tasks they did that didn't requiring a report.

# 2010, 2011, 2012 side by side comparison

		2010 Total	2011 Total	2012 Total			2010 Total	2011 Total	2012 Total
ACCIDENTS		95	116	76	DRUNKS/DETOX		30	23	25
ADMINISTRATIVE		888	802	912	DRIVING WHILE				
ALARMS		140	111	113	INTOXICATED D.W.I.		20	33	43
ANIMAL CALLS		140	121	125	FIRECALLS		52	56	80
ARRESTS	Felony	28	27	26	FORGERY		23	16	7
	Misdemeanor	46	64	66	FOUND PROPERTY		21	11	20
	Gross Misd.	22	18	27	HARASSING				
ASSAULTS	Aggravated	6	7	1	COMMUNICATIONS		34	53	24
	Simple	17	15	21	HANG UPS (911)		31	43	41
ASSIST OTHER					JUVENILE PETTY CITATIONS		7	22	19
DEPT/OFFICER		598	601	706	JUVENILE PROBLEMS		46	70	57
ASSIST PUBLIC		1473	1807	1796	LOCK-OUTS		44	44	42
AUTO THEFT		13	12	10	MEDICAL CALLS		184	217	230
	Attempted	1	1	6	MISSING PERSONS		5	7	3
BURGLARY		18	25	23	ORDINANCE VIOLATIONS		108	226	189
	Attempted	2	3	2	ORDINANCE WINTER PARK		113	85	41
CHILD ABUSE/NEGLECT		10	10	9	PROWLERS		7	3	2
CIVIL DISPUTES		110	107	72	ROBBERY		3	4	1
CRIMINAL SEXUAL						Attempted	2	1	
CONDUCT		5	2	2	RUN-AWAY		11	3	1
CURFEW		3		2	STOLEN AUTOS RECOVERED		13	3	14
DAMAGE TO PROPERTY		60	76	56	SUSPICIOUS ACTIVITY		235	274	319
DEATH INV.		4	6	3	THEFT		138	111	176
DISORDER CONDUCT		24	17	29		Attempted	1		
DOMESTICS		149	153	115	CITATIONS		1159	1080	1157
DRIVING COMPLAINT		160	161	107	TRAFFIC WARNINGS		1305	1178	921
DRUGS/PARAPHERNALIA		15	20	5	<b>Total All Events</b>		<b>7619</b>	<b>7845</b>	<b>7723</b>

# A note from the Police Chief

- ▶ The Citizens of Newport are a key to our law enforcement abilities. I ask that every Newport resident look out for each other and report things that doesn't look right to them.
  - ▶ I would rather have you report something to the police, and we find out that it's not criminal in nature, than to have us find out later that it was criminal.
  - ▶ The police can't be everywhere. We need your eyes to help us prevent crime and apprehend criminals.
  - ▶ Some of the numbers you see on this report may have been surprising to you. They are not meant to alarm you, but inform you.
  - ▶ Our crime rate is not abnormal compared to towns around us.
  - ▶ I encourage people to contact the Newport Police and we will try to assist them if we can. We can't solve everyone's issues, but we can sometimes advise them on where to look for an answer to their issue.
  - ▶ Help us help you, and together we will make Newport a safer place.
  
  - ▶ Thank you, Curt Montgomery, Newport Police Chief.
- 



PROFESSIONAL SERVICES

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## MEMO

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**To:** Deb Hill, City Administrator – City Council City of Newport  
**From:** Jim Stremel, P.E., Assistant City Engineer  
**Subject:** 2013-15 Street Improvement Project  
**Date:** February 28, 2013

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### INTRODUCTION:

We have been continuing the planning process for the City's CIP Pavement Management Plan and have completed a feasibility report for the 2013-15 Street Improvement Projects pursuant to the MN Statutes Chapter 429 process. In addition to the report, this memorandum will summarize the following items.

- ❖ Special Benefit Analysis Report
- ❖ Assessment Policy Updates (Local Improvement Policy)
- ❖ Feasibility Study & Draft Resolution
- ❖ Neighborhood Meetings & Public Hearings  
Project Schedule

### SPECIAL BENEFIT ANALYSIS REPORT:

Mr. Paul Gleason of BRKW Appraisals, Inc provided a Special Benefits Appraisal Restricted Use Report Format, which summarized his findings and analysis of the benefit which may accrue from construction of the 2013-15 Street Improvement Projects. Mr. Gleason opined as to the benefits accrued to representative properties including 2 Commercial properties, 5 Single Family Residential properties, and 1 Multi-Family Apartment property. This report is included as an attachment to this memo. We recommend the City council review and receive this document.

Our understanding of Mr. Gleason's report would suggest that application of a Per Unit Cost between \$2,500 and \$6,800 for full reconstruction/ reclamation and \$1,500 and \$5,400 for mill/overlay improvements could be determined to be less than or equal the benefit received from improvement of streets to any of the properties considered in appraisal report. Please be advised that Mr. Gleason notes that much of the detail used to generate his opinions is not included in the report as presented and notes that the report is only intended for the use of City officials to determine estimated benefit, and is not intended to be used as a complete presentation of the analysis included in his work.

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Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140, St. Paul, MN 55107

(612) 548-3132 (866) 452-9454

FAX: (763) 786-4574 WEB ADDRESS: www.msa-ps.com

**MEMO**

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February 28, 2013

City of Newport 2013 Street Improvement Project				
Value Benefit Conclusions				
Property	Tax Parcel I.D. No.	Opinion Of Special Benefit		
		Street	Curb	Total
1. All-Rite Towing (Cmcl. prop. - reconstruction)	26-028-22-41-0010	\$ 5,600	\$ 500	\$ 6,100
2. SF Home - 1827 2nd Ave. (Urban lot - reconstruction)	26-028-22-44-0078	\$ 2,300	\$ 200	\$ 2,500
3. SF Home - 1555 Century Ave. (Rural estate lot - reclamation)	36-028-22-14-0006	\$ 6,800	\$ -	\$ 6,800
4. Martin Joseph Design & Construction (Cmcl. prop. - mill and overlay)	25-028-22-32-0012	\$ 5,000	\$ 800	\$ 5,800
5. SF Home - 1890 Barry Dr. (Urban lot - mill and overlay)	25-028-22-34-0034	\$ 1,300	\$ 200	\$ 1,500
6. SF Home - 2150 Circle Dr. (Urban lot - mill and overlay)	25-028-22-31-0040	\$ 3,400	\$ -	\$ 3,400
7. 96-Unit Apartment Property (Multifam. lot - mill and overlay)	25-028-22-34-0053	\$ 12,021	\$ 1,968	
	25-028-22-34-0065	\$ 363	\$ 59	
	25-028-22-34-0052	\$ 2,098	\$ 343	
	25-028-22-34-0051	\$ 2,030	\$ 332	
	25-028-22-34-0050	\$ 1,747	\$ 286	
	25-028-22-34-0049	\$ 1,618	\$ 265	
	25-028-22-34-0048	\$ 1,544	\$ 253	
	25-028-22-34-0044	\$ 898	\$ 147	
	25-028-22-34-0064	\$ 541	\$ 89	
	25-028-22-34-0043	\$ 16,240	\$ 2,658	
Total Property		\$ 39,100	\$ 6,400	\$ 45,500
8. SF Home - 1260 Kolf Ct. (Rural estate lot - mill & overlay and overlay only)*	25-028-22-43-0015	\$ 4,600	\$ 800	\$ 5,400

\* For Property 8 analysis, mill and overlay and overlay only improvements are concluded to result in the same level of special benefit.

**ASSESSMENT POLICY UPDATES (LOCAL IMPROVEMENT POLICY):**

At the January 17<sup>th</sup> Council Meeting, we presented a draft of an update to the City’s Assessment Policy which we have titled as a “Local Improvement Policy”. Now that the Benefit Appraisal is complete, we recommend that the Council schedule a work session to review both documents and provide direction for further action in consideration of benefit determination (assessment rate).

**FEASIBILITY REPORT:**

The City council authorized the Engineer to prepare the Feasibility Report by resolution at the January 17<sup>th</sup> Council Meeting and a completed Feasibility Study is attached to this memo. In this report we have

**MEMO**

Page 3

February 28, 2013

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provided a range of preliminary assessment rates within the confines of the benefits opined in the BRKW report for the purposes of providing total costs to be financed. Applying these rates as assessments to the properties served by the 2013-15 Street Improvement Projects we find that the proposed improvements as described can be considered to be necessary, cost-effective, and feasible from an engineering standpoint. We recommend that the City receive and adopt the Feasibility Report, schedule the neighborhood meetings, and adopt the schedule for the Public Hearings.

**NEIGHBORHOOD MEETINGS & PUBLIC HEARINGS:**

We recommend that the City separate the neighborhood meetings and Public Hearings into three project groupings based on the type of construction occurring. This strategy helps keep the information consistent and less confusing. In addition, the Council Chambers may not be able to hold all of the people if one meeting were held.

We recommend that the City schedule the neighborhood meetings for March 19<sup>th</sup> at 5:30, 6:30, and 7:30 PM, as well as adopt the schedule for the Public Hearings. Depending on the outcome of the neighborhood meetings, we would recommend that the Council then consider (at the March 21<sup>st</sup> Council Meeting) ordering the Improvement Hearing.

**PROJECT SCHEDULE:**

Below is the revised schedule as noted, note the proposed dates for the neighborhood meetings and public hearings.

<b>Project Schedule</b>		
<b>Task</b>	<b>Action</b>	<b>Date</b>
1	Present memo to City Council discussing CIP and need to update assessment policy and standard of care that requires City obtain for appraisal report.	Jan. 3, 2013
2	Council Orders Appraisal Report of five to seven properties investigating "benefit" for Overlay, RIP Reconstruction (no Curb) and RIP reconstruct with curb.	Jan. 17, 2013
3	Council Reviews 1 <sup>st</sup> Draft of New Assessment Policy.	Jan. 17, 2013
4	Council Orders Feasibility Report all CIP projects (Preserves option to adjust scope before ordering preliminary hearing.)	Jan. 17, 2013
5	Council Receives Feasibility Report and schedules 3 neighborhood meetings.	Mar. 7, 2013
6	Council Receives Appraisal Report and considers cost viability of CIP projects. For 2013 CIP Projects (based on Appraiser's estimate of Benefits)	Mar. 7, 2013
7	Council holds three Neighborhood Meetings to discuss projects, schedule, appraisal of benefits and assessments.	Mar. 19, 2013
8	Council determines scope of 2013 CIP improvements and orders Improvement (Feasibility) Hearing(s).	Mar. 21, 2013
9	Improvement (Feasibility) Hearings.	April 16, 2013

**MEMO**

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February 28, 2013

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10	Council considers property owner input and if appropriate Orders Project (requires 4/5 <sup>th</sup> vote), and plans and specifications (3/5 <sup>th</sup> vote).	April 18, 2013
11	Neighborhood Meetings to Review Plans with residents.	May 21, 2013
12	Council reviews construction plans and authorizes bidding.	May 23, 2013
13	Bid Openings: Construction and Bond sale.	June 25, 2013
14	Council Awards Construction Bid. Reviews Preliminary Assessment Roll and orders Assessment Hearing.	July 4, 2013
15	Construction Starts	July 15, 2013
16	Assessment Hearing(s)	July 29, 2013
17	Council Adopts Assessment Roll.	July 18, 2013
18	Construction Complete (depends on Project Scope).	Nov. 15, 2013
19	Assessment Roll Certified to Washington County Payable 2014 Taxes.	Nov. 21, 2013

**ATTACHMENTS:**

- ❖ Special Benefit Analysis Report from BRKW (restricted use format)
- ❖ Feasibility Study
- ❖ Draft Resolutions (2)

**ACTION(S) RECOMMENDED:**

- ❖ Consider draft resolution to receive the Special Benefit Analysis Report.
- ❖ Consider draft resolution to receive the Feasibility Report.
- ❖ Consider scheduling the neighborhood meeting in three separate groupings for March 19<sup>th</sup>
- ❖ Consider adopting the schedule for the Public Hearings
- ❖ Consider scheduling a work session to discuss the Special Benefit Analysis Report and review the City's Assessment Policy.

# RESOLUTION NO. 2013-8

## A RESOLUTION RECEIVING FEASIBILITY REPORT

**WHEREAS**, pursuant to resolution of the council adopted January 17, 2013 a report has been prepared by John B Stewart P.E., Newport City Engineer, with reference to proposed Improvement No. 2013-01, the improvement of the streets included with the City's Capital Improvement Plan for the years 2013, 2014, and 2015 as shown in "Exhibit 1" by regrading and improving the road surfaces, watermain, sanitary sewer, and stormwater conveyance system, and this report was received by the council on March 5, 2013, and

**WHEREAS**, the report divides the proposed improvements into three (3) separate project groupings as follows:

Project 1 – 2013: Century Avenue, Ford Rd/8<sup>th</sup> Avenue areas, Oakridge Drive  
Project 2 – 2014: Wild Ridge/Kolff St areas, 14<sup>th</sup> & 15<sup>th</sup> Streets  
Project 3 – 2015: Unity Blvd, 2<sup>nd</sup> & 3<sup>rd</sup> Avenues, 10<sup>th</sup> Avenue, 3<sup>rd</sup> Street

**WHEREAS**, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate the individual assessments for affected parcels.

### NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEWPORT MINNESOTA:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$4,458,970.

Adopted by this council this 7th day of March, 2013.

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

VOTE: Geraghty \_\_\_\_\_  
Ingemann \_\_\_\_\_  
Sumner \_\_\_\_\_  
Gallagher \_\_\_\_\_  
Rahm \_\_\_\_\_

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

ATTEST: \_\_\_\_\_  
Deb Hill, City Administrator

**RESOLUTION NO. 2013-9**

**A RESOLUTION RECEIVING THE SPECIAL BENEFIT APPRAISAL**

**WHEREAS**, on January 17, 2013 the City Council moved to contract with BRKW Real Estate Valuation Services to determine the special benefit accruing from the proposed 2013-15 Street Improvement Projects, and

**WHEREAS**, the City Council has received and reviewed the report, and

**WHEREAS**, the report provides information concerning a special benefit appraisal of the proposed improvement area for the 2013-15 Street Improvement Projects, including an opinion of the special value benefits accruing to subject properties resulting from the proposed project improvements.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEWPORT MINNESOTA:**

1. The City Council has received and reviewed the report completed by BRKW Real Estate Valuation Services, and will consider the special value benefits opined in the report in order to calculate the proposed assessment basis for the 2013-15 Street Improvement Projects.

Adopted by this council this 7th day of March, 2013.

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

VOTE:	Geraghty	_____
	Ingemann	_____
	Sumner	_____
	Gallagher	_____
	Rahm	_____

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

ATTEST: \_\_\_\_\_  
Deb Hill, City Administrator

A SPECIAL BENEFITS APPRAISAL  
RESTRICTED USE REPORT FORMAT  
(BRKW File No. 7045)

2 COMMERCIAL PROPERTIES AND  
6 RESIDENTIAL PROPERTIES

CITY OF NEWPORT 2013  
STREET IMPROVEMENT PROJECT  
NEWPORT, MINNESOTA

VALUATION DATE: JANUARY 29, 2013

FOR

CITY OF NEWPORT  
ATTN: DEBORA HILL  
CITY ADMINISTRATOR  
596 7<sup>TH</sup> AVENUE  
NEWPORT, MN 55055

BY

PAUL J. GLEASON  
AND  
MARK A. WARREN



February 26, 2013

City Of Newport  
ATTN: Debora Hill  
City Administrator  
596 7<sup>th</sup> Avenue  
Newport, MN 55055

RE: Special Benefits Appraisal  
2 Commercial Properties And 6 Residential Properties  
City Of Newport 2013 Street Improvement Project

Dear Ms. Hill:

In accordance with the request of the City of Newport, we are providing you with a special benefits appraisal pertaining to the above referenced public improvements project proposed by the city. This appraisal is presented in a **Restricted Use Report** format, in accordance with the minimum requirements of the Uniform Standards of Professional Appraisal Practice.

The purpose of this appraisal is to develop an opinion of the special value benefits, if any, accruing to eight subject properties resulting from the proposed City of Newport 2013 Street Improvement Project, which involves street and various utility improvements in the City of Newport, Washington County, Minnesota. The opinion of the value benefits resulting from the public improvement project is as of January 29, 2013, the date of inspection of the project area and subject properties. The intended use of the appraisal is for assisting city officials in levying in an equitable manner special assessments to properties benefited by the improvement project. The intended users are City of Newport officials.

The eight properties which are the subject of this appraisal have frontage on street sections which are proposed for street/utility improvements, and are identified in various ways, including on a property map, in appraisal report pages which follow.

The value benefits, if any, of street, utility and other such public improvements accrue to the land value component of a property, not to the value of buildings and other improvements on the land. Consequently, this special benefits analysis is limited to the valuation of the land components only of the properties appraised. The before-and-after valuation methodology has been used in this appraisal, which measures the value of the subject land prior to the project in relation to the value of the land after the project. The difference between the two values reflects the special benefits to the property.

Special benefit conclusions are provided for the following property types and levels of public improvements:

Property 1 – Commercial Property on 2<sup>nd</sup> Avenue (Street Reconstruction)

Property 2 – Single-Family Residential Property (Street Reconstruction)

Property 3 – Single-Family Residential Property (Street Reclamation)

Property 4 – Commercial Property on Hastings Avenue and Ford Road (Street Mill and Overlay)

Property 5 – Single-Family Residential Property (Street Mill and Overlay)

Property 6 – Single-Family Residential Property (Street Mill and Overlay)

Property 7 – Apartment Property (Street Mill and Overlay)

Property 8 – Single-Family Residential Property (Street Mill and Overlay and Overlay Only)

Based on our investigation, we have formed the opinion that the special value benefits to the subject properties resulting from the street and utility improvement project as of January 29, 2013 are as follows:

**City of Newport 2013 Street Improvement Project  
Value Benefit Conclusions**

Property	Tax Parcel I.D. No.	Opinion Of Special Benefit		
		Street	Curb	Total
1. All-Rite Towing (Cmcl. prop. - reconstruction)	26-028-22-41-0010	\$ 5,600	\$ 500	\$ 6,100
2. SF Home - 1827 2nd Ave. (Urban lot - reconstruction)	26-028-22-44-0078	\$ 2,300	\$ 200	\$ 2,500
3. SF Home - 1555 Century Ave. (Rural estate lot - reclamation)	36-028-22-14-0006	\$ 6,800	\$ -	\$ 6,800
4. Martin Joseph Design & Construction (Cmcl. prop. - mill and overlay)	25-028-22-32-0012	\$ 5,000	\$ 800	\$ 5,800
5. SF Home - 1890 Barry Dr. (Urban lot - mill and overlay)	25-028-22-34-0034	\$ 1,300	\$ 200	\$ 1,500
6. SF Home - 2150 Circle Dr. (Urban lot - mill and overlay)	25-028-22-31-0040	\$ 3,400	\$ -	\$ 3,400
7. 96-Unit Apartment Property (Multifam. lot - mill and overlay)	25-028-22-34-0053	\$ 12,021	\$ 1,968	
	25-028-22-34-0065	\$ 363	\$ 59	
	25-028-22-34-0052	\$ 2,098	\$ 343	
	25-028-22-34-0051	\$ 2,030	\$ 332	
	25-028-22-34-0050	\$ 1,747	\$ 286	
	25-028-22-34-0049	\$ 1,618	\$ 265	
	25-028-22-34-0048	\$ 1,544	\$ 253	
	25-028-22-34-0044	\$ 898	\$ 147	
	25-028-22-34-0064	\$ 541	\$ 89	
	25-028-22-34-0043	\$ 16,240	\$ 2,658	
	Total Property	\$ 39,100	\$ 6,400	\$ 45,500
8. SF Home - 1260 Kolff Ct. (Rural estate lot - mill & overlay and overlay only)*	25-028-22-43-0015	\$ 4,600	\$ 800	\$ 5,400

\* For Property 8 analysis, mill and overlay and overlay only improvements are concluded to result in the same level of special benefit.

This appraisal assignment was not based on a requested minimum valuation or a specific valuation for approval of a loan. The opinions of market value identified in this report were developed independent of any undue influence.

The values, which are based on property market exposure times of 6 to 12 months, assume all real estate taxes and special assessment balances, if any, have been paid in full. They are gross values and no allowance was made for brokerage commissions, real estate taxes or other carrying costs associated with the properties during the marketing period. No personal property is included in our opinions of market value.

This appraisal report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by the Appraisal Foundation.

The facts and information contained in this report were obtained from sources that are considered to be reliable and are true to the best of our knowledge and belief, but are not guaranteed. This appraisal report is contingent upon the assumptions and limiting conditions included within this report. Your attention is directed to the following report for the supporting data, analyses and conclusions that support the market value opinion.

Sincerely,

BRKW APPRAISALS, INC.



Paul J. Gleason  
Certified General Real Property Appraiser  
Minnesota License #4003073



Mark A. Warren  
Certified General Real Property Appraiser  
Minnesota License #20415370

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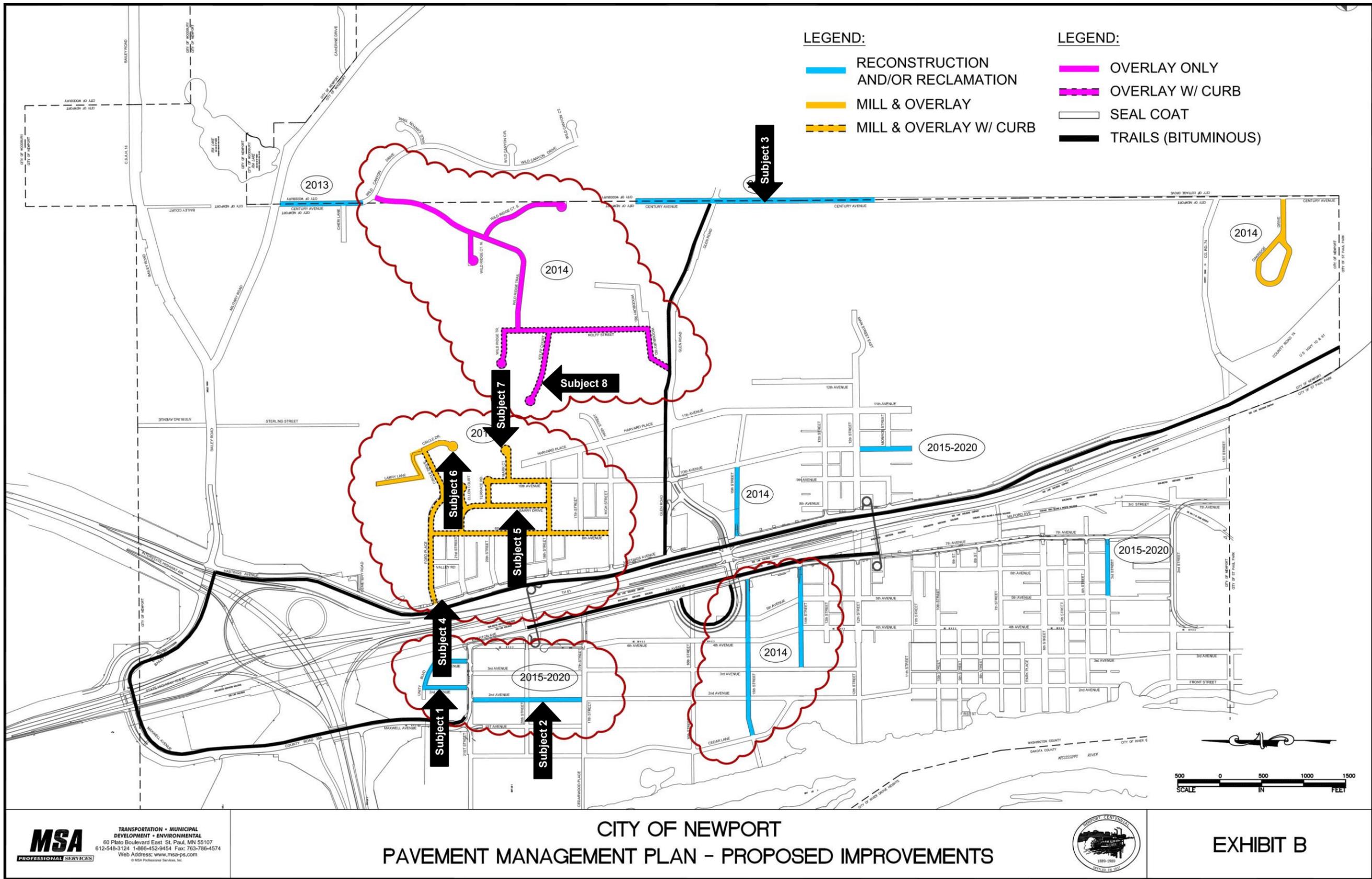
## IDENTIFICATION OF PROPERTIES APPRAISED

The eight properties which are the subject of this appraisal have frontage on streets located in areas proposed for street and utility improvements by the City of Newport, Washington County, Minnesota. The subject properties are identified in the summary table below, as well as on a map on a following page, and are described in greater detail later in this report.

<b>Subject Properties Summary</b>			
<b>Property/Fee Owner</b>	<b>Address/Location</b>	<b>Tax Parcel I.D. No.</b>	<b>Legal Description</b>
1. All-Rite Towing Duan & Sandra Beto	2163 2nd Avenue	26-028-22-41-0010	Lots 14 & 15, Block 2, The Farmer's Terminal Packing Company
2. Single-Family Home Clarence Jr. & Peggy Greene	1827 2nd Avenue	26-028-22-44-0078	Lot 4, Block 6, Red Rock Villas
3. Single-Family Home Debra Burgy	1555 Century Avenue	36-028-22-14-0006	Lengthy legal - retained in appraisal file. Unplatted - part of Section 36, Township 28, Range 22.
4. Martin Joseph Design & Construction Martin Joseph RE LLC	2154 Hastings Avenue	25-028-22-32-0012	Lots 5, 6, 7 & 8, Block 1, Red Rock Park
5. Single-Family Home Jeffrey & Jodi Johnson	1890 Barry Drive	25-028-22-34-0034	Lot 5, Block 4, Oakridge Terrace
6. Single-Family Home William & Rosella Riepe	2150 Circle Drive	25-028-22-31-0040	Lot 5, Block 1, Port Villa View
7. 96-Unit Apartment Property Mark Court LLC	1125 Mark Court	25-028-22-34-0053 25-028-22-34-0065 25-028-22-34-0052 25-028-22-34-0051 25-028-22-34-0050 25-028-22-34-0049 25-028-22-34-0048 25-028-22-34-0044 25-028-22-34-0064 25-028-22-34-0043	Lengthy and varying legals for the 10 tax parcels comprising Mark Court apartment complex - retained in appraisal file. Part of Oakridge Terrace No. 2.
8. Single-Family Home Russell Schweih	1260 Kolff Court	25-028-22-43-0015	Lengthy legal - retained in appraisal file.

## **Multiple Tax Parcel Properties**

It is noted that one of the properties (Property 7) in this appraisal includes 10 tax parcels. Proper real estate appraisal methodology requires identifying the “larger parcel,” which is the aggregate property that possesses 1) unity of ownership, 2) unity of location (typically contiguity), and 3) unity of use, as it relates to the highest and best use of commonly owned, contiguous parcels. In the case of the one multiple-parcel ownership situation for Property 7 in this appraisal, it has been concluded that the group of multiple tax parcels has a highest and best use for use together, rather than as separate parcels. Consequently, the 10 tax parcels are treated as one property (larger parcel) for valuation purposes. Any special benefit concluded for the whole property as a result of the proposed improvements is allocated among the individual tax parcels based on their pro-rata share of the total property land area.



Project and Subject Property Location Map

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**CITY OF NEWPORT**  
**PAVEMENT MANAGEMENT PLAN - PROPOSED IMPROVEMENTS**



**EXHIBIT B**

## PURPOSE/INTENDED USE OF APPRAISAL

The purpose of this appraisal is to develop an opinion of the special value benefits, if any, accruing to the eight subject properties resulting from the proposed City of Newport 2013 Street Improvement Project, which involves street and various utility improvements in the City of Newport, Washington County, Minnesota. The opinion of the value benefits resulting from the public improvement project is as of January 29, 2013, the date of inspection of the project area and subject properties. The intended use of the appraisal is for assisting city officials in levying in an equitable manner special assessments to properties benefited by the improvement project. The intended users are City of Newport officials.

## PROPERTY RIGHTS APPRAISED

The property rights appraised are those of the fee simple estate.

## SCOPE OF WORK

An exterior inspection was made of the subject properties and the project area on January 29, 2013. Information provided by the City of Newport was reviewed, including a pavement management plan map identifying proposed improvements, which was prepared for the City by MSA Professional Services.

All of the eight subject properties contain buildings and supporting site improvements. However, since the benefits of public improvement projects such as street and utility reconstruction accrue to the land component of the properties only, **the valuation in this report involves land only.**

Opinions of the market value of the subject property land components have been developed in this appraisal using the Direct Sales Comparison Approach. This approach, which is the one most appropriate for valuing the subject land, involves the comparison and analysis of land parcels recently sold which are similar to the subject land. The application of the Cost and Income Approaches typically applies only when the property valuation includes buildings and other improvements with contributory value.

The land is valued before and after the proposed street/utility improvements. The difference between the before and after values is the special benefit attributable to the proposed improvement project.

Special benefit conclusions are provided for the following property types and levels of public improvements:

Property 1 – Commercial Property on 2<sup>nd</sup> Avenue (Street Reconstruction)

Property 2 – Single-Family Residential Property (Street Reconstruction)

Property 3 – Single-Family Residential Property (Street Reclamation)

Property 4 – Commercial Property on Hastings Avenue and Ford Road (Street Mill and Overlay)

Property 5 – Single-Family Residential Property (Street Mill and Overlay)

Property 6 – Single-Family Residential Property (Street Mill and Overlay)

Property 7 – Apartment Property (Street Mill and Overlay)

Property 8 – Single-Family Residential Property (Street Mill and Overlay and Overlay Only)

This report is presented in a **restricted use report format** in compliance with the reporting requirements of Standards Rule 2-2 (c) of the Uniform Standards of Appraisal Practice (USPAP). The results of the analysis and the conclusions pertaining to the value benefits to the subject properties are presented in an abbreviated manner in this report, at a level of detail sufficient for the needs of the intended users (City of Newport officials). Additional notes, analyses, and supporting data are retained in the appraiser's office work file. The opinions and conclusions stated in this report may not be understood properly without additional information in the appraiser's work file. The report is intended to be read and used only by the intended users identified herein.

## ZONING

Property	Zoning District
1. All-Rite Towing	MX-3, Transit-Oriented Design
2. SF Home - 1827 2nd Avenue	R-1, Low Density Single Family Res.
3. SF Home - 1555 Century Avenue	RE, Residential Estate
4. Martin Joseph Design & Construction	B-2, Business Park/Office/Warehouse
5. SF Home - 1890 Barry Drive	R-1, Low Density Single Family Res.
6. SF Home - 2150 Circle Drive	R-1, Low Density Single Family Res.
7. 96-Unit Apartment Property	R-3, High Density Residential and R-1, Low Density Single Family Res.
8. SF Home - 1260 Kolff Court	RE, Residential Estate

## EXTRAORDINARY ASSUMPTIONS AND HYPOTHETICAL CONDITIONS

There are **no extraordinary assumptions** in this appraisal.

In the “after improvements” position on the date of valuation, which is January 29, 2013, it is assumed for valuation purposes that the proposed street and utility improvements have been completed, when in fact they are proposed but have not yet been completed. This reflects a **hypothetical condition** applied in this appraisal.

## COMPETENCY PROVISION

Paul J. Gleason has been a full-time professional real estate appraiser since April 1992. Mark A. Warren has been a full-time professional real estate appraiser since June 2003. Provided later in this report are summaries of their professional qualifications. The educational training and extensive work experience of the appraisers, each of whom is licensed as a Certified General Real Property Appraiser, enable completion of this appraisal assignment in a professional manner consistent with the intent of the competency provision of the Uniform Standards of Professional Appraisal Practice.

## MARKET VALUE DEFINITION

Market Value as defined by the United States Department of the Treasury through the Comptroller of the Currency and the Office of Thrift Supervision is:

*The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:*

- ◆ buyer and seller are typically motivated;
- ◆ both parties are well informed or well advised, and each acting in what he considers his own best interest;
- ◆ a reasonable time is allowed for exposure in the open market;
- ◆ payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- ◆ the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

This definition is also recognized by the Appraisal Foundation and is part of the Uniform Standards of Professional Appraisal Practice (USPAP).

## CONTINGENT AND LIMITING CONDITIONS

This appraisal report is subject to the following Limiting Conditions and Assumptions:

1. The legal description contained herein is assumed to be correct.
2. The appraiser assumes no responsibility for matters legal in nature affecting the property appraised or the title thereto, nor does the appraiser render any opinion as to the title, which is assumed to be good and marketable. The property is appraised as though under responsible ownership.
3. No survey has been prepared of the property by the appraiser and no responsibility is assumed in connection with such matters. Sketches in this report are included only to assist the reader in visualizing the property.
4. Information furnished by others is assumed to be reliable. However, the appraiser assumes no responsibility for its accuracy.
5. In cases where no soil tests have been submitted, the appraiser has assumed a good subsoil condition, subject to visual observations noted in the report.
6. The appraiser assumes that there are no hidden or unapparent conditions of the property, subsoil or structures, which would render it more or less valuable. The appraiser assumes no responsibility for such conditions or for engineering that might be required to discover such factors.
7. The appraiser is not required to give testimony or appear in court because of having made this appraisal with reference to the property in question, unless arrangements have been previously made.

8. The distribution of the total valuation in this report between land and improvements applies only under the highest and best use of the property.
9. The Bylaws and Regulations of the professional appraisal organizations with which the appraiser is affiliated govern disclosure of the contents of the appraisal report.
10. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and, in any event, only with proper written qualifications and only in its entirety.
11. Neither all nor any part of the contents of this report, or a copy thereof, shall be conveyed to the public through advertising, public relations, news, sales or any other media without written consent and approval of the appraiser. Nor shall the appraiser, firm or professional organization of which the appraiser is a member be identified without the written consent of the appraiser.
12. The value conclusion assumes all taxes and special assessments are paid in full.
13. The after improvements valuation in this appraisal assumes proposed street improvements have been completed in accordance with the description of the proposed work provided to the appraiser.

**Environmental Disclaimer:** The values estimated in this report are based on the assumption that the property is not adversely affected by the existence of hazardous substances or detrimental environmental conditions. A routine inspection of the property did not reveal or indicate any such conditions. In that the appraiser is not qualified in this field of expertise, the client is encouraged to retain an expert in such investigations, if so desired.

## **DESCRIPTION OF NEIGHBORHOOD & PROPERTIES – BEFORE IMPROVEMENTS**

### **Neighborhood/Area**

The subject properties are scattered throughout the City of Newport and include a variety of property types including urban commercial/industrial, urban and rural estate single-family residential, and multifamily residential. The majority of properties, both commercial/industrial and residential, were built between the 1950s to 1970s, though there are a significant number of properties, primarily the rural residential properties in the eastern portion of the city, which are newer. There is also newer commercial development located on the east side of the Highway 61 and Glen Road interchange.

## Properties

Description Of Subject Properties			
Property	Land Area (Ac.)*	Use/Improvements	Comments
1. 2163 2nd Avenue	0.30	All-Rite Towing	Commercial urban lot improved with a one-story metal clad service/shop building located on the west side of 2nd Ave., in area to receive street reconstruction. Building was built in 1977.
2. 1827 2nd Avenue	0.18	Single-family home	Single-family residential urban lot located on the west side of 2nd Ave., in area to receive street reconstruction. Open landscape with minimal trees. House was built in 1955.
3. 1555 Century Avenue	1.84	Single-family home	Rural estate residential lot located on the west side of Century Ave., in area to receive street reclamation. Site slopes downward to the north, and is moderately wooded. House was built in 2006.
4. 2154 Hastings Avenue	0.75	Martin Joseph Design & Construction	Commercial urban lot improved with a one-story commercial/office building, and three small apartment buildings which contain four apartment units. Site is located at SEC of Hastings Ave. and Ford Rd., with access from both streets. Hastings Ave. only is being improved with mill and overlay.
5. 1890 Barry Drive	0.22	Single-family home	Single-family residential urban lot located on the east side of Barry Dr., in area to receive mill and overlay street improvements. Open landscape with minimal trees. House was built in 1970.
6. 2150 Circle Drive	0.80	Single-family home	Single-family residential urban lot located on south side of where Circle Dr. ends in cul-de-sac, in area to receive mill and overlay street improvements. Moderately wooded site. Located on higher-priced block. House was built in 1993.
7. 1125 Mark Court	3.77 Usable	96-unit apartment complex	Site is improved with four apartment buildings containing a total of 96 apartment units. Though main access to the site is Mark Ct., there also is a secondary access point from Terrace Rd. Gross site area is 6.36 acres.
8. 1260 Kolff Court	2.17	Single-family home	Rural estate residential lot located on the south side of Kolff Ct., in area to receive overlay only street improvements. Heavily wooded site. House was built in 1986.

\*Land area excludes road right of way, if any

## **Access/Infrastructure**

Streets – The streets in the subject/project area are all bituminous paved with concrete or bituminous curbing except for Unity Blvd., 2<sup>nd</sup> Ave., and 3<sup>rd</sup> Ave. north of 21<sup>st</sup> St., which has no curbing. Other areas of the project area which do not contain curbing include Ford Rd., extending east on to Circle Dr. and Larry Ln.; Woodbury Rd., Kolff St. and Ct., Wild Ridge Trail and Terrace, and Wild Ridge Ct. N. and S., which are located in the northwest quadrant of Century Ave. and Glen Rd.; Oak Ridge Dr.; and Century Ave. Though the actual ages are not known to the appraisers, all of the streets on which the subject properties front were built many years ago and to varying extents are beyond their typical expected physical lives of service. The streets vary in condition, but all are in poor to fair condition, at a minimum in terms of surfaces; some streets have base materials which also are in fair to poor condition. Most streets have modest levels of storm sewer improvements.

Utilities – The urban subject areas have municipal water and sanitary sewer service. Some of the rural estate areas have sanitary sewer while others do not. It is the understanding of the appraisers that the areas proposed for street reconstruction also have the need for some utility repair and/or replacement.

## **DESCRIPTION OF PROPOSED IMPROVEMENTS**

On a previous page was a map provided by the City which identifies the streets included in the project area and the proposed level of improvements on each street. The proposed improvements are summarized below:

- Reconstruction - Due to the advanced age associated with some of the roads in the project area, a complete reconstruction is necessary. Reconstruction includes removal of existing pavement and base, installation of new aggregate base, installation of new asphalt pavement, and installation of concrete curb/gutter. Water and sanitary sewer repair and replacement will be made as needed.
- Reclamation - This includes a milling and breaking up all of the existing pavement and base into small pieces, and then respreading this mixed material as the new base for the street rehabilitation. New asphalt is spread over this reinforced base.
- Mill and overlay and Overlay Only - The mill and overlay process involves milling or grinding off a top portion of the existing bituminous pavement and applying in its place a new layer of pavement, resulting in a new street surface. In some mill and overlay areas, concrete curb will be installed and in others, none will be installed. Some areas will receive overlay only, without prior milling off of existing pavement. In these areas, some street sections will receive new concrete curb, and others will not.

## HIGHEST AND BEST USE

### Highest and Best Use – Before Street/Utility Improvements

As Vacant: Shown below is the concluded highest and best use, as vacant, of each property:

Property	Highest And Best Use, As Vacant
1. All-Rite Towing	Commercial/Industrial
2. Single-Family Home - 1827 2nd Ave.	One single-family home
3. Single-Family Home - 1555 Century Ave.	One single-family home
4. Martin Joseph Design & Construction	Commercial/Retail
5. Single-Family Home - 1890 Barry Dr.	One single-family home
6. Single-Family Home - 2150 Circle Dr.	One single-family home
7. 96-Unit Apartment Property	High density residential development
8. Single-Family Home - 1260 Kolff Ct.	One single-family home

As Improved: Only the land components of the subject properties are being appraised and therefore the highest and best use, as improved, was not addressed.

### Highest and Best Use – After Street Improvements

After the street improvements, the highest and best use of all of the subject properties remains the same relative to the before improvements position.

## SPECIAL BENEFIT CONSIDERATIONS AND CONCLUSIONS

1. Before the proposed improvements, the streets in the subject area are significantly old, worn and deteriorated. The overall condition and state of the streets reflect that this infrastructure has generally reached, or is close to reaching, the end of its useful physical life. It can be anticipated that further deterioration will result in a worsening of existing problems associated with the advanced age, including improper drainage, uneven driving surfaces, increased formation of potholes, etc.
2. Before the proposed improvements, in along certain sections of the deteriorated streets the utility infrastructure, which is advanced in age as well, exhibits various deficiencies which cause operational problems (e.g., line leaks, breaks, root intrusion, infiltration and inflow, reduced carrying capacity, etc.).

3. The condition and quality of streets and utilities serving and fronting commercial, residential and other properties influences the value, curb appeal and general desirability of the properties.
4. The rehabilitation or reconstruction of the streets, together with the construction of new adjoining concrete curb/gutter in certain areas of the subject properties improves the safety, convenience and general appeal of access into and out of the subject properties. The project reverses the deteriorating state of the existing streets and the new surface, together with the new curb/gutter in certain areas, will result in significantly improved drainage of the street surface to promote a long lifespan of the new street section.
5. In certain areas of the project, the replacement and/or addition, as necessary, of water, sanitary sewer and storm sewer utility components will correct operational deficiencies and greatly reduce the need for disruptive and costly repair activity caused by line breaks and substandard performance of the existing system.
6. The proposed improvements will result in general benefits but also will result in special benefits to individual properties fronting the streets to be improved, including the subject properties.
7. Subject Property 8 in this appraisal is proposed for overlay improvements only (no milling of existing bituminous prior to overlay). However, it is the opinion of the appraisers that the special benefit accruing to this property, as well as others in the rural estate area, would be the same whether they included overlay only or mill and overlay. Consequently, the benefit conclusion for Property 8 can be applied with equal validity to similar properties receiving mill and overlay rather than overlay only.
8. The land value increase for each property, on a percentage basis as well as on a per-square-foot basis and a per-front-foot basis, resulting from the street and utility improvements can vary, and in this appraisal they do vary in some cases. This is due to differences among the properties in highest and best use, parcel land value, parcel size, parcel configuration, amount of street frontage, and/or number of fronting streets. Following are comments on specific circumstances that influence the special benefit resulting from the proposed public improvements:

Property 4 – Martin Joseph Design & Construction: This property fronts and has access from two streets, but only one of those streets is proposed for rehabilitation (Ford Road). The other fronting street (Hastings Avenue) is in reasonably good condition and does not need improvement at this time. The presence of two street frontages on the property dilutes the total benefit that the parcel will receive from the rehabilitation of the one street frontage currently in poor condition. The appraisers have observed that most if not all commercial lots in this part of the project area have a similar arrangement (frontage on two streets).

Higher-valued lots vs. lower-valued lots: It is noted that some lots receiving a high level of improvement (e.g., Property 2 – single-family lot street reconstruction) actually experience a lower total special benefit, in our opinion, than other lots receiving a lower level of improvement (e.g., Property 6 – single-family lot street mill and overlay). The reason is that the latter lot has a much higher market value than the former. In general terms, higher-valued land parcels will experience higher levels of benefit from street improvements, and vice versa.

### **SPECIAL BENEFIT ANALYSIS PROCESS**

Arriving at an opinion of special value benefits accruing to the subject properties as a result of the proposed improvements is accomplished by developing "before improvements" and "after improvements" opinions of market value for the subject land. The improvements on the land are concluded to have the same value contributions to the total property value in both the "before and after" improvements positions. Consequently, the extent of special value benefits from the public improvements project can be reliably derived by analyzing the value of the land only, by processing the Direct Sales Comparison Approach.

The Direct Sales Comparison Approach, which involves the comparison of recently sold land parcels similar to the subject property, is applied to the valuation of the subject properties. The comparable sale prices are analyzed and adjustments are made for value-related differences relative to the subject properties. The result of the analysis and adjustments is the generation of a range of value indications for the subject land. The strengths and weaknesses of each comparable sale and its value indication are evaluated before arriving at a final value opinion for each of the subject land parcels.

Retained in the appraiser's office file for this assignment are market data, notes and other supporting information pertaining to the processing of the Direct Sales Comparison Approach in a before-and-after land value analysis for each of the properties which are the subject of this appraisal. Shown on the following page is the result of these analyses, comprising opinions of special benefits for each property resulting from the proposed City of Newport 2013 Street Improvement Project:

**City of Newport 2013 Street Improvement Project  
Value Benefit Conclusions**

Property	Tax Parcel I.D. No.	Opinion Of Special Benefit		
		Street	Curb	Total
1. All-Rite Towing (Cmcl. prop. - reconstruction)	26-028-22-41-0010	\$ 5,600	\$ 500	\$ 6,100
2. SF Home - 1827 2nd Ave. (Urban lot - reconstruction)	26-028-22-44-0078	\$ 2,300	\$ 200	\$ 2,500
3. SF Home - 1555 Century Ave. (Rural estate lot - reclamation)	36-028-22-14-0006	\$ 6,800	\$ -	\$ 6,800
4. Martin Joseph Design & Construction (Cmcl. prop. - mill and overlay)	25-028-22-32-0012	\$ 5,000	\$ 800	\$ 5,800
5. SF Home - 1890 Barry Dr. (Urban lot - mill and overlay)	25-028-22-34-0034	\$ 1,300	\$ 200	\$ 1,500
6. SF Home - 2150 Circle Dr. (Urban lot - mill and overlay)	25-028-22-31-0040	\$ 3,400	\$ -	\$ 3,400
7. 96-Unit Apartment Property (Multifam. lot - mill and overlay)	25-028-22-34-0053	\$ 12,021	\$ 1,968	
	25-028-22-34-0065	\$ 363	\$ 59	
	25-028-22-34-0052	\$ 2,098	\$ 343	
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	25-028-22-34-0044	\$ 898	\$ 147	
	25-028-22-34-0064	\$ 541	\$ 89	
	25-028-22-34-0043	\$ 16,240	\$ 2,658	
Total Property		\$ 39,100	\$ 6,400	\$ 45,500
8. SF Home - 1260 Kolff Ct. (Rural estate lot - mill & overlay and overlay only)*	25-028-22-43-0015	\$ 4,600	\$ 800	\$ 5,400

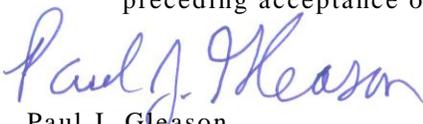
\* For Property 8 analysis, mill and overlay and overlay only improvements are concluded to result in the same level of special benefit.

The above opinions of special benefits reflect increases in property market values resulting from the proposed improvements. The market values are based on estimated property market exposure times of 6 to 12 months.

## CERTIFICATION

The undersigned does hereby certify that in this appraisal report:

1. This appraisal assignment is not based on a requested minimum valuation or specific valuation for approval of a loan. The estimate of market value identified in this report was developed independent of any undue influence.
2. Neither our engagement to make this appraisal (or any future appraisals for this client), nor any compensation, therefore, are contingent upon the development or report of a predetermined value or direction in value that favors the cause of the client, the amount of value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal.
3. Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
4. We have no present or contemplated future interest in the real estate that is the subject of this appraisal report.
5. We have no personal interest or bias with respect to the subject matter of this appraisal report or the parties involved.
6. To the best of our knowledge and belief the statements of fact contained in this appraisal report upon which the analyses, opinions and conclusions expressed herein are based, are true and correct.
7. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is our personal, impartial, and unbiased analyses, opinions, and conclusions.
8. This appraisal report has been made in conformity with and is subject to the requirements of the Code of Professional Ethics and Standards of Professional Conduct of the Appraisal Institute, and the Uniform Standards of Professional Appraisal Practice.
9. No one provided significant professional assistance to the person(s) signing this certification.
10. We have made a personal inspection of the property that is the subject of this report.
11. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
12. As of the date of this appraisal, Paul J. Gleason and Mark A. Warren have completed the Standards and Ethics Education Requirement of the Appraisal Institute for Associate Members.
13. The by-laws and regulations of the Appraisal Institute govern disclosure of the contents of this appraisal report.
14. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser or the firm with which he/she is connected, or any reference to the Appraisal Institute or MAI designation) shall be disseminated to the public through advertising media, public relations media, news media, sales media, or any other public means of communication without the prior written consent and approval of the undersigned.
15. We have the knowledge and experience to complete this appraisal in a competent manner. We have not been sued by a regulatory agency or financial institution for fraud or negligence involving an appraisal report.
16. No services as an appraiser or in any other capacity have been performed regarding the property that is the subject of the report within the three year period immediately preceding acceptance of this assignment.



Paul J. Gleason  
Certified General Real Property Appraiser  
Minnesota License #4003073



Mark A. Warren  
Certified General Real Property Appraiser  
Minnesota License #20415370

**PROFESSIONAL QUALIFICATIONS**  
**PAUL J. GLEASON**

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**PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS**

**General Associate Member** – The Appraisal Institute

To date, all required courses for Appraisal Institute MAI designation have been taken and course examinations passed; Comprehensive Examination for MAI designation has been passed; Experience Requirement has been completed.

**APPRAISER LICENSE**

**Certified General Real Property Appraiser** – State of Minnesota –  
License #4003073

**EDUCATION**

**University of Wisconsin at La Crosse, Wisconsin** – 1985  
Bachelor of Science Degree in Business Administration

**PROFESSIONAL EXPERIENCE**

Principal – BRKW Appraisals, Inc., St. Paul, MN, 2007-present

Staff Appraiser – BRKW Appraisals, Inc., St. Paul, MN, 1993-2006

Appraiser – Certified Appraisers, Excelsior, MN, 1993

Appraiser – Stiles Appraisals, Inc., Plymouth, MN, 1992-1993

Expert Witness Testimony – For real estate litigation in numerous condemnation commissioners' hearings, arbitration hearings and in District Court

Presenter/Speaker at Minnesota Department of Transportation's 2010 Right Of Way Professionals Workshop, Breezy Point, MN

Appraisal assignments have been completed for the following purposes:

Condemnation – Partial and total acquisitions, in fee title and in easement form

Property Damage Claims Litigation

Special Benefits Valuation

Mortgage Financing

General Valuation Needs – Purchase negotiations, listing prices, internal family or partnership transactions, estate planning/taxes, marriage dissolution, etc.

**PROPERTY TYPES APPRAISED**

Land – Commercial, industrial, residential acreage, agricultural, finished lots  
Commercial Buildings – Office, industrial, retail, medical office, auto dealerships  
Apartment Buildings/Complexes  
1-4 Family Residential – Single-family home, townhome, condo, duplex, fourplex

**PROFESSIONAL REAL ESTATE STUDIES**

Appraisal Institute courses, including all required for MAI designation:

- Course 110: Appraisal Principles (examination passed)
- Course 120: Appraisal Procedures (examination passed)
- Course 210: Residential Case Study
- Course 310: Basic Income Capitalization
- Course 410: National Uniform Standards of Professional Appraisal Practice
- Course 420: Business Practices and Ethics
- Course 510: Advanced Income Capitalization
- Course 520: Highest and Best Use and Market Analysis
- Course 530: Advanced Sales Comparison and Cost Approaches
- Course 540: Report Writing and Valuation Analysis
- Course 550: Advanced Applications

Numerous additional classes and seminars for appraisal pre-license and continuing education requirements, on an ongoing basis, from Appraisal Institute and other sources

**CLIENTS INCLUDE**

Cities of Apple Valley, Burnsville, Cambridge, Cottage Grove, Eagan, Inver Grove Heights, Lino Lakes, Lonsdale, Maplewood, Oak Park Heights, Plymouth, Prior Lake, Robbinsdale, Savage, Wabasha and Woodbury

Anchor Bank	Associated Bank
BMO Harris Bank N.A.	Bremer Bank
Dougherty, Molenda, Solfest, Hills & Bauer, P.A.	Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP
Greene Espel PLLP	Minnesota Bank & Trust
Minnesota Dept. of Transportation	Spire Federal Credit Union
US Bank	

And various other individuals, attorneys, communities and counties

Revised: June 2012

**PROFESSIONAL QUALIFICATIONS**  
**MARK A. WARREN**

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**PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS**

**General Associate Member** – The Appraisal Institute

**APPRAISER LICENSE**

**Certified General Real Property Appraiser** - State of Minnesota - License  
#20415370

**EDUCATION**

**University of Minnesota**, Minneapolis, Minnesota  
Bachelor of Arts Degree – Religious Studies Major, 2003

**PROFESSIONAL EXPERIENCE**

July 2009 to Present: Appraiser – BRKW Appraisals, Inc., St. Paul, MN  
October 2005 to July 2009: Appraiser – The Appraisal Group, Maple Grove, MN  
June 2003 to October 2005: Appraiser – Elmquist-Warren Appraisals, St. Paul, MN

**PROPERTY TYPES APPRAISED**

Apartment Buildings	Medical Clinics	Restaurants
Auto Service Centers	Mini-Storage Buildings	Retail Stores
Banks	Mixed Use Properties	Shopping Centers
Churches	Mobile Home Parks	Single Family Homes
Condos & Townhomes	Office Buildings	Special Purpose
Convenience Stores	Office-Showrooms	R & D Buildings
Gas Stations	Office-Warehouses	Vacant Land
Manufacturing Buildings	Recreational Facilities	

**PROFESSIONAL REAL ESTATE STUDIES**

Basic Income Capitalization, Appraisal Institute, 2005

Advanced Sales Comparison & Cost Approaches, Appraisal Institute, 2006

Report Writing & Valuation Analysis, Appraisal Institute, 2006

Advanced Income Capitalization, Appraisal Institute, 2007

Highest & Best Use & Market Analysis, Appraisal Institute, 2007

National USPAP Update Course, Appraisal Institute, 2007 & 2009

Associates Guidance Leadership Program, Appraisal Institute, 2009

The New Residential Market Conditions Form, Appraisal Institute, 2009

Condemnation Appraising: Principles & Applications, Appraisal Institute, 2009

Fundamentals of Separating Real Property, Personal Property, and Intangible  
Business Assets, Appraisal Institute, 2012

Revised: June 2012

**FEASIBILITY STUDY**  
**FOR**  
**2013-15 STREET IMPROVEMENT PROJECTS**  
**CITY OF NEWPORT, MN**



**FEBRUARY 2013**



**FEASIBILITY STUDY  
FOR  
2013-15 STREET IMPROVEMENT PROJECTS  
CITY OF NEWPORT, MN**

**FEBRUARY 2013**

**PREPARED BY:**



**CERTIFICATION**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

John Stewart, P.E.  
Lic. No. 14400

February 28, 2013

Date

Prepared by:  
Jim Stremel, P.E.  
Lic. No. 45782

February 28, 2013

Date

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## **I. INTRODUCTION**

The City of Newport has ordered a feasibility study to be drafted for the 2013-15 Street Improvement Projects pursuant to Resolution No. 2013-03. The street project includes 27 street segments in various locations of the City as shown on Exhibit 1.

Based on direction given by the City Council, the work has been separated into three project groupings. The intention of this method is to group streets that have similar reconstruction needs and to spread the construction over a three year period. If the Council decides to remove portions of the project from consideration, it will be easier to delete one of the groups or street sections without compromising the feasibility study and Chapter 429 process. The street sections and related information are listed below in order of project grouping and scope.

## **II. PROJECT SCOPE**

The purpose of this study was to analyze the necessity for improvement of the proposed streets included in the City of Newport 2013-15 Street Improvement Projects. In addition, the existing sanitary sewer, water, and storm sewer systems were evaluated to determine the necessity for improvements. The study discusses the existing conditions, proposed improvements, estimated construction costs, overhead costs, and financing sources to complete the proposed work. The City is also considering updating their assessment policy to reflect changes in the economy and housing market. It is intended that a new assessment policy can be used as a guideline to discuss project scheduling and financing methods for the proposed improvements.

## **III. EXISTING CONDITIONS**

The existing conditions of the roadways, sanitary sewer, watermain, and storm sewer were evaluated to determine current system deficiencies and areas of concern. Below is a summary of the information collected on the conditions, separated into the project groupings.

### **Street**

The existing streets vary in width from 20 to 36 feet as measured from the face of the existing curb or edge of bituminous pavement. Most of the roadways in the project areas are constructed of bituminous pavement, Circle Dr has concrete curb, and approximately half has either bituminous curb or no curb at all. The driveways of adjacent property owners are constructed mainly of concrete or bituminous with some consisting of gravel. Most driveways do not have a 4-foot concrete apron, which is now required by the City's standards. Most of the streets do not have a sidewalk, bike path, or other designated pedestrian walkway.

The condition of the bituminous pavement varies throughout. The streets in the worst condition show significant cracking (transverse, longitudinal, block, alligator), potholes, edge cracking, skin patching, raveling, and major pavement failure with bituminous that have broken down into gravel. The remaining streets still contain significant longitudinal/transverse cracking and surface deterioration. The existing bituminous curb

has worn significantly and generally does not provide a consistent gutter system to properly convey street drainage to the existing storm sewer collection system. Although some segments are in relatively better condition than others, overall their condition is poor and need of repair. Below is a listing of the street segments with additional pertinent information.

Existing Conditions								
Project	Street Segment	From	To	Length (ft)	Ex Width	Curb	Sewer/ Water	Storm Sewer
<b>2013</b>	Century Ave	Military Rd	Wild Canyon	950	24	No	No/No	No
	Century Ave	Hawkins St	Kalen Dr	2,650	24	No	No/No	No
	Larry Lane	Dead End	Ford Rd	1,000	22	No	Yes/Yes	No
	Circle Dr	Dead End	Ford Rd	500	36	Conc	Yes/Yes	No
	Ford Rd	Hastings Ave	Circle Dr	2,000	22	Bit.	Yes/Yes	No
	8th Ave	Ford Rd	High St	2,150	32	Bit.	Yes/Yes	Yes
	Barry Dr	8th Ave	18th St	1,300	32	Bit.	Yes/Yes	Yes
	21st St	8th Ave	Valley Dr	200	32	Bit.	Yes/Yes	No
	Ellen Ct	Dead End	Barry Dr	350	32	Bit.	Yes/Yes	No
	Terrace Rd	Barry Dr	10th Ave	350	32	Bit.	Yes/Yes	No
	10th Ave	Terrance Rd	18th St	750	32	Bit.	Yes/Yes	No
	Mark Ct	Dead End	10th Ave	450	32	Bit.	Yes/Yes	No
	18th St	8th Ave	10th Ave	600	32	Bit.	Yes/Yes	Yes
	Oakridge Drive	Dead End	Century Ave	2,000	24	No	No/No	No
	<b>Total</b>			<b>15,250</b>				
<b>2014</b>	Wild Ridge Ct S	Dead End	Wild Rdg Tr	1,150	24	No	Yes/No	No
	Wild Ridge Ct N	Dead End	Wild Rdg Tr	450	24	No	Yes/No	No
	Wild Ridge Ct	Dead End	Wild Rdg Tr	450	24	No	Yes/No	No
	Wild Ridge Tr	Wild Canyon	Kolff St	2,850	24	No	Yes/No	Yes
	Kolff Ct	Dead End	Kolff St	950	24	No	Yes/No	No
	Kolff St	Wild Rdg Tr	Woodbury Rd	1,750	24	No	Yes/Yes	No
	Woodbury Rd	Kolff St	Glen Rd	700	24	No	Yes/Yes	No
	14th St	7th Ave	3rd Ave	1,250	22	No	Yes/Yes	No
	15th St	7th Ave	Cedar Ln	1,950	24	No	Yes/Yes	Yes
	15th St	Hastings Ave	10th Ave	850	22	No	No/No	No
	<b>Total</b>			<b>12,350</b>				
<b>2015</b>	Unity Blvd	2nd Ave	3rd Ave	350	20	No	No/No	No
	2nd Ave	Unity Blvd	21st St	500	24	No	Yes/Yes	No
	2nd Ave	21st St	17th St	1,350	24	No	Yes/Yes	No
	3rd Ave	Unity Blvd	21st St	400	24	No	Yes/Yes	No
	10th Ave	12th ST	Dead End	700	24	No	Yes/Yes	No
	3rd St	5th Ave	7th Ave	700	20	No	No/No	No
	<b>Total</b>			<b>4,000</b>				

Exhibit 1 shows the location of the streets.

### **Sub-Surface Soil Conditions**

At this time, no soil borings have been obtained to determine sub-surface conditions. Based on prior experience with other streets in the City, we expect to see varied soil conditions

On previous projects, the soils encountered below the existing pavement sections were mainly silty sands, sand, and sand with gravel, but pockets of clayey sands or sandy lean clays were also encountered. Silty sands or sands with gravel are generally considered suitable for constructing a roadway. In many areas of Newport, limestone bedrock is relatively close to the surface and it is possible that rock excavation may be required for utility replacements.

### **Traffic**

Generally, the streets within the project area are considered to be low volume local collector streets. Typical traffic patterns in these areas consist of cars, trucks (pick-up), small delivery vehicles, school buses, and garbage trucks. Traffic counts are not available for the streets within the project but it will be assumed that the average daily traffic (ADT) volumes are less than 1000 vehicle trips per day through the busiest sections.

It is likely that when the Red Rock Corridor park and ride as well as the future light railway station are constructed, the area around Unity Blvd, 2<sup>nd</sup> Avenue, and 3<sup>rd</sup> Avenue will see an increase in vehicular traffic. If the Raceway to Fun site is developed, we anticipate additional traffic on 10<sup>th</sup> Avenue as well. During the final design phase, it can be determined whether a heavier street pavement section is warranted in these areas.

### **Sanitary Sewer**

The existing sanitary sewer main within the street improvement project areas generally consists of vitrified clay pipe (VCP) in a range of sizes from 8 to 18-inches in diameter; services are generally four inch connections. Vitrified clay pipe was used extensively through the 1960s. VCP has a high tolerance to corrosive soils and can last 60 to 80 years or more, but is brittle and can crack easily shortening its cost effective life. In addition, construction practices during installation often included hammering a hole in the pipe and grouting the service connections as opposed to installing a manufactured wye.

The City has televised the sanitary sewer system in many areas and has identified deficiencies including cracked mainline piping, root intrusion, and leaky service connections. To date, the sanitary sewer service pipes have not been televised, but likely contain cracking and root intrusion. In addition, many of the manhole covers have open pick-holes and deteriorated casting rings. These deficiencies contribute to excessive inflow and infiltration (I/I) which incurs a significant processing cost at the wastewater treatment plant. It is recommended that the City televise any remaining areas in the project that have not been done within the last 3 years.

In, 2012 the City completed a large Cured-In-Place Pipe (CIPP) lining project that included Unity Blvd, 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Avenue, 10<sup>th</sup> Avenue, and a section of 15<sup>th</sup> Street near Cedar Lane. These repairs focused on reinforcing the mainline piping and sealing manholes to reduce I/I. Since project completion, the City has identified many service connections that are major contributors to the City's I/I issues. We anticipate that future projects will focus more on the repair and/or replacement of the sewer service wyes and piping within City road right-of-way.

### **Watermain**

The existing watermain within the project area consists of 4 to 12-inch diameter cast iron pipe. The life expectancy of watermain can vary widely from 60 to 100 years but is highly dependent on soil conditions, the materials used, and construction practices of the time. City staff reported that the watermain in some areas of the project including 14<sup>th</sup> Street, 15<sup>th</sup> Street, 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Avenue, and 10<sup>th</sup> Avenue are prone to cracking/shearing, leaks may be present, watermain breaks are prevalent, and pipe/flow capacity has been reduced due to mineral deposits. In these areas, repairs and or replacement of the watermain, services, and hydrants may be necessary to maintain the integrity of the City's water distribution system and to protect the health and welfare of users.

### **Storm Sewer**

The project area does not contain a lot of storm sewer. With the exception of Century Avenue, most of the streets are graded such that surface runoff is directed over a long flow path where it is collected by the City's storm sewer conveyance system. The streets that do contain storm sewer piping include 8<sup>th</sup> Avenue, Barry Street, 18<sup>th</sup> Street, Wild Ridge Trail, and 15<sup>th</sup> Street. The size of the piping is anywhere from 12 to 42-inches in diameter and is generally in satisfactory condition. Century Avenue was constructed with ditches that convey runoff to culvert crossings and low areas.

### **Existing Private Utilities**

Private utilities that have facilities in or near the project area will be notified during the design of the project and will be requested to coordinate any necessary repairs and replacements as needed at their cost. Private utilities include Xcel Energy (gas & electric), Magellan Midstream Partners LP, Qwest, and Comcast.

## **IV. PROPOSED IMPROVEMENTS**

Proposed improvements for the 2012 Street Improvement Project include a combination of street, storm sewer, watermain, water services, sanitary sewer main, and sewer service replacement. As discussed earlier, the project is separated into three separate project groupings. The intention of this arrangement is to provide the City flexibility in ordering the projects, plan preparation, and approval of the bids. If the City chooses, one or more of the projects may be removed, combined, or even separated into different contracts. With that said, a larger project will tend receive more bids at better unit prices due to the economy of scale.

The process for pavement rehabilitation has been separated into six groups, where each has a specific construction process.

1. *Overlay Only (OO)* – The surface of the pavement is in fair condition, there are no major pavement failures, and the existing grades allow for adequate drainage. Surface cracking is visible (longitudinal and transverse only), but has been controlled with sawing and sealing (prior to project). In this process, little is done to the existing pavement prior to the placement of a 1.5-inch bituminous wear course will be placed. It is assumed that no additional work will be completed such as utilities, storm sewer, or boulevard restoration.
2. *Overlay With Curb (OWC)* – The surface of the pavement is in fair condition and there are no major pavement failures. Surface cracking is visible (longitudinal and transverse only), but has been controlled with sawing and sealing (prior to project). In this rehabilitation process, areas have been identified where drainage conveyance is limited or needs improvement. Concrete curb and gutter will be added to improve drainage and then a 1.5-inch bituminous wear course will be placed. It is assumed that no additional work will be completed such as utilities or storm sewer. Minor boulevard restoration will be necessary once curb has been installed.
3. *Mill & Overlay (MO)* – The surface of the pavement is in poor condition, there may be small areas of pavement failure limited to only a few locations, and the existing grades allow for adequate drainage. Surface cracking is visible (lateral and transverse only), but has been controlled with sawing and sealing (prior to project). There are few locations where full depth patching may be required to repair failed pavement. This process includes grinding down and removing the top 1.5-inches of pavement and 1.5-inches of new pavement will be placed. It is assumed that no additional work will be completed such as utilities, storm sewer, or boulevard restoration.
4. *Mill & Overlay With Curb (MOWC)* – The surface of the pavement is in poor condition and there may be small areas of pavement failure limited to only a few locations. Surface cracking is visible (lateral and transverse only), but has been controlled with sawing and sealing (prior to project). There are few locations where full depth patching may be required to repair failed pavement. In this rehabilitation process, areas have been identified where drainage conveyance is limited or needs improvement. Concrete curb and gutter will be added to improve drainage. The top 1.5-inches of the existing pavement surface will be milled off and 1.5-inches of new pavement will be placed. It is assumed that no additional work will be completed such as utilities or storm sewer. As an exception, Ford Road has been identified as areas where installing additional storm sewer will be beneficial due to the steep grades. Minor boulevard restoration will be necessary once curb has been installed.
5. *Full Depth Reclamation (FDR)* –The surface of the pavement is in very poor condition, there are many areas of pavement failure (alligator and block cracking), but there is adequate aggregate base to facilitate mixing of the reclaimed pavement. In this rehabilitation process, the pavement surface and underlying aggregate base is ground and mixed together with a specialized machine to create a uniform recycled aggregate mixture. The areas of pavement

failure may require additional subgrade excavation to mitigate future pavement failure. It is expected that either the roadway constitutes a rural section or the existing concrete curb and gutter is in good condition (minimal repair needed) and the existing grades allow for adequate drainage. It is assumed that no additional work will be completed such as utilities, storm sewer, boulevard restoration, or driveway aprons. This process is proposed to be used on Century Avenue where a rural street section and parallel ditches exist.

6. *Full Street Reconstruction (FSR)* – The surface of the pavement is in very poor condition and there are many areas of significant pavement failure (alligator, block cracking, potholes). The areas of pavement failure may require additional subgrade excavation to mitigate future pavement failure. This rehabilitation process may include full depth reclamation, but existing street grades do not allow for adequate drainage and therefore additional subgrade excavation is necessary to improve the street profile. Concrete curb and gutter will be repaired, replaced, or added and concrete driveway aprons poured. Due to the changes in profile grade the driveway paving connections will require replacement and significant boulevard restoration will occur. The existing utilities including watermain and sewer are proposed to be repaired or replaced on 14<sup>th</sup> Street, 15<sup>th</sup> Street, 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Avenue, and 10<sup>th</sup> Avenue. Existing storm sewer will only be repaired as needed, but the existing casting will be adjusted to finished grades.

#### **Typical Street Section & Signing**

In past projects, the City of Newport has constructed a street section designed for a 7-ton loading standard consisting of 3.5-inches of bituminous paving and 8-inches of aggregate base. Once the City obtains a geotechnical evaluation for the project, the street pavement sections will be selected based on the recommendations provided in the geotechnical report findings.

We recommend that the City continue their efforts to meet the Federal Highway Administration's new sign retroreflectivity standards. This standard requires that the City administer a plan for the upgrade and/or replacement of all warning or existing regulatory signs signage with improved and longer lasting retroreflectivity coated materials. At this time, costs to replace signage have only been included for the project areas where full street reconstruction is proposed.

#### **Water & Sewer**

We recommend that where new water or sewer mains are installed, that the services are also replaced up to the property lines. Typical pipe materials used will be concrete lined Ductile Iron Pipe (DIP) for watermain or PVC C900 DR18, 1-inch copper type K for water services, 8-12 inch PVC SDR 35 for sewer main, and 4-inch PVC SDR 26 for sewer services. As described, all the services will be replaced for those sections receiving new mains. The City may also want to consider bidding PVC as an alternate for the watermain.

The City of Newport is continuing to mitigate I/I issues and as a part of the project will either replace or line (CIPP) many of the poorly construction sewer service connections. The City has found in previous projects that the service connections at the main have major root intrusion and cracked contributing to significant inflow and infiltration. The City received a grant from the Metropolitan Council Environmental Service (MCES) to

assist in funding up to 50% of the eligible construction costs. The City's ordinance does require that property owners maintain their own water and sewer service lines up to the mainline. The City may want to consider requiring those property owners to pay for all or a part of the costs to repair the services.

**Storm Sewer**

Where storm sewer is proposed to be installed or replaced including Ford Road, we recommend using reinforced concrete piping (RCP) or high density polyethylene (HDPE) piping be used for drainage conveyance. Reinforced concrete manhole structures will also be used.

The street groupings were selected based on need and pavement rehabilitation process. The streets within the earlier groupings constitute those in greater need of improvement. Although 10<sup>th</sup> Avenue, Unity Boulevard, 2<sup>nd</sup> Avenue, and 3<sup>rd</sup> Avenue are in poor condition, they were selected to be in the third grouping due to the future development potential of the adjacent properties. At this time it is not known when major development of these areas will occur.

The following chart lists the improvements proposed for street, storm sewer, watermain, and sanitary sewer main rehabilitation or replacement for each project grouping as defined in this report. The bold text indicates a significant change from the existing condition.

Proposed Conditions								
Project	Street Segment	Length (ft)	Rehab Type	Prop Width	New Curb	Sewer Work	Water Work	Storm Sewer
<b>2013</b>	Century Ave	950	FDR	24	No	No	No	No
	Century Ave	2,650	FDR	24	No	No	No	No
	Larry Lane	1,000	MO	22	No	<b>Svcs</b>	No	No
	Circle Dr	500	MO	36	No	<b>Svcs</b>	No	No
	Ford Rd	2,000	MOWC	<b>24</b>	<b>Yes</b>	<b>Svcs</b>	No	No
	8th Ave	2,150	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	Adj
	Barry Dr	1,300	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	Adj
	21st St	200	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	No
	Ellen Ct	350	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	No
	Terrace Rd	350	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	No
	10th Ave	750	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	No
	Mark Ct	450	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	No
	18th St	600	MOWC	32	<b>Yes</b>	<b>Svcs</b>	No	Adj
	Oakridge Drive	2,000	MO	24	No	No	No	No
	<b>Total</b>	<b>15,250</b>						
<b>2014</b>	Wild Ridge Ct S	1,150	OO	24	No	No	No	No
	Wild Ridge Ct N	450	OO	24	No	No	No	No
	Wild Ridge Ct	450	OO	24	No	<b>Svcs</b>	No	No
	Wild Ridge Tr	2,850	OO	24	No	No	No	Adj
	Kolff Ct	950	OWC	24	No	<b>Svcs</b>	No	<b>Yes</b>
	Kolff St	1,750	OWC	24	No	<b>Svcs</b>	No	No
	Woodbury Rd	700	OWC	24	No	<b>Svcs</b>	No	No
	14th St	1,250	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	<b>Yes</b>
	15th St	1,950	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	Adj
	15th St	850	FSR	<b>32</b>	<b>Yes</b>	<b>Svcs</b>	No	<b>Yes</b>
	<b>Total</b>	<b>12,350</b>						
<b>2015</b>	Unity Blvd	350	FSR	<b>24</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	<b>Yes</b>
	2nd Ave	500	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	<b>Yes</b>
	2nd Ave	1,350	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Full</b>	<b>Yes</b>
	3rd Ave	400	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	<b>Yes</b>
	10th Ave	700	FSR	<b>32</b>	<b>Yes</b>	<b>Full</b>	<b>Partial</b>	No
	3rd St	700	FSR	<b>24</b>	<b>Yes</b>	<b>Svcs</b>	No	No
	<b>Total</b>	<b>4,000</b>						

The proposed street improvements are also shown in Exhibit 1.

## V. RIGHT-OF-WAY, EASEMENTS, AND PERMITS

### Right-of-Way and Easements

We do not anticipate that any additional permanent right-of-way or easement will be needed to complete the roadway and utility improvements. Temporary construction access on private property may be required within the project area to accommodate driveway repair, water service replacement, and final boulevard grading. Written permission or waiver of trespass agreements will be secured from private property owners should construction work extend onto private property.

### Permits

Permits from various governing agencies will be required for construction of the proposed improvements. Permits include, but are not limited to, the following:

- Minnesota Department of Health
- Minnesota Pollution Control Agency
- Minnesota Pollution Control Agency (NPDES)
- County right-of-way permit
- Watermain
- Sanitary Sewer
- Grading/Storm Water Quality
- City St. Intersections w/ Co.

## VI. INFORMATIONAL MEETINGS

City policy is to hold informational neighborhood meetings for the project. The meetings are more informative if conducted separately for each project grouping and possibly separating them further depending on the specific rehabilitation process. It is anticipated that the City will provide handouts describing the project location, estimated project costs, and a range of preliminary assessment costs. For this particular project, we recommend holding three separate meetings in groupings relating to the type of construction proposed. The project schedule within this report indicates the recommended meeting dates.

## **VII. ESTIMATED PROJECT COSTS**

The estimated construction costs and associated overhead costs for the proposed improvements based on the three project areas are summarized in the chart below. Based on similar projects completed by the City, the overhead costs have been estimated to be 25 percent of the total construction cost. The overhead costs include City administration, engineering, fiscal, legal, and a 10 percent construction contingency.

The City of Woodbury is currently in the planning process to improve Century Avenue as well. They have proposed a cost share agreement with the City of Newport equal to 50% of the street and stormwater management improvements. The City of Woodbury intends on providing plans and managing the construction process. The costs included with the chart above for Century Avenue only include the 50% project cost allotted to Newport.

The City of Woodbury has started the process to improve Century Avenue which proposes a cost share agreement with the City of Newport equal to 50% of the street and stormwater management improvements. The City of Woodbury intends on providing plans and managing the construction process. The costs included with the chart above for Century Avenue only include the 50% project cost proposed for Newport.

### Estimated Project Costs

Project	Street Segment	Rehab Type	Street	Sanitary Sewer	Sewer Services Only	Watermain	Storm Sewer	Total
<b>2013</b>	Century Ave	FDR	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	Century Ave	FDR	\$ 84,000	\$ -	\$ -	\$ -	\$ 23,000	\$ 107,000
	Larry Lane	MO	\$ 22,000	\$ -	\$ 7,200	\$ -	\$ -	\$ 29,200
	Circle Dr	MO	\$ 18,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 30,000
	Ford Rd	MOWC	\$ 101,333	\$ -	\$ 22,800	\$ -	\$ -	\$ 124,133
	8th Ave	MOWC	\$ 145,244	\$ -	\$ 34,800	\$ -	\$ -	\$ 180,044
	Barry Dr	MOWC	\$ 87,822	\$ -	\$ 30,000	\$ -	\$ -	\$ 117,822
	21st St	MOWC	\$ 13,511	\$ -	\$ 6,000	\$ -	\$ -	\$ 19,511
	Ellen Ct	MOWC	\$ 23,644	\$ -	\$ 8,400	\$ -	\$ -	\$ 32,044
	Terrace Rd	MOWC	\$ 23,644	\$ -	\$ 7,200	\$ -	\$ -	\$ 30,844
	10th Ave	MOWC	\$ 50,667	\$ -	\$ 19,200	\$ -	\$ -	\$ 69,867
	Mark Ct	MOWC	\$ 30,400	\$ -	\$ 9,600	\$ -	\$ -	\$ 40,000
	18th St	MOWC	\$ 40,533	\$ -	\$ 9,600	\$ -	\$ -	\$ 50,133
	Oakridge Drive	MO	\$ 48,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 66,000
	<b>Sub-Total</b>		<b>\$ 718,800</b>	<b>\$ -</b>	<b>\$184,800</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ 926,600</b>
<b>2014</b>	Wild Ridge Ct S	OO	\$ 24,401	\$ -	\$ -	\$ -	\$ -	\$ 24,401
	Wild Ridge Ct N	OO	\$ 9,548	\$ -	\$ -	\$ -	\$ -	\$ 9,548
	Wild Ridge Ct	OO	\$ 9,548	\$ -	\$ -	\$ -	\$ -	\$ 9,548
	Wild Ridge Tr	OO	\$ 70,019	\$ -	\$ -	\$ -	\$ -	\$ 70,019
	Kolff Ct	OWC	\$ 48,377	\$ -	\$ 13,200	\$ -	\$ 15,000	\$ 76,577
	Kolff St	OWC	\$ 89,116	\$ -	\$ 18,000	\$ -	\$ -	\$ 107,116
	Woodbury Rd	OWC	\$ 35,646	\$ -	\$ 7,200	\$ -	\$ -	\$ 42,846
	14th St	FSR	\$ 198,919	\$ 92,829	\$ -	\$ 29,838	\$ 53,045	\$ 374,630
	15th St	FSR	\$ 310,313	\$144,813	\$ -	\$ 46,547	\$ -	\$ 501,673
	15th St	FSR	\$ 135,265	\$ -	\$ 8,400	\$ -	\$ 36,071	\$ 179,735
	<b>Sub-Total</b>		<b>\$ 931,152</b>	<b>\$237,642</b>	<b>\$ 46,800</b>	<b>\$ 76,385</b>	<b>\$104,116</b>	<b>\$1,396,094</b>
<b>2015</b>	Unity Blvd	FSR	\$ 59,089	\$ 27,575	\$ -	\$ 8,863	\$ 15,757	\$ 111,285
	2nd Ave	FSR	\$ 84,413	\$ 39,393	\$ -	\$ 12,662	\$ 22,510	\$ 158,978
	2nd Ave	FSR	\$ 227,916	\$106,361	\$ -	\$ 136,749	\$ 60,777	\$ 531,803
	3rd Ave	FSR	\$ 67,531	\$ 31,514	\$ -	\$ 10,130	\$ 18,008	\$ 127,182
	10th Ave	FSR	\$ 118,178	\$ 55,150	\$ -	\$ 17,727	\$ -	\$ 191,055
	3rd St	FSR	\$ 118,178	\$ -	\$ 6,000	\$ -	\$ -	\$ 124,178
	<b>Sub-Total</b>		<b>\$ 675,305</b>	<b>\$259,993</b>	<b>\$ 6,000</b>	<b>\$ 186,131</b>	<b>\$117,053</b>	<b>\$1,244,482</b>
<b>Total Construction Cost</b>			<b>\$2,325,257</b>	<b>\$497,634</b>	<b>\$237,600</b>	<b>\$ 262,516</b>	<b>\$244,169</b>	<b>\$3,567,176</b>
Contingency (10%)			\$ 232,526	\$ 49,763	\$ 23,760	\$ 26,252	\$ 24,417	\$ 356,718
Overhead (15%)			\$ 348,789	\$ 74,645	\$ 35,640	\$ 39,377	\$ 36,625	\$ 535,076
<b>Total Project Cost</b>			<b>\$2,906,572</b>	<b>\$622,043</b>	<b>\$297,000</b>	<b>\$ 328,145</b>	<b>\$305,211</b>	<b>\$4,458,970</b>

## VIII. FINANCING AND ASSESSMENTS

The improvements as discussed in this report will be financed through assessments to benefiting properties, MS 429 Assessment Bonds, utility funds and enterprise fund revenues. The City is currently in the process of updating the existing assessment policy, but the City Council has indicated that for street and utility reconstruction project assessments will continue to be spread on a *per unit basis*.

The City's Assessment Policy describes the "assessable project cost" and total costs of the improvement including all necessary construction work, engineering, legal, administrative, financing, and other contingent costs.

In anticipation of the assessment process, the City contracted an appraiser to provide an estimate of "benefit" to residential and commercial properties provided by upgrading or replacing the roadways and utilities. The "benefit" as shown by the appraisers report indicates that adjustments to the City's assessment policies may be necessary. The Benefit Appraisal found that an improvement of the street abutting a residential property was estimated to provide a benefit between \$2,500 and \$6,800 for full reconstruction/reclamation and between \$1,300 and \$5,400 for mill/overlay per lot. Commercial properties were estimated to benefit between \$5,800 and \$6,100 for mill/overlay and reconstruction respectively. Benefits due to water and sewer utility improvements (if any) were included with the costs stated in the report for both residential and commercial properties within the reconstruction areas.

For the purposes of this report and as a starting point for City discussion, a range of proposed assessment rate structure (on a per unit basis) have been used to determine the project costs that will require financing based on the confines of the opinions provided in the Benefit Appraisal. Ultimately, the City Council will decide the final assessment amount at a later date. The proposed assessment categories and respective assessable per lot unit costs are shown below.

<b>Proposed Assessment Rate Structure</b>			
Improvement Category	Assessed Cost (Low)	Assessed Cost (High)	Notes
Street - Overlay Only	\$1,300	\$4,600	No aprons or curb
Street - Overlay With Curb	\$1,500	\$5,400	No aprons
Street - Mill & Overlay	\$1,300	\$4,600	No aprons or curb
Street - Mill & Overlay With Curb	\$1,500	\$5,400	No aprons
Street - Full Depth Reclamation	\$2,300	\$6,800	No aprons or curb
Street - Full Street Reconstruction	\$2,500	\$6,800	Includes concrete curb/gutter, concrete aprons, includes utilities

### **Assessment Policy for Commercial & Industrial Lots**

One of the options the City may want to consider is a multiplication factor which may be applied to the Per Unit assessment for properties which have a principal use described as multi-unit housing, commercial, or industrial. A majority of these lots are located within the Trunk Highway 61 corridor with a smattering of properties throughout the City. These specific lot uses would be calculated using the "Per Unit Assessment Cost" times a multiplication factor (1, 1.5, or 2). This method takes into consideration the additional

usage of the streets (larger vehicles, more frequent trips) as well as longer street frontages, and in some cases wider street sections.

**Financing**

The remaining portion of the project costs not covered by assessments of the benefiting properties will be funded by cash from enterprise/utility funds and through municipal bonding paid by tax levy contributions for the remainder. It is recommended that the City consult with their financial consultant to determine the best approach to the financing package, which may include excluding the sewer service repairs as an example. Exhibits 2A & 2B lists the benefiting properties on each street and project grouping, Exhibit 3 shows the locations of the respective properties. The draft assessment roll will be determined using the final project costs and will account for specific instances where water main, sewer main, or service lines are replaced.

The proposed assessment policy requires an Assessment Hearing be conducted after the project has been bid. This will allow for the most accurate calculation of the assessable project costs and remaining City costs based on the methods described above. Below is a chart outlining the remaining costs to be financed by the City based on the recommendations for the per unit assessments rates.

<b>Estimated Financing Costs (Project Grouping)</b>								
Project	Equiv. Assessable Units	Project Cost	Total Assessment (Low)	Percentage of Cost	City Bond or Fund Contribution	Total Assessment (High)	Percentage of Cost	City Bond or Fund Contribution
2013	163	\$1,158,250	\$ 245,500	21%	\$ 912,750	\$ 868,000	75%	\$ 290,250
2014	85	\$1,745,117	\$ 146,900	8%	\$1,598,217	\$ 471,600	27%	\$1,273,517
2015	62	\$1,555,602	\$ 155,000	10%	\$1,400,602	\$ 421,600	27%	\$1,134,002
<b>Total</b>		<b>\$4,458,970</b>	<b>\$ 547,400</b>	<b>12%</b>	<b>\$3,911,570</b>	<b>\$1,761,200</b>	<b>39%</b>	<b>\$2,697,770</b>

<b>Estimated Financing Costs (Construction Type Grouping)</b>								
Project	Equiv. Assessable Units	Project Cost	Total Assessment (Low)	Percentage of Cost	City Bond or Fund Contribution	Total Assessment (High)	Percent age of Cost	City Bond or Fund Contribution
OO	28	\$ 141,895	\$ 36,400	26%	105,495	\$ 128,800	91%	13,095
OWC	32	\$ 283,174	\$ 48,000	17%	235,174	\$ 172,800	61%	110,374
MO	31	\$ 156,500	\$ 40,300	26%	116,200	\$ 142,600	91%	13,900
MOWC	123	\$ 830,500	\$ 184,500	22%	646,000	\$ 664,200	80%	166,300
FDR	9	\$ 171,250	\$ 20,700	12%	150,550	\$ 61,200	36%	110,050
FSR	87	\$ 2,875,651	\$ 217,500	8%	2,658,151	\$ 591,600	21%	2,284,051
<b>Total</b>	<b>310</b>	<b>\$ 4,458,970</b>	<b>\$ 547,400</b>	<b>12%</b>	<b>\$3,911,570</b>	<b>\$ 1,761,200</b>	<b>39%</b>	<b>\$2,697,770</b>

## **IX. NECESSITY AND COST-EFFECTIVENESS**

The improvements proposed in this study are necessary for a number of reasons. The reconstruction of the streets provides the City with a cost-effective means of continuing the City's street improvement efforts and ensuring an adequate means of transportation for local residents. In addition to rehabilitating roadway pavements, the project will allow for the correction of existing drainage problems by increasing the cross-sectional crown and improving the conveyance of runoff with a concrete curb and gutter system in some cases. These improvements will provide a longer lasting street section needing less maintenance over time.

The watermain improvements are necessary due to under sized mains and deteriorating materials, water quality, potential leaks and risk to the public's health and welfare. The sanitary sewer system repairs will benefit the City and taxpayers by reducing the amount of inflow and infiltration into the system and subsequent costs related to flow surcharging during heavy rainstorms.

The proposed improvements constitute a project large enough to ensure a competitive bidding environment, economy of scale, and are deemed to be cost-effective. Based on the information contained within this report, the proposed improvements as described can be considered to be necessary, cost-effective, and feasible from an engineering standpoint.

The proposed improvements discussed in this report are feasible from an engineering standpoint, necessary, and cost-effective.

## X. PROJECT SCHEDULE

Project Schedule		
Task	Action	Date
1	Present memo to City Council discussing CIP and need to update assessment policy and standard of care that requires City obtain for appraisal report.	Jan. 3, 2013
2	Council Orders Appraisal Report of five to seven properties investigating "benefit" for Overlay, RIP Reconstruction (no Curb) and RIP reconstruct with curb.	Jan. 17, 2013
3	Council Reviews 1 <sup>st</sup> Draft of New Assessment Policy.	Jan. 17, 2013
4	Council Orders Feasibility Report all CIP projects (Preserves option to adjust scope before ordering preliminary hearing.)	Jan. 17, 2013
5	Council Receives Feasibility Report and schedules 3 neighborhood meetings.	Mar. 7, 2013
6	Council Receives Appraisal Report and considers cost viability of CIP projects. For 2013 CIP Projects (based on Appraiser's estimate of Benefits)	Mar. 7, 2013
7	Council holds three Neighborhood Meetings to discuss projects, schedule, appraisal of benefits and assessments.	Mar. 19, 2013
8	Council determines scope of 2013 CIP improvements and orders Improvement (Feasibility) Hearing(s).	Mar. 21, 2013
9	Improvement (Feasibility) Hearings.	April 16, 2013
10	Council considers property owner input and if appropriate Orders Project (requires 4/5 <sup>th</sup> vote), and plans and specifications (3/5 <sup>th</sup> vote).	April 18, 2013
11	Neighborhood Meetings to Review Plans with residents.	May 21, 2013
12	Council reviews construction plans and authorizes bidding.	May 23, 2013
13	Bid Openings: Construction and Bond sale.	June 25, 2013
14	Council Awards Construction Bid. Reviews Preliminary Assessment Roll and orders Assessment Hearing.	July 4, 2013
15	Construction Starts	July 15, 2013
16	Assessment Hearing(s)	July 29, 2013
17	Council Adopts Assessment Roll.	July 18, 2013
18	Construction Complete (depends on Project Scope).	Nov. 15, 2013
19	Assessment Roll Certified to Washington County Payable 2014 Taxes.	Nov. 21, 2013

## **XI. CONCLUSION & RECOMMENDATIONS**

The total estimated project cost of the three projects, which includes several different combinations of roadway, storm sewer, sanitary sewer, sanitary sewer services, and watermain improvements as well as overhead and contingency costs is **\$4,458,970**. As previously stated, this cost may be financed through a combination of assessments to benefiting properties, enterprise, and assessment bonds.

It is recommended that this report be used as a guide for the layout, design, cost allocation, and project scheduling for the public improvements included with the 2012-15 Street Improvement Projects. It is further recommended that the owners of properties within the project limits be properly notified of the proposed improvement in order to provide public comment and input.

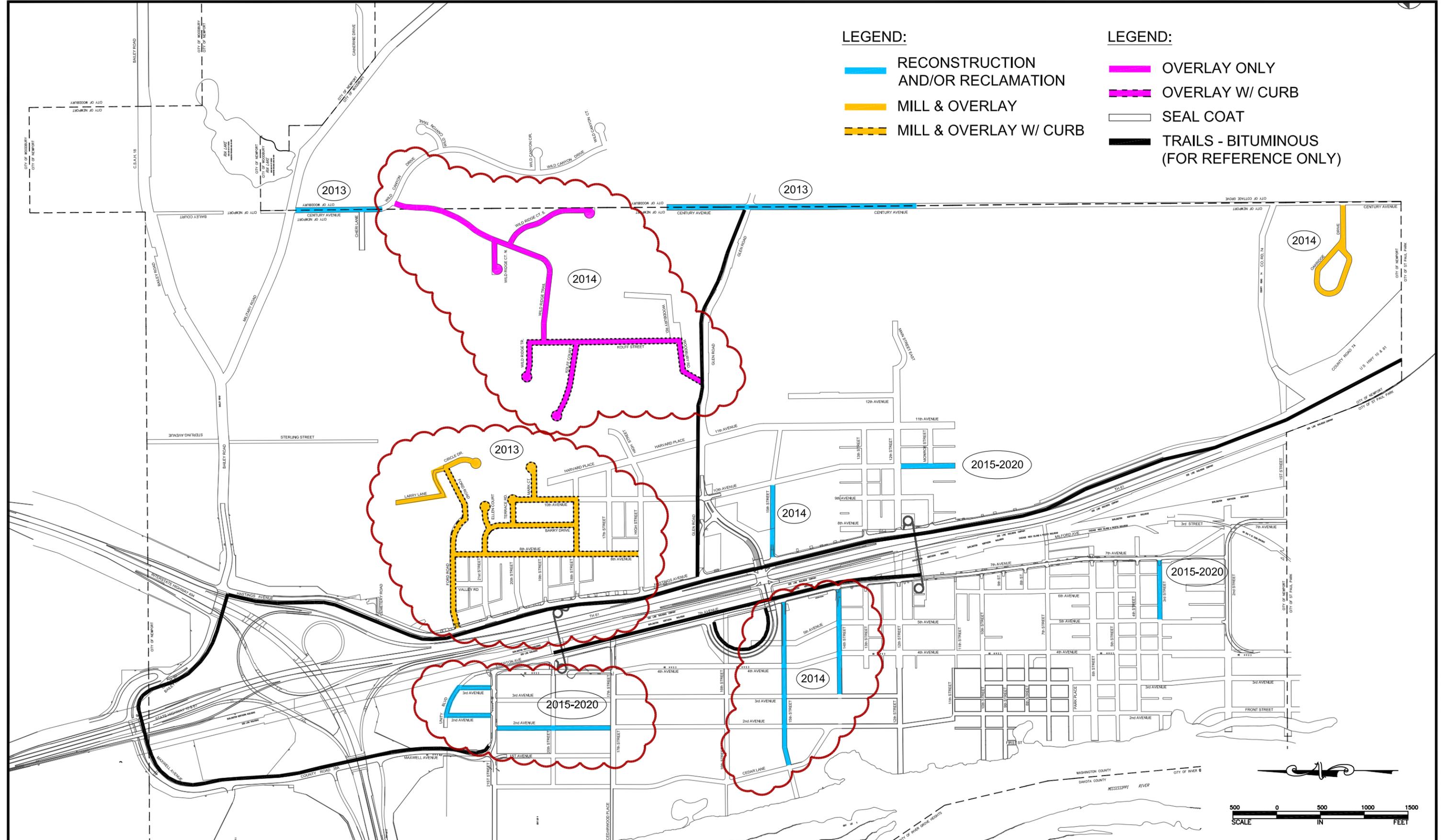
**XII. EXHIBIT 1 – PROJECT AREA & AFFECTED STREETS**

**LEGEND:**

-  RECONSTRUCTION AND/OR RECLAMATION
-  MILL & OVERLAY
-  MILL & OVERLAY W/ CURB

**LEGEND:**

-  OVERLAY ONLY
-  OVERLAY W/ CURB
-  SEAL COAT
-  TRAILS - BITUMINOUS (FOR REFERENCE ONLY)



**CITY OF NEWPORT  
PAVEMENT MANAGEMENT PLAN - PROPOSED IMPROVEMENTS**



**XIII. EXHIBIT 2 – PROPOSED PRELIMINARY ASSESSMENT ROLL**

City/State/Federal Property	At Cost
Commercial/Industrial Property	Assessed @ 1 X Single Unit
Residential Property - Multi Family	Single Unit Assessment
Residential Property - Single Family	Single Unit Assessment
Vacant Lot (Developable)	Single Unit Assessment
Verify Information	

PIN	BLDG_NUM	STREETNAME	STREETTYPE	CITY	OWNER_NAME	OWN_ADD_L1	STREET
<b>RECONSTRUCTION - TOTAL</b>							<b>87</b>
<b>RECLAMATION - TOTAL</b>							<b>9</b>
<b>MILL &amp; OVERLAY</b>							<b>31</b>
<b>MILL &amp; OVERLAY W/ CURB</b>							<b>123</b>
<b>OVERLAY ONLY</b>							<b>20</b>
<b>OVERLAY ONLY W/ CURB</b>							<b>40</b>
<b>GRAND TOTAL</b>							<b>310</b>

**CENTURY AVE**

2502822140018	1801	CENTURY	AVE	CITY OF NEWPORT	OHRLEIN ALICE E	PO BOX 232	1
2502822140015	1811	CENTURY	AVE	CITY OF NEWPORT	STEWART DAVID A & SUSAN L	1811 CENTURY AVE	1
2502822140001	1851	CENTURY	AVE	CITY OF NEWPORT	LAUBER P CHARLES	1851 CENTURY AVE	1
2502822140017	1685	CHERI	LN	CITY OF NEWPORT	WTISKY JAMES P & CHERYL A	1685 CHERI LN	1
3602822410005	1033	CENTURY	AVE	CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1325 BAILEY RD	1
3602822140006	1555	CENTURY	AVE	CITY OF NEWPORT	BURGY DEBRA L	1555 CENTURY AVE	1
3602822140002	1575	CENTURY	AVE	CITY OF NEWPORT	SIMDARS BRIAN & REBECCA	1575 CENTURY AVE	0
3602822110028	1635	CENTURY	AVE	CITY OF NEWPORT	BELL JEFFREY M & PATRICIA G	1635 CENTURY AVE	1
3602822110003	1645	CENTURY	AVE	CITY OF NEWPORT	POZZINI MARK G & VIRGINIA L	1645 CENTURY AVE	1
3602822110001	1695	CENTURY	AVE	CITY OF NEWPORT	RAU ANTHONY G & JULIA L	1695 CENTURY AVE	1
3602822140007	1695	GLEN	RD	CITY OF NEWPORT	PERKINS ALLEN J & ANITA M	1695 GLEN RD	0
3602822140001				CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1325 BAILEY RD	0
3602822410001				CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1325 BAILEY RD	0
3602822140004				CITY OF NEWPORT	CITY OF NEWPORT	596 7TH AVE	
<b>TOTAL</b>							<b>9</b>

**LARRY LANE**

2502822310032	2225	LARRY	LN	CITY OF NEWPORT	GNAN THOMAS D & ELLEN J	2225 LARRY LN	1
2502822310026	2230	LARRY	LN	CITY OF NEWPORT	LANGE KEITH J & KATHY JO	2230 LARRY LN	1
2502822310048				CITY OF NEWPORT	LANGE KEITH J & KATHY JO	2230 LARRY LN	0
2502822310023	2245	LARRY	LN	CITY OF NEWPORT	WILLIAMS JOEL D	2245 LARRY LN	1
2502822310020	2250	LARRY	LN	CITY OF NEWPORT	JENKINS RICHARD L & CECELIA F	2250 LARRY LN	1
2502822310022	2255	LARRY	LN	CITY OF NEWPORT	PICKERIGN EUGENE RUBEN	2255 LARRY LN	1
2502822310019	2262	LARRY	LN	CITY OF NEWPORT	STAHNKE HERBERT R TRS & CYNTHIA A NEU	2262 LARRY LN	1
<b>TOTAL</b>							<b>6</b>

**CIRCLE DR**

2502822310040	2150	CIRCLE	DR	CITY OF NEWPORT	RIEPE WILLIAM J & ROSELLA M	2150 CIRCLE DR	1
2502822310041	2154	CIRCLE	DR	CITY OF NEWPORT	HEMMERLING SABRINA	2154 CIRCLE DR	1
2502822310042	2158	CIRCLE	DR	CITY OF NEWPORT	MESSER JEROME C & JOAN S	2158 CIRCLE DR	1
2502822310043	2168	CIRCLE	DR	CITY OF NEWPORT	STARKS DENNIS R & LOIS L	2168 CIRCLE DR	1
2502822310044	2178	CIRCLE	DR	CITY OF NEWPORT	LIVINGSTON JAMES P	2178 CIRCLE DR	1
2502822310039	2179	CIRCLE	DR	CITY OF NEWPORT	JACOBSON SIGURD KARL EMIL & GRACE H J	2179 CIRCLE DR	1
2502822310038	2185	CIRCLE	DR	CITY OF NEWPORT	WIEBUSCH JOSEPH J & KATHLEEN M	2185 CIRCLE DR	1
2502822310045	2188	CIRCLE	DR	CITY OF NEWPORT	WITZEL GORDON R & DOROTHY L	2188 CIRCLE DR	1
2502822310037	2195	CIRCLE	DR	CITY OF NEWPORT	DONNELLY VERNON & LILAH	2195 CIRCLE DR	1
2502822310046	2198	CIRCLE	DR	CITY OF NEWPORT	SCHARNBERG GARY D & SHIRLEE	2198 CIRCLE DR	1
<b>TOTAL</b>							<b>10</b>

**FORD RD**

2502822320006	2204	HASTINGS	AVE	CITY OF NEWPORT	LONG THOMAS J JR	6939 LAMAR AVE S	1
2502822320012	2154	HASTINGS	AVE	CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	1
2502822320012	2154	HASTINGS	AVE	CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	1
2502822320008				CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	0
2502822320009				CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	0
2502822320010				CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	0
2502822320011				CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	0
2502822320024	770	FORD	RD	CITY OF NEWPORT	GILE NOREEN K	770 FORD RD	0
2502822320025				CITY OF NEWPORT	GILE NOREEN K	770 FORD RD	0
2502822320023	780	FORD	RD	CITY OF NEWPORT	KINGORE TROY E	780 FORD RD	1
2502822320022	790	FORD	RD	CITY OF NEWPORT	RICHARD THOMAS S	790 FORD RD	1
2502822310035	1090	FORD	RD	CITY OF NEWPORT	NARUSIEWICZ DONALD G & GERTR	1090 FORD RD	1
2502822310051	1100	FORD	RD	CITY OF NEWPORT	LANGE KEITH J & KATHY J	1100 FORD RD	1
2502822310050	1111	FORD	RD	CITY OF NEWPORT	LEWIS RANDAL	1111 FORD RD	1
2502822310016	1125	FORD	RD	CITY OF NEWPORT	ELLINGBOE SCOTT VICTOR	1125 FORD RD	1
2502822310027	801	FORD	RD	CITY OF NEWPORT	GERMANN KENNETH W & PATRICIA	801 FORD ST	1
2502822310028	815	FORD	RD	CITY OF NEWPORT	BAILEY MICHAEL K	815 FORD RD	1
2502822310029	821	FORD	RD	CITY OF NEWPORT	PHILLIPS NICOL	821 FORD RD	1
2502822310002	830	FORD	RD	CITY OF NEWPORT	PARTCH KENNETH J & ROSE M	830 FORD RD	1
2502822310003	850	FORD	RD	CITY OF NEWPORT	LINDEMANN LONNIE	850 FORD RD	1
2502822310030	853	FORD	RD	CITY OF NEWPORT	PIETSCH DANIEL & ROCHELLE	780 STERLING ST S	1
2502822310004	870	FORD	RD	CITY OF NEWPORT	BANDT JIM	870 FORD RD	1
2502822310031	885	FORD	RD	CITY OF NEWPORT	CADOTTE ANTHONY J	885 FORD RD	1
2502822310033	955	FORD	RD	CITY OF NEWPORT	INGEMANN THOMAS J JR & MARILYN	955 FORD RD	1
2502822310036	970	FORD	RD	CITY OF NEWPORT	ELLIOTT RICHARD J & LAURIE D	PO BOX 194	1
<b>TOTAL</b>							<b>19</b>

**8TH AVE**

2502822330061	780	19TH	ST	CITY OF NEWPORT	MEVMAR LLC	9270 INVER GROVE TRL	1
2502822330082	785	20TH	ST	CITY OF NEWPORT	FRITZ/20TH PROPERTIES LLC	1362 GOODRICH AVE	2
2502822330083	1912	HASTINGS	AVE	CITY OF NEWPORT	FRITZ/HASTINGS PROPERTIES LLC	1362 GOODRICH AVE	0
3602822220011	1701	8TH	AVE	CITY OF NEWPORT	FISHER ROBERTA J	1701 8TH AVE	1
3602822220040				CITY OF NEWPORT	C B & K INC	630 MAIN ST N # 408	1
3602822210075	1702	8TH	AVE	CITY OF NEWPORT	RICHARDS RONALD C	1702 8TH AVE	1
3602822220007	1707	8TH	AVE	CITY OF NEWPORT	PETRICH WILLIAM G & CAROL L	8275 110TH ST S	1
3602822210033	1710	8TH	AVE	CITY OF NEWPORT	GALLAGHER TIMOTHY J & JUDY K	1710 8TH AVE	1
3602822210030	812	17TH	ST	CITY OF NEWPORT	FISHER SCOTT J & KATHLEEN MARY	812 17TH ST	1
2502822340089	815	17TH	ST	CITY OF NEWPORT	GAMARRA-ROMERO JOAQUIN & KATHLEEN	815 17TH ST	1
3602822220005	1719	8TH	AVE	CITY OF NEWPORT	KANAVATI RICHARD G	1719 8TH AVE	1
3602822220006				CITY OF NEWPORT	KANAVATI RICHARD G	1719 8TH AVE	0
2502822330012	1741	8TH	AVE	CITY OF NEWPORT	SUKSTORF WILLIAM C & DEBRA J MANNING	3909 PONCA RD	0.25
2502822330011	1743	8TH	AVE	CITY OF NEWPORT	KING NATHAN R & LISA M	1743 8TH AVE	0.25
2502822330010	1745	8TH	AVE	CITY OF NEWPORT	DOCKENDORF ANTHONY L & JESSICA L DOC	1745 8TH AVE	0.25
2502822330009	1747	8TH	AVE	CITY OF NEWPORT	HAWKINSON COREY A	1747 8TH AVE	0.25
2502822330016	1761	8TH	AVE	CITY OF NEWPORT	LIFTO RACHEL K	1761 8TH AVE	0.25
2502822330015	1763	8TH	AVE	CITY OF NEWPORT	VADNAIS JAMIE L	1763 8TH AVE	0.25
2502822330014	1765	8TH	AVE	CITY OF NEWPORT	SETALA TIMOTHY J	1765 8TH AVE	0.25
2502822330013	1767	8TH	AVE	CITY OF NEWPORT	WILLEY SHEHRA N	1767 8TH AVE	0.25
2502822330008	1781	8TH	AVE	CITY OF NEWPORT	GLENN JASON J	635 11TH AVE N	0.25
2502822330007	1783	8TH	AVE	CITY OF NEWPORT	PERKINS STEVEN P	1783 8TH AVE	0.25
2502822330006	1785	8TH	AVE	CITY OF NEWPORT	PIOLAK LLC	1747 8TH AVE	0.25
2502822330005	1787	8TH	AVE	CITY OF NEWPORT	SKOG STEPHANIE A	1787 8TH AVE	0.25
2502822330072	1791	8TH	AVE	CITY OF NEWPORT	BERG PATRICIA J	1791 8TH AVE	1
2502822330071	785	18TH	ST	CITY OF NEWPORT	MELBY WILLIAM A	785 18TH ST	1
2502822340020	1830	8TH	AVE	CITY OF NEWPORT	BEAUMONT RICHARD & JANE	1830 8TH AVE	1
2502822340021	1850	8TH	AVE	CITY OF NEWPORT	JANNETTO JON M & JEAN A	1850 8TH AVE	1
2502822340022	1890	8TH	AVE	CITY OF NEWPORT	MICHELS TIMOTHY D	1890 8TH AVE	1
2502822340023	1930	8TH	AVE	CITY OF NEWPORT	HEATH-GRIFFIN KELLY	1930 8TH AVE	1
2502822340024	1950	8TH	AVE	CITY OF NEWPORT	STAMNESS ALICIA J	1950 8TH AVE	1
2502822340025	1960	8TH	AVE	CITY OF NEWPORT	NOWICKI KIM LAURENE	1960 8TH AVE	1
2502822340026	1970	8TH	AVE	CITY OF NEWPORT	BANASZEWSKI GARY K & PAMELA J	1970 8TH AVE	1
2502822340027	1990	8TH	AVE	CITY OF NEWPORT	THOMSEN JENNY	1990 8TH AVE	1
2502822340028	2070	8TH	AVE	CITY OF NEWPORT	HOWARD SCOTT E	2070 EIGHTH AVE	1
2502822340029	2080	8TH	AVE	CITY OF NEWPORT	VITULLO SHIRLENE M	2080 8TH AVE	1
2502822340005	2090	8TH	AVE	CITY OF NEWPORT	MARS JASON L	2090 8TH AVE	1
2502822310005	2120	8TH	AVE	CITY OF NEWPORT	COCHRAN BRENT S	2120 8TH AVE	1
2502822310001	2190	8TH	AVE	CITY OF NEWPORT	COSTIGAN LARRY M & LOIS E	2190 8TH AVE	1
<b>TOTAL</b>							<b>29</b>

**BARRY DRIVE**

2502822340037	1810	BARRY	DR	CITY OF NEWPORT	ANTHOLZ CHRISTOPHER	1810 BARRY DR	1
2502822340017	1829	BARRY	DR	CITY OF NEWPORT	WAGNER GREG S & BRENDA R	1829 BARRY DR	1
2502822340036	1830	BARRY	DR	CITY OF NEWPORT	HOPKINS RANDY W & JENNIFER M	1830 BARRY DR	1
2502822340016	1849	BARRY	DR	CITY OF NEWPORT	MOORE SANDRA J	1849 BARRY DR	1
2502822340035	1850	BARRY	DR	CITY OF NEWPORT	HICKEY RICHARD D & BONNIE J	1850 BARRY DR	1
2502822340015	1889	BARRY	DR	CITY OF NEWPORT	GJERTSON MARK G & SHERILYN R	1889 BARRY DR	1
2502822340034	1890	BARRY	DR	CITY OF NEWPORT	JOHNSON JEFFREY A & JODI L	1890 BARRY DR	1
2502822340014	1929	BARRY	DR	CITY OF NEWPORT	MOEN WENDI M & GARRETT M RENKEN	1929 BARRY DR	1
2502822340033	1930	BARRY	DR	CITY OF NEWPORT	CAVALIER DEBORAH A	1930 BARRY DR	1
2502822340013	1949	BARRY	DR	CITY OF NEWPORT	STRONG JOSHUA J	1949 BARRY DR	1
2502822340032	1950	BARRY	DR	CITY OF NEWPORT	ADELHELM GLORIA M	1950 BARRY DR	1
2502822340012	1959	BARRY	DR	CITY OF NEWPORT	LOVELL DAVID & DIANE M	1959 BARRY DR	1
2502822340011	1969	BARRY	DR	CITY OF NEWPORT	LUND MARK M	1969 BARRY DR	1
2502822340031	1970	BARRY	DR	CITY OF NEWPORT	BERG SCOTT E & STEPHANIE A	1970 BARRY DR	1
2502822340010	1989	BARRY	DR	CITY OF NEWPORT	SCHORN GREGORY S & JOAN A	1989 BARRY DR	1
2502822340030	1990	BARRY	DR	CITY OF NEWPORT	NARUSIEWICZ PATRICIA ANN	1990 BARRY DR	1
2502822340009	2069	BARRY	DR	CITY OF NEWPORT	OLSON JARVIS V & VICTORIA A	2069 BARRY DR	1
2502822340004	2070	BARRY	DR	CITY OF NEWPORT	INDYKIEWICZ STEVE & MIRANDA HILL	2070 BARRY DR	1
2502822340008	2079	BARRY	DR	CITY OF NEWPORT	TINUCCI MARK T & MORIDA D	6525 HADLEY AVE S	1
2502822340003	2080	BARRY	DR	CITY OF NEWPORT	ALMEN JASON	2080 BARRY DR	1
2502822340007	2083	BARRY	DR	CITY OF NEWPORT	TERRY ANGELA & JEFFREY	2083 BARRY DR	1
2502822310006	809	21ST	ST	CITY OF NEWPORT	LEE GORDON O & BEVERLY J	809 21ST ST	1
2502822310007	815	21ST	ST	CITY OF NEWPORT	MCINERNY TIMOTHY B	815 21ST ST	1
2502822310052	817	21ST	ST	CITY OF NEWPORT	KABAT MICHELE & PATRICK	817 21ST ST	1
2502822340006	820	21ST	ST	CITY OF NEWPORT	KNAUFF ROBERT & JILL & JILL KNAUFF	820 21ST ST	1
<b>TOTAL</b>							<b>25</b>

**21ST ST (WEST OF 8TH AVE)**

2502822320028	765 21ST		ST	CITY OF NEWPORT	HACKEN ALVIN K & DEBORAH A	765 21ST ST	1
2502822320030	793 21ST		ST	CITY OF NEWPORT	MAILAND MARK S & DIANE L	793 21ST ST	1
2502822320031			ST	CITY OF NEWPORT	MAILAND MARK S & DIANE L	793 21ST ST	0
2502822330030	794 21ST		ST	CITY OF NEWPORT	SAGSTETTER STEVE & RAVEN K	1418 SELBY AVE	1
2502822330032	780 21ST		ST	CITY OF NEWPORT	KIRCHNER TROY & JULIE	780 21ST ST	1
2502822330031	786 21ST		ST	CITY OF NEWPORT	MAILAND MARK S & DIANE L	786 21ST ST	1
<b>TOTAL</b>							<b>5</b>

**ELLEN COURT**

2502822310011	905	ELLEN	CT	CITY OF NEWPORT	VANDEBILT TONY L	905 ELLEN CT	1
2502822310012	925	ELLEN	CT	CITY OF NEWPORT	MITCHELL DENNIS P & TAMARA L	925 ELLEN CT	1
2502822340039	930	ELLEN	CT	CITY OF NEWPORT	HAUGAN JOSEPH S	930 ELLEN CT	1
2502822310013	945	ELLEN	CT	CITY OF NEWPORT	BIBEAU RICHARD C & JUDY A	945 ELLEN CT	1
2502822340038	950	ELLEN	CT	CITY OF NEWPORT	FOTT RICHARD A	11228 WEST RIVER RD	1
2502822310014	965	ELLEN	CT	CITY OF NEWPORT	RYAN ROBERT W & CHRISTINE A	965 ELLEN CT	1
2502822310015	970	ELLEN	CT	CITY OF NEWPORT	DOMBROCK TODD	970 ELLEN CT	1
<b>TOTAL</b>							<b>7</b>

**TERRACE RD**

2502822340044				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	0
2502822340064				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	0
2502822340043				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	3
2502822340042	1003	TERRACE	RD	CITY OF NEWPORT	STREMICK NATHAN E	1003 TERRACE RD	1
2502822340040	915	TERRACE	RD	CITY OF NEWPORT	VANG E	915 TERRACE RD	1
2502822340041	935	TERRACE	RD	CITY OF NEWPORT	STRICKLAND JONELL MARIE	935 TERRACE RD	1
<b>TOTAL</b>							<b>6</b>

**10TH AVE (NORTH OF 18TH)**

2502822340063	1810	10TH	AVE	CITY OF NEWPORT	NILIUS JOEL & REBEKAH	1810 10TH AVE	1
2502822340073	1815	10TH	AVE	CITY OF NEWPORT	JACKSON ROBERT A & JUDITH C	1815 10TH AVE	1
2502822340062	1830	10TH	AVE	CITY OF NEWPORT	PACKER SANDRA	1830 10TH AVE	1
2502822340072	1835	10TH	AVE	CITY OF NEWPORT	HABBENA RYAN D & JENNY E	1835 10TH AVE	1
2502822340061	1850	10TH	AVE	CITY OF NEWPORT	ZACHARIASON INVESTMENTS LLC	21707 COZY COVE RD	1
2502822340071	1855	10TH	AVE	CITY OF NEWPORT	WHITE ROBERT A & PATRICIA A	1855 10TH AVE	1
2502822340060	1870	10TH	AVE	CITY OF NEWPORT	GROEN NATHAN	1870 10TH AVE	1
2502822340070	1875	10TH	AVE	CITY OF NEWPORT	GRUBE TERI L	1875 10TH AVE	1
2502822340059	1890	10TH	AVE	CITY OF NEWPORT	DAVIS ROBERT W	1890 10TH AVE	1
2502822340069	1895	10TH	AVE	CITY OF NEWPORT	FINCEL GARY C & DORENE A	1895 10TH AVE	1
2502822340047	1902	10TH	AVE	CITY OF NEWPORT	FLORES RICARDO J & DEBORAH A	3722 YORK CIR	1
2502822340068	1905	10TH	AVE	CITY OF NEWPORT	JACKSON BRIAN J & LYNN A	1905 10TH AVE	1
2502822340046	1910	10TH	AVE	CITY OF NEWPORT	BABCOCK LOIS	1910 10TH AVE	1
2502822340045	1920	10TH	AVE	CITY OF NEWPORT	AGUIRRE RICHARD PETER	1920 10TH AVE	1
2502822340067	1925	10TH	AVE	CITY OF NEWPORT	HANSEN PAUL E & MOENKE MARY J	1925 10TH AVE	1
2502822340066	1945	10TH	AVE	CITY OF NEWPORT	LEONARD MICHAEL J	1945 10TH AVE	1
<b>TOTAL</b>							<b>16</b>

**MARK CT**

2502822340058	1102	MARK	CT	CITY OF NEWPORT	SCHUSTER DUANE A & CAROLYN L	1102 MARK CT	1
2502822340048	1105	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	1
2502822340057	1120	MARK	CT	CITY OF NEWPORT	ZELAYA WILLIAM A & CORAL G	1120 MARK CT	1
2502822340050	1125	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	1
2502822340056	1130	MARK	CT	CITY OF NEWPORT	MURRAY LYNN F & SHARON K	1130 MARK CT	1
2502822340100	1140	MARK	CT	CITY OF NEWPORT	HARRIMAN GERALD E & PAULA A	1140 MARK CT	1
2502822340051				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	1
2502822340052				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	1
2502822340065				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	1
2502822340049				CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	0
<b>TOTAL</b>							<b>8</b>

**18TH ST**

2502822340088	812	18TH	ST	CITY OF NEWPORT	BILD JULIA	812 18TH ST	1
2502822340086				CITY OF NEWPORT	BILD JULIA	812 18TH ST	1
2502822340087				CITY OF NEWPORT	BILD JULIA	812 18TH ST	0
2502822340019	825	18TH	ST	CITY OF NEWPORT	MURPHY STEVEN T & DAWN	825 18TH ST	1
2502822340018	875	18TH	ST	CITY OF NEWPORT	ALSIDES ABEL & DELORES B	455 6TH AVE	1
2502822340085				CITY OF NEWPORT	VICK CHRIS R & MELISSA A	880 18TH ST	0
2502822340084	880	18TH	ST	CITY OF NEWPORT	VICK CHRIS R & MELISSA A	880 18TH ST	1
2502822340083	900	18TH	ST	CITY OF NEWPORT	RANTALA JOHN	900 18TH ST	1
2502822340099	950	18TH	ST	CITY OF NEWPORT	KNUTSON BRADLEY S		1
2502822340078	1799	10TH	AVE	CITY OF NEWPORT	JACOBSSON JONI CAROL	1799 10TH AVE	1
<b>TOTAL</b>							<b>8</b>

**OAKRIDGE DRIVE**

0102722410001				CITY OF NEWPORT	RUMPCA RAYMOND E & CAROL J	95 OAKRIDGE DR	1
0102722410003	25	OAK RIDGE	DR	CITY OF NEWPORT	CONNERS THOMAS W & HOLLY J	25 OAKRIDGE DR	1
0102722410002	11	OAKRIDGE	DR	CITY OF NEWPORT	HOFFMAN MICHAEL S & MICHELLE	11 OAKRIDGE DR	1
0102722410014	18	OAKRIDGE	DR	CITY OF NEWPORT	THOMPSON PETER & VIRGINIA-TRUS	18 OAKRIDGE DR	1
0102722410013	32	OAKRIDGE	DR	CITY OF NEWPORT	PLOMBON MICHAEL W & LORI A	32 OAKRIDGE DR	1
0102722410004	39	OAKRIDGE	DR	CITY OF NEWPORT	ANDERSEN BRIAN A & MICHAELA K	39 OAKRIDGE DR	1
0102722410012	50	OAKRIDGE	DR	CITY OF NEWPORT	BURICH RANDAL & JENNIFER S	50 OAKRIDGE DR	1
0102722410005	53	OAKRIDGE	DR	CITY OF NEWPORT	SCHMIDT SHANNON K	53 OAKRIDGE DR	1
0102722410015	6	OAKRIDGE	DR	CITY OF NEWPORT	BAUER DONALD K TRS & THERESA R BAUER	6 OAKRIDGE DR	1
0102722410011	60	OAKRIDGE	DR	CITY OF NEWPORT	RUMPCA MATTHEW E & ROSS KARI L	60 OAKRIDGE DR	1
0102722410006	67	OAKRIDGE	DR	CITY OF NEWPORT	KLEVEN DANIEL L & ROSEMARY A	67 OAKRIDGE DR	1
0102722410010	74	OAKRIDGE	DR	CITY OF NEWPORT	ANDERSON JEFFREY M & CAROL J	74 OAKRIDGE DR	1
0102722410007	81	OAKRIDGE	DR	CITY OF NEWPORT	CARLSON TODD M & DIANE M	81 OAKRIDGE DR	1
0102722410009	88	OAKRIDGE	DR	CITY OF NEWPORT	INMAN JAMES S & ANITA M	88 OAKRIDGE DR	1
0102722410008	95	OAKRIDGE	DR	CITY OF NEWPORT	RUMPCA RAYMOND E & CAROL J	95 OAKRIDGE DR	1
<b>TOTAL</b>							<b>15</b>

**WILD RIDGE CT S**

2502822440019	1620	WILD RIDGE	CT	CITY OF NEWPORT	NEWMAN EDMUND C & MARY A	1620 WILD RIDGE CT S	1
2502822440026	1625	WILD RIDGE	CT	CITY OF NEWPORT	KOEHLER MICHAEL J & LYNN M	1625 WILD RIDGE CT S	1
2502822440020	1630	WILD RIDGE	CT	CITY OF NEWPORT	KOBE JAMES J & JANICE H	1630 WILD RIDGE CT	1
2502822440027	1635	WILD RIDGE	CT	CITY OF NEWPORT	SMITH GAYLE L & JERROLD L	1635 WILDRIDGE CT S	1
2502822440021	1640	WILD RIDGE	CT	CITY OF NEWPORT	SCHEIDNES PHILIP J & GLORIA	1640 WILD RIDGE CT S	1
2502822440022	1650	WILD RIDGE	CT	CITY OF NEWPORT	WETZELS SERGE & ANNA	1650 WILD RIDGE CT S	1
2502822440023	1660	WILD RIDGE	CT	CITY OF NEWPORT	WESCHCKE CARL L & SANDRA K	1660 WILD RIDGE CT S	1
2502822440024	1670	WILD RIDGE	CT	CITY OF NEWPORT	FEDERAL NATIONAL MORTGAGE ASSOCIATI	14221 DALLAS PKWY #1000	1
2502822440025	1680	WILD RIDGE	CT	CITY OF NEWPORT	TESTER JACK	1680 WILD RIDGE CT S	1
<b>TOTAL</b>							<b>9</b>

<b>WILD RIDGE CT N</b>							
2502822440013	1520	WILD RIDGE	CT	CITY OF NEWPORT	HARDEN DOUGLAS G & THERESA A	1355 GENEVA AVE N # 100	1
2502822440012	1530	WILD RIDGE	CT	CITY OF NEWPORT	STROWBRIDGE JOHN	4464 FIORE BELLA BLVD	1
2502822440011	1540	WILD RIDGE	CT	CITY OF NEWPORT	ADAM JEREMY H & AMBER G	1540 WILD RIDGE CT N	1
2502822440010	1550	WILD RIDGE	CT	CITY OF NEWPORT	AGUILAR DOWNING KATHRYN B & THOMAS	1550 WILD RIDGE CT	1
<b>TOTAL</b>							<b>4</b>

<b>WILD RIDGE (CT)</b>							
2502822430030	1345	WILD RIDGE	TRL	CITY OF NEWPORT	MUYSKENS STEPHEN G & NANCY J	1345 WILDRIDGE TRL	1
2502822430029	1335	WILD RIDGE	TRL	CITY OF NEWPORT	KIRK DANIEL EDWARD & PAMELA	1335 WILD RIDGE TRL	1
2502822430028	1295	WILD RIDGE	TRL	CITY OF NEWPORT	PRESTEGAARD MATTHEW B & JENNIFER R P	1295 WILD RIDGE TRL	1
2502822430027	1285	WILD RIDGE	TRL	CITY OF NEWPORT	JOERGER RICHARD & PAULA	1285 WILD RIDGE TRL	1
2502822430026	1275	WILD RIDGE	TRL	CITY OF NEWPORT	VANWYCHEN MARGUERITE P	1275 WILD RIDGE TRL	1
2502822430025	1265	WILD RIDGE	TRL	CITY OF NEWPORT	GOULD KENNETH C & MARY K	1265 WILDRIDGE TRL	1
2502822430023	1270	WILD RIDGE	TRL	CITY OF NEWPORT	HOFFA JOEL R & JUNE M	1270 WILD RIDGE TRL	1
2502822430022	1280	WILD RIDGE	TRL	CITY OF NEWPORT	LINDOO SUSAN J & WOLESKY & MICHAEL R	1280 WILDRIDGE TRL S	1
<b>TOTAL</b>							<b>8</b>

<b>WILD RIDGE TRAIL</b>							
2502822440018	1530	WILD RIDGE	TRL	CITY OF NEWPORT	RADCLIFFE MARC & CONNELLY C C & CATHE	1530 WILDRIDGE TRL	1
2502822440007	1355	WILD RIDGE	TRL	CITY OF NEWPORT	WRIGHT THOMAS C & BRENDA M	1355 WILD RIDGE TRL	1
2502822440014	1420	WILD RIDGE	TRL	CITY OF NEWPORT	GRAVES ROBERT W & BETH M	1420 WILD RIDGE TRL	1
2502822440016	1430	WILD RIDGE	TRL	CITY OF NEWPORT	BRYANT JOINT REV TRS AGR 11/22/2011	1430 WILD RIDGE TRL	1
2502822440015				CITY OF NEWPORT	BRYANT SANDY M & BARBARA A & SUSAN J	1430 WILD RIDGE TRL	0
2502822440008	1435	WILD RIDGE	TRL	CITY OF NEWPORT	MOORE BARBARA M	1435 WILD RIDGE TRL	1
2502822440017	1520	WILD RIDGE	TRL	CITY OF NEWPORT	ALBRECHT SUSAN J	1520 WILD RIDGE TRL	1
2502822440009	1535	WILD RIDGE	TRL	CITY OF NEWPORT	THIELE JOHN L	1535 WILD RIDGE TRL	1
<b>TOTAL</b>							<b>7</b>

<b>KOLFF CT</b>							
2502822430024	1271	WILD RIDGE	TRL	CITY OF NEWPORT	VANVOORST ANGELA M & KEVIN L	1271 WILDRIDGE TRL	1
2502822430016	1240	KOLFF	CT	CITY OF NEWPORT	BUTTERY HOWARD J	1240 KOLFF CT	1
2502822430018	1245	KOLFF	CT	CITY OF NEWPORT	ANDERSON DAVID & RUTH	1245 KOLFF CT	1
2502822430017	1250	KOLFF	CT	CITY OF NEWPORT	NIEBUHR ROBERT H	1250 KOLFF CT	1
2502822430015	1260	KOLFF	CT	CITY OF NEWPORT	SCHWEIHS RUSSELL P	1260 KOLFF CT	1
2502822430019	1265	KOLFF	CT	CITY OF NEWPORT	ANDERSON ROBERT W & JANICE A	1265 KOLFF CT	1
2502822430013	1270	KOLFF	CT	CITY OF NEWPORT	ROBINSON JEFFREY C & BEVERLY	1270 KOLFF CT	1
2502822430020	1275	KOLFF	CT	CITY OF NEWPORT	PARSEKAR ABHIJIT J & JENNIFER A PARSEKA	1275 KOLFF CT	1
2502822430012	1280	KOLFF	CT	CITY OF NEWPORT	BERN STEVEN A & MARI K	1280 KOLFF CT	1
2502822430021	1285	KOLFF	CT	CITY OF NEWPORT	GONZALEZ HERMAN & JILL	1285 KOLFF CT	1
2502822430004	1295	KOLFF	CT	CITY OF NEWPORT	THOEMKE RUSSELL G & SHELLY J	1295 KOLFF CT	1
<b>TOTAL</b>							<b>11</b>

<b>KOLFF ST</b>							
3602822120009	1685	KOLFF	ST	CITY OF NEWPORT	VOLLER VIRGIL A & LEONA M	1685 KOLFF ST	1
3602822110025	1690	KOLFF	ST	CITY OF NEWPORT	STREGE DONALD A	1690 KOLFF ST	1
3602822120021				CITY OF NEWPORT	STREGE DONALD A	1690 KOLFF ST	1
3602822120007	1695	KOLFF	ST	CITY OF NEWPORT	SMITH MATTHEW A & ERIN M	1695 KOLFF ST	1
3602822120020	1698	KOLFF	ST	CITY OF NEWPORT	LESSARD JENNIFER A & ROMNES C & CARRI	PO BOX 222	1
3602822120002	1675	KOLFF	RD	CITY OF NEWPORT	BROWN KIM L	1675 KOLFF RD	1
3602822120003	1775	KOLFF	ST	CITY OF NEWPORT	AKERS JONATHAN R	1775 KOLFF ST	1
2502822430002	1800	KOLFF	ST	CITY OF NEWPORT	BAILEY DUANE D & DESIREE F	1800 KOLFF ST	1
2502822430008	1817	KOLFF	ST	CITY OF NEWPORT	YANGXIAVUA CURTIS & MICHELLE YANG	1817 KOLFF ST	1
2502822430031	1820	KOLFF	ST	CITY OF NEWPORT	JACOBSON LIV TRS 11/09/12	1820 KOLFF ST	1
2502822430001	1821	KOLFF	ST	CITY OF NEWPORT	PAWLIK ROBERT C & N SHIRLEY	1821 KOLFF ST	1
2502822430007	1830	KOLFF	ST	CITY OF NEWPORT	MURPHY TIMOTHY P & LINDA L	1830 KOLFF ST	1
2502822430010	1900	KOLFF	ST	CITY OF NEWPORT	WINCENTSEN MARK D & KARYN E	1900 KOLFF ST	1
2502822430011	1911	KOLFF	ST	CITY OF NEWPORT	WAMSTAD BRUCE L & LORI A	1911 KOLFF ST	1
2502822430005	1921	KOLFF	ST	CITY OF NEWPORT	ELLNER PATRICK S & MIRENDA A M	1921 KOLFF ST	1
<b>TOTAL</b>							<b>15</b>

<b>WOODBURY RD</b>							
3602822120019				CITY OF NEWPORT	CITY OF NEWPORT	596 7TH AVE	
3602822120012	1290	WOODBURY	RD	CITY OF NEWPORT	LORENCE RITA A & STEWART K J	1290 WOODBURY RD	1
3602822120011	1294	WOODBURY	RD	CITY OF NEWPORT	GERHARDS HERBERT & IRMGARD	1294 WOODBURY RD	1
3602822120005	1296	WOODBURY	RD	CITY OF NEWPORT	ZENNER DAVID A	1296 WOODBURY RD	1
3602822120006	1300	WOODBURY	RD	CITY OF NEWPORT	SIERAKOWSKI ROBERT RICHARD	1300 WOODBURY RD	1
3602822120008	1310	WOODBURY	RD	CITY OF NEWPORT	MICKELSON HILDING I & YVONNE	1310 WOODBURY RD	1
3602822120018	1650	WOODBURY	RD	CITY OF NEWPORT	WAMSTAD SHIRLEY K	1650 WOODBURY RD	1
3602822120022	1651	WOODBURY	RD	CITY OF NEWPORT	PULLEY MICHAEL T & KIMBERLY	1651 WOODBURY RD	0
3602822120013	1195	GLEN	RD	CITY OF NEWPORT	PHAN SERINA Y	1195 GLEN RD	0
3602822120024	1315	GLEN	RD	CITY OF NEWPORT	SYDNES BRIAN & ANGELA	1315 GLEN RD	0
3602822120031	1317	GLEN	RD	CITY OF NEWPORT	BROWN STEVEN J	1317 GLEN RD	0
3602822120032	1325	GLEN	RD	CITY OF NEWPORT	ZACCARDI KURT D	1325 GLEN RD	0
<b>TOTAL</b>							<b>6</b>

14TH STREET							
3502822410003	1380	3RD	AVE	CITY OF NEWPORT	KASTEN CHRISTOPHER & YATES D	1380 3RD AVE	1
3502822140085	1412	3RD	AVE	CITY OF NEWPORT	KNYPHAUSEN RICHARD J & WILLA L	1412 3RD AVE	1
3502822140086	351	14TH	ST	CITY OF NEWPORT	THE PHOENIX RESIDENCE INC	330 MARIE AVE E	1
3502822140020	361	14TH	ST	CITY OF NEWPORT	BERKHOEL DENNIS A & CLARE M	7469 98TH ST S	1
3602822320107	1392	4TH	AVE	CITY OF NEWPORT	DRIGANS DONALD K & MARY A	1637 DAYTON AVE	0
3602822320092	1395	4TH	AVE	CITY OF NEWPORT	WIEBUSCH JENNA	2185 CIRCLE DR	0
3602822230033	1406	4TH	AVE	CITY OF NEWPORT	OLSON DAVID H & ROBIN A	1406 4TH AVE	0
3602822230001	1421	4TH	AVE	CITY OF NEWPORT	ZACCARDI BRIDGET	1421 4TH AVE	0
3602822230034	499	14TH	ST	CITY OF NEWPORT	MARCH JOSEPH P	499 14TH ST	1
3602822320043	1350	5TH	AVE	CITY OF NEWPORT	ZADDACK JAMES W & KAY M	1350 5TH AVE	1
3602822320106	1389	5TH	AVE	CITY OF NEWPORT	NIELSEN SCOTT K & IVY J	PO BOX 95	1
3602822320109	1375	7TH	AVE	CITY OF NEWPORT	WATSON'S ROCHESTER DISPOSAL	309 COMO AVE	0
3602822230040	1545	7TH	AVE	CITY OF NEWPORT	WATSON'S ROCHESTER DISPOSAL	309 COMO AVE	0
<b>TOTAL</b>							<b>7</b>

15TH STREET (WEST OF TH 61)							
3502822140087	1482	CEDAR	LN	CITY OF NEWPORT	HUMPHREY KELLY E	1482 CEDAR LN	1
3502822140055	1510	CEDAR	LN	CITY OF NEWPORT	GAROT MATTHEW T & TOMILYN	1510 CEDAR LN	1
3502822140046	165	15TH	ST	CITY OF NEWPORT	FIHN TIMOTHY M & TERESA M	165 15TH ST	1
3502822140027	1482	2ND	AVE	CITY OF NEWPORT	PAVEK STEVEN R & LAURIE A	1482 2ND AVE S	1
3502822140050	1495	2ND	AVE	CITY OF NEWPORT	ANDERSON TODD & DEENA	975 65TH AVE	1
3502822140047	1511	2ND	AVE	CITY OF NEWPORT	POLSON CRAIG A	1511 2ND AVE	1
3502822140032	219	15TH	ST	CITY OF NEWPORT	VO SON T & HA	219 15TH ST	1
3502822140013	1490	3RD	AVE	CITY OF NEWPORT	BOOTH RICHARD A JR & SANDRA K	1111 FORD RD	1
3502822140028	1493	3RD	AVE	CITY OF NEWPORT	BROCKMAN HEATHER J & ADAM M WINN	1493 3RD AVE	1
3502822140030	1515	3RD	AVE	CITY OF NEWPORT	SCHOTTMULLER KAREN L	1515 THIRD AVE	1
3502822140011	323	15TH	ST	CITY OF NEWPORT	KARAS ROD & BONNIE	323 15TH ST	1
3502822140010	333	15TH	ST	CITY OF NEWPORT	WALLIS KIRK H	333 15TH ST	0
3502822140012	388	15TH	ST	CITY OF NEWPORT	MEREDYK KEVIN E	388 15TH ST	0
3602822230027	1492	4TH	AVE	CITY OF NEWPORT	CLEMENS CHRISTOPHER	1492 4TH AVE	0
3602822230009	1508	4TH	AVE	CITY OF NEWPORT	MN DEPT OF TRANSPORTATION	395 JOHN IRELAND BLVD	0
<b>TOTAL</b>							<b>11</b>

15TH STREET (EAST OF TH 61)							
3602822240069	1490	HASTINGS	AVE	CITY OF NEWPORT	1490 HASTINGS LMTD PARTNERSHIP & ATTI	396 21ST ST	0
3602822240068	1508	HASTINGS	AVE	CITY OF NEWPORT	STATE OF MN-DOT & MAILSTOP 631(DP)	395 JOHN IRELAND BLVD	0
3602822240118	1503	BLUESTEM	LN	CITY OF NEWPORT	ASHORGURAY ASHOR & FATOUMA JAMA	1503 BLUESTEM LN	1
3602822240050	900	15TH	ST	CITY OF NEWPORT	NEWPORT LUTHERAN CHURCH	900 15TH ST	1
3602822240103	905	15TH	ST	CITY OF NEWPORT	CHAI PA & VA YANG	905 15TH ST	1
3602822240102	907	15TH	ST	CITY OF NEWPORT	THAO YEE LENG & BEE YANG	907 15TH ST	1
3602822240101	911	15TH	ST	CITY OF NEWPORT	VANG YOUA & KA LEE	911 15TH ST	1
3602822240055	1499	10TH	AVE	CITY OF NEWPORT	MOODY BENJAMIN G	1499 10TH AVE	1
3602822240100	1505	10TH	AVE	CITY OF NEWPORT	RANDLE TAMMY L	1505 10TH AVE	1
<b>TOTAL</b>							<b>7</b>

UNITY BLVD							
2602822410025				CITY OF NEWPORT	BLUE RIVER PROP LLP	3725 BURGUNDY DR	0
2602822410026				CITY OF NEWPORT	BLUE RIVER PROP LLP	3725 BURGUNDY DR	0
<b>TOTAL</b>							<b>0</b>

2ND AVE (NORTH OF 21ST ST)							
2602822410016	245	21ST	ST	CITY OF NEWPORT	TINUCCI BROS REST HOLDINGS LLC	396 21ST ST	0
2602822410017				CITY OF NEWPORT	TINUCCI BROS REST HOLDINGS LLC	396 21ST ST	0
2602822410015				CITY OF NEWPORT	CASTILLO SHIRLEY	2123 2ND AVE	0
2602822410014				CITY OF NEWPORT	CASTILLO SHIRLEY	2123 2ND AVE	0
2602822410013	2123	2ND	AVE	CITY OF NEWPORT	CASTILLO SHIRLEY	2123 2ND AVE	1
2602822410018	2120	2ND	AVE	CITY OF NEWPORT	BAUER WAYNE H	9945 TAMARACK CV	1
2602822410012	2131	2ND	AVE	CITY OF NEWPORT	WILSON LINES OF MINNESOTA INC	2131 2ND AVE	1
2602822410019	2148	2ND	AVE	CITY OF NEWPORT	LOISELLE DAN	2148 2ND AVE	1
2602822410020	2156	2ND	AVE	CITY OF NEWPORT	BETO DUANE T & JEFF HENDRICKSON	75 DOUGLAS ST	1
2602822410010	2163	2ND	AVE	CITY OF NEWPORT	BETO DUANE T & SANDRA	75 DOUGLAS ST	1
2602822410022	2182	2ND	AVE	CITY OF NEWPORT	BALL MICHAEL J	2182 2ND AVE	1
2602822410007	2189	2ND	AVE	CITY OF NEWPORT	MCCRORY JAMES & JENNIFER	2189 2ND AVE	1
2602822410023	2190	2ND	AVE	CITY OF NEWPORT	HINTZ ROBERT D & EMILY	W1555 HIGHWAY 63 S	1
2602822410006	2193	2ND	AVE	CITY OF NEWPORT	STANGELAND GERALD	2193 2ND AVE	1
2602822410024				CITY OF NEWPORT	HINTZ ROBERT D & EMILY	W1555 HIGHWAY 63 S	0
<b>TOTAL</b>							<b>10</b>

**2ND AVE (BETWEEN 17TH ST & 21ST ST)**

2602822440106	1710	2ND	AVE	CITY OF NEWPORT	STANFORD FREDRICK J & JODY A HILDEN	1710 2ND AVE	1
2602822440084	1711	2ND	AVE	CITY OF NEWPORT	LENZ KELLY	1711 2ND AVE	1
2602822440083	1723	2ND	AVE	CITY OF NEWPORT	SMITH JAMES R	1723 2ND AVE	1
2602822440107	1740	2ND	AVE	CITY OF NEWPORT	GROCHOW JOSHUA M	1740 2ND AVE	1
2602822440082	1745	2ND	AVE	CITY OF NEWPORT	WRIGHT LARRIE G & GLORIA R	8200 HADLEY AVE S APT 317	1
2602822440081	1767	2ND	AVE	CITY OF NEWPORT	ROSE RANDY L	1767 2ND AVE	1
2602822440108	1750	2ND	AVE	CITY OF NEWPORT	STOKKE CRAIG & DIANE E	1750 2ND AVE	1
2602822440109				CITY OF NEWPORT	STOKKE CRAIG & DIANE E	1750 2ND AVE	0
2602822440110				CITY OF NEWPORT	LUND TERANCE R & BEVERLY A	1790 2ND AVE	0
2602822440111	1790	2ND	AVE	CITY OF NEWPORT	LUND TERANCE R & BEVERLY A	1790 2ND AVE	1
2602822440080	1789	2ND	AVE	CITY OF NEWPORT	JACOBY JOHN M	1789 2ND AVE	1
2602822440079	1809	2ND	AVE	CITY OF NEWPORT	GROCHOW CARROLL K & SANDRA	1809 2ND AVE	1
2602822440112	1810	2ND	AVE	CITY OF NEWPORT	SCORE DUANE D & RUTH A	1810 2ND AVE	1
2602822440113	1826	2ND	AVE	CITY OF NEWPORT	SCORE LAVERNE H	1826 2ND AVE	1
2602822440078	1827	2ND	AVE	CITY OF NEWPORT	GREENE CLARENCE E JR & PEGGY	1827 2ND AVE	1
2602822440077	1845	2ND	AVE	CITY OF NEWPORT	BUSHINGER KARNETH M	1845 SECOND AVE	1
2602822440114	1846	2ND	AVE	CITY OF NEWPORT	SPAULDING JOHN H & PENELOPE	1846 2ND AVE	1
2602822440076	1867	2ND	AVE	CITY OF NEWPORT	RUMPZA TERRANCE Q & AIMEE K	9118 INDIAN BLVD S	1
2602822440115	1868	2ND	AVE	CITY OF NEWPORT	EICHMAN DAVID J & CRYSTAL L WRISKY	1868 2ND AVE	1
2602822440075	1889	2ND	AVE	CITY OF NEWPORT	BRAUN JOSEPH T	1889 2ND AVE	1
2602822440116	1890	2ND	AVE	CITY OF NEWPORT	GODFREY EMILY & JONATHAN	1890 2ND AVE	1
2602822440034	1910	2ND	AVE	CITY OF NEWPORT	SCHOSSOW DELBERT D & SHIRLEY	1910 2ND AVE	1
2602822440033				CITY OF NEWPORT	SCHOSSOW DARL	1910 2ND AVE	1
2602822440032	1980	2ND	AVE	CITY OF NEWPORT	BROBERG STEVEN R & CHRISTINE M	1980 2ND AVE	1
2602822440031	1990	2ND	AVE	CITY OF NEWPORT	DOPPLER JAMES C & LYNN M	1990 2ND AVE	1
2602822440029	2000	2ND	AVE	CITY OF NEWPORT	HAYS STONEY E & CHRISTI	2000 2ND AVE	1
2602822440028	2020	2ND	AVE	CITY OF NEWPORT	GELDON CHARLES JR	2020 2ND AVE	1
2602822440027	2050	2ND	AVE	CITY OF NEWPORT	TORRES VICENTE & MEYBEL	2050 2ND AVE	1
2602822440047	155	20TH	ST	CITY OF NEWPORT	CITY OF NEWPORT	596 7TH AVE	0
2602822440026	222	21ST	ST	CITY OF NEWPORT	NEWPORT CAR WASH INC & ATTN TAMMY	1019 CRESTVIEW DR	0
2602822440043				CITY OF NEWPORT	FEDOROWSKI THOMAS P & LESLIE	3570 SUNNY ACRES DR NW	0
<b>TOTAL</b>							<b>26</b>

**3RD AVE**

2602822410034	303	21ST	ST	CITY OF NEWPORT	KRI INVESTMENTS LMTD PARTNER	21311 NE VIKING BLVD	0
2602822410032	355	21ST	ST	CITY OF NEWPORT	MUSSETTER GARY	689 PINECREST TRL	1
2602822410033				CITY OF NEWPORT	MUSSETTER GARY	689 PINECREST TRL	0
2602822410031	2133	3RD	AVE	CITY OF NEWPORT	M & D PETERSON PROP LLC	PO BOX 64	1
2602822410030	2155	3RD	AVE	CITY OF NEWPORT	MAIMOUNDOK CHANTHAKHAN	2155 3RD AVE	1
2602822410029				CITY OF NEWPORT	MAIMOUNDOK CHANTHAKHAN	2155 3RD AVE	0
2602822410028	2175	3RD	AVE	CITY OF NEWPORT	LANZ ROBERT A	2175 3RD AVE	1
2602822410027	2193	3RD	AVE	CITY OF NEWPORT	BLUE RIVER PROP LLP	3725 BURGUNDY DR	1
2602822410003				CITY OF NEWPORT	WASHINGTON CO REG RAIL AUTH	11660 MYERON RD N	0
2602822410004				CITY OF NEWPORT	NEWPORT ST PL COLD STORAGE CO	2233 MAXWELL AVE	0
<b>TOTAL</b>							<b>5</b>

**10TH AVENUE**

3602822310058	1015	10TH	AVE	CITY OF NEWPORT	DOMIEIER BRIAN R	1040 10TH AVE	1
3602822310116				CITY OF NEWPORT	DOMIEIER BRIAN R	1040 10TH AVE	2
3602822310060	1035	10TH	AVE	CITY OF NEWPORT	FTK INC	4720 BRYCE AVE	1
3602822310117	1040	10TH	AVE	CITY OF NEWPORT	DOMIEIER BRIAN R	1040 10TH AVE	1
3602822310094	1055	10TH	AVE	CITY OF NEWPORT	KANAVATI RICHARD	1055 10TH AVE	1
3602822310061	1075	10TH	AVE	CITY OF NEWPORT	PLUMLEY BRAD J	1075 10TH AVE	1
3602822310118	1080	10TH	AVE	CITY OF NEWPORT	HARBERTS STEWART L & RENAE D	910 S AVENUE	1
3602822310008	1090	10TH	AVE	CITY OF NEWPORT	DEBRULE RONALD F & SUSAN K	1832 EVERGREEN DR	1
3602822310093	1095	10TH	AVE	CITY OF NEWPORT	GRUBER CHARLES L & BRENDA E	1095 10TH AVE	1
3602822310110	1102	10TH	AVE	CITY OF NEWPORT	GLASER DARYL W & DEBRA W	1102 10TH AVE	1
3602822310045	1105	10TH	AVE	CITY OF NEWPORT	HUI ERIC KWAN-WING & WAI MEI S	1105 10TH AVE	1
3602822310046	1135	10TH	AVE	CITY OF NEWPORT	BROWN ANDREW	1135 10TH AVE	1
3602822310048	1165	10TH	AVE	CITY OF NEWPORT	FEDERAL NATIONAL MORTGAGE ASSOC	14523 SW MILLIKAN WAY #20	1
3602822310050	1195	10TH	AVE	CITY OF NEWPORT	KALLEVIG KIM G & PATRICIA J	1195 10TH AVE	1
3602822310007	1020	12TH	ST	CITY OF NEWPORT	HEDY JERRY	1020 12TH ST	1
<b>TOTAL</b>							<b>16</b>

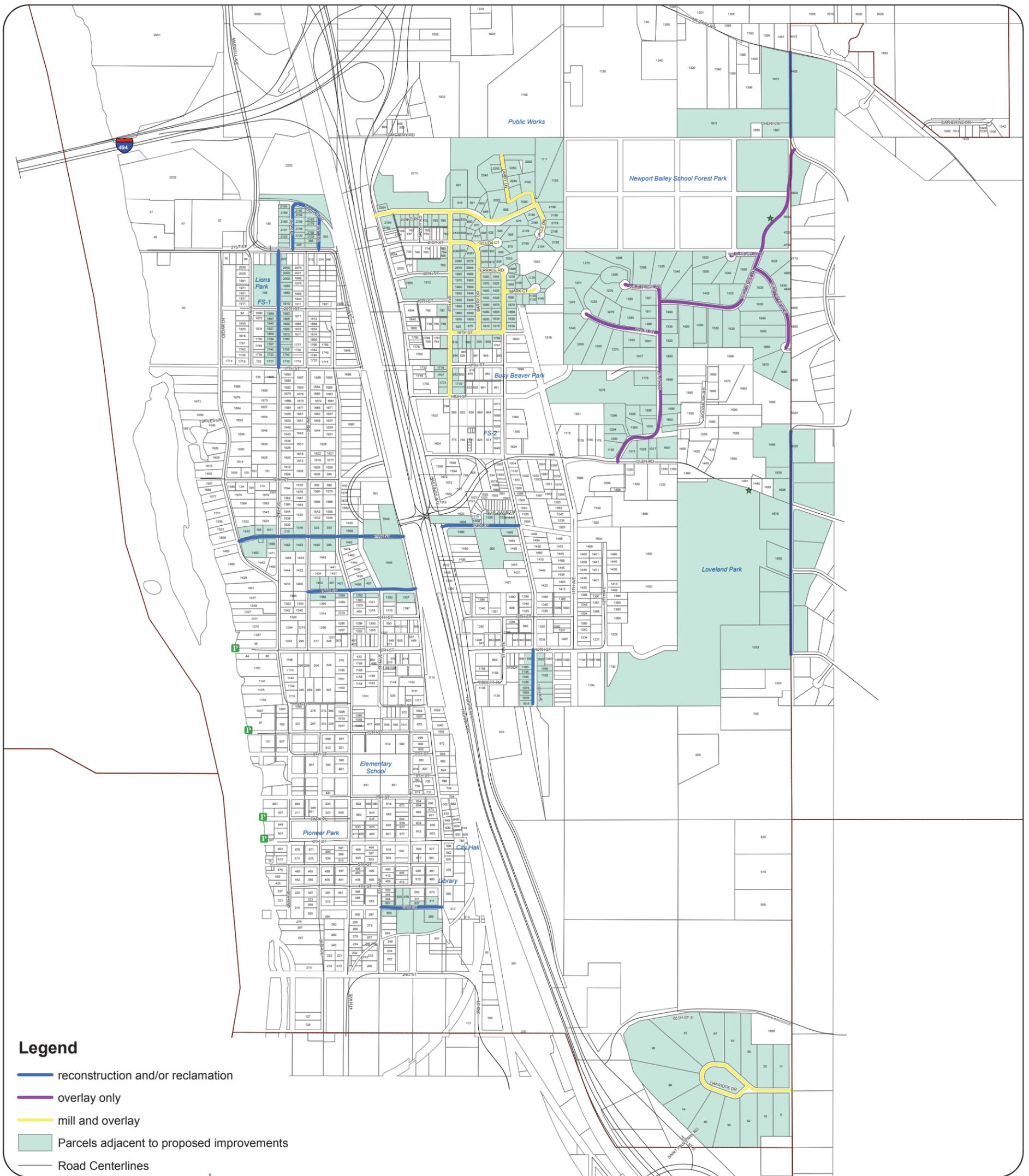
**3RD STREET**

0102722220002	500	3RD	ST	CITY OF NEWPORT	DICK KENNETH O & CHRISTI L	500 3RD ST	1
0102722220061	501	3RD	ST	CITY OF NEWPORT	DRURY GARY W	501 3RD ST	1
0102722220056	550	4TH	ST	CITY OF NEWPORT	LY YONG & SAMUEL	550 4TH ST	0
0102722220057	570	4TH	ST	CITY OF NEWPORT	JAROSZ KELLY F	570 4TH ST	0
0102722220065	637	3RD	ST	CITY OF NEWPORT	TAX FORF LAND-STATE OF MN & ATTN: WA:14949 62ND ST N		1
0102722220001	295	7TH	AVE	CITY OF NEWPORT	ST PAUL PARK REFINING CO LLC	38C GROVE ST # 100	0
0102722220064	311	7TH	AVE	CITY OF NEWPORT	BENEPE ELIZABETH F	311 7TH AVE	0
0102722230043				CITY OF NEWPORT	ST PAUL PARK REFINING CO LLC	38C GROVE ST # 100	1
0102722230045				CITY OF NEWPORT	ST PAUL PARK REFINING CO LLC	38C GROVE ST # 100	1
<b>TOTAL</b>							<b>5</b>

**XIV. EXHIBIT 3 – LOCATION OF PROPOSED ASSESSED PROPERTIES**



# City of Newport Proposed Street Improvements



Data sources: City of Newport, Washington County, Metropolitan Council. Parcel Data December 31, 2012.  
Map printed February 20, 2013



1,500 Feet