



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
JULY 17, 2014 – 5:30 P.M.**

MAYOR:	Tim Geraghty	City Administrator:	Deb Hill
COUNCIL:	Tom Ingemann	Supt. of Public Works:	Bruce Hanson
	Bill Sumner	Chief of Police:	Curt Montgomery
	Tracy Rahm	Fire Chief:	Mark Mailand
	Steven Gallagher	Executive Analyst:	Renee Eisenbeisz

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
 - A. Minutes of the June 10, 2014 Joint Work Session
 - B. Minutes of the June 19, 2014 Regular City Council Meeting
 - C. Minutes of the June 24, 2014 Emergency City Council Meeting
 - D. List of Bills in the Amount of \$501,308.04
 - E. Liquor Licenses
 - F. **Resolution No. 2014-30** - Approving Statutory Appointments of Elections Judges
 - G. **Resolution No. 2014-31** - Accepting Donations for the Period of June 1 - July 14, 2014
 - H. **Resolution No. 2014-32** - Approving a Deferment Request for the 2014 Street Assessment for 2250 Larry Lane
 - I. **Resolution No. 2014-33** - Approving a Deferment Request for the 2014 Street Assessment for 1350 5th Avenue
 - J. **Resolution No. 2014-34** - Identifying the Need for Livable Communities Demonstration Account Funding and Ratifying the Application for Grant Funds by the Washington County Housing and Redevelopment Authority
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
 - A. Approval of the City's Strategic Initiatives

Agenda for 07-17-14

- B. **Resolution No. 2014-35** - Approving a Conditional Use Permit Requested by Thomas Long for Property Located at 2204 Hastings Avenue
- C. Employee Personnel Policy
- D. Agreement between the City of Newport and Owners of 290 and 310 3rd Avenue for Driveway Paving

10. ATTORNEY'S REPORT

11. POLICE CHIEF'S REPORT

12. FIRE CHIEF'S REPORT

13. ENGINEER'S REPORT

- A. Partial Payment #1

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

- A. Discussion Regarding the Installation of a Railing at the 10th Street Overlook
- B. Request from the Newport Volunteer Fire Department

16. ADJOURNMENT

Upcoming Meetings and Events:

- | | | |
|--------------------------------|-----------------|-----------|
| 1. Park Board Workshop | July 24, 2014 | 7:00 p.m. |
| 2. City Council Meeting | August 7, 2014 | 5:30 p.m. |
| 3. Pioneer Day | August 10, 2014 | |
| 4. Primary Elections | August 12, 2014 | |
| 5. Planning Commission Meeting | August 14, 2014 | 6:00 p.m. |



City of Newport
Special Joint Work Session with the Newport City Council and Newport Planning Commission
June 10, 2014 - 5:30 p.m.

1. CALL TO ORDER

Mayor Geraghty called the meeting to order at 5:40 p.m.

2. WELCOME AND INTRODUCTIONS - MAYOR GERAGHTY

Council Present – Tim Geraghty, Bill Sumner, Steven Gallagher

Council Absent – Tom Ingemann, Tracy Rahm

Planning Commission Present - Dan Lund, Anthony Mahmood, Susan Lindoo, Matt Prestegaard, Kevin Haley

Planning Commission Absent -

Staff Present – Deb Hill, City Administrator; Sherri Buss, TKDA Planner; Barbara Dacy, Washington County HRA; Melissa Taphorn, Washington County HRA; Kathryn Paulson, Washington County HRA; Nancy Brown, Washington County HRA; Stacie Kvilvang, Ehlers; Rich Romano, ISD #833; Mike Vogel, ISD #833

3. PURPOSE OF MEETING - MELISSA TAPHORN, WCHRA

The City Council and Planning Commission discussed items 3 - 8 as outlined in the attached documents. The purpose of the meeting is the following: to recap the Rental Housing Bus Tour; Follow up on concerns; Review the proposed Stormwater Management Plan; and Discuss the Redevelopment Plan Vision. Nancy Brown, consultant for the Washington County HRA, has been a number of interviews with developers and members of the community. Ms. Brown found that the Red Rock Crossing site holds significant promise. The developers affirmed that the first developer commitment will pave the way for all other investment. Some of the concerns that came up during the tour are: the impact of adding low income households to the school; the impact of adding rental units to the community; the impact of TIF on the City's revenues; and the impact of adding a number of households on the City's budget.

4. NEW HOUSING AND IMPACT ON SCHOOLS - MR. MIKE VOGEL, SCHOOL DISTRICT #833 ASSISTANT SUPERINTENDENT

Mike Vogel, ISD #833 - The School District is engaging in a long-range facility planning process that started in March. They had a demographer provide them with some ten year projections and build-out projections. A build-out projection looks at all of the areas in Newport that are available for development. The District is looking at the potential of 2,500 - 2,700 new kids in the next ten years due to new growth. The School District addresses growth by looking at new buildings, potential boundary changes, and adding on to buildings. As far as Newport Elementary is concerned, there are around 275 kids and have grown by about 20-25 kids over the last five or six years. Part of that is based on boundary changes in 2006. Newport Elementary students go to Oltman Middle School and then to East Ridge High School. Oltman has enough capacity and East Ridge is at its capacity currently. Given this, there will probably be a boundary change in the future.

If the City proceeds with the redevelopment, the average multi-unit housing would provide the School District with 0.2 kids per unit. A projected 400 unit building would equal about 80 kids across all of the grades. The impact will not be dramatic.

Kathryn Paulson, Washington County HRA - The proposed building will be two or three bedroom units.

Mr. Vogel - A lot of the time we see families with preschool-aged children moving into these properties and when the kids get a couple years older they start to look for single-family housing.

Mayor Geraghty - What's the capacity for Newport?

Mr. Vogel - We calculate capacity based on the number of classrooms available and escalating class sizes. It's about 340 kids.

Stacie Kvilvang, Ehlers - One thing you'll want to remember is that the projected 460 units is not all family housing.

Dan Lund - Does the School District have any reservations about 25 years of TIF?

Mr. Vogel - I'd be reluctant to answer for the School Board. We would look at it as redistribution of the taxing across the rest of the tax base.

Mayor Geraghty - I don't know if they have ever rejected to any.

Ms. Kvilvang - TIF doesn't affect school districts, it only affects their capital budgetary issues. It doesn't hurt their day-to-day budget. In cases where you're looking at adding housing where there are kids, that's a plus because their funding is on a per pupil basis.

Kevin Haley - So the property taxes collected for school districts is only for capital funding?

Ms. Kvilvang - Yes.

5. RED ROCK CROSSING HOUSING PLAN - KATHRYN PAULSON, WCHRA

Kathryn Paulson, Washington County HRA, discussed slides #8 - 15 in the PowerPoint presentation.

Matt Prestegaard - Why did you pick the communities that you did because I didn't see any of our neighbors.

Ms. Paulson - I tried to pick ones that were first tier suburbs and were smaller.

Melissa Taphorn, Washington County HRA - I think one of the take-a-ways from these slides is that Newport already has a naturally occurring affordable market.

Susan Lindoo - For the proposal, the rents would be at the 50% level?

Ms. Taphorn - I think so and any market rate that you would look at would be higher than that to pay for their capital expenses.

6. RED ROCK CROSSING FINANCING ISSUES - STACIE KVILVANG, EHLERS

Stacie Kvilvang, Ehlers, discussed slides #16 - 19 in the PowerPoint presentation.

Kevin Haley - So the County gets one-third, the City gets one-third and the School District gets one-third correct?

Ms. Kvilvang - It's a simple rule of thumb but it's not that simple.

Kevin Haley - So it means about \$100,000 per year which is not that big of a deal.

Ms. Kvilvang - We did run the numbers but I can't remember what it is actually. If you were to say roughly yes, over a very long period of time.

Mayor Geraghty - Once the land value is established that would come to us right?

Ms. Kvilvang - Yes. When you create a TIF District, whatever the base value is generating in taxes that will be paid out to the taxing districts and you get that for the term of the District. It's the increased value that's being captured to go and pay for the costs of redevelopment.

Susan Lindoo - What is the term of the TIF District?

Ms. Kvilvang - 26 years. It's 25 years of increment after the first receipt.

Dan Lund - What's the apparent tax value of the areas?

Ms. Kvilvang - Just under \$5 million.

Dan Lund - So why do we have to pay \$10 million?

Ms. Kvilvang - One, are you going to sell your house for what the tax assessor has on it? No. You're not allowed to condemn unless you'll put something public on it. Second, since the HRA is acquiring, they are required to pay relocation benefits.

Kevin Haley - So Wilson would not only get the value of their land they would get fees for relocating.

Dan Lund - They're a big chunk and won't be around forever. He's going to want to sell at some point. Would it make more sense to wait five or ten years and pay market rate instead of twice market rate?

Ms. Kvilvang - We're not paying twice market rate. It doesn't mean that the value will be any less when he wants to leave. In theory, his values could go up over time.

Dan Lund - But we're creating the demand. We're saying on one hand that we have to pay twice as much because this development is going on but on the other hand it's only going on because...

Ms. Kvilvang - But you're not paying twice as much. You're getting confused between acquisition costs and site assembly costs. So you're acquiring but on top of that you have to pay relocation.

Dan Lund - We don't if we have a willing seller though.

Ms. Kvilvang - Only if they waive their relocation benefits and the only ones that can do that would be a business owner or resident but they won't do that because what is their incentive to do that?

Dan Lund - He has to sell to somebody. That's what happened on the other end of town.

Ms. Kvilvang - If Wilson decides to go out of business and not relocate his business, he doesn't get any relocation benefits but for estimating we assume that there is. You're also paying demolition costs, any environmental remediation and soft costs. It's all of those costs that increase it.

Sherri Buss, TKDA Planner - I think you try to be conservative too.

Susan Lindoo - You're also trying to get all of these pieces together at the same time.

Ms. Kvilvang - And what you'll find when you're doing multiple acquisitions, some will be lower and others will be more. It all kind of evens out.

Ms. Buss - And you have some parcels already right?

Barbara Dacy, Washington County HRA - Yes, Red Rock Plumbing and Heating.

Matt Prestegaard - What do we think the impact will be to existing apartment buildings in Newport?

Kevin Haley - All of them are rentals.

Ms. Taphorn - The competition is a little distanced. I think that it will be competition and you'll see greater investment in the existing apartment buildings.

Matt Prestegaard - Is there any incentive to assist with that investment because in some ways we're just moving the problem. It's good for the City overall because we'll have some development.

Susan Lindoo - You mean will they take renters away from the existing properties?

Matt Prestegaard - That or if there are increased vacancies or if we'll have a new least favorite site in the City, the impact is guaranteed. Is there any way to balance that?

Ms. Kvilvang - The St. Anthony Village example had an apartment building across the street that was 50% vacant and was their highest public safety calls. Once the redevelopment started to happen that property owner invested tens of millions of dollars into that property, filled it back up and they don't have the public safety call issue. Part of that is good for competition. They'll need to reinvest to get people to want to live there as well.

Matt Prestegaard - I think I mean would the City want to invest or open our minds to try to encourage those other sites to invest or other things.

Susan Lindoo - Kind of like the façade improvement program for businesses?

Matt Prestegaard - Yes, to make them want to compete.

Dan Lund - Everything has been go, go, go, this is great, how could we not want to do this but what can we use to balance it? At what price would it not be a good deal, how do we know what that price is, how do we know we're not under that price now? It's always been go, go, go, everything's great. 880% which isn't really a return on investment, it's a comparison of the public investment and the total investment, that's not really an investment outcome. How can we balance the cost versus the benefit as opposed to this is great, let's turn a dirty area into a clean area?

Ms. Kvilvang - If you don't do any reinvestment, property values won't be going up any time sooner. That 1100% increase won't happen without investment. Traditionally, a lot of communities look at how much of that public investment is going in over the private investment of the total development. You are well under a threshold that a lot of communities will look at. People feel comfortable around that 10 to 15% mark. You are well below that.

Dan Lund - It's helpful to put some type of parameters around the numbers.

Councilman Gallagher - Is the proposed development all affordable housing units?

Ms. Kvilvang - There's a portion that is affordable housing, a portion that is senior, and a portion that is market rate. The first proposal of the site we visited will be 100% affordable.

Ms. Paulson - The first phase and second phase will be 42 units each.

Ms. Taphorn - The developers that we talked to don't want to take the risk of being the first ones in. MWF is willing to take that risk and once that goes, you'll attract the market rate, the last one will be the senior apartments. There aren't the type of amenities really close in that area, we'll get there but we need the rooftops to add the amenities.

Mayor Geraghty - What if we told the developer that we're ok with the first one being affordable but we want the second one to be market rate?

Ms. Kvilvang - You may have to wait.

Dan Lund - Is there a site selected for that affordable housing? Is that going to be the County land for sure or is there an opportunity to build it near existing housing?

Ms. Taphorn - They are interested in the sites on the Knox site because they want to be next to the transit station.

Dan Lund - But it would fit to the west potentially?

Ms. Taphorn - Yes.

Ms. Buss - When we first looked at this, we thought that the site to the west of the transit station had the best opportunity for mixed use with them but the terms of the loan doesn't let them be mixed use correct?

Councilman Gallagher - Is it a HUD loan?

Ms. Taphorn - No, it's a low-income housing tax credit and there are restrictions. It's just on the capital, not an ongoing subsidy.

Councilman Gallagher - And you really think police calls won't go up?

Ms. Taphorn - On the bus tour, we talked with some police officers in Forest Lake and they said there wasn't any issues.

Councilman Gallagher - Are those units also Section 8 approved? If so, are those going to go in there? Are they subsidized units. You can say they're \$1,000 units but if they're on an income scale they could only be paying \$400.

Ms. Taphorn - They are not on an income scale, they're a flat rent. Each owner can choose whether or not they select Section 8 vouchers. There are 7 vouchers in the entire City.

Councilman Gallagher - I think we're also around 40% affordable housing units at this point.

Ms. Taphorn - You have naturally occurring affordable housing. There is one Section 8 project-based. The assistance is tied to the unit and that is Red Rock Manor. You could attract a voucher holder but those 7 vouchers have been pretty consistent over the last ten years.

Councilman Gallagher - But those numbers could change because we're investing in public transportation.

Ms. Taphorn - It's possible but there are only 400 vouchers in the entire County.

Councilman Sumner - Do the owners that we visited accept Section 8?

Ms. Taphorn - They have in the past.

Councilman Sumner - Is there a limit?

Ms. Taphorn - They can accept as many as they want. We have 90 vouchers for the entire County, we don't have any more to give out.

Councilman Sumner - And they are county assigned? People can't get them in another county and come here?

Ms. Taphorn - They can yes, we have 300 or so that live here from other counties.

Ms. Kvilvang - Where are the majority of them?

Ms. Dacy - Oakdale.

Dan Lund - Have we made Wilson Lines an offer?

Ms. Taphorn - No.

Dan Lund - Is there an opportunity to make him an offer before we build a development that sandwiches his property between the existing and proposed housing and really ups his negotiating position?

Ms. Dacy - In order to start approaching owners and making offers that requires an allocation of funding. The Authority would have to seek grant funds or request additional allocation through the levee request process. We made the decision on Red Rock Plumbing and Heating because that was a smaller property that didn't eliminate tax income to the City. There's a balancing act there. If you start approaching properties, then yes you may be paying a smaller amount when the development occurs but that property is then tax exempt as the HRA attempts to assemble the parcels. We've been talking about doing the acquisition when development is eminent.

Dan Lund - I'm just very nervous about putting the first development isolated from any other housing and surrounded by places no one would want their kids playing.

Admin. Hill - This is an experienced developer though.

Dan Lund - But everything we saw on the tour was in residential areas, if we use the County property first it's going to be surrounded by industrial looking areas. As far as convincing people to keep going, I think it would be a lot more natural progression to start the housing where housing already exists. I understand the County land is available.

Ms. Buss - I think you're highlighting the biggest challenge and that is the industrial context. It's a challenge that we all have to work with. You're making a good point, we will need some action to turn the image of this area around. Any advice that you can give us will have a dramatic affect on the success of the first couple developments. I think it's fair to ask the question.

Ms. Taphorn - We have encouraged developers to look at sites south of the rail spur and they want to be north of it.

Dan Lund - The other half is assuming that development goes well, that's the highest value if we do get significant business presence. Are we giving up a lot by developing that most visible location?

Susan Lindoo - It seems like we want to ask the type of questions that Dan is asking, is it a pretty place to live. What is the developer going to do to make it not feel isolated?

Ms. Kvilvang - They don't feel isolated. They are not going to build something and invest millions of dollars into something that they won't be able to lease out. They are well experienced in looking at this because they understand the vision. They can see past all of the stuff because they know what's coming.

Susan Lindoo - They can but we can't and I think as the City we want to ask them these type of questions because maybe they'll explain it to us. I think it's legitimate that we ask these types of questions.

Ms. Kvilvang - If you remember we had the developers in and asked those questions.

Mayor Geraghty - I think we know the blahs, it's Aggregate Industries, Wilson Truck Line...

Susan Lindoo - And it's trails and parks and etc. but now we have something more specific. Whenever we have developers in front of the Planning Commission we always ask a lot of questions to have them explain their vision and plan. I'm curious about the link to Lions Park and whatever else.

Mayor Geraghty - I know we're talking about tying into the River.

Susan Lindoo - How soon does that need to happen?

Ms. Dacy - The public sector role was to look at long-term trail and sidewalk plans. The storm plan was to create an overall plan for runoff so you have the plans in place when developments come in.

Susan Lindoo - So maybe we should have the Park Board start thinking more seriously.

Ms. Dacy - Investment tends to be infectious. We have a private sector investor indicating interest and preparing to invest \$6 to \$8 million and that can be the platform to start moving ahead. I do understand the concern of how is it going to relate to the neighborhood.

Susan Lindoo - I think that's what we're asking, is what do we need to be thinking of as a City? I think it's helpful to bring up the questions and what we need to do.

Admin. Hill - In regards to Lions Park, we do have some upgrades scheduled for the future.

7. PROPOSED STORMWATER PLAN - SHERRI BUSS, TKDA

Sherri Buss, TKDA Planner, presented on the proposed stormwater plan as outlined in the June 10, 2014 packet.

Anthony Mahmood - Will the tree trenches be able to go forever or will you need to dig it up in 15 years?

Ms. Buss - We plan on creating little areas that can be easily cleaned out to make those trenches last longer.

Ms. Taphorn - There are four parcels on the north side of Lions Park that are not owned by the City, our plan is to acquire those and make them part of Lions Park.

8. DISCUSSION ON NEXT STEPS

Admin. Hill discussed slides #22 - 26 in the PowerPoint presentation and went through the following questions.

1. Does the City Council and Planning Commission support the current redevelopment plan which includes affordable housing and market rate housing, office and retail?

Matt Prestegaard - It's hard to say yes or no because there is nothing to compare it to. We can say it's good but how do we know? I trust that all of you have expertise on that but some of us don't have that experience so it becomes hard to have an opinion.

Councilman Sumner - One of my concerns is that I hear that we've talked to developers but I have not been convinced that we've talked to a wide enough group. Have we gone to New York, San Francisco, Hong Kong and asked developers there? Maybe because we're talking with people who have dealt with affordable housing they see this as a perfect spot for it. I have not been convinced that we've run our proposition wide enough and I would love to be convinced that we have.

Ms. Kvilvang - I think they have cast a wide net. They've talked with every developer that deals with housing, retail and other things in the metro area and outstate to get their feedback and ideas. I know it always sounds good to go to New York or Portland but they won't come here. They'll have the same constraints that developers have here. The City and HRA undertook the market study to say what the market is. Anyone who comes in to develop will need to have a market study. A convention center or hotel are not in the market.

Ms. Buss - One of the bigger developers that these guys talked to said that the Newport Cold Storage site would be the big retail site if you could get it. It isn't that people have opened a window to the big picture, it's hard to imagine how we could get there given the resources we have.

Ms. Kvilvang - Even though a developer said that, the market reality is that even if you had that site, there is no guarantee that would be a retail site because of the competition.

Ms. Dacy - There are two things that I really want to stress. One, the plan that was adopted in 2012, we took that and talked with market rate, affordable housing, commercial developers and Nancy went back. They are reporting back to us and picking up a little bit of what Dan is saying. It looks industrial, that transit site is going to be a positive amenity. In order to get to the vision, you're going to have to create amenities to help transform it. The developers are telling us that one way to start is to start with what is being suggested by the developer that did the Forest Lake apartments. We're bringing options back to you because we're in a Joint Powers Agreement and we take our relationship with the City very seriously. Secondly, there are other examples around the metro area where there has been redevelopment in industrial areas. We focused on ones that are more tangible and local to the County for the bus tour. I understand that this is big and it's a wonderful opportunity and long-term vision. All of the investment that we've talked about in general points the arrow to yes. In the meantime, you're getting going on all of the good stuff, you're conveying that positive approach. The purpose of these questions is to make sure that if the HRA is out there to market in partnership, we want to make sure we're conveying the right vision.

Matt Prestegaard - I understand that. I don't mean there's nothing to compare it to. It's not a matter of do I think it's a good idea to invest, yes we should. What I mean is very specifically, how do I know if you ask my opinion if these are the right figures. I have no basis to endorse or deny this plan.

Dan Lund - I think the answer to that question is pretty easy and it's yes but that's not how it works. To get the best deal, stage one has to be really really good. It has to be a place that people want to look at. It can't just be Section 8 because people don't want to live with highways on both sides and industrial. If the question is what do I think of 82 units of affordable housing north of the transit station, I think that's easiest to start with but it's not a selling point for the overall project because it's going to be up there removed from everything. I think it's completely different if it's at the Wilson Line site where it's next to other housing and it reserves the north end for a higher value business.

Mayor Geraghty - What are you thinking of at the north end? We're not going to get a big retail in there, they always look at households. It might get office space.

Dan Lund - Yes, office space. What we can do today won't be the same in ten years.

Mayor Geraghty - Do you want to let it sit for ten years and these people to give up on us. We laid out a plan and they're working on it. Now we have an investor that is willing to do something. I do think it will be a domino thing. I have no doubt that they'll rent it out.

Admin. Hill - We can demand them to have a nice, lovely building with our design standards. That will attract other development.

Ms. Kvilvang - The other side of the tracks is tired, the HRA is not giving up on that but we're trying to get that starter project and get something in to start the acquisition momentum.

Ms. Buss - Part of the opportunity is to seek the Met Council grant funding to get something going as soon as we can. That is part of the rationale.

Susan Lindoo - That has been sitting empty for so long and the Planning Commission and City Council have been working on this for so long. We've done a lot of work and we've been working with the HRA and at some point I have to say that I trust you and your numbers. There are other sites, development is beginning, I want us to get going before we get into another recession. We're competing with other areas so we should get off the dime and get going with this and make the adjustments as we go along. I'm afraid of sitting on this and have nothing happen.

Mayor Geraghty - The developers have one or two years until they break ground maybe we can work on the Wilson site.

Anthony Mahmood - I haven't been involved in the process for very long but one of my comments on the tour was "I can't believe how many people it takes to do something." All of you have been doing all of this hard work and the developers are not going to come in here if they don't think they'll make it. You have to have faith that they know what they're doing. We have to do something, it's been sitting there and sitting there and I came on board because I wanted to be a part of seeing something done here. I think we need to start now because it's just going to get more expensive.

Councilman Gallagher - Is the HRA's mission to increase affordable housing the County or to increase tax base?

Ms. Dacy - The HRA has a Joint Powers Agreement with the City. Our role is to help the City accomplish the vision of the Red Rock area.

Councilman Gallagher - My question is based on experiences with other HRA's. They're concentrated on increasing affordable housing and I know Washington County doesn't really have a development officer and I think that falls on the HRA.

Ms. Dacy - Our mission is "Through innovation, the Washington County Housing & Redevelopment Authority promotes community and economic development, and provides and maintains affordable, decent and safe housing opportunities in Washington County." Our vision statement and brand position is to help communities thrive.

Councilman Gallagher - I don't mind starting off with an affordable housing aspect. I think once we get something there we can expand. I think the first step will be the hardest step for you and the easiest step for us because the City will then need to maintain that vision for the next 10, 15, 20 years to make sure this area doesn't become something it's not intended to be. I want to make sure we have the ability or resources to look for some type of business atmosphere. If we don't have that ability then we're missing the boat.

Ms. Dacy - The commercial and retail part of the plan is still part of the vision and the private sector is coming back to us saying that we need to create some population.

Councilman Gallagher - I understand.

Ms. Dacy - Once we're confirmed on the vision and what the City wants, the HRA had Nancy prepare a marketing plan so once the plan is good to go we will start to market the site to all of the aspects.

Councilman Sumner - The TIF that we're proposing is for this one particular site right? It doesn't lock us in to the second or third site?

Ms. Kvilvang - The TIF district is for a larger area. A lot of the tax increment will go to repay the HRA or the City for acquisition costs. You always have control over who you give TIF and how much.

Councilman Gallagher - Is there something under State Law that says TIF has to be in a blighted area?

Ms. Kvilvang - Yes.

Councilman Gallagher - So with us tearing down the building, it's no longer considered blighted?

Ms. Kvilvang - The HRA had the blight inspection completed prior to demolition and you have up to three years to establish the district.

Kevin Haley - I was probably the strongest against this, however some of the answers concerns I've had had been answered, especially about the TIF. There isn't that much developable land in Newport, however, as a Planning Commission and City Council, there are a lot of small parcels that we can affect. I think the biggest one is you answering questions I had and seeing this, I did a 180. I don't have the problems I had coming in here.

Admin. Hill - What I'm hearing is that there is a consensus of support for this plan in front of us.

Councilman Gallagher - Sure this looks great but tell me how much they'll spend per unit when they build.

Ms. Kvilvang - \$160,000 is standard, that's all hard and soft costs.

Councilman Sumner - I think what we learned is that there are significant federal tax advantages for this kind of project.

Mayor Geraghty - Do they get tax credits on market rate apartments?

Ms. Kvilvang - Yes.

Dan Lund - I like the overall plan. I'm still not sure affordable housing on the north end is the best possible stage one.

Mayor Geraghty - What would happen in a year and a half if we had the Wilson site and told the developer that we wanted him to go there?

Ms. Kvilvang - I think you guys try to push developers to go on that site and their preference was the north side.

Councilman Gallagher - He's getting a loan so there's a caveat that he needs to have affordable housing for 30 years, maybe it could change at that point.

Admin. Hill - I guess I hear more of a consensus. I think we're moving ahead, excellent.

Matt Prestegaard - The point Dan brings up intrigues me. I support it, let's get off the pot. But I think it speaks to what is it we could try to accelerate from the City's perspective. Let's look at the Wilson property, it doesn't mean we have to hold this up.

Kevin Haley - I think there are a lot of parcels in the City that we can work on. Let these guys do their job.

Mayor Geraghty - I think we have a consensus but I wouldn't say it's definitely going on the north lot.

Ms. Taphorn - We're showing you a concept plan but that will change. It totally depends on market reality. We want to make sure that it's what you guys want.

2. Does the City support affordable housing as potentially the first development?

Admin. Hill - I think we're all in consensus with this one.

3. Does the City support the HRA's efforts to seek grant and other financing opportunities for housing, businesses, trails, and infrastructure?

The City supports this.

4. Does the City support the HRA marketing the vision for the Red Rock Crossing?

The City supports this.

Nancy Brown, Washington County HRA - I just want to get back to Dan's point. A good thing is that there's a market study out there and the developer interest has really confirmed that. Also, in terms of can we picture it, my conversation with developers is that they won't invest money unless they know they'll be able to lease it out. That's the bottom line. You can have confidence that this property will work out. To me, there's a question that Dan raised about the location. If that is the location that the developer chooses and is interested in, do we need to get a sense of whether we can move forward with that developer at this time. If we would rather do something else in that location are we back at the starting point and talking with more developers.

Councilman Gallagher - If I'm a developer, I'm going to take the best piece of property that I can find. Us, as a City, should look at what is better there.

Ms. Brown - I think that's exactly right and needs to be resolved still. Do we wait and look for the office complex? Or do we say yes or no to a developer that is interested in doing something right now. It's great to have so much consensus around the idea but we need to answer the question about the location.

Ms. Kvilvang - They've already answered that because many said that they don't want to wait another ten years.

Ms. Buss - The other question is that his preferred site is the north end where he could do two phases. The thing that's standing in the way of that is we don't know about the Mendota pond situation yet. That was the developer's preferred site and it is better for two phases.

Ms. Paulson - I think there's still time to investigate that parcel because we have some time until we break ground.

Ms. Buss - I think if we go after this grant, is that still a possibility so if we do get the grant, we can think about putting it on the north parcel. It's more a question of what the best use is for each parcel. The developer thinks the north parcel is the best one for him.

Matt Prestegaard - That was my question in regards to what can we accelerate. It isn't apparent to me if that is attractive to us but it seems like it is.

Ms. Buss - Part of it is that the parcel west to the transit station has better potential for mixed use. If he can't accommodate that in his development, should we do everything we can to get him to his preferred site and reserve that spot for something that has better potential?

Matt Prestegaard - Who is in position to ask that question or apply that pressure?

Ms. Kvilvang - Your whole entire staff.

Ms. Paulson - In regards to that parcel, it's the same answer.

Admin. Hill - We're having a meeting with Mendota tomorrow and can ask about the triangle piece.

9. ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Signed: _____
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Executive Analyst



June 10, 2014
Newport City Council
and Planning Commission Workshop

Purpose of Meeting

Melissa Taphorn, Washington County HRA

- Recap of the Rental Housing Bus Tour
- Follow up to Expressed Concerns
- Review Proposed Stormwater Management Plan
- Discussion on Redevelopment Plan Vision



Bus Tour Highlights

- Design guidelines create attractive, quality developments
- Police have positive experiences with rental properties (proactive owners and management)
- Opportunity for employees to live near to jobs

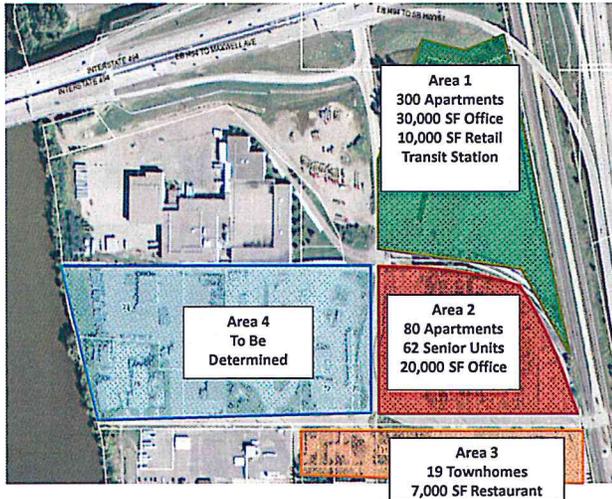


Red Rock Crossing Vision

- Rejuvenate important part of City
- Create transit-oriented design
- Create new living and job opportunities
- Attract new businesses
- Connect to Mississippi River and parks
- Upgrade streets and utilities



Redevelopment Areas



	Total
Senior Apartments	62
Market Rate/Workforce	380
Town Homes	19
Total Residential	461
Office	50,000
Retail	10,000



Public Sector Role in Redevelopment

City's Role

- Provide basic services
- Understand market realities
- Provide vision for the area

HRA's Role

- Remove barriers to redevelopment
- Obtain financing



Mike Vogel and Rich Romano School District #833



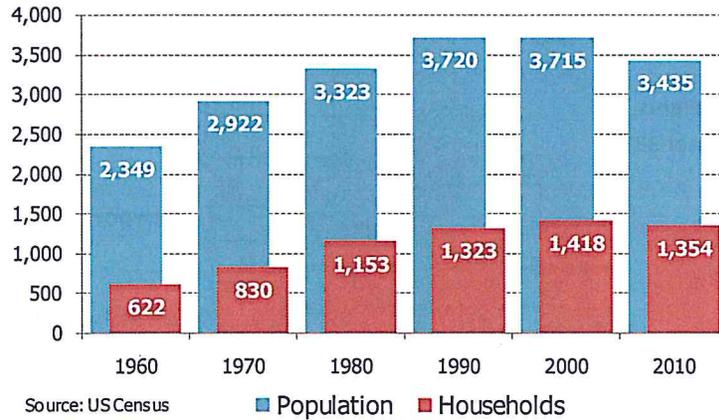
Housing & Demographic Trends

Kathryn Paulson, Washington County HRA

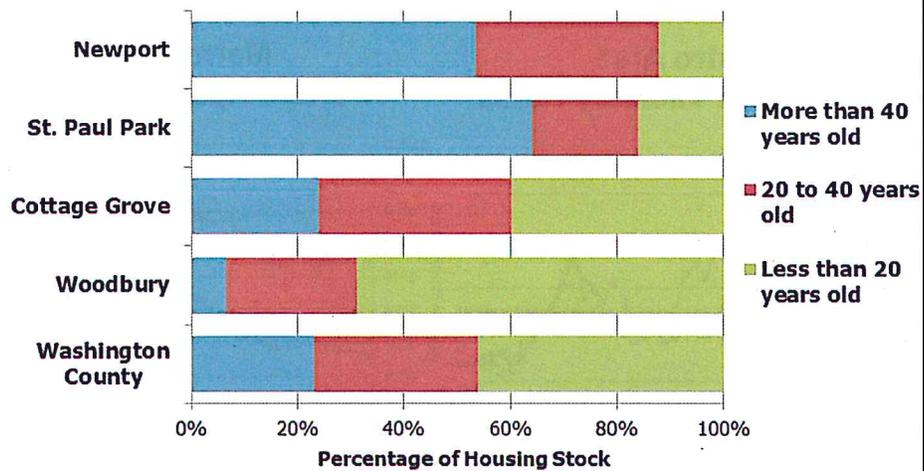
- The population is aging. Median age in Newport:
 - 24 in 1970
 - 37 in 2010
- Household size is decreasing. Family size in Newport:
 - 3.5 in 1970
 - 2.5 in 2010
- Household composition follows national trend:
 - 52% of households Married with Children in 1970
 - 18% of households Married with Children in 2010



Newport Population and Households

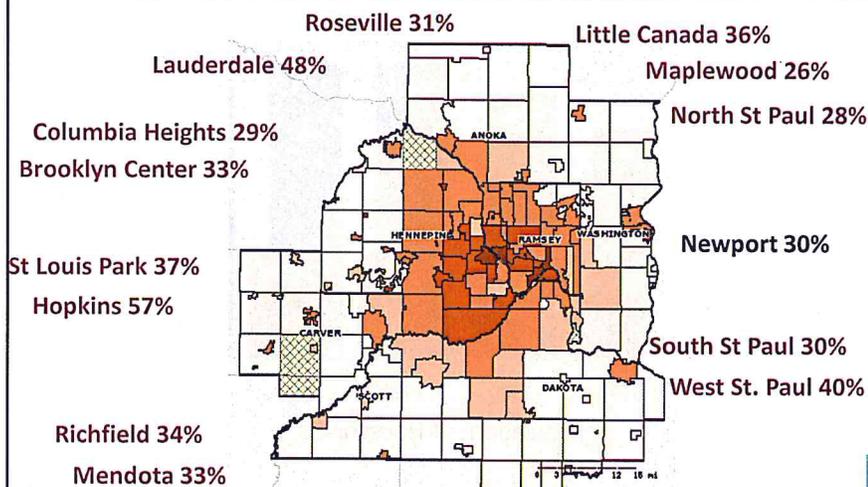


Age of Housing Stock



Source: U.S. Census, 2006-2010 American Community Survey

Percent of Rental in First Tier Suburbs (2012)



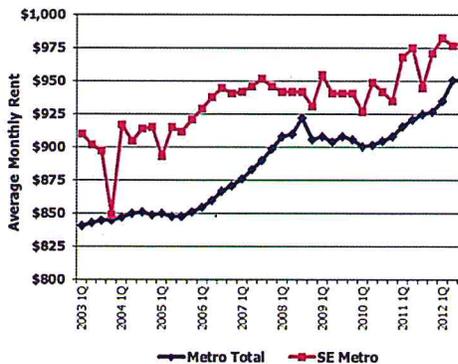
Rental Trends

**Metro Area
Apartment Vacancy Rates**



Source: Marquette Advisors, Apartment Trends

**Metro Area
Average Apartment Rents**



Source: Marquette Advisors, Apartment Trends

Workforce Housing Rental Rates

- Annual income needed for affordable rent
 - Median Newport rent - \$27,720
 - 2-BR workforce housing - \$37,320
 - 3-BR workforce housing - \$43,120

Average Rents	Avg. market-rate rents in Newport (2013)	Rent Limit at 50% AMI	Rent Limit at 60% AMI
2 Bedroom	\$ 794	\$933	\$1120
3 Bedroom	\$875	\$1,078	\$1,293



Housing Affordability

- Workers in the County struggle to find housing
 - Average annual wage in WC is 30% lower than metro workers: \$39,822
 - County has highest median rent in metro area (\$1077)
 - 47% county renters are “cost-burdened”
- Affordable rents create more disposable income
 - Support local businesses



Red Rock Crossing Benefits

- Help reverse existing trends
 - Declining population
 - Older housing stock
 - Low rents
- Unique development opportunity
 - Capture economic benefits from new units
 - Provide updated, quality housing stock
 - Attract younger households to invest in the community



Financing Issues

Stacie Kvilvang, Ehlers

Sources	Amount	% of TDC
Private Debt/Equity	\$ 83,880,000	84.74%
Land Sale Proceeds	\$ 6,300,000	6.36%
TIF	\$ 6,300,000	6.36%
Grants	\$ 2,500,000	2.53%
TOTAL	\$ 98,980,000	100.00%

Uses	Amount	% of TDC
Land Assembly	\$ 10,300,000	10.41%
Public Improvements	\$ 3,800,000	3.84%
Private Development Costs	\$ 84,880,000	85.75%
Total Development Costs	\$ 98,980,000	100.00%

- Private financing (nearly 85%) is utilized to pay majority of the Total Development Costs (TDC)
- TIF is primarily needed to offset cost of land assembly
 - Approximately \$4 million
 - Remaining TIF is needed for public improvements
- TIF is 6.36% of TDC
 - Overall public funds (TIF and Grants) are just under 9% of TDC



Increase in Market Value

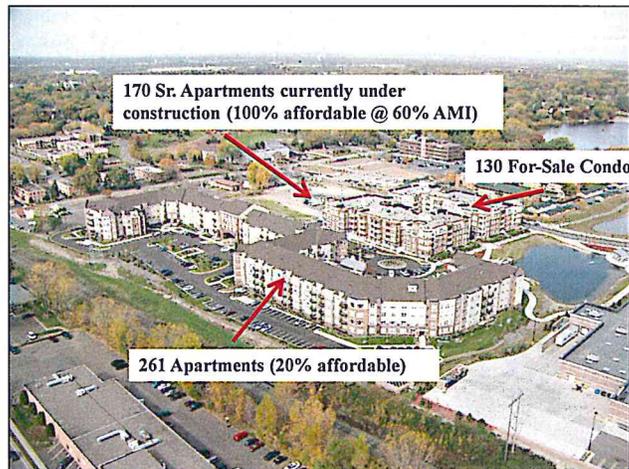
District	Original Market Value	Future Value	Percent Increase in Value
Red Rock Corridor	\$4,895,200	\$55,514,200	1134.05%

- If City didn't create a TIF district, increased value of over 1,100% likely would not be realized
- For \$6.3million investment (TIF), City gets an 880% return



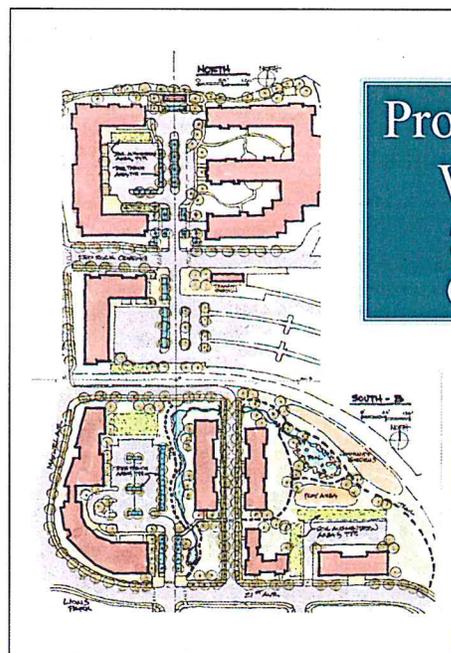
Silver Lake Village St. Anthony, MN

- 561 **NEW** multi-family units on approximately 12.25 acres



Impact on City Budget

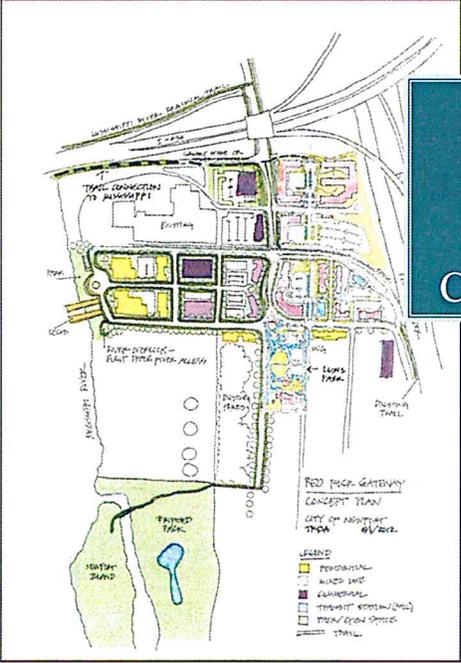
- None
 - No new streets to plow
 - No new equipment needed
 - Doesn't require increase in City staff
 - Administrative
 - Public works
 - Fire
 - Police
 - May be increase in calls due to living in close proximity but shouldn't necessitate more police or equipment
 - New users added to water and sewer system should **reduce overall utility rates** for residents



Proposed Storm Water Plan Sherri Buss, City Planner

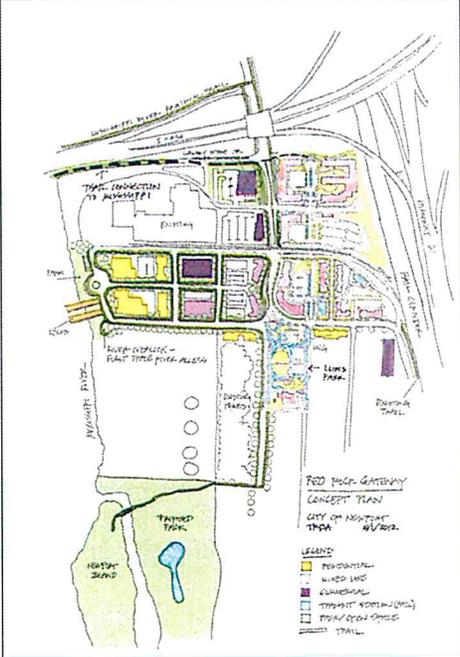


Tree Trench Example



Next Steps Discussion Deb Hill, City Administrator





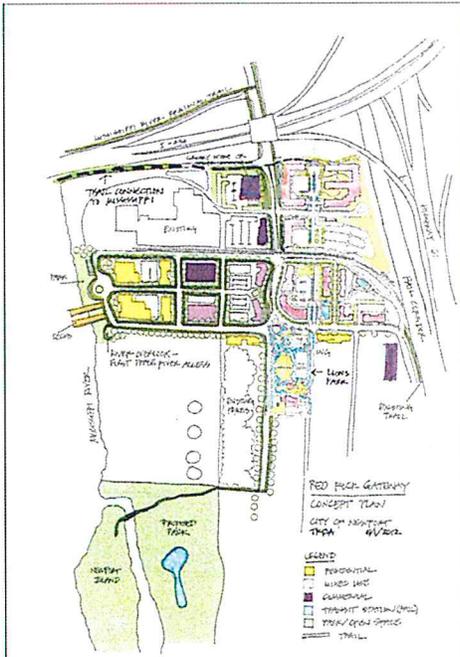
RED ROCK GATEWAY
CONCEPT PLAN
CITY OF ASPEN
11/12/12

LEGEND

- RESIDENTIAL
- COMMERCIAL
- TRANSIT STATION (BUS)
- TRAIL

WASHINGTON COUNTY HOUSING AND DEVELOPMENT AUTHORITY

Does the City support the HRA's efforts to seek grant and other financing opportunities for housing, businesses, trails and infrastructure?



RED ROCK GATEWAY
CONCEPT PLAN
CITY OF ASPEN
11/12/12

LEGEND

- RESIDENTIAL
- COMMERCIAL
- TRANSIT STATION (BUS)
- TRAIL

WASHINGTON COUNTY HOUSING AND DEVELOPMENT AUTHORITY

Does the City support the HRA marketing the vision for Red Rock Crossing?



**City of Newport
City Council Minutes
June 19, 2014**

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; Bill Sumner; Tracy Rahm; Steven Gallagher

Council Absent – Tom Ingemann;

Staff Present – Bruce Hanson, Supt. of Public Works; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney; Jon Herdegen, City Engineer; Sherri Buss, TKDA Planner

Staff Absent – Deb Hill, City Administrator; Curt Montgomery, Police Chief; Mark Mailand, Fire Chief;

4. ADOPT AGENDA

Mayor Geraghty - I would like to move the Engineer's Report to the first item under the Administrator's Report because he needs to be elsewhere.

Motion by Gallagher, seconded by Sumner, to adopt the Agenda as amended. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

5. ADOPT CONSENT AGENDA

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

- A. Minutes of the June 5, 2014 Regular City Council Meeting
- B. List of Bills in the Amount of \$146,101.91
- C. Electrical Inspection Services Agreement
- D. Liquor License for Booya
- E. **Ordinance No. 2014-7** - Amending Section 600.20

With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

7. MAYOR'S REPORT – Nothing to report.

8. COUNCIL REPORTS –

Councilman Gallagher - Nothing to report.

Councilman Sumner - I just wanted to remind people that 70 years ago the allies rolled ashore on the beaches of France and moved across Europe to preserve our democracy and 25 years ago the Chinese students attempted to

establish democracy by their actions in Tiananmen Square and were squashed and just wanted to remind people that the democracy that surrounds is something fragile, precious, and elusive. We should always be aware of it. We also had our summer blood drive at the Department of Revenue. If you're healthy and looking to do something good you can always go down to the Red Cross and donate blood.

Councilman Rahm - I received a memo from the South Washington County Telecommunications Commission and it's saying that Comcast is proposing to transfer its Twin Cities cable franchises. It's pursuing a merger with Time Warner Cable and according to some of the FCC Regulations it will divest the Twin Cities market. The proposed new operator looks like a company called Midwest Cable and they'll notify themselves of their intent and have 120 days before the FCC will make rule on it. I'm sure we'll have a public hearing on it at the Telecommunications Commission. Please come to that meeting if you have any questions. I don't know when the meeting will take place.

9. ADMINISTRATOR'S REPORT –

A. Engineer's Report - Resolution No. 2014-25, Adopting the Assessment

Jon Herdegen, City Engineer, presented on this item as outlined in the June 19, 2014 City Council packet.

Mayor Geraghty - There is one area that I wanted to look at possibly adjusting. There are five homes on the north end of 2nd Avenue and they had a problem with the scheduled 80 pipe being only 20 years old. I did meet with them and I was proposing that we drop \$1,000 off their assessment. It's 1980, 1990, 2000, 2020, and 2050 2nd Avenue.

Councilman Gallagher - I think that's a good idea but if they find that it is broke or needs to be fixed, they would do it at that time.

Mayor Geraghty - Yes. I felt we can give them the credit and if it needs to be fixed it would be the City's cost because it's not that old. They can make that in the field.

Councilman Rahm - I'm ok with that.

Engineer Herdegen - We can adjust those. There is one vacant parcel on 2nd Avenue, north of Darl's house. He is being charged the full \$1,000 for water and sewer.

Mayor Geraghty - Does he have pipe in there?

Superintendent Hanson - No.

Mayor Geraghty - Then he shouldn't be assessed for it.

Engineer Herdegen - Just so the Council moves to disclude the \$1,000 water and sewer assessment from that vacant property. He'll be charged at the time of connection.

Mayor Geraghty - We'll stub it in and put a driveway access?

Superintendent Hanson - Yes.

Engineer Herdegen - I have three other changes. We went through the televising records and found that three were not televised so we shouldn't be charging them for it.

Councilman Sumner - Will they be assessed for the improvements?

Engineer Herdegen - If they are getting improvements done to their sewer and for the street, they will be

assessed for those. This is only regarding the \$69.50 fee for televising. Those properties are 1482 Cedar Lane, 1270 Wild Ridge Trail, and a vacant property between 2230 and 2245 Larry Lane.

Councilman Sumner - So because we were unable to see if there were obstructions we'll have to make a determination when the ground is open and do as much repair as we can up to the property line correct?

Engineer Herdegen - Up to the property line. We'll make sure that anything underneath the new street is in good repair.

Councilman Sumner - Would that be an additional amount?

Engineer Herdegen - It would be consistent with City policy to bill those properties for that work and provide them the option of putting it on their assessment.

Councilman Sumner - So it's possible those two properties could have an assessment that they're not aware of right now because we couldn't look at their piping?

Engineer Herdegen - Yes.

Councilman Sumner - Ok. On this chart we received, there's a mention of a \$19,000 assessment at 1125 Ford Road. I swung by this morning and it looks like a lot of rock is still coming down from the driveway. Are we going to go ahead with that amount of assessment because they did put some sort of catch basin at the bottom. Is it your opinion that it didn't work today or is there more work that will need to be done?

Superintendent Hanson - It's not done yet.

Councilman Sumner - Were they going to pave part of it or is the catch basin the only thing?

Engineer Herdegen - What we have on the assessment is the lump sum price to install the cattle guard across both driveways. We've been given indication from 1125 Ford Road that they plan to pave their driveway which will eliminate the majority of the nuisance. As of yet, we don't have a grading permit or any type of guarantee that he is doing it. I would recommend it stays on the assessment roll until that work is done.

Councilman Gallagher - Can it be taken off of the assessment roll after it's completed.

Executive Analyst Eisenbeisz - Yes. You'll need to approve a resolution in November to certify it to the County so it can be taken off at that time.

Councilman Sumner - But he'll need to be done between now and November so it's not assessed.

Superintendent Hanson - It should be in place before the street is done.

Councilman Gallagher - Should we work on something that it needs to be completed by August 1 and if it's not the assessment stays and we do the work?

Engineer Herdegen - We can draft a letter to that affect.

Mayor Geraghty - Doesn't the assessment roll stay as it is and any changes need to come back to us so we can control that.

Councilman Sumner - So it could be removed a year or two from now.

Engineer Herdegen - I believe it should be removed before it is certified to the County this year if it's going to

be removed.

Councilman Gallagher - I would agree.

Councilman Sumner - But if he doesn't then we would take the steps necessary to correct the problem?

Engineer Herdegen - And we would need to do that while we have the contractor under contract.

Councilman Sumner - So the full assessment could be levied against him before the fall?

Engineer Herdegen - Yes.

Councilman Sumner - Will we have the contractors that long?

Engineer Herdegen - Yes, their completion date is the end of October.

Councilman Gallagher - Why don't we give them 45 days.

Councilman Sumner - That's long before the November certification period.

Engineer Herdegen - The Council will need to approve the certification to the County the first meeting in November and we'll need the information by the 3rd of November which is right when they're finishing up their work. We need to provide them indication that they need to do the work. Right now, it's on hold.

Councilman Sumner - But if they think they have until October and we have a final item that we won't know about until November it's unfair to them to ask them to stick around.

Engineer Herdegen - Time is of the essence, I think 45 days would be appropriate.

Councilman Sumner - And we need a response from both driveway owners correct?

Engineer Herdegen - Yes, one owner did put in his own facility. His plan is to concrete or blacktop up and beyond that so that will help some. He has to figure out something that works.

Councilman Sumner - The cattle guard didn't appear to be working.

Superintendent Hanson - It had not been cleaned out from the previous rain.

Councilman Sumner - It requires constant maintenance, it has been installed but it is not sufficient at this point. Is that something the City would be in contact with them on?

Engineer Herdegen - We can send them a letter.

Councilman Sumner - We see the assessment of \$19,000 for 1125 Ford, is the twin driveway assessed the same amount?

Engineer Herdegen - It should be a similar amount, I'm not sure if their sewer repairs are identical. The majority of the \$19,000 is the \$15,000 assessment for the cattle guard.

Councilman Sumner - At this point that second homeowner has not filed an appeal.

Engineer Herdegen - Correct.

Mayor Geraghty - I would like to recap the adjustments. We have those five homes at \$1,000 and then \$2,000 for that vacant lot. What were the smaller amounts?

Engineer Herdegen - Those were \$69.50 for 1482 Cedar Lane, 1270 Wild Ridge Trail and a vacant lot between 2230 and 2245 Larry Lane.

Councilman Sumner - Several of the people that came to the assessment hearing and concerns on the impact to trees on their property. Was any adjustment able to be made on the trees?

Engineer Herdegen - We did preserve some. We also contacted the contractor for a price to install new trees for any that were removed. It will be at the City's discretion for which trees will be replaced. They are in the boulevard so we're not obligated to replace them but if there are some extenuating circumstances we have a reasonable price to replace them.

Councilman Sumner - And all of the trees that were in question were in the boulevard so they were a City tree.

Councilman Gallagher - 1271 Wild Ridge Trail, is it correct that he's being improperly assessed?

Engineer Herdegen - No. His location is on the west side of Kolff and the other portion is on the east side of Kolff. The west portion is a full depth reclamation.

Councilman Sumner - So he is correctly assessed?

Engineer Herdegen - Yes.

Councilman Sumner - Has that been explained to him?

Engineer Herdegen - No but I can.

Councilman Sumner - And they have an option of going on the 10 year plan, those that appealed?

Engineer Herdegen - Yes, they have the same options as everyone else.

Councilman Gallagher - They also have the option of going to court too?

Engineer Herdegen - Yes, they are obligated to file in District Court within 30 days.

Councilman Sumner - Is a financial hardship a legitimate reason to file?

Attorney Knaak - No. It's based on the valuation, not on mercy. Bottom line is the value and whether or not that's an accurate amount.

Councilman Gallagher - Darl's property is \$7,500 but he mentioned \$3,500 in his appeal.

Engineer Herdegen - I'm not sure what he's referring to. The value of his land is \$3,000.

Councilman Gallagher - Is it his homestead and another lot and they're each being assessed \$3,500?

Engineer Herdegen - No, they're each being assessed \$7,500 and we removed \$2,000 from the vacant lot.

Superintendent Hanson - And that's where Darl had the problem, with the vacant lot. They'll pay WAC and SAC when they connect.

Engineer Herdegen - And he is appealing the vacant lot.

Councilman Gallagher - Are we taking off \$1,000 on his homestead lot?

Engineer Herdegen - No, he has the old sewer.

Councilman Sumner - And none of those are here tonight.

Councilman Gallagher - I did have a question on Richard Pesek. Do home inspections typically include sewer inspections? I don't recall that when I bought my home.

Engineer Herdegen - I believe he is referring to when the sewer was originally connected. He was concerned that no one from the City inspected it when it was put in in the 1950's and if we didn't inspect it properly and the methods of construction led to deterioration it should be the City's responsibility to pay for that.

Councilman Sumner - Do we have any way of verifying that it was inspected?

Superintendent Hanson - We had an inspection when it went in but the construction methods have changed since then.

Councilman Sumner - So it's likely that it was done correctly at that time?

Engineer Herdegen - Yes and we don't follow those anymore.

Mayor Geraghty - On the resolution, I'd like to have the new total assessed.

Engineer Herdegen - We can add that. The interest rate is 1.5% higher than what the bonds were sold for.

Stacie Kvilvang, Ehlers - The true interest cost is 2.612% so it would be 1.5% above that.

Motion by Geraghty, seconded by Sumner, to approve Resolution No. 2014-25 as amended. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

B. Resolution No. 2014-26 - Providing for the Issuance and Sale of \$3,380,000 General Obligation Bonds, Series 2014A, and Pledging Special Assessments and Levying a Tax for the Payment Thereof

Stacie Kvilvang, Ehlers, presented on this item as attached and outlined in the June 19, 2014 City Council packet. The bond was reduced to \$3,235,000.

Councilman Sumner - Could you explain the reduction amount?

Ms. Kvilvang - You received a premium so someone paid you more for your bonds than what you had out there so we reduced the size of that because we still have adequate cash for your construction fund rather than taking that premium and increasing the amount of bond proceeds that you actually have. Premium bids are kind of like buying a car. Sometimes people are willing to pay more for the car for a low interest rate. With the premium bid, you're seeing the lower couponing coming in and that's why they're willing to pay you the premium for that.

Councilman Sumner - So we're paying more interest to get the reduction?

Ms. Kvilvang - The true interest cost went up a little because of it but overall you're coming in about the same that we had anticipated.

Councilman Sumner - Is it common that we would only see four replies?

Ms. Kvilvang - That's pretty typical. Right now there is a lot of paper in the market but we've seen an average of three to six bids.

Councilman Sumner - Where are these advertised?

Ms. Kvilvang - On all of the websites for the bond buyers, it's posted nationally.

Mayor Geraghty - The only change to the Resolution is the total?

Ms. Kvilvang - Yes.

Motion by Gallagher, seconded by Geraghty, to approve Resolution No. 2014-26 providing for the issuance and sale of \$3,235,000 General Obligation Bonds, Series 2014A, and Pledging Special Assessments and Levying a Tax for the Payment Thereof. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

C. Resolution No. 2014-27 - Approving a Side Yard Variance Requested by Michael Hoffman for Property Located at 11 Oakridge Drive

Sherri Buss, TKDA Planner, presented on this item as outlined in the June 19, 2014 City Council packet.

Motion by Sumner, seconded by Rahm, to approve Resolution No. 2014-27 approving a side yard variance for Michael Hoffman as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

D. Resolution No. 2014-28 - Approving a Rezoning Requested by Tom Long for Property Located at 2204 Hastings Avenue

Sherri Buss, TKDA Planner, presented on this item as outlined in the June 19, 2014 City Council packet.

Councilman Rahm - You're talking about putting screening up, that's a small lot. Where would you put it up and what would it entail?

Ms. Buss - It can be a fence or landscaping but properties like this where they have vehicles parked for more than 48 consecutive hours have to have screening from adjacent residential properties. He would need at least a fence or hedge along the boundary of the property to screen those vehicles.

Councilman Rahm - But when you have a car lot the whole point is for people to see cars. I like that we're doing a better use for it. My concern is that I want it to look as best as possible. It's an entryway corridor into Newport and we're trying to clean up everything we possibly can and that property is a key property. I want to make sure that the screening will look good. I'm just wondering what it will look like when the CUP comes along.

Ms. Buss - I think it would be fair to ask that of the applicant.

Mayor Geraghty - Does that apply to the existing lots?

Ms. Buss - If they received their CUP before those requirements it's hard to enforce it but we can with someone new.

Councilman Sumner - I don't want to get away from the main point which is rezoning but with the screening, we're not going to require it in the front where the vehicles will be displayed for more than 48 hours. I just want to make sure we're not expecting it all to be screened.

Councilman Gallagher - Should we just look at the rezoning tonight and not have the discussion on screening

tonight? I think the conditional use permit is where we'll have a lot of issues.

Councilman Sumner - I don't want to pass something now that locks him into something that wouldn't be a benefit for the property owner.

Councilman Rahm - If we're passing this now that's fine but I want to know what it's going to look like down the road.

Ms. Buss - The requirement in your ordinance is that any car that is parked for more than 48 hours needs to be screened. There is not an exemption for car lots. If there's a desire to make some type of exemption we'll need to make that change before we approve this.

Councilman Rahm - The screening doesn't make sense to me.

Councilman Gallagher - There's a possibility that we pass this tonight and the CUP comes up and we say no to that. So just because we're saying yes to this doesn't mean we're saying yes to the lot.

Councilman Sumner - This is not guaranteeing that but it is the intention. What is that business going to look like? I don't want to pass something right now that would require him to fence the entire property.

Ms. Buss - Then we would need to make a change in your ordinance to exempt car lots from that requirement.

Councilman Sumner - Can that be done at the Planning Commission when the CUP is in place or is that a separate issue?

Ms. Buss - We would need to have a separate public hearing for that and it would need to be done before the CUP. If you are contemplating that we'll need to know soon so we can delay his CUP public hearing because that would need to be approved before the CUP is approved.

Councilman Sumner - I would be in favor of those steps.

Councilman Gallagher - We had a conversation about this piece of property a while back about vehicles parking on the City's right-of-way.

Superintendent Hanson - Yes because the lot is so small there is not room to park vehicles straight in without being on City property. This is just for residential property right?

Ms. Buss - Yes, where he faces residential.

Superintendent Hanson - So it's not the whole thing, it'd be the south side.

Councilman Gallagher - I think that's reasonable.

Tom Long, 2204 Hastings Avenue - I think the way it was explained to me is that this is a two step process. I don't think we need to worry about the conditions of the conditional use permit, it's about rezoning it to MX-1. Once that's done we can address the issues of the CUP. You're absolutely right about the screening. I'm ok with it for the portion that screens the back of the building on Ford Road. That's where the cars will come in for reconditioning but those are issues we can address when we're talking about the CUP.

Ms. Buss - The only problem is that if we need to change the ordinance it would take a month so it would be August.

Mr. Long - Whatever it takes.

Mayor Geraghty - But it's reasonable to require screening on the south and east side.

Councilman Gallagher - I would think so.

Councilman Rahm - If it's just on Ford Road, that's doable.

Councilman Sumner - Is there room for a fence?

Mr. Long - I have 20 feet of land but there is a setback that if I put a 20 foot car parked north and south it would be on the City's property by about three or four feet. You could do a tight diagonal but if there is screening they couldn't see the cars. The 48 hour deal, the fencing, that's for you and Planning to discuss. Tonight is just about rezoning.

Superintendent Hanson - If you look at the photo in the packet, that is pretty close to the actual property lines.

Councilman Gallagher - That's where the fence can go?

Executive Analyst Eisenbeisz - Yes.

Superintendent Hanson - So they'll only be able to park it diagonally.

Mayor Geraghty - Is there a curb cut in there on the south side?

Superintendent Hanson - We were going to provide one at the rear and he could use the one on the west side.

Mayor Geraghty - I'm just wondering where the fence would need to go.

Councilman Sumner - Do we have to pass a resolution to ask for the change in the ordinance?

Mayor Geraghty - I don't think there's a feeling to do that, we think it's reasonable to require some fencing on the residential side.

Councilman Sumner - Just on the south side?

Ms. Buss - Yes.

Motion by Geraghty, seconded by Sumner, to approve Resolution No. 2014-28 approving a rezoning for Tom Long as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

E. Ordinance No. 2014-8 - Amending Section 1340, Residential Districts

Sherri Buss, TKDA Planner, presented on this item as outlined in the June 19, 2014 City Council packet.

Councilman Sumner - Just to confirm this is rooftop, sidewalks, driveways, etc?

Ms. Buss - Yes

Councilman Sumner - Is crushed gravel still considered?

Ms. Buss - Typically it is because it operates like an impervious surface.

Councilman Gallagher - There are some new driveway designs that allow for water.

Ms. Buss - Yes and then we would need Jon's expertise about how much credit we would give for that.

Superintendent Hanson - There is a calculation for credits.

Councilman Sumner - Are the tracks allowed in Newport?

Superintendent Hanson - No.

Motion by Sumner, seconded by Geraghty, to approve Ordinance No. 2014-8 as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

F. Chicken Permit for Anthony Mahmood

Executive Analyst Eisenbeisz presented on this item as outlined in the June 19, 2014 City Council packet.

Motion by Gallagher, seconded by Sumner, to approve the Chicken Permit for Anthony Mahmood as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Executive Analyst Eisenbeisz - I just wanted to remind everyone that the July 3, 2014 City Council meeting has been cancelled due to the 4th of July holiday.

10. ATTORNEY'S REPORT - Nothing to report

11. POLICE CHIEF'S REPORT - Nothing to report

12. FIRE CHIEF'S REPORT – Nothing to report

**13. ENGINEER'S REPORT –
A. Resolution No. 2014-25**

This item was moved to 9.A.

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

Superintendent Hanson - Due to all the heavy rains I wanted to give the public a report on the flood status. We're at about 693 feet today. The National Weather Service is forecasting a seven foot rise over the next seven days which would put us at 700.3 feet. That's three inches above the levee. It could start affecting some of our residents by Monday.

Councilman Rahm - Is that higher than the 1965 flood?

Superintendent Hanson - No. I'll read out a list of things that the City does and does not do for citizens. The City does: Encourage homeowners to purchase National Flood Insurance; Provide a limited quantity of sand and sand bags for the use of homeowners and residents; Monitor flood predictions and we'll put out notices on our website and Facebook; Protect all City infrastructures, including but not limited to: sanitary sewer, inspect homes, water shut offs, discontinue services as necessary, block or barricade city streets as required for public safety, block or plug storm sewers located at the west outlets of 16th, 17th and 21st Streets when the river reaches a flood stage of 698'; Provide collection of empty sand bags; and Provide a site for disposal of sand bag fill. The City will not: Place or conduct any flood protection measures on private property; Provide labor or volunteers for implementing any flood protections measures on private property; Fill sand bags for use on private property; Provide temporary utility service for private property; Pump the pond located at or near 1651 and 1645 Cedar Lane (otherwise identified along Skiles Lane); Collect filled sand bags; and Restore damaged private property. That comes from a

2004 Resolution. We'll try to get a letter out to residents by Monday.

Mayor Geraghty - You know the homes that would be affected, could you make verbal contact tomorrow?

Superintendent Hanson - We can do that.

Councilman Sumner - How many homes are typically affected by this?

Superintendent Hanson - I think about 30.

Councilman Rahm - From that data it looks like it'll breach the levee.

Superintendent Hanson - Yes.

Councilman Sumner - Yes, if we could get a direct notice of some kind to residents that would be good.

Councilman Rahm - Do you declare a state of emergency?

Mayor Geraghty - We'll see if it goes over. Is it supposed to rain over the next week?

Superintendent Hanson - They just changed it to 40% chance each day next week.

Mayor Geraghty - Keep us posted.

Superintendent Hanson - I will.

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Sumner, seconded by Gallagher, to adjourn the regular Council Meeting at 6:44 P.M. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Signed: _____
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Executive Analyst



EHLERS
LEADERS IN PUBLIC FINANCE

June 19, 2014

Sale Day Report for

City of Newport, Minnesota
\$3,235,000 General Obligation Improvement Bonds,
Series 2014A



Stacie Kvilvang
Senior Financial Advisor

and

Jason Aarsvold
Financial Advisor



Sale Day Report – June 19, 2014

City of Newport, Minnesota

\$3,235,000 General Obligation Improvement Bonds, Series 2014A

Purpose: Financing the City's 2014 road reconstruction and utility projects within the City.

Rating: Standard & Poor's Credit Markets "AA"

Number of Bids: 4

Low Bidder: Piper Jaffray & Co., Minneapolis, MN

Comparison from Lowest to Highest Bid: (TIC as bid)	Low Bid	High Bid	Interest Difference
	2.5971%	2.8384%	\$72,612

Summary of Results:	Projected	Results of Sale	Difference
Principal Amount *:	\$3,380,000	\$3,235,000	-\$145,000
Underwriter's Discount:	\$33,800	\$29,498	-\$4,302
Reoffering Premium:	\$0	\$140,018	\$140,018
True Interest Cost:	2.3898%	2.6121%	0.2223%
Cost of Issuance:	\$44,000	\$43,604	-\$396
Yield:	0.65% - 3.15%	0.50% - 3.20%	
Total Net P&I:	\$4,055,922	\$4,071,812	\$15,890

* The size of the bond issue changed from the projected amount due to premium bid.

Closing Date: July 15, 2014

City Council Action: Resolution authorizing issuance, awarding the sale, prescribing the form and details and providing for the payment of \$3,235,000 General Obligation Improvement Bonds, Series 2014A.

Attachments:

- A. Bid Tabulation
- B. Sources and Uses of Funds
- C. Updated Debt Service Schedules
- D. Bond Resolution (Distributed in City Council Packets)





BID TABULATION

\$3,380,000* General Obligation Improvement Bonds, Series 2014A

City of Newport, Minnesota

SALE: June 19, 2014

AWARD: PIPER JAFFRAY & CO.

Rating: Standard & Poor's Credit Markets "AA"

BBI: 4.37%

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
PIPER JAFFRAY & CO. Minneapolis, Minnesota	2016	3.000%	0.500%	\$3,497,254.30	\$745,025.84	2.5971%
	2017	3.000%	0.750%			
	2018	3.000%	1.000%			
	2019	3.000%	1.300%			
	2020	3.000%	1.600%			
	2021	3.000%	1.900%			
	2022	3.000%	2.100%			
	2023	3.000%	2.350%			
	2024	3.000%	2.450%			
	2025	3.000%	2.600%			
	2026 ¹	3.000%	2.900%			
	2027 ¹	3.000%	2.900%			
	2028	3.000%	3.000%			
	2029	3.250%	3.100%			
	2030	3.500%	3.200%			
BAIRD Milwaukee, Wisconsin	2016	2.000%		\$3,422,766.05	\$767,268.95	2.6973%
	2017	2.000%				
	2018	2.000%				
	2019	2.000%				
	2020	2.000%				
	2021	2.000%				
	2022	3.000%				
	2023	3.000%				
	2024	3.000%				
	2025	3.000%				
	2026	3.000%				
	2027	3.000%				
	2028	3.000%				
	2029	3.500%				
	2030	3.500%				

* Subsequent to bid opening the issue size was decreased to \$3,235,000.

Adjusted Price - \$3,345,520.51

Adjusted Net Interest Cost - \$726,291.29

Adjusted TIC - 2.6121%

\$360,000 Term Bond due 2027 with mandatory redemption in 2026.



NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
NORTHLAND SECURITIES, INC. Minneapolis, Minnesota	2016	2.000%		\$3,391,741.00	\$770,983.72	2.7297%
	2017	2.000%				
	2018	2.000%				
	2019	2.000%				
	2020	2.000%				
	2021	2.000%				
	2022	2.500%				
	2023	3.000%				
	2024	3.000%				
	2025	3.000%				
	2026	3.000%				
	2027	3.000%				
	2028	3.000%				
	2029	3.200%				
	2030	3.200%				
STERNE AGEE Birmingham, Alabama	2016	3.000%		\$3,501,341.95	\$817,637.77	2.8384%
	2017	3.000%				
	2018	3.000%				
	2019	3.000%				
	2020	3.000%				
	2021	3.000%				
	2022	3.000%				
	2023	3.000%				
	2024	3.250%				
	2025	3.250%				
	2026	3.500%				
	2027	3.500%				
	2028	3.750%				
	2029	3.750%				
	2030	3.750%				



City of Newport, Minnesota

\$3,235,000 General Obligation Improvement Bonds, Series 2014A Issue Summary

Total Issue Sources And Uses

Dated 07/15/2014 | Delivered 07/15/2014

	Improvement Portion	Utility Portion	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$2,295,000.00	\$940,000.00	\$3,235,000.00
Reoffering Premium	100,884.30	39,134.05	140,018.35
Prepaid Special Assessments	102,702.11	28,918.09	131,620.20
Existing City Cash (2013 Bond Proceeds)	42,165.80	14,055.27	56,221.07
Total Sources	\$2,540,752.21	\$1,022,107.41	\$3,562,859.62
Uses Of Funds			
Total Underwriter's Discount (0.912%)	20,926.60	8,571.24	29,497.84
Costs of Issuance	30,933.90	12,670.10	43,604.00
Deposit to Project Construction Fund	2,488,891.71	1,000,866.07	3,489,757.78
Total Uses	\$2,540,752.21	\$1,022,107.41	\$3,562,859.62

City of Newport, Minnesota

\$3,235,000 General Obligation Improvement Bonds, Series 2014A

Issue Summary

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/15/2014	-	-	-	-	-
02/01/2015	-	-	53,661.80	53,661.80	53,661.80
08/01/2015	-	-	49,281.25	49,281.25	-
02/01/2016	100,000.00	3.000%	49,281.25	149,281.25	198,562.50
08/01/2016	-	-	47,781.25	47,781.25	-
02/01/2017	340,000.00	3.000%	47,781.25	387,781.25	435,562.50
08/01/2017	-	-	42,681.25	42,681.25	-
02/01/2018	215,000.00	3.000%	42,681.25	257,681.25	300,362.50
08/01/2018	-	-	39,456.25	39,456.25	-
02/01/2019	220,000.00	3.000%	39,456.25	259,456.25	298,912.50
08/01/2019	-	-	36,156.25	36,156.25	-
02/01/2020	225,000.00	3.000%	36,156.25	261,156.25	297,312.50
08/01/2020	-	-	32,781.25	32,781.25	-
02/01/2021	230,000.00	3.000%	32,781.25	262,781.25	295,562.50
08/01/2021	-	-	29,331.25	29,331.25	-
02/01/2022	230,000.00	3.000%	29,331.25	259,331.25	288,662.50
08/01/2022	-	-	25,881.25	25,881.25	-
02/01/2023	240,000.00	3.000%	25,881.25	265,881.25	291,762.50
08/01/2023	-	-	22,281.25	22,281.25	-
02/01/2024	240,000.00	3.000%	22,281.25	262,281.25	284,562.50
08/01/2024	-	-	18,681.25	18,681.25	-
02/01/2025	245,000.00	3.000%	18,681.25	263,681.25	282,362.50
08/01/2025	-	-	15,006.25	15,006.25	-
02/01/2026	180,000.00	3.000%	15,006.25	195,006.25	210,012.50
08/01/2026	-	-	12,306.25	12,306.25	-
02/01/2027	180,000.00	3.000%	12,306.25	192,306.25	204,612.50
08/01/2027	-	-	9,606.25	9,606.25	-
02/01/2028	190,000.00	3.000%	9,606.25	199,606.25	209,212.50
08/01/2028	-	-	6,756.25	6,756.25	-
02/01/2029	195,000.00	3.250%	6,756.25	201,756.25	208,512.50
08/01/2029	-	-	3,587.50	3,587.50	-
02/01/2030	205,000.00	3.500%	3,587.50	208,587.50	212,175.00
Total	\$3,235,000.00	-	\$836,811.80	\$4,071,811.80	-

Yield Statistics

Bond Year Dollars	\$27,126.28
Average Life	8.385 Years
Average Coupon	3.0848751%
Net Interest Cost (NIC)	2.6774454%
True Interest Cost (TIC)	2.6121695%
Bond Yield for Arbitrage Purposes	2.4314995%
All Inclusive Cost (AIC)	2.7937310%

IRS Form 8038

Net Interest Cost	2.4864116%
Weighted Average Maturity	8.303 Years

City of Newport, Minnesota

\$3,235,000 General Obligation Improvement Bonds, Series 2014A

Issue Summary

Levy Schedule

Date	Principal	Coupon	Interest	Total P+I	Net D/S	Net DS * 1.05%	Special Asmnt	Sanitary Sewer (50%)	Water (30%)	Strom (20%)	Levy Amount
02/01/2015	-	-	53,661.80	53,661.80	53,661.80	56,344.89	-	(8,196.27)	(4,917.76)	(3,278.51)	39,952.35
02/01/2016	100,000.00	3.000%	98,562.50	198,562.50	198,562.50	208,490.63	(105,164.55)	(35,001.60)	(21,000.96)	(14,000.64)	33,322.89
02/01/2017	340,000.00	3.000%	95,562.50	435,562.50	435,562.50	457,340.63	(102,106.57)	(34,392.53)	(20,635.52)	(13,757.01)	286,449.00
02/01/2018	215,000.00	3.000%	85,362.50	300,362.50	300,362.50	315,380.63	(99,048.59)	(33,783.46)	(20,270.08)	(13,513.38)	148,765.12
02/01/2019	220,000.00	3.000%	78,912.50	298,912.50	298,912.50	313,858.13	(95,990.62)	(33,174.39)	(19,904.63)	(13,269.76)	151,518.73
02/01/2020	225,000.00	3.000%	72,312.50	297,312.50	297,312.50	312,178.13	(92,932.63)	(35,190.33)	(21,114.20)	(14,076.13)	148,864.85
02/01/2021	230,000.00	3.000%	65,562.50	295,562.50	295,562.50	310,340.63	(89,874.66)	(34,502.51)	(20,701.50)	(13,801.00)	151,460.96
02/01/2022	230,000.00	3.000%	58,662.50	288,662.50	288,662.50	303,095.63	(86,816.68)	(33,814.69)	(20,288.81)	(13,525.88)	148,649.57
02/01/2023	240,000.00	3.000%	51,762.50	291,762.50	291,762.50	306,350.63	(83,758.71)	(35,751.87)	(21,451.12)	(14,300.75)	151,088.18
02/01/2024	240,000.00	3.000%	44,562.50	284,562.50	284,562.50	298,790.63	(80,700.72)	(34,985.31)	(20,991.18)	(13,994.12)	148,119.30
02/01/2025	245,000.00	3.000%	37,362.50	282,362.50	282,362.50	296,480.63	(77,642.74)	(34,218.74)	(20,531.24)	(13,687.50)	150,400.41
02/01/2026	180,000.00	3.000%	30,012.50	210,012.50	210,012.50	220,513.13	-	(33,770.63)	(20,262.38)	(13,508.25)	152,971.88
02/01/2027	180,000.00	3.000%	24,612.50	204,612.50	204,612.50	214,843.13	-	(32,904.38)	(19,742.63)	(13,161.75)	149,034.38
02/01/2028	190,000.00	3.000%	19,212.50	209,212.50	209,212.50	219,673.13	-	(34,663.13)	(20,797.88)	(13,865.25)	150,346.88
02/01/2029	195,000.00	3.250%	13,512.50	208,512.50	208,512.50	218,938.13	-	(33,718.13)	(20,230.88)	(13,487.25)	151,501.88
02/01/2030	205,000.00	3.500%	7,175.00	212,175.00	212,175.00	222,783.75	-	(35,319.38)	(21,191.63)	(14,127.75)	152,145.00
Total	\$3,235,000.00	-	\$836,811.80	\$4,071,811.80	\$4,071,811.80	\$4,275,402.39	(914,036.47)	(523,387.30)	(314,032.38)	(209,354.92)	\$2,314,591.31



**City of Newport
Emergency Council Meeting
June 24, 2014**

1. CALL TO ORDER

Mayor Geraghty called the meeting to order at 5:00 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; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney;

Staff Absent –Curt Montgomery, Police Chief; Mark Mailand, Fire Chief;

4. RESOLUTION NO. 2014-29 - DECLARING A STATE OF EMERGENCY

Mayor Geraghty - The whole purpose of tonight's meeting is to declare a state of emergency for the City for 30 days.

Superintendent Hanson - As of right now, we have two residences that have sewer and water shut off and I believe electricity and gas will be shut off as well. We have two residences on standby for the next couple days. We're monitoring lift stations and pumps 24 hours a day. We have a pump at 17th Street. We're at 698.9 right now and it's slated to go up an additional foot. It seems to back off a little bit as it goes up and spreads out. We won't go below flood stage until next Tuesday or Wednesday. This prediction has stayed the same for the last couple days. The 20.5 is equal to our 700.

Councilman Sumner - How many homes are expected to be involved?

Superintendent Hanson - Unless we have trouble with our lift station we won't shut anyone else off besides the two now and two on standby.

Mayor Geraghty - Fritz, can you talk about the reason for doing the declaration?

Attorney Knaak - This is the time when you as a City Council has more authority in the City than anyone put together. You are empowered to direct emergency services, order evacuations, it's big stuff. When you're in a situation like this, MN law provides that you can do a declaration.

Mayor Geraghty - Any other needs that you have?

Superintendent Hanson - I've been in contact with Emergency Services in Washington County and the other cities. Additional pumps is my biggest worry and I have sources for that. Public Works is on 24-7 now and will be monitoring lift stations.

Councilman Gallagher - What do you do when you monitor?

Superintendent Hanson - We have seven so we do rounds every couple hours and need to maintain the pumps we have at 17th Street.

Councilman Gallagher - Do you need another hand?

Superintendent Hanson - We're running two guys 24-7.

Councilman Gallagher - Let me know if you need help.

Councilman Sumner - I just want to mention that this is to protect property and lives.

Attorney Knaak - If the State of Emergency ends in two weeks, you can terminate this early.

Motion by Gallagher, seconded by Ingemann, to approve Resolution No. 2014-29 as presented. With 5 Ayes, 0 Nays, the motion carried.

5. ADJOURNMENT

Motion by Geraghty, seconded by Gallagher, to adjourn the regular Council Meeting at 5:07 P.M. With 5 Ayes, 0 Nays, the motion carried.

Signed: _____
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Executive Analyst

Non-Recurring Bills

Paid Chk# 016417	NEWPORT POST OFFICE	6/18/2014	\$200.00
Paid Chk# 016459	ATOMIC-COLO, LLC	7/17/2014	\$75.00 Additional IT support
Paid Chk# 016460	BAUER BUILT, INC	7/17/2014	\$139.66 9903 S/O
Paid Chk# 016461	BOND TRUST SERVICES CORP.	7/17/2014	\$27,288.32 2013A GO Bond Interest payment
Paid Chk# 016462	Cardmember Services	7/17/2014	\$1,229.38 Visa bill
Paid Chk# 016463	CARLSON MCCAIN, INC	7/17/2014	\$4,379.00 Knauff Salvage Yard Grant prep
Paid Chk# 016464	CENTURY COLLEGE	7/17/2014	\$695.00 Education
Paid Chk# 016465	COMMERCIAL ASPHALT CO.	7/17/2014	\$807.84 Dura drive
Paid Chk# 016466	CONTINENTAL RESEARCH CORP.	7/17/2014	\$184.46 Concrete patch
Paid Chk# 016467	DELL Marketing L.P.	7/17/2014	\$651.65 New front desk computer
Paid Chk# 016468	DENNIS ENVIRONMENTAL OPERATORS	7/17/2014	\$2,000.00 Asbestos removal 7th Street an
Paid Chk# 016469	DEPARTMENT OF TRANSPORTAION	7/17/2014	\$84,859.58 Highway 61 Construction and En
Paid Chk# 016470	DEPT OF EMPLOYMENT & ECON DEV	7/17/2014	\$321.70 Unemployment payment
Paid Chk# 016471	DIETRICH ELECTRIC, INC	7/17/2014	\$144.38 Electrical inspections
Paid Chk# 016472	EDS TROPHIES INC	7/17/2014	\$6.00 Heritage Preservation Award Up
Paid Chk# 016473	EMERGENCY AUTOMOTIVE TECH.	7/17/2014	\$13,944.37 Police vehicle set up costs
Paid Chk# 016474	ETERNITY HOMES	7/17/2014	\$300.00 340 15th Street Utility Servic
Paid Chk# 016475	FAIR OFFICE WORLD	7/17/2014	\$144.06 Supplies
Paid Chk# 016476	FEDERAL TAXES	7/17/2014	\$86.00
Paid Chk# 016477	FERGUSON WATERWORKS #2516	7/17/2014	\$424.64 Hose & test balls
Paid Chk# 016478	FIRSTLAB	7/17/2014	\$53.95 Testing
Paid Chk# 016479	FLEET ONE LLC	7/17/2014	\$3,169.62 Petrol
Paid Chk# 016480	GERLACH OUTDOOR POWER EQUIP.	7/17/2014	\$242.14 Supplies
Paid Chk# 016481	GILBERT MECHANICAL CONTRACTORS	7/17/2014	\$395.00 Sprinkler inspection
Paid Chk# 016482	GLOBE PRINTING & OFFICE SUPPLY	7/17/2014	\$110.70 Envelopes
Paid Chk# 016483	GOPHER STATE ONE-CALL	7/17/2014	\$133.50
Paid Chk# 016484	GRAINGER PARTS	7/17/2014	\$1,047.83 Life station repair
Paid Chk# 016485	HAWKINS	7/17/2014	\$5.00 Chlorine
Paid Chk# 016486	INSTRUMENTAL RESEARCH, INC.	7/17/2014	\$36.00 Coliform Bacteria
Paid Chk# 016487	JOHN BARTL HARDWARE	7/17/2014	\$427.75 Supplies and tools
Paid Chk# 016488	LIBERTY NAPA OF NEWPORT	7/17/2014	\$403.94 Supplies
Paid Chk# 016489	MENARDS - COTTAGE GROVE	7/17/2014	\$197.24 F. Hall #1 Repair & Parks Sup.
Paid Chk# 016490	MENARDS - COTTAGE GROVE	7/17/2014	\$514.43 Pioneer Park Memorial
Paid Chk# 016491	MINNESOTA BENEFIT ASSOC.	7/17/2014	\$61.43 Neska life
Paid Chk# 016492	MCMA	7/17/2014	\$203.66 Membership
Paid Chk# 016493	MINUTEMAN PRESS	7/17/2014	\$146.00 Business cards
Paid Chk# 016494	MN DEPT OF LABOR AND INDUSTRY	7/17/2014	\$606.89 Quarterly Building Permit Surc
Paid Chk# 016495	MN PUBLIC FACILITIES AUTHORITY	7/17/2014	\$122,695.80 PFA GO Bond
Paid Chk# 016496	MSA PROFESSIONAL SERVICES, INC	7/17/2014	\$7,218.50 Newport Transit Station Engine
Paid Chk# 016497	NEOPOST	7/17/2014	\$628.39 Postage
Paid Chk# 016498	NEWPORT POST OFFICE	7/17/2014	\$1,200.00 Postage for bulk mailings
Paid Chk# 016499	NORSAN	7/17/2014	\$150.35 Cleaning supplies
Paid Chk# 016500	NORTHLAND SECURITIES	7/17/2014	\$17,162.50 2011A Bond Interest Payment
Paid Chk# 016501	OXYGEN SERVICE CO.	7/17/2014	\$38.40 Oxygen service
Paid Chk# 016502	PHOENIX RESIDENCE	7/17/2014	\$300.00 Utility Service Deposit Reimbu
Paid Chk# 016503	PROFESSIONAL DRAIN SERVICES	7/17/2014	\$8,796.82 Televising main lines and FOG
Paid Chk# 016504	RIVERTOWN MULTIMEDIA	7/17/2014	\$106.93 Publish CUP
Paid Chk# 016505	SAFE-FAST, INC.	7/17/2014	\$625.44 Barricade
Paid Chk# 016506	SAMS CLUB/GECRB	7/17/2014	\$45.00 Annual fee
Paid Chk# 016507	SOUTH EAST TOWING, INC.	7/17/2014	\$95.00 Car towed
Paid Chk# 016508	STREICHERS	7/17/2014	\$51.93 Uniforms
Paid Chk# 016509	T.A. SCHIFSKY & SONS, INC.	7/17/2014	\$212.89 Asphalt and sand
Paid Chk# 016510	TAPCO	7/17/2014	\$180.26 Sign
Paid Chk# 016511	TBS OFFICE AUTOMATIONS	7/17/2014	\$257.00 Copier contract
Paid Chk# 016512	THUMB THINGS/BUTTON WORKS	7/17/2014	\$264.00 Pioneer Day buttons
Paid Chk# 016513	TKDA	7/17/2014	\$8,001.85 City Planning
Paid Chk# 016514	USA BLUEBOOK	7/17/2014	\$38.95 Well charts

Paid Chk# 016515	VIKING ELECTRIC SUPPLY	7/17/2014	\$283.72	Supplies
Paid Chk# 016516	WASHINGTON CTY PUBLIC SAFETY	7/17/2014	\$1,500.30	Radio-Police
Paid Chk# 016517	WASHINGTON CTY PUBLIC SAFETY	7/17/2014	\$2,700.54	Radios-Fire
Paid Chk# 016518	WASHINGTON CTY SHERIFF	7/17/2014	\$108.25	Code red call
Paid Chk# 016519	WASHINGTON CTY TAX SERVICES	7/17/2014	\$92.00	Variance posting
Recurring Bills				
Paid Chk# 000307E	FEDERAL TAXES	6/26/2014	\$82.64	SS, Med, Federal
Paid Chk# 000308E	FEDERAL TAXES	6/26/2014	\$10,047.01	SS, Med, and Federal
Paid Chk# 000309E	ING LIFE INSURANCE & ANNUITY	6/26/2014	\$429.45	MSRS
Paid Chk# 000310E	MN REVENUE	6/26/2014	\$2,123.74	State taxes
Paid Chk# 000311E	DELTA DENTAL OF MN	7/1/2014	\$1,247.84	Dental insurance
Paid Chk# 000312E	MN REVENUE	7/3/2014	\$969.00	Water sales tax
Paid Chk# 000313E	FEDERAL TAXES	7/8/2014	\$12,135.11	ss, Medicare, Fed
Paid Chk# 000314E	FEDERAL TAXES	7/8/2014	\$272.25	
Paid Chk# 000315E	ING LIFE INSURANCE & ANNUITY	7/8/2014	\$4,513.80	Vol. Retirement Roth and Tradi
Paid Chk# 000316E	ING LIFE INSURANCE & ANNUITY	7/8/2014	\$428.85	MSRS
Paid Chk# 000317E	MN REVENUE	7/8/2014	\$2,503.59	State taxes
Paid Chk# 000318E	MN REVENUE	7/8/2014	\$16.08	State taxes
Paid Chk# 000319E	PSN	7/8/2014	\$72.75	Electronic payment fees
Paid Chk# 011121	ANDERSON, JONATHAN	12/16/2010	\$456.78	December 2010 pay for firefigh
Paid Chk# 016416	ASSURANT EMPLOYEE BENEFITS	6/18/2014	\$595.51	Life and long-term disability
Paid Chk# 016424	DEB SCHULZ	6/26/2014	\$68.88	Mileage reimbursement
Paid Chk# 016425	DEBORA HILL	6/26/2014	\$323.20	Mileage reimbursement & educat
Paid Chk# 016426	ING LIFE INSURANCE & ANNUITY	6/26/2014	\$250.00	
Paid Chk# 016427	LAW ENFORCEMENT LABOR SERVICES	6/26/2014	\$270.00	
Paid Chk# 016428	LEAF	6/26/2014	\$580.49	
Paid Chk# 016429	ON SITE SANITATION	6/26/2014	\$485.00	Port o Potty
Paid Chk# 016430	PERA	6/26/2014	\$8,421.30	
Paid Chk# 016431	SELECTACCOUNT	6/26/2014	\$791.49	
Paid Chk# 016432	SELECTACCOUNT	6/26/2014	\$37.98	Monthly fee
Paid Chk# 016433	TOM INGEMANN	6/26/2014	\$312.21	Expenses League of MN Cities C
Paid Chk# 016434	TRUGREEN-CHEMLAWN	6/26/2014	\$1,643.25	Weed control
Paid Chk# 016435	VERIZON	6/26/2014	\$382.33	Cell phone and hot spots
Paid Chk# 016436	XCEL ENERGY	6/26/2014	\$7,574.00	Natural gas & electricity
Paid Chk# 016437	Holstad & Knaak, PLC	7/1/2014	\$5,200.00	Monthly legal fees
Paid Chk# 016438	NCPERS MINNESOTA	7/1/2014	\$64.00	Life insurance
Paid Chk# 016439	ATOMIC-COLO, LLC	7/3/2014	\$2,408.75	IT support and phones
Paid Chk# 016440	COMCAST	7/3/2014	\$120.03	
Paid Chk# 016441	INTERNATIONAL UNION OF OP. ENG	7/3/2014	\$132.00	
Paid Chk# 016442	RENEE EISENBEISZ	7/3/2014	\$48.38	Mileage reimbursement
Paid Chk# 016443	SW/WC SERVICES COOPERATIVES	7/3/2014	\$17,270.00	
Paid Chk# 016444	TENNIS SANITATION LLC	7/3/2014	\$21.80	Garbage for city hall and PW g
Paid Chk# 016450	CENTURY LINK	7/10/2014	\$259.72	Phones
Paid Chk# 016451	COMCAST	7/10/2014	\$303.14	
Paid Chk# 016452	DEB SCHULZ	7/10/2014	\$39.66	Petty cash
Paid Chk# 016453	ING LIFE INSURANCE & ANNUITY	7/10/2014	\$250.00	
Paid Chk# 016454	Metropolitan Council	7/10/2014	\$15,754.64	
Paid Chk# 016455	PERA	7/10/2014	\$9,610.33	
Paid Chk# 016456	SELECTACCOUNT	7/10/2014	\$658.16	
Paid Chk# 016457	ST. PAUL PARK REFINING CO. LLC	7/10/2014	\$2,152.51	
Paid Chk# 016458	XCEL ENERGY	7/10/2014	\$2,144.69	Natural gas and electricity
		Staff	\$69,444.76	
			\$501,308.04	

Cardmember Services

JUL-14

Neska	John M. Ellsworth Co.		\$ 1,148.33
Mailand	OfficeMax	Reimbursed	\$ 49.25
	NFPA Natl. Fire	Reimbursed	\$ 102.95
	USPS	Reimbursed	\$ 20.30
	Promotions Now	Reimbursed	\$ 85.00
	NFPA Natl. Fire	Reimbursed	\$ 175.00
	Menards	Reimbursed	\$ 174.29
	Walgreens	Reimbursed	\$ 74.23
	Oriental Trading Co.	Reimbursed	\$ 58.45
	Oriental Trading Co.	Reimbursed	\$ 61.13
	Oriental Trading Co.	Reimbursed	\$ 61.42
	OfficeMax	Reimbursed	\$ 31.04
Helm	Comcast Upware/Norton	Library computer protection	\$ 5.30
	Discount Rubber Stamps	Office Supplies	\$ 20.75
Hill	Minnesota Government Financial	Training for accountant	\$ 25.00
	Minnesota Government Financial	Training for accountant	\$ 30.00



City of Newport, MN

Financial Status Report

Period ended June 30, 2014

(Un-Audited)

Prepared by:
Administration Department



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Section 1 – Cash & Investment

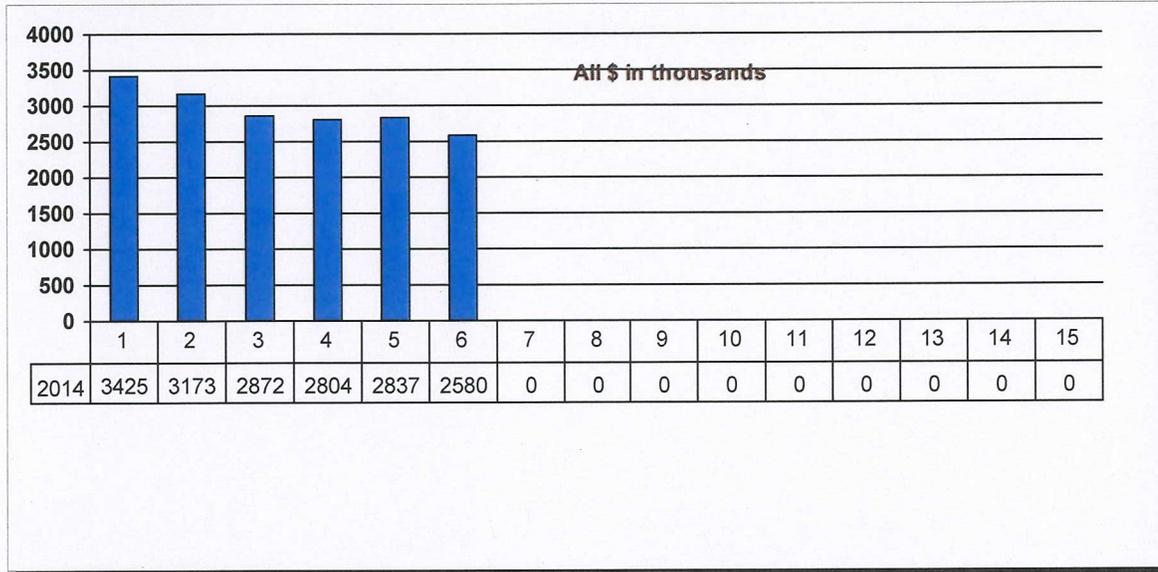
Purpose:

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



CITY OF NEWPORT
***Check Reconciliation©**

Central Bank
10100 CASH
June 2014



Account Summary

Beginning Balance on	6/1/2014	\$2,854,010.80	Cleared	\$2,597,167.49
+ Receipts/Deposits		\$59,450.60	Statement	\$2,597,167.49
- Payments (Checks and Withdrawals)		\$316,293.91	Difference	\$0.00
Ending Balance as of	6/28/2014	\$2,597,167.49		

Check Book Balance

In-Active	G 101-10100	GENERAL FUND	-\$625,318.06
Active	G 201-10100	PARKS SPECIAL FUND	\$43,577.61
Active	G 204-10100	HERITAGE PRESERVATIO	\$6,587.65
Active	G 205-10100	RECYCLING	\$24,726.59
Active	G 206-10100	FIRE ENGINE	\$0.00
Active	G 208-10100	BUY FORFEITURE	\$1,304.74
Active	G 225-10100	PIONEER DAY	\$21,711.01
Active	G 270-10100	EDA	\$566,119.36
Active	G 301-10100	G.O. CAPITAL IMP. PLAN 2	\$6,713.44
Active	G 305-10100	2013 STREET ASSESSME	-\$32,265.66
Active	G 306-10100	2014 STREET ASSESSME	\$0.00
Active	G 307-10100	GO TIF 1994B	\$0.00
Active	G 308-10100	CERIFICATES OF INDEBT	\$0.00
Active	G 313-10100	GO IMP BOND 2000B	\$0.00
Active	G 315-10100	\$690,000 BOND 2002A	-\$92,092.38
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$292,155.37
Active	G 321-10100	EQUIP CERTIFICATE 2006	\$0.00
Active	G 322-10100	GO BONDS OF 2011A	-\$25,288.34
Active	G 401-10100	EQUIPMENT REVOLVING	\$135,366.23

Active	G 402-10100	TAX INC DIST 1	-\$0.23
Active	G 405-10100	T.H. HWY 61	\$233,715.55
Active	G 409-10100	STREET RECON. 2013	\$665,208.33
Active	G 410-10100	STREET RECON. 2014	\$10,845.28
Active	G 411-10100	BUILDING FUND	\$110,058.25
Active	G 416-10100	4TH AVENUE RAVINE	\$12,763.47
Active	G 417-10100	NORTH RAVINE	\$53,713.61
Active	G 422-10100	2011A UTILITY CAPITAL	\$0.00
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$0.00
Active	G 601-10100	WATER FUND	\$459,244.90
Active	G 602-10100	SEWER FUND	\$686,644.14
Active	G 603-10100	STREET LIGHT FUND	\$15,882.16
Active	G 604-10100	STORM WATER FUND	\$8,375.23
		Cash Balance	\$2,579,748.25

Beginng Balance	\$2,854,010.80	
+ Total Deposits	\$78,867.15	
- Checks Written	\$353,129.70	
		Check Book Balance
		\$2,579,748.25
		Difference
		\$0.00

City of Newport
INVESTMENTS
Jul-14

<u>TYPE</u>	<u>BOUGHT DATE</u>	<u>MATURITY DATE</u>	<u># OF DAYS</u>	<u>COST</u>	<u>RATE</u>	<u>GASB #40 Value</u>
MORGAN STANLEY						
BK China NY CD	10/21/2013	10/30/2014	374	120,000	0.40%	119,983.20
BMW CD	6/28/2013	6/29/2015	728	120,000	0.75%	119,954.40
AMEX Cent.	7/5/2013	7/5/2016	1,092	120,000	1.10%	120,360.00
BMW CD	6/28/2013	6/28/2017	1,456	125,000	1.30%	124,967.50
AMEX Cent.	7/5/2013	7/5/2018	1,820	125,000	1.70%	123,486.25
Accrued Interest	all CDs above					9,077.14
Fed Farm Cr Bk	7/17/2013	7/17/2020	2,548	125,000	2.87%	126,624.34
Wells Fargo BK	4/16/2014	4/16/2021	2,548	120,000	3.02%	119,766.00
sub total						<u>864,218.83</u>
NORTHLAND						
MNY MKT	Govmt security money market class B					0.00
GO BOND	10/6/2010	3/1/2015	365	240,000.00	1.85%	244,148.47
GO BOND	10/6/2010	3/1/2015	365	100,000.00	1.75%	100,762.88
Accrued Interest						
subtotal						<u>344,911.35</u>
Sub-total Investments GASB 40						<u>1,209,130.18</u>
CENTRAL BANK						
305-2013 Street Assessment						
Central Bank	10/17/2013	1/17/2015	547	60,000.00	0.40%	60,000.00
Checking						<u>2,597,167.49</u>
Total Cash, Investments and CD's						<u>3,806,297.67</u>

Section 2 – Budget Control Summary

Purpose:

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



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Varianc	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
FUND 101 GENERAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$3,078,688.00	\$179,336.70	\$2,899,351.30	94.17%	\$0.00	\$3,078,688.00	-\$3,078,688.00	0.11	-0.24
DEPT 45000 Parks (GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 45100 Recreation (GENERAL)	\$0.00	\$361.76	-\$361.76	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$3,078,688.00	\$179,698.46	\$2,898,989.54	94.16%	\$0.00	\$3,078,688.00	-\$3,078,688.00	0.10	-0.23
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$359,320.66	-\$359,320.66	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$283,550.75	\$122,922.60	\$160,628.15	56.65%	\$0.00	\$283,550.75	-\$283,550.75	0.35	-0.46
DEPT 41110 Mayor and Council	\$22,714.00	\$11,393.49	\$11,320.51	49.84%	\$0.00	\$22,714.00	-\$22,714.00	0.44	-0.20
DEPT 41410 Elections	\$5,050.00	\$470.00	\$4,580.00	90.69%	\$0.00	\$5,050.00	-\$5,050.00	0.19	-0.81
DEPT 41600 Professional Services	\$294,000.00	\$188,142.46	\$105,857.54	36.01%	\$0.00	\$294,000.00	-\$294,000.00	0.50	-0.30
DEPT 41910 Planning and Zoning	\$34,388.00	\$18,647.74	\$15,740.26	45.77%	\$0.00	\$34,388.00	-\$34,388.00	0.07	-0.27
DEPT 41940 City Hall Bldg	\$18,600.00	\$4,758.91	\$13,841.09	74.41%	\$0.00	\$18,600.00	-\$18,600.00	0.34	-0.66
DEPT 42000 Police Department(GENERAL)	\$839,417.00	\$440,904.65	\$398,512.35	47.47%	\$0.00	\$839,417.00	-\$839,417.00	0.45	-0.37
DEPT 42100 Civil Defense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42260 Fire Protection	\$185,800.00	\$44,504.61	\$141,295.39	76.05%	\$0.00	\$185,800.00	-\$185,800.00	0.26	-0.55
DEPT 42280 Fire Stations No. 1	\$10,500.00	\$6,070.33	\$4,429.67	42.19%	\$0.00	\$10,500.00	-\$10,500.00	0.24	-0.76
DEPT 42290 Fire Station No. 2	\$2,300.00	\$1,676.36	\$623.64	27.11%	\$0.00	\$2,300.00	-\$2,300.00	0.23	-0.27
DEPT 43000 PW Street (GENERAL)	\$368,823.00	\$160,363.57	\$208,459.43	56.52%	\$0.00	\$368,823.00	-\$368,823.00	0.36	-0.43
DEPT 43100 Public Works Garage	\$17,000.00	\$13,667.33	\$3,332.67	19.60%	\$0.00	\$17,000.00	-\$17,000.00	0.67	-0.34
DEPT 43160 Street Lighting	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43260 Composting	\$5,150.00	\$5,416.38	-\$266.38	-5.17%	\$0.00	\$5,150.00	-\$5,150.00	1.10	0.54
DEPT 45000 Parks (GENERAL)	\$331,065.00	\$165,072.64	\$165,992.36	50.14%	\$0.00	\$331,065.00	-\$331,065.00	0.35	-0.44
DEPT 45100 Recreation (GENERAL)	\$3,200.00	\$754.09	\$2,445.91	76.43%	\$0.00	\$3,200.00	-\$3,200.00	0.03	-0.19
DEPT 45206 Parks Bldgs. & Warming Houses	\$14,075.00	\$14,816.67	-\$741.67	-5.27%	\$0.00	\$14,075.00	-\$14,075.00	1.05	0.19
DEPT 45501 Library Bldg	\$24,395.00	\$13,248.36	\$11,146.64	45.69%	\$0.00	\$24,395.00	-\$24,395.00	0.50	-0.50
DEPT 45550 Heritage Pres. Committee	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49470 Street Lights	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49754 Railroad Tower	\$1,100.00	\$155.90	\$944.10	85.83%	\$0.00	\$1,100.00	-\$1,100.00	0.08	-0.67
DEPT 49985 Special Contributions	\$2,000.00	\$238.86	\$1,761.14	88.06%	\$0.00	\$2,000.00	-\$2,000.00	0.12	-0.88
DEPT 49995 Miscellaneous Contingency	\$10,000.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$10,000.00	-\$10,000.00	0.00	-0.50
Total Expenditure Accounts	\$2,473,127.75	\$1,572,545.61	-\$900,582.14	36.41%	\$0.00	\$2,473,127.75	-\$2,473,127.75	0.36	-0.35
Total FUND 101 GENERAL FUND	\$605,560.25	-\$1,392,847.15	\$1,998,407.40	330.01%	\$0.00	\$605,560.25	-\$605,560.25		



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,971.54	-\$2,971.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$2,971.54	\$2,971.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 205 RECYCLING	\$0.00	\$620.99	-\$620.99	0.00%	\$0.00	\$0.00	\$0.00		
FUND 206 FIRE ENGINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 206 FIRE ENGINE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 208 BUY FORFEITURE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.58	-\$0.58	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.58	-\$0.58	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 208 BUY FORFEITURE	\$0.00	\$0.58	-\$0.58	0.00%	\$0.00	\$0.00	\$0.00		
FUND 225 PIONEER DAY									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,128.88	-\$2,128.88	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$2,128.88	-\$2,128.88	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$127.50	-\$127.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$127.50	\$127.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 225 PIONEER DAY	\$0.00	\$2,001.38	-\$2,001.38	0.00%	\$0.00	\$0.00	\$0.00		



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 306 2014 STREET ASSESSMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 307 GO TIF 1994B									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 308 CERIFICATES OF INDEBTEDNESS									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 308 CERIFICATES OF INDEBTEDNES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 313 GO IMP BOND 2000B									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Varianc	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 313 GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 315 \$690,000 BOND 2002A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$92,092.50	-\$92,092.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$92,092.50	\$92,092.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 \$690,000 BOND 2002A	\$0.00	-\$92,092.50	\$92,092.50	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4,220.68	-\$4,220.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$4,220.68	-\$4,220.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,020.80	-\$2,020.80	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$2,020.80	\$2,020.80	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 316 PFA/TRLF REVENUE NOTE	\$0.00	\$2,199.88	-\$2,199.88	0.00%	\$0.00	\$0.00	\$0.00		
FUND 321 EQUIP CERTIFICATE 2006A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT
***Budget Control Summary**

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Varianc	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 321 EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 322 GO BONDS OF 2011A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$108,017.50	-\$108,017.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$108,017.50	\$108,017.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 GO BONDS OF 2011A	\$0.00	-\$108,017.50	\$108,017.50	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 EQUIPMENT REVOLVING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$139,087.32	-\$139,087.32	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$139,087.32	-\$139,087.32	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$91,514.82	-\$91,514.82	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$91,514.82	\$91,514.82	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 401 EQUIPMENT REVOLVING	\$0.00	\$47,572.50	-\$47,572.50	0.00%	\$0.00	\$0.00	\$0.00		
FUND 402 TAX INC DIST 1									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49995 Miscellaneous Contingency	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 405 T.H. HWY 61									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$103.38	-\$103.38	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$103.38	-\$103.38	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$384.76	-\$384.76	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$384.76	\$384.76	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 405 T.H. HWY 61	\$0.00	-\$281.38	\$281.38	0.00%	\$0.00	\$0.00	\$0.00		
FUND 409 STREET RECON. 2013									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$144.01	-\$144.01	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$144.01	-\$144.01	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$121,718.52	-\$121,718.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$121,718.52	\$121,718.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 409 STREET RECON. 2013	\$0.00	-\$121,574.51	\$121,574.51	0.00%	\$0.00	\$0.00	\$0.00		
FUND 410 STREET RECON. 2014									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$20,107.06	-\$20,107.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$0.00	\$20,107.06	-\$20,107.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$9,261.78	-\$9,261.78	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$9,261.78	\$9,261.78	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 410 STREET RECON. 2014	\$0.00	\$10,845.28	-\$10,845.28	0.00%	\$0.00	\$0.00	\$0.00		
FUND 411 BUILDING FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$70,048.68	-\$70,048.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$70,048.68	-\$70,048.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 411 BUILDING FUND	\$0.00	\$70,048.68	-\$70,048.68	0.00%	\$0.00	\$0.00	\$0.00		
FUND 416 4TH AVENUE RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.65	-\$5.65	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5.65	-\$5.65	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 416 4TH AVENUE RAVINE	\$0.00	\$5.65	-\$5.65	0.00%	\$0.00	\$0.00	\$0.00		
FUND 417 NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$11.36	-\$11.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$0.00	\$11.36	-\$11.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$21.00	-\$21.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$21.00	\$21.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 417 NORTH RAVINE	\$0.00	-\$9.64	\$9.64	0.00%	\$0.00	\$0.00	\$0.00		
FUND 422 2011A UTILITY CAPITAL									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 422 2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 423 2011A EQUIPMENT CAPITAL									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 423 2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 601 WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$231,630.00	\$488.94	\$231,141.06	99.79%	\$0.00	\$231,630.00	-\$231,630.00	0.00	-0.17
DEPT 49400 Water Utilities (GENERAL)	\$3,120.00	\$90,174.42	-\$87,054.42	2790.21%	\$0.00	\$3,120.00	-\$3,120.00	0.00	-0.11



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
Total Revenue Accounts	\$234,750.00	\$90,663.36	\$144,086.64	61.38%	\$0.00	\$234,750.00	-\$234,750.00	0.00	-0.12
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$293,452.00	\$129,962.92	\$163,489.08	55.71%	\$0.00	\$293,452.00	-\$293,452.00	0.36	-0.31
Total Expenditure Accounts	\$293,452.00	\$129,962.92	-\$163,489.08	55.71%	\$0.00	\$293,452.00	-\$293,452.00	0.36	-0.31
Total FUND 601 WATER FUND	-\$58,702.00	-\$39,299.56	-\$19,402.44	33.05%	\$0.00	-\$58,702.00	\$58,702.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$316.31	-\$316.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$392,784.00	\$137,905.25	\$254,878.75	64.89%	\$0.00	\$392,784.00	-\$392,784.00	0.04	-0.16
Total Revenue Accounts	\$392,784.00	\$138,221.56	\$254,562.44	64.81%	\$0.00	\$392,784.00	-\$392,784.00	0.03	-0.10
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$403,865.00	\$188,741.41	\$215,123.59	53.27%	\$0.00	\$403,865.00	-\$403,865.00	0.24	-0.35
DEPT 49460 Storm Water	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$403,865.00	\$188,741.41	-\$215,123.59	53.27%	\$0.00	\$403,865.00	-\$403,865.00	0.21	-0.30
Total FUND 602 SEWER FUND	-\$11,081.00	-\$50,519.85	\$39,438.85	-355.91%	\$0.00	-\$11,081.00	\$11,081.00		
FUND 603 STREET LIGHT FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7.50	-\$7.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43160 Street Lighting	\$83,454.00	\$23,898.50	\$59,555.50	71.36%	\$0.00	\$83,454.00	-\$83,454.00	0.07	-0.18
Total Revenue Accounts	\$83,454.00	\$23,906.00	\$59,548.00	71.35%	\$0.00	\$83,454.00	-\$83,454.00	0.04	-0.10
Expenditure Accounts									
DEPT 43160 Street Lighting	\$0.00	\$13,968.05	-\$13,968.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49470 Street Lights	\$0.00	\$9,865.34	-\$9,865.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$23,833.39	\$23,833.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 603 STREET LIGHT FUND	\$83,454.00	\$72.61	\$83,381.39	99.91%	\$0.00	\$83,454.00	-\$83,454.00		



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Varianc	2014 Adopted Budget	2014 Forecast	Variance at Completion	2014 YTD Perf	2014 Est to Complete
FUND 604 STORM WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4.31	-\$4.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$40,000.00	\$8,054.07	\$31,945.93	79.86%	\$0.00	\$40,000.00	-\$40,000.00	0.05	-0.15
Total Revenue Accounts	\$40,000.00	\$8,058.38	\$31,941.62	79.85%	\$0.00	\$40,000.00	-\$40,000.00	0.04	-0.10
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$20,000.00	-\$20,000.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$0.00	\$11,539.13	-\$11,539.13	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$31,539.13	\$31,539.13	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 604 STORM WATER FUND	\$40,000.00	-\$23,480.75	\$63,480.75	158.70%	\$0.00	\$40,000.00	-\$40,000.00		
	\$615,731.25	-\$1,671,985.89	\$2,287,717.14	371.54%	\$0.00	\$615,731.25	-\$615,731.25		

FILTER: None

Section 3 – Cash Balances

Purpose:

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



CITY OF NEWPORT
***Cash Balances**

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Current Period June 2014

Fund	2014 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entry			
10100 Central Bank								
101 GENERAL FUND	\$769,680.95	\$314,400.96	\$1,031,627.05	\$0.00	(\$347,366.88)	(\$330,406.04)	(\$625,318.06)	In Bal
201 PARKS SPECIAL F	\$11,408.36	\$169.25	\$0.00	\$0.00	\$32,000.00	\$0.00	\$43,577.61	In Bal
204 HERITAGE PRESE	\$8,416.73	\$2.92	\$9,032.00	\$0.00	\$7,200.00	\$0.00	\$6,587.65	In Bal
205 RECYCLING	\$24,105.60	\$3,592.53	\$2,971.54	\$0.00	\$0.00	\$0.00	\$24,726.59	In Bal
206 FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
208 BUY FORFEITURE	\$1,304.16	\$0.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,304.74	In Bal
225 PIONEER DAY	\$19,709.63	\$2,128.88	\$127.50	\$0.00	\$0.00	\$0.00	\$21,711.01	In Bal
270 EDA	\$596,699.69	\$20,443.20	\$160,273.53	\$0.00	\$109,250.00	\$0.00	\$566,119.36	In Bal
301 G.O. CAPITAL IMP	\$10,335.78	\$1.41	\$3,623.75	\$0.00	\$0.00	\$0.00	\$6,713.44	In Bal
305 2013 STREET ASS	(\$83,929.75)	\$38,584.08	\$1,851.99	\$0.00	\$14,932.00	\$0.00	(\$32,265.66)	In Bal
306 2014 STREET ASS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
308 CERIFICATES OF I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
313 GO IMP BOND 200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
315 \$690,000 BOND 20	\$0.12	\$0.00	\$92,092.50	\$0.00	\$0.00	\$0.00	(\$92,092.38)	In Bal
316 PFA/TRLF REVEN	\$289,955.49	\$4,220.68	\$2,020.80	\$0.00	\$0.00	\$0.00	\$292,155.37	In Bal
321 EQUIP CERTIFICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
322 GO BONDS OF 20	\$82,729.16	\$0.00	\$108,017.50	\$0.00	\$0.00	\$0.00	(\$25,288.34)	In Bal
401 EQUIPMENT REV	\$87,793.73	\$87.32	\$91,514.82	\$0.00	\$139,000.00	\$0.00	\$135,366.23	In Bal
402 TAX INC DIST 1	(\$0.23)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.23)	In Bal
405 T.H. HWY 61	\$233,996.93	\$103.38	\$384.76	\$0.00	\$0.00	\$0.00	\$233,715.55	In Bal
409 STREET RECON.	\$295,869.29	\$491,057.56	\$111,635.40	\$0.00	(\$10,083.12)	\$0.00	\$665,208.33	In Bal
410 STREET RECON.	\$0.00	\$20,107.06	\$9,261.78	\$0.00	\$0.00	\$0.00	\$10,845.28	In Bal
411 BUILDING FUND	\$40,009.57	\$48.68	\$0.00	\$0.00	\$70,000.00	\$0.00	\$110,058.25	In Bal
416 4TH AVENUE RAV	\$12,757.82	\$5.65	\$0.00	\$0.00	\$0.00	\$0.00	\$12,763.47	In Bal
417 NORTH RAVINE	\$53,723.25	\$11.36	\$21.00	\$0.00	\$0.00	\$0.00	\$53,713.61	In Bal
422 2011A UTILITY CA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
423 2011A EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
601 WATER FUND	\$498,642.48	\$94,280.34	\$89,456.58	\$0.00	(\$2,748.00)	(\$41,473.34)	\$459,244.90	In Bal
602 SEWER FUND	\$737,163.99	\$147,502.56	\$147,266.72	\$0.00	(\$9,281.00)	(\$41,474.69)	\$686,644.14	In Bal
603 STREET LIGHT FU	\$15,809.55	\$23,906.00	\$20,232.27	\$0.00	\$0.00	(\$3,601.12)	\$15,882.16	In Bal
604 STORM WATER F	\$31,855.98	\$10,961.38	\$27,937.91	\$0.00	(\$2,903.00)	(\$3,601.22)	\$8,375.23	In Bal
	\$3,738,038.28	\$1,171,615.78	\$1,909,349.40	\$0.00	\$0.00	(\$420,556.41)	\$2,579,748.25	

Section 4 – Revenue Summary

Purpose:

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



CITY OF NEWPORT

*Revenue Summary

FUND	Description	2014 YTD Budget	June 2014 Amt	2014 YTD Amt	YTD Balance	% of YTD Budget
101	GENERAL FUND	\$3,078,688.00	\$16,197.47	\$179,698.46	\$2,898,989.54	5.84%
201	PARKS SPECIAL FUND	\$0.00	\$3.00	\$32,169.25	-\$32,169.25	0.00%
202	POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.45	\$7,202.92	-\$7,202.92	0.00%
205	RECYCLING	\$0.00	\$1.70	\$3,592.53	-\$3,592.53	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.09	\$0.58	-\$0.58	0.00%
225	PIONEER DAY	\$0.00	\$1,906.49	\$2,128.88	-\$2,128.88	0.00%
270	EDA	\$0.00	\$496.29	\$129,693.20	-\$129,693.20	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.46	\$1.41	-\$1.41	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$0.00	\$28,483.89	-\$28,483.89	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	\$690,000 BOND 2002A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$20.09	\$4,220.68	-\$4,220.68	0.00%
321	EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	GO BONDS OF 2011A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$9.31	\$139,087.32	-\$139,087.32	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$16.07	\$103.38	-\$103.38	0.00%
409	STREET RECON. 2013	\$0.00	\$45.74	\$144.01	-\$144.01	0.00%
410	STREET RECON. 2014	\$0.00	\$16,771.25	\$20,107.06	-\$20,107.06	0.00%
411	BUILDING FUND	\$0.00	\$7.57	\$70,048.68	-\$70,048.68	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.88	\$5.65	-\$5.65	0.00%
417	NORTH RAVINE	\$0.00	\$3.69	\$11.36	-\$11.36	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$234,750.00	\$14,103.43	\$90,663.36	\$144,086.64	38.62%
602	SEWER FUND	\$392,784.00	\$22,712.56	\$138,221.56	\$254,562.44	35.19%
603	STREET LIGHT FUND	\$83,454.00	\$3,671.25	\$23,906.00	\$59,548.00	28.65%
604	STORM WATER FUND	\$40,000.00	\$1,414.16	\$8,058.38	\$31,941.62	20.15%
		\$3,829,676.00	\$77,381.95	\$877,548.56	\$2,952,127.44	22.91%

FILTER: None

Section 5 – Expenditure Summary

Purpose:

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



CITY OF NEWPORT

*Expenditure Summary

FUND	Description	2014 YTD Budget	June 2014 Amt	2014 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$2,473,127.75	\$260,657.65	\$1,572,545.61	\$0.00	\$900,582.14	63.59%
201	PARKS SPECIAL FUND	\$34,500.00	\$0.00	\$0.00	\$0.00	\$34,500.00	0.00%
204	HERITAGE PRESERVATION C	\$9,000.00	\$32.00	\$9,032.00	\$0.00	-\$32.00	100.36%
205	RECYCLING	\$0.00	\$1,385.00	\$2,971.54	\$0.00	-\$2,971.54	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAY	\$0.00	\$127.50	\$127.50	\$0.00	-\$127.50	0.00%
270	EDA	\$0.00	\$9,274.73	\$160,273.53	\$0.00	-\$160,273.53	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.00	\$3,623.75	\$0.00	-\$3,623.75	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$0.00	\$1,851.99	\$0.00	-\$1,851.99	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	\$690,000 BOND 2002A	\$0.00	\$0.00	\$92,092.50	\$0.00	-\$92,092.50	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$325.00	\$2,020.80	\$0.00	-\$2,020.80	0.00%
321	EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	GO BONDS OF 2011A	\$0.00	\$0.00	\$108,017.50	\$0.00	-\$108,017.50	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$0.00	\$91,514.82	\$0.00	-\$91,514.82	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$0.00	\$384.76	\$0.00	-\$384.76	0.00%
409	STREET RECON. 2013	\$0.00	\$423.00	\$121,718.52	\$0.00	-\$121,718.52	0.00%
410	STREET RECON. 2014	\$0.00	\$8,735.38	\$9,261.78	\$0.00	-\$9,261.78	0.00%
411	BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
417	NORTH RAVINE	\$0.00	\$21.00	\$21.00	\$0.00	-\$21.00	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$293,452.00	\$21,358.82	\$129,962.92	\$0.00	\$163,489.08	44.29%
602	SEWER FUND	\$403,865.00	\$30,425.40	\$188,741.41	\$0.00	\$215,123.59	46.73%
603	STREET LIGHT FUND	\$0.00	\$3,890.56	\$23,833.39	\$0.00	-\$23,833.39	0.00%
604	STORM WATER FUND	\$0.00	\$632.03	\$31,539.13	\$0.00	-\$31,539.13	0.00%
		\$3,213,944.75	\$337,288.07	\$2,549,534.45	\$0.00	\$664,410.30	79.33%

FILTER: None

Section 6 – Balance Sheets

Purpose:

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

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



CITY OF NEWPORT

GL Yearly

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Current Period: June 2014

FUND 101 GENERAL FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 101-10100 Cash	\$769,680.95	\$19,317.48	\$259,933.81	\$581,295.69	\$1,976,294.70	(\$625,318.06)
G 101-10200 Petty Cash	\$74.73	\$0.00	\$0.00	\$0.00	\$0.00	\$74.73
G 101-10300 Bond Street Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-10400 Investments	(\$0.48)	\$0.00	\$0.00	\$360,000.00	\$360,000.00	(\$0.48)
G 101-10401 Northland Securities	\$343,660.26	\$0.00	\$0.00	\$0.00	\$0.00	\$343,660.26
G 101-10402 CDARS/Central Bank	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
G 101-10406 Smith Barney	\$848,204.27	\$0.00	\$0.00	\$0.00	\$0.00	\$848,204.27
G 101-10410 Smith Barney MM	\$1,806.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,806.17
G 101-10450 Interest Receivable	\$5,493.04	\$0.00	\$0.00	\$300.63	\$480.14	\$5,313.53
G 101-10500 Taxes Receivable-Current	\$32,165.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32,165.41
G 101-10700 Taxes Receivable-Delinquent	\$102,021.12	\$0.00	\$0.00	\$0.00	\$0.00	\$102,021.12
G 101-12300 Special Assess Rec-Deferred	\$622.00	\$0.00	\$0.00	\$0.00	\$0.00	\$622.00
G 101-13100 Due From Other Funds	(\$1.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1.25)
G 101-13200 Due From Other Government	\$3,768.76	\$0.00	\$0.00	\$0.00	\$0.00	\$3,768.76
G 101-15500 Prepaid Items	\$16,866.42	\$0.00	\$0.00	\$0.00	\$0.00	\$16,866.42
Total Asset	\$2,124,361.47	\$19,317.48	\$259,933.81	\$941,596.32	\$2,336,774.84	\$729,182.95
Liability						
G 101-20200 Accounts Payable	(\$71,115.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$71,115.25)
G 101-20800 Due to Other Governments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21600 Accrued Wages & Salaries P	(\$27,389.21)	\$0.00	\$0.00	\$0.00	\$0.00	(\$27,389.21)
G 101-21701 Federal W/H Payable	\$0.30	\$10,105.24	\$10,105.24	\$61,976.89	\$61,976.89	\$0.30
G 101-21702 State Withholding Payable	\$0.44	\$4,260.65	\$4,260.65	\$26,123.31	\$26,123.31	\$0.44
G 101-21703 FICA Tax Withholding	(\$908.48)	\$8,917.30	\$8,917.30	\$46,446.17	\$46,446.17	(\$908.48)
G 101-21704 PERA	(\$2,818.99)	\$17,045.96	\$17,045.95	\$110,901.07	\$110,900.96	(\$2,818.88)
G 101-21705 Medica payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21706 Garnishment	\$0.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.40
G 101-21707 Union Dues	\$0.13	\$401.00	\$433.70	\$2,283.00	\$2,569.46	(\$286.33)
G 101-21708 United Way	(\$0.45)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.45)
G 101-21709 Medicare	(\$397.48)	\$3,231.00	\$3,231.00	\$18,316.16	\$18,316.16	(\$397.48)
G 101-21710 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21711 NPERS - Life	\$0.38	\$226.45	\$48.00	\$1,305.26	\$304.00	\$1,001.64
G 101-21712 HSA Employee	\$0.22	\$1,449.65	\$1,316.32	\$13,450.26	\$8,933.60	\$4,516.88
G 101-21713 Dental Family	\$0.43	\$0.00	\$272.44	\$1,519.62	\$1,822.31	(\$302.26)
G 101-21714 LTD Employee	(\$0.21)	\$360.89	\$360.94	\$2,964.07	\$2,568.00	\$395.86
G 101-21715 MSRS Employee	\$0.25	\$848.90	\$838.90	\$5,877.44	\$5,867.45	\$10.24
G 101-21716 Health Insurance	\$0.11	\$516.00	\$555.80	\$3,096.00	\$3,176.00	(\$79.89)
G 101-21717 MNBA Life Ins.	(\$0.39)	\$0.00	\$231.22	\$0.00	\$962.87	(\$963.26)
G 101-21719 ING Employee	\$0.42	\$500.00	\$1,534.60	\$20,397.26	\$21,431.86	(\$1,034.18)
G 101-21720 Online fee payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21721 Child Support	\$0.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.43
G 101-21722 Cobra Payment	\$0.20	\$999.60	\$1,537.70	\$9,282.10	\$9,850.56	(\$568.26)
G 101-21723 Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21724 Roth Vol. Ret.-Employee	\$0.00	\$0.00	\$1,664.60	\$0.00	\$1,664.60	(\$1,664.60)
G 101-22100 Escrow	\$199.64	\$632.95	\$1,000.00	\$6,839.90	\$5,162.57	\$1,876.97
G 101-22101 Library Sales	\$0.00	\$584.37	\$569.45	\$3,545.31	\$3,915.68	(\$370.37)
G 101-22200 Deferred Revenues	(\$102,643.13)	\$0.00	\$0.00	\$0.00	\$0.00	(\$102,643.13)
Total Liability	(\$205,070.24)	\$50,079.96	\$53,923.81	\$334,323.82	\$331,992.45	(\$202,738.87)
Equity						
G 101-25300 Unreserved Fund Balance	(\$1,919,291.23)	\$260,670.51	\$16,210.33	\$1,611,241.17	\$218,394.02	(\$526,444.08)



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 101 GENERAL FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Total Equity	(\$1,919,291.23)	\$260,670.51	\$16,210.33	\$1,611,241.17	\$218,394.02	(\$526,444.08)
Total 101 GENERAL FUND	\$0.00	\$330,067.95	\$330,067.95	\$2,887,161.31	\$2,887,161.31	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 201 PARKS SPECIAL FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 201-10100 Cash	\$11,408.36	\$3.00	\$0.00	\$32,169.25	\$0.00	\$43,577.61
Total Asset	\$11,408.36	\$3.00	\$0.00	\$32,169.25	\$0.00	\$43,577.61
Equity						
G 201-25300 Unreserved Fund Balance	(\$11,408.36)	\$0.00	\$3.00	\$0.00	\$32,169.25	(\$43,577.61)
Total Equity	(\$11,408.36)	\$0.00	\$3.00	\$0.00	\$32,169.25	(\$43,577.61)
Total 201 PARKS SPECIAL FUND	\$0.00	\$3.00	\$3.00	\$32,169.25	\$32,169.25	\$0.00



**CITY OF NEWPORT
GL Yearly**

Current Period: June 2014

FUND 204	HERITAGE PRESERVATION COMM	June 2014					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
Asset							
	G 204-10100 Cash	\$8,416.73	\$0.45	\$32.00	\$7,202.92	\$9,032.00	\$6,587.65
	Total Asset	\$8,416.73	\$0.45	\$32.00	\$7,202.92	\$9,032.00	\$6,587.65
Equity							
	G 204-25300 Unreserved Fund Balance	(\$8,416.73)	\$32.00	\$0.45	\$9,032.00	\$7,202.92	(\$6,587.65)
	Total Equity	(\$8,416.73)	\$32.00	\$0.45	\$9,032.00	\$7,202.92	(\$6,587.65)
Total 204 HERITAGE PRESERVATION COMM		\$0.00	\$32.45	\$32.45	\$16,234.92	\$16,234.92	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 205 RECYCLING

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 205-10100 Cash	\$24,105.60	\$1.70	\$1,385.00	\$3,592.53	\$2,971.54	\$24,726.59
Total Asset	\$24,105.60	\$1.70	\$1,385.00	\$3,592.53	\$2,971.54	\$24,726.59
Equity						
G 205-25300 Unreserved Fund Balance	(\$24,105.60)	\$1,385.00	\$1.70	\$2,971.54	\$3,592.53	(\$24,726.59)
Total Equity	(\$24,105.60)	\$1,385.00	\$1.70	\$2,971.54	\$3,592.53	(\$24,726.59)
Total 205 RECYCLING	\$0.00	\$1,386.70	\$1,386.70	\$6,564.07	\$6,564.07	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 208 BUY FORFEITURE

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 208-10100 Cash	\$1,304.16	\$0.09	\$0.00	\$0.58	\$0.00	\$1,304.74
Total Asset	\$1,304.16	\$0.09	\$0.00	\$0.58	\$0.00	\$1,304.74
Equity						
G 208-25300 Unreserved Fund Balance	(\$1,304.16)	\$0.00	\$0.09	\$0.00	\$0.58	(\$1,304.74)
Total Equity	(\$1,304.16)	\$0.00	\$0.09	\$0.00	\$0.58	(\$1,304.74)
Total 208 BUY FORFEITURE	\$0.00	\$0.09	\$0.09	\$0.58	\$0.58	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 225 PIONEER DAY

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 225-10100 Cash	\$19,709.63	\$1,906.49	\$127.50	\$2,128.88	\$127.50	\$21,711.01
Total Asset	\$19,709.63	\$1,906.49	\$127.50	\$2,128.88	\$127.50	\$21,711.01
Liability						
G 225-20200 Accounts Payable	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
Total Liability	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
Equity						
G 225-25300 Unreserved Fund Balance	(\$19,709.66)	\$127.50	\$1,906.49	\$127.50	\$2,128.88	(\$21,711.04)
Total Equity	(\$19,709.66)	\$127.50	\$1,906.49	\$127.50	\$2,128.88	(\$21,711.04)
Total 225 PIONEER DAY	\$0.00	\$2,033.99	\$2,033.99	\$2,256.38	\$2,256.38	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 270 EDA

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 270-10100 Cash	\$596,699.69	\$496.29	\$9,274.73	\$244,693.20	\$275,273.53	\$566,119.36
G 270-10500 Taxes Receivable-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$596,699.69	\$496.29	\$9,274.73	\$244,693.20	\$275,273.53	\$566,119.36
Liability						
G 270-20200 Accounts Payable	(\$609.93)	\$0.00	\$0.00	\$0.00	\$0.00	(\$609.93)
Total Liability	(\$609.93)	\$0.00	\$0.00	\$0.00	\$0.00	(\$609.93)
Equity						
G 270-25300 Unreserved Fund Balance	(\$596,089.76)	\$9,274.73	\$496.29	\$275,273.53	\$244,693.20	(\$565,509.43)
Total Equity	(\$596,089.76)	\$9,274.73	\$496.29	\$275,273.53	\$244,693.20	(\$565,509.43)
Total 270 EDA	\$0.00	\$9,771.02	\$9,771.02	\$519,966.73	\$519,966.73	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

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

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 301-10100 Cash	\$10,335.78	\$0.46	\$0.00	\$1.41	\$3,623.75	\$6,713.44
G 301-10500 Taxes Receivable-Current	\$1,806.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,806.00
Total Asset	\$12,141.78	\$0.46	\$0.00	\$1.41	\$3,623.75	\$8,519.44
Equity						
G 301-25300 Unreserved Fund Balance	(\$12,141.78)	\$0.00	\$0.46	\$3,623.75	\$1.41	(\$8,519.44)
Total Equity	(\$12,141.78)	\$0.00	\$0.46	\$3,623.75	\$1.41	(\$8,519.44)
Total 301 G.O. CAPITAL IMP. PLAN 2010A	\$0.00	\$0.46	\$0.46	\$3,625.16	\$3,625.16	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 305 2013 STREET ASSESSMENT

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 305-10100 Cash	(\$83,929.75)	\$0.00	\$0.00	\$1,096,585.76	\$1,044,921.67	(\$32,265.66)
G 305-10400 Investments	\$85,000.00	\$0.00	\$0.00	\$735,000.00	\$760,000.00	\$60,000.00
G 305-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$1,399.52	\$1,431.71	(\$32.19)
Total Asset	\$1,070.25	\$0.00	\$0.00	\$1,832,985.28	\$1,806,353.38	\$27,702.15
Liability						
G 305-22200 Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equity						
G 305-25300 Unreserved Fund Balance	(\$1,070.25)	\$0.00	\$0.00	\$308,522.15	\$335,154.05	(\$27,702.15)
Total Equity	(\$1,070.25)	\$0.00	\$0.00	\$308,522.15	\$335,154.05	(\$27,702.15)
Total 305 2013 STREET ASSESSMENT	\$0.00	\$0.00	\$0.00	\$2,141,507.43	\$2,141,507.43	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 315 \$690,000 BOND 2002A

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 315-10100 Cash	\$0.12	\$0.00	\$0.00	\$0.00	\$92,092.50	(\$92,092.38)
Total Asset	\$0.12	\$0.00	\$0.00	\$0.00	\$92,092.50	(\$92,092.38)
Equity						
G 315-25300 Unreserved Fund Balance	(\$0.12)	\$0.00	\$0.00	\$92,092.50	\$0.00	\$92,092.38
Total Equity	(\$0.12)	\$0.00	\$0.00	\$92,092.50	\$0.00	\$92,092.38
Total 315 \$690,000 BOND 2002A	\$0.00	\$0.00	\$0.00	\$92,092.50	\$92,092.50	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 316 PFA/TRLF REVENUE NOTE

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 316-10100 Cash	\$289,955.49	\$20.09	\$325.00	\$4,220.68	\$2,020.80	\$292,155.37
G 316-12100 SA Recievable -Current	\$4,420.28	\$0.00	\$0.00	\$0.00	\$0.00	\$4,420.28
G 316-12200 Special Assess Rec-Delinque	\$11,812.12	\$0.00	\$0.00	\$0.00	\$0.00	\$11,812.12
G 316-12300 Special Assess Rec-Deferred	\$52,937.68	\$0.00	\$0.00	\$0.00	\$0.00	\$52,937.68
Total Asset	\$359,125.57	\$20.09	\$325.00	\$4,220.68	\$2,020.80	\$361,325.45
Liability						
G 316-22200 Deferred Revenues	(\$64,749.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$64,749.80)
Total Liability	(\$64,749.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$64,749.80)
Equity						
G 316-25300 Unreserved Fund Balance	(\$294,375.77)	\$325.00	\$20.09	\$2,020.80	\$4,220.68	(\$296,575.65)
Total Equity	(\$294,375.77)	\$325.00	\$20.09	\$2,020.80	\$4,220.68	(\$296,575.65)
Total 316 PFA/TRLF REVENUE NOTE	\$0.00	\$345.09	\$345.09	\$6,241.48	\$6,241.48	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 321 EQUIP CERTIFICATE 2006A

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 321-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 321 EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



CITY OF NEWPORT

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Current Period: June 2014

FUND 322 GO BONDS OF 2011A

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 322-10100 Cash	\$82,729.16	\$0.00	\$0.00	\$0.00	\$108,017.50	(\$25,288.34)
G 322-10500 Taxes Receivable-Current	\$1,274.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.00
Total Asset	\$84,003.16	\$0.00	\$0.00	\$0.00	\$108,017.50	(\$24,014.34)
Equity						
G 322-25300 Unreserved Fund Balance	(\$84,003.16)	\$0.00	\$0.00	\$108,017.50	\$0.00	\$24,014.34
Total Equity	(\$84,003.16)	\$0.00	\$0.00	\$108,017.50	\$0.00	\$24,014.34
Total 322 GO BONDS OF 2011A	\$0.00	\$0.00	\$0.00	\$108,017.50	\$108,017.50	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 401 EQUIPMENT REVOLVING

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 401-10100 Cash	\$87,793.73	\$9.31	\$0.00	\$139,087.32	\$91,514.82	\$135,366.23
Total Asset	\$87,793.73	\$9.31	\$0.00	\$139,087.32	\$91,514.82	\$135,366.23
Equity						
G 401-25300 Unreserved Fund Balance	(\$87,793.73)	\$0.00	\$9.31	\$91,514.82	\$139,087.32	(\$135,366.23)
Total Equity	(\$87,793.73)	\$0.00	\$9.31	\$91,514.82	\$139,087.32	(\$135,366.23)
Total 401 EQUIPMENT REVOLVING	\$0.00	\$9.31	\$9.31	\$230,602.14	\$230,602.14	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 405 T.H. HWY 61

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 405-10100 Cash	\$233,996.93	\$16.07	\$0.00	\$103.38	\$384.76	\$233,715.55
G 405-13200 Due From Other Government	(\$0.18)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.18)
Total Asset	\$233,996.75	\$16.07	\$0.00	\$103.38	\$384.76	\$233,715.37
Equity						
G 405-25300 Unreserved Fund Balance	(\$233,996.75)	\$0.00	\$16.07	\$384.76	\$103.38	(\$233,715.37)
Total Equity	(\$233,996.75)	\$0.00	\$16.07	\$384.76	\$103.38	(\$233,715.37)
Total 405 T.H. HWY 61	\$0.00	\$16.07	\$16.07	\$488.14	\$488.14	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 409 STREET RECON. 2013

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 409-10100 Cash	\$295,869.29	\$45.74	\$423.00	\$491,057.56	\$121,718.52	\$665,208.33
G 409-10400 Investments	\$490,000.00	\$0.00	\$0.00	\$0.00	\$490,000.00	\$0.00
G 409-10406 Smith Barney	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 409-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$913.55	(\$913.55)
G 409-12300 Special Assess Rec-Deferred	\$276,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$276,830.00
Total Asset	\$1,062,699.29	\$45.74	\$423.00	\$491,057.56	\$612,632.07	\$941,124.78
Liability						
G 409-20200 Accounts Payable	(\$57,561.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$57,561.00)
G 409-22200 Deferred Revenues	(\$276,830.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$276,830.00)
Total Liability	(\$334,391.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$334,391.00)
Equity						
G 409-25300 Unreserved Fund Balance	(\$728,308.29)	\$423.00	\$45.74	\$121,718.52	\$144.01	(\$606,733.78)
Total Equity	(\$728,308.29)	\$423.00	\$45.74	\$121,718.52	\$144.01	(\$606,733.78)
Total 409 STREET RECON. 2013	\$0.00	\$468.74	\$468.74	\$612,776.08	\$612,776.08	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 410 STREET RECON. 2014

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 410-10100 Cash	\$0.00	\$16,771.25	\$8,735.38	\$20,107.06	\$9,261.78	\$10,845.28
G 410-10400 Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 410-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$0.00	\$16,771.25	\$8,735.38	\$20,107.06	\$9,261.78	\$10,845.28
Liability						
G 410-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equity						
G 410-25300 Unreserved Fund Balance	\$0.00	\$8,735.38	\$16,771.25	\$9,261.78	\$20,107.06	(\$10,845.28)
Total Equity	\$0.00	\$8,735.38	\$16,771.25	\$9,261.78	\$20,107.06	(\$10,845.28)
Total 410 STREET RECON. 2014	\$0.00	\$25,506.63	\$25,506.63	\$29,368.84	\$29,368.84	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 411 BUILDING FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 411-10100 Cash	\$40,009.57	\$7.57	\$0.00	\$70,048.68	\$0.00	\$110,058.25
Total Asset	\$40,009.57	\$7.57	\$0.00	\$70,048.68	\$0.00	\$110,058.25
Equity						
G 411-25300 Unreserved Fund Balance	(\$40,009.57)	\$0.00	\$7.57	\$0.00	\$70,048.68	(\$110,058.25)
Total Equity	(\$40,009.57)	\$0.00	\$7.57	\$0.00	\$70,048.68	(\$110,058.25)
Total 411 BUILDING FUND	\$0.00	\$7.57	\$7.57	\$70,048.68	\$70,048.68	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 416 4TH AVENUE RAVINE

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 416-10100 Cash	\$12,757.82	\$0.88	\$0.00	\$5.65	\$0.00	\$12,763.47
G 416-13200 Due From Other Government	\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
Total Asset	\$12,758.29	\$0.88	\$0.00	\$5.65	\$0.00	\$12,763.94
Liability						
G 416-20700 Due to Other Funds	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
Total Liability	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
Equity						
G 416-25300 Unreserved Fund Balance	(\$12,758.54)	\$0.00	\$0.88	\$0.00	\$5.65	(\$12,764.19)
Total Equity	(\$12,758.54)	\$0.00	\$0.88	\$0.00	\$5.65	(\$12,764.19)
Total 416 4TH AVENUE RAVINE	\$0.00	\$0.88	\$0.88	\$5.65	\$5.65	\$0.00



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Current Period: June 2014

FUND 417 NORTH RAVINE

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 417-10100 Cash	\$53,723.25	\$3.69	\$21.00	\$11.36	\$21.00	\$53,713.61
G 417-12300 Special Assess Rec-Deferred	\$21,107.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,107.00
G 417-13200 Due From Other Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$74,830.25	\$3.69	\$21.00	\$11.36	\$21.00	\$74,820.61
Liability						
G 417-20200 Accounts Payable	\$0.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.18
G 417-20700 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 417-22200 Deferred Revenues	(\$21,107.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,107.00)
Total Liability	(\$21,106.82)	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,106.82)
Equity						
G 417-24400 Fund Balance For Encumbra	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 417-25300 Unreserved Fund Balance	(\$53,723.68)	\$21.00	\$3.69	\$21.00	\$11.36	(\$53,714.04)
Total Equity	(\$53,723.43)	\$21.00	\$3.69	\$21.00	\$11.36	(\$53,713.79)
Total 417 NORTH RAVINE	\$0.00	\$24.69	\$24.69	\$32.36	\$32.36	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 423 2011A EQUIPMENT CAPITAL

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 423-10100 Cash	\$0.00	\$0.00	\$0.00	\$424.00	\$424.00	\$0.00
Total Asset	\$0.00	\$0.00	\$0.00	\$424.00	\$424.00	\$0.00
Equity						
G 423-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$424.00	\$424.00	\$0.00
Total Equity	\$0.00	\$0.00	\$0.00	\$424.00	\$424.00	\$0.00
Total 423 2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$848.00	\$848.00	\$0.00



CITY OF NEWPORT

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Current Period: June 2014

FUND 601 WATER FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 601-10100 Cash	\$498,642.48	\$14,760.76	\$23,105.05	\$103,662.62	\$143,060.20	\$459,244.90
G 601-11500 Accounts Receivable	\$47,268.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,268.00
G 601-12300 Special Assess Rec-Deferred	\$11,950.38	\$0.00	\$0.00	\$0.00	\$0.00	\$11,950.38
G 601-15500 Prepaid Items	\$646.13	\$0.00	\$0.00	\$0.00	\$0.00	\$646.13
G 601-16100 Land	(\$0.50)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.50)
G 601-16200 Building and Improvements	\$123,291.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,291.00
G 601-16300 Improvements other building	\$2,962,267.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,962,267.40
G 601-16400 Equipment	\$294,264.08	\$0.00	\$0.00	\$0.00	\$0.00	\$294,264.08
G 601-16410 Accumulated dep. Equip.	(\$1,798,636.19)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,798,636.19)
G 601-21720 Online fee payable	(\$52.83)	\$29.90	\$59.80	\$430.56	\$418.60	(\$40.87)
G 601-26100 Contributions From City	(\$0.15)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.15)
Total Asset	\$2,139,639.80	\$14,790.66	\$23,164.85	\$104,093.18	\$143,478.80	\$2,100,254.18
Liability						
G 601-20200 Accounts Payable	(\$8,135.33)	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,135.33)
G 601-21500 Accrued Interest Payable	(\$3,389.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,389.00)
G 601-21600 Accrued Wages & Salaries P	(\$11,141.09)	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,141.09)
G 601-21701 Federal W/H Payable	(\$0.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.22)
G 601-21702 State Withholding Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21703 FICA Tax Withholding	(\$111.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$111.28)
G 601-21704 PERA	(\$129.92)	\$0.00	\$0.00	\$0.00	\$0.00	(\$129.92)
G 601-21707 Union Dues	(\$0.17)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.17)
G 601-21708 United Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21709 Medicare	(\$25.78)	\$0.00	\$0.00	\$0.00	\$0.00	(\$25.78)
G 601-21711 NPERS - Life	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
G 601-21712 HSA Employee	(\$0.11)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.11)
G 601-21714 LTD Employee	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 601-21715 MSRS Employee	(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 601-21718 Water sales tax payable	(\$970.12)	\$0.00	\$0.00	\$668.00	\$0.00	(\$302.12)
G 601-22510 General Obligation Bonds Pa	(\$229,400.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$229,400.00)
G 601-99999 Utility Overpayments	(\$0.43)	\$1,716.33	\$597.53	\$5,007.79	\$5,589.73	(\$582.37)
Total Liability	(\$253,303.58)	\$1,716.33	\$597.53	\$5,675.79	\$5,589.73	(\$253,217.52)
Equity						
G 601-25300 Unreserved Fund Balance	(\$1,886,336.22)	\$21,358.82	\$14,103.43	\$136,953.85	\$97,654.29	(\$1,847,036.66)
Total Equity	(\$1,886,336.22)	\$21,358.82	\$14,103.43	\$136,953.85	\$97,654.29	(\$1,847,036.66)
Total 601 WATER FUND	\$0.00	\$37,865.81	\$37,865.81	\$246,722.82	\$246,722.82	\$0.00



CITY OF NEWPORT

GL Yearly

07/07/14 5:12 PM

Page 31

Current Period: June 2014

FUND 602 SEWER FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 602-10100 Cash	\$737,163.99	\$22,712.56	\$30,425.40	\$179,229.96	\$229,749.81	\$686,644.14
G 602-11500 Accounts Receivable	\$73,682.40	\$0.00	\$0.00	\$0.00	\$0.00	\$73,682.40
G 602-12300 Special Assess Rec-Deferred	\$11,950.30	\$0.00	\$0.00	\$0.00	\$0.00	\$11,950.30
G 602-13100 Due From Other Funds	\$0.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.29
G 602-15500 Prepaid Items	\$733.13	\$0.00	\$0.00	\$0.00	\$0.00	\$733.13
G 602-16100 Land	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50
G 602-16200 Building and Improvements	\$417,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$417,170.00
G 602-16300 Improvements other building	\$1,950,830.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950,830.15
G 602-16400 Equipment	\$56,342.75	\$0.00	\$0.00	\$0.00	\$0.00	\$56,342.75
G 602-16410 Accumulated dep. Equip.	(\$1,170,913.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,170,913.22)
G 602-16500 Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-26100 Contributions From City	(\$0.36)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.36)
Total Asset	\$2,076,959.93	\$22,712.56	\$30,425.40	\$179,229.96	\$229,749.81	\$2,026,440.08
Liability						
G 602-20200 Accounts Payable	(\$608.70)	\$0.00	\$0.00	\$0.00	\$0.00	(\$608.70)
G 602-21500 Accrued Interest Payable	(\$4,313.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,313.00)
G 602-21600 Accrued Wages & Salaries P	(\$11,141.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,141.24)
G 602-21701 Federal W/H Payable	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08
G 602-21702 State Withholding Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-21703 FICA Tax Withholding	(\$111.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$111.28)
G 602-21704 PERA	(\$130.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$130.00)
G 602-21707 Union Dues	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 602-21709 Medicare	(\$25.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$25.75)
G 602-21711 NPERS - Life	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 602-21712 HSA Employee	\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
G 602-21714 LTD Employee	(\$0.35)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.35)
G 602-21715 MSRS Employee	(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 602-22510 General Obligation Bonds Pa	(\$295,600.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$295,600.00)
Total Liability	(\$311,929.88)	\$0.00	\$0.00	\$0.00	\$0.00	(\$311,929.88)
Equity						
G 602-25300 Unreserved Fund Balance	(\$1,765,030.05)	\$30,425.40	\$22,712.56	\$229,749.81	\$179,229.96	(\$1,714,510.20)
Total Equity	(\$1,765,030.05)	\$30,425.40	\$22,712.56	\$229,749.81	\$179,229.96	(\$1,714,510.20)
Total 602 SEWER FUND	\$0.00	\$53,137.96	\$53,137.96	\$408,979.77	\$408,979.77	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2014

FUND 603 STREET LIGHT FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 603-10100 Cash	\$15,809.55	\$3,671.25	\$3,890.56	\$27,055.19	\$26,982.58	\$15,882.16
G 603-11500 Accounts Receivable	\$11,309.47	\$0.00	\$0.00	\$0.00	\$0.00	\$11,309.47
G 603-12200 Special Assess Rec-Delinque	(\$0.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.24)
Total Asset	\$27,118.78	\$3,671.25	\$3,890.56	\$27,055.19	\$26,982.58	\$27,191.39
Liability						
G 603-20200 Accounts Payable	(\$1,497.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,497.24)
G 603-20700 Due to Other Funds	(\$0.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.48)
Total Liability	(\$1,497.72)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,497.72)
Equity						
G 603-25300 Unreserved Fund Balance	(\$25,621.06)	\$3,890.56	\$3,671.25	\$26,982.58	\$27,055.19	(\$25,693.67)
Total Equity	(\$25,621.06)	\$3,890.56	\$3,671.25	\$26,982.58	\$27,055.19	(\$25,693.67)
Total 603 STREET LIGHT FUND	\$0.00	\$7,561.81	\$7,561.81	\$54,037.77	\$54,037.77	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2014

FUND 604 STORM WATER FUND

June 2014

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 604-10100 Cash	\$31,855.98	\$1,414.16	\$632.03	\$10,995.15	\$34,475.90	\$8,375.23
G 604-11500 Accounts Receivable	\$3,038.80	\$0.00	\$0.00	\$0.00	\$0.00	\$3,038.80
G 604-12100 SA Recievable -Current	(\$0.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.07)
G 604-12200 Special Assess Rec-Delinque	\$1,912.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,912.00
Total Asset	\$36,806.71	\$1,414.16	\$632.03	\$10,995.15	\$34,475.90	\$13,325.96
Liability						
G 604-20200 Accounts Payable	(\$20,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)
G 604-20700 Due to Other Funds	\$0.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.19
Total Liability	(\$19,999.81)	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,999.81)
Equity						
G 604-25300 Unreserved Fund Balance	(\$16,806.90)	\$632.03	\$1,414.16	\$34,475.90	\$10,995.15	\$6,673.85
Total Equity	(\$16,806.90)	\$632.03	\$1,414.16	\$34,475.90	\$10,995.15	\$6,673.85
Total 604 STORM WATER FUND	\$0.00	\$2,046.19	\$2,046.19	\$45,471.05	\$45,471.05	\$0.00
Report Total	\$0.00	\$470,286.41	\$470,286.41	\$7,515,218.61	\$7,515,218.61	\$0.00

PARK PERMIT FOR THE CITY OF NEWPORT



596 7th Avenue, Newport, MN. 55055
(651) 459-5677 FAX (651) 459-9883

REQUESTER'S NAME: ALBOUCHE

ADDRESS: 8296 GRAVE BLVD S, Cottage Grove

PHONE # (HOME) 651-459-5344 (WORK) _____

PARK REQUESTED:

- LOVELAND PARK (Glen Road)
 - Pavilion #1 (Large Pavilion w/water)
 - Pavilion #2 (Between Ballfields)
 - Pavilion #3 (By Kids Play Area)

- PIONEER PARK (4th Ave. & 6th St.)
 - Pavilion #1 (Small Pavilion)
 - Pavilion #2 (Large Pavilion)

- BAILEY SCHOOL FOREST (Wild Ridge Trail & Century Avenue)
 - Michael J. Phillips Pavilion

LIONS PARK (2nd Ave. & 20th St.)

BUSY BEAVER PARK (10th Ave. & 17th St.)

NOTE: If you wish to use ball fields you must contact someone from the NAA to make sure they are available.

DATE RESERVED: 7/22/14 FROM 4 TO 9
(Time) (Time)

PARK BEING USED FOR: LIONS PARK

NUMBER OF PEOPLE ATTENDING: 100

(The City provides portable toilets in each Park System. If your group is larger than 25 people, it will be your responsibility to contract with a company to provide more portable toilets, at your expense.)

DO YOU INTEND TO SERVE BEER? : YES NO

NOTE: Beer in any quantity, may be possessed, transported to and from and consumed during the course of picnicking within those grounds specifically designated and equipped for such use, between the hours of 12:00 Noon and 11:00 P.M., by special permit which shall be issued by the City Council prior to the actual occasion. All applications for a special beer permit shall include proof of liquor liability insurance obtained by the applicant for the occasion naming the City as an additional insured, the location where the beer is to be consumed, the name and address of the applicant and other information required on the application. No permit shall be granted to any person under the legal drinking age in Minnesota or who within 5 years prior to the application has been convicted of a felony, or of violating any law of the State of Minnesota or local Ordinance relating to the manufacture, sale, distribution, or possession for sale or distribution of beer. Upon receiving a completed application along with proof of insurance, the City Park and Recreation Administrator shall present the application to the City Council for action to either grant or deny the special permit allowing the consumption of beer on a specified date in a City Park.

The Grantee of a Park Permit shall be bound by Chapter 3. Section 300, Park System, of the Newport Code of Ordinances. This Ordinance is attached to this Permit.

CERTIFICATE OF LIQUOR LIABILITY INSURANCE RECEIVED ON: _____

FEE OF: \$50.00 DATE PAID: Waived CHECK# _____ RECEIPT# _____

DAMAGE DEPOSIT: \$100.00 DATE PAID: Waived CHECK# _____

DEPOSIT REFUNDED:

YES DATE: _____

NO REASON: _____

Approved by the Newport City Council on this _____ day of _____, 20____.

MOTION BY: _____, SECONDED BY: _____

VOTE:	GERAGHTY	_____
	INGEMANN	_____
	SUMNER	_____
	RAHM	_____
	GALLAGHER	_____

SIGNED: _____
Mayor

ATTEST: _____
City Administrator



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization ST. PAUL PARK-NEWPORT LIONS CLUB		Date organized 1955	Tax exempt number 2978349	
Address P.O. Box 262		City NEWPORT	State Minnesota	Zip Code 55055
Name of person making application Andy Fuenfingers		Business phone	Home phone	
Date(s) of event August 10, 2014		Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name		City	State	Zip
X			Minnesota	
Add New Officer				

Location where permit will be used. If an outdoor area, describe.

Pioneer Park

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

St. Paul Park / Newport Lions

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

INSURED MEMBER GENERAL LIABILITY DECLARATIONS CERTIFICATE

Insurance Company: BERKLEY ASSURANCE COMPANY

Address: RICHMOND, VA

Policy Number: VUMC1080002

Certificate Number: 0556-WW

Policyholder: Sports And Special Event Risk Purchasing Group, Inc. A Risk Retention
Purchasing Group Filed Under The Risk Retention Purchasing Group Act
Of 1986.

Address: P.O. Box 1250, Midlothian, VA 23113-1250

INSURED MEMBER AND ADDRESS

Lions Club of MN/St. Paul Park/Newport
C/o The Christensen Group
11100 Bren Road West
Minnetonka, MN 55343

Coverage Effective Date: 10/31/13
Coverage Expiration Date: 10/31/14
Both At 12:01 AM At The Address Of
The Insured Member.

Insured Operations: Fraternal Meetings

Location: Various

\$2,000,000	General Aggregate Per Participating Member
\$2,000,000	Products-Completed Operations Aggregate Limit
\$1,000,000	Each Occurrence Limit
\$1,000,000	Personal And Advertising Injury Liability Limit
\$ 100,000	Damage to Premises Rented to You
\$ 5,000	Medical Expense Limit
\$ 0	Deductible Each Claim
\$1,000,000	Liquor Legal Liability - \$1,000,000 OCC / \$2,000,000 Aggregate

The Coverage Afforded Is Subject To Policy Limits, Terms And Conditions. The Above Is A Recitation And Does Not Provide Separate, Increased Or Additional Limits. This Certificate Evidences That Coverage Exists For The Insured Operations.

Additional Insured: City of Newport
596 7th Avenue
New Port, MN 55055

This Endorsement/Certificate Is Issued At The Request Of: USG Insurance Services, Inc.

Dated At Richmond, Virginia
11/6/2013

John W. Frazier
John W. Frazier, Authorized Representative

SSERPG-01-GL (01/05)

Page 1 of 2

SPORTS & SPECIAL EVENT RISK PURCHASING GROUP, INC.

RESOLUTION NUMBER 2014-30

A RESOLUTION APPROVING STATUTORY APPOINTMENTS OF ELECTION JUDGES IN THE CITY OF NEWPORT

WHEREAS, the City of Newport City Council appoints its Election Judges to serve in the City's Primary and General Elections; and

WHEREAS, the City of Newport is required under Minnesota State Statutes 204B.21, subd. 2 to make various annual appointments and designations; and

WHEREAS, the City of Newport City Council values the commitment and allegiance of its Election Judges.

NOW, THEREFORE BE IT RESOLVED, that the Newport City Council hereby makes the following appointments for Election Judges to serve in the State Primary Election on Tuesday, August 12, 2014, and the State General Election on Tuesday, November 4, 2014:

- Everett Acker
- Caroline Clausen
- Penny Duff
- Gerald Ehlers
- Tim Finley
- Sandra Grochow
- Nathan Groen
- Noreen Hauer
- Janice Kobe
- Anthony Mahmood
- Donna Mahmood
- Paski Paskaradevan
- Carol Petersen
- Greagory Taylor
- Laura VerBout
- Barbara Wilcziek

Adopted this 17th day of July, 2014, by the Newport City Council.

Motion by: _____, Seconded by: _____

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

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

RESOLUTION NO. 2014-31

A RESOLUTION ACCEPTING DONATIONS FOR THE PERIOD OF JUNE 1 - JULY 14, 2014

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

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

Individual/Business	Donated Item	Donated Amount	Donated Date
Diversified Manufacturing	Monetary - Pioneer Day	\$100.00	6/2/2014
Red Rock Lodge	Monetary - Pioneer Day	\$25.00	6/2/2014
Xcel Energy	Monetary - Pioneer Day	\$300.00	6/9/2014
Amerect Inc	Monetary - Pioneer Day	\$100.00	6/9/2014
St. Paul Park Refining Co	Monetary - Pioneer Day	\$500.00	6/9/2014
North Pole Restaurant	Gift Cards - Pioneer Day Raffle	\$60.00	6/9/2014
Kathleen Laust-Gamarra	Books for the Library and Community Center	Estimated - \$50	6/12/2014
Cottage Grove Area Chamber of Commerce	Monetary - Pioneer Day	\$500.00	6/19/2014
Kaiser Manufacturing	Monetary - Pioneer Day	\$100.00	6/23/2014
Cottage Grove Athletic Association	10% for May 2014	\$509.10	6/24/2014
Resource Recovery	Monetary - Pioneer Day and Twin Tickets - Pioneer Day Raffle	\$250.00	6/24/2014
St. Paul Park-Newport Lions Club	Monetary - Pioneer Day	\$500.00	7/9/2014
Burger King	Gift Cards - Pioneer Day Raffle		7/9/2014
Subway	Gift Cards - Pioneer Day Raffle		7/9/2014
John Bartl Hardware	Monetary - Pioneer Day for Raffle	\$100.00	7/10/2014

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

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

Adopted by this council this 17th day of July, 2014 by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE:

Geraghty	_____
Ingemann	_____
Sumner	_____
Gallagher	_____
Rahm	_____

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/02/14

Donor Information

Donor's Full Name: Diversified Manufacturing Telephone: _____

Donor's Address: 101 7th Avenue

City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$ 100

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: DMC Signature: See attached

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/02/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

Check
Enclosed
5/7-9/14



NEWPORT PIONEER DAY AUGUST 10, 2014

Dear Newport Area Business,

On behalf of the City of Newport, I am writing to ask for your support in planning and participating in one of the most fun weekends for Newport, Pioneer Days. This year, Pioneer Days will take place on Sunday, August 10, 2014. This year we will be celebrating the City's 125th Anniversary and have a day jam-packed with fun! Below is a schedule of events that are taking place throughout the day:

- **Parade at 11:00 a.m.** - The fun will kick off with a parade beginning at Newport Fire Hall, 155 20th Street. The parade will make its way down to 4th Avenue to Pioneer Park where Pioneer Day will take place.
- **Live Music from 12:00 to 5:00 p.m.** - Lolo's Ghost will be performing from 12:00 to 2:10 p.m. and plays soulful rock. Saint Anyway will be performing from 2:40 to 5:00 p.m. and plays a mix of folk rock and bluegrass.
- **Balloon Artist from 12:00 to 2:00 p.m.** - A balloon artist will walk around Pioneer Day making balloon animals for free!
- **Raffle Drawing at 5:00 p.m.** - The raffle drawing will take place at 5:00 p.m. in the Bingo Pavilion.
- **Elvis Impersonator at 5:30 p.m.** - Chris Olson's Memories of Elvis Show is back by popular demand and will close out the celebration at 5:30 p.m.

The City is hoping to top last year's festivities with the above events and in order to ensure that, we need your help! If you would like to donate an item or items for the raffle drawing that would be greatly appreciated. A monetary donation is also appreciated and those funds will go to the whole planning for the day. If you make a monetary donation please make the check payable to the **City of Newport** and mail it to **Renee Helm, Executive Analyst, 596 7th Avenue, Newport, MN 55055**. Additionally, please note if it is for anything specific such as the inflatables, entertainment, cash prizes, etc.

If you have any questions on the event or would like to help out more, please feel free to contact me at (651) 556-4601 / rhelm@newportmn.com.

Thank you again for your continued support to the community and this celebration!

Sincerely,

Renee Helm
Executive Analyst
City of Newport

#100
20/14
Donation
Ry

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/02/14

Donor Information

Donor's Full Name: Red Rock Lodge Telephone: _____

Donor's Address: 1280 Hastings Avenue

City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$25

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Red Rock Lodge Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/02/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/04/14

Donor Information

Donor's Full Name: Xcel Energy Telephone: _____

Donor's Address: 414 Nicollet Mall

City/State/Zip: Minneapolis, MN 55401

Donation Information

Donated Item: \$ 300

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Xcel Energy Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/09/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/06/14

Donor Information

Donor's Full Name: Amerect Inc Telephone: _____

Donor's Address: 1110 7th Avenue

City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$100

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Amerect Inc Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/09/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/09/14

Donor Information

Donor's Full Name: St. Paul Park Refining Co Telephone: _____

Donor's Address: 300 St. Paul Park Rd

City/State/Zip: St. Paul Park, MN 55071

Donation Information

Donated Item: \$500

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Anne Liming Signature: See Attached

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/09/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____



St Paul Park Refining Co. LLC
300 St Paul Park Rd
St Paul Park, MN 55071

May 30, 2014

City of Newport
596 7th Ave
Newport, MN 55055

RE: Pioneer Days – August 10, 2014

St Paul Park Refining Co will be making a \$500 donation to the Pioneer Days – August 10, 2014.

I've requested the check be sent directly to your attention.

Sincerely,

A handwritten signature in blue ink that reads "Anne M. Liming".

Anne M. Liming
Human Resources Manager
651-458-2694 [office phone]
anne.liming@ntenergy.com

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/09/14

Donor Information

Donor's Full Name: North Pole Restaurant - Mary North Telephone: _____

Donor's Address: 1644 Hastings Avenue

City/State/Zip: Newport

Donation Information

Donated Item: Gift Certs

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): \$60

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day Raffle

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Mary North Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/09/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: June 12, 2014

Donor Information

Donor's Full Name: Kathleen Laust-Gamarra Telephone: 651-459-2852

Donor's Address: 815 17th St

City/State/Zip: Newport MN 55055

Donation Information

Donated Item: 1 box of VHS tapes w/ a ~~copy of book~~ ^{book}

For: _____

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): \$50.00

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: _____

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Kathleen Laust-Gamarra Signature: Kathleen Laust-Gamarra

For Office Use

Received By: *Michelle Peterson*
Date Received: _____

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

Donation from 6.12.14

Add to Collection

Indulgence in Death by J.D. Robb
The Ten Commandments: 35th Anniversary Collector's Edition VHS
Muppet Treasure Island
The Road to El Dorado
Hercules
Beauty and the Beast
The Muppet Christmas Carol
Raiders of the Lost Ark
The Great Muppet Caper
Short Circuit
Indiana Jones and the Last Crusade

BookSale

The Land Before Time VHS
Weird Science VHS
Robin Hood VHS

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/19/14

Donor Information

Donor's Full Name: Cottage Grove Area Chamber of Commerce Telephone: _____

Donor's Address: PO Box 16

City/State/Zip: Cottage Grove, MN 55016

Donation Information

Donated Item: \$500

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Bruce Pylkas Signature: See Attached

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/19/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____



**COTTAGE GROVE AREA
CHAMBER OF COMMERCE**

Serving Cottage Grove, Newport, St. Paul Park

Post Office Box 16 • Cottage Grove, Minnesota 55016-0016 • (651) 458-8334 Fax (651) 458-8383
E-mail: office@cottagegrovechamber.org • Web Site: www.cottagegrovechamber.org

June 18, 2014

Pioneer Day
c/o City of Newport
ATTN: Renee Helm, Executive Analyst
596 Seventh Ave.
Newport, MN 55055

Pioneer Day Committee:

The Cottage Grove Area Chamber of Commerce is pleased to be able to continue its tradition of supporting community festivals with a \$500.00 donation to Pioneer Day.

Pioneer Day is a great opportunity to bring our community together for residents and businesses alike. We wish you well for another great celebration and thank you for the opportunity to support it.

Sincerely,



Bruce Pylkas, President
Cottage Grove Area Chamber of Commerce

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: _____

Donor Information

Donor's Full Name: Kaiser Manufacturing Telephone: 651-458-8880

Donor's Address: 94 21st Street

City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$100

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Kaiser Manufacturing Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/23/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/24/14

Donor Information

Donor's Full Name: CGIAA Telephone: _____

Donor's Address: PO Box 337

City/State/Zip: Cottage Grove, MN 55016

Donation Information

Donated Item: \$ 509.10

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: 10% for May 2014 - General Donation

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: _____

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: _____ Signature: _____

For Office Use

Received By: Renee Eisenbeisz

Date Received: 06/24/14

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 06/24/14

Donor Information

Donor's Full Name: Resource Recovery Telephone: _____
Donor's Address: 6321 Bury Drive #13
City/State/Zip: Eden Prairie, MN 55346

Donation Information

Donated Item: \$250 + 4 Tickets to the 09/02/14 Twins Game
Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____
If Applicable: _____
For: _____
In Honor Of: _____
Location or Placement of Donation: _____
Estimated Lifespan of Material Donation: _____
Is the Donation Restricted: Yes No
If Yes, Terms of Donation Restriction: Pioneer Day in General - \$250
Pioneer Day Raffle - Twins Game

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Resource Recovery Signature: _____

For Office Use

Received By: Rene Eisenbeis
Date Received: 06/24/14
Approved By: _____ Date of Approval: _____
Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 07/09/14

Donor Information

Donor's Full Name: St. Paul Park - Newport Lions Telephone:
Donor's Address: PO Box 262
City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$500
Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers):
If Applicable:
For: Pioneer Day
In Honor Of:
Location or Placement of Donation:
Estimated Lifespan of Material Donation:
Is the Donation Restricted: [X] Yes [] No
If Yes, Terms of Donation Restriction: Pioneer Day

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: St. Paul Park - Newport Lions Signature:

For Office Use

Received By: Renee Eisenbeisz
Date Received: 07/09/14
Approved By: Date of Approval:
Reasons for Denial:

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 07/09/14

Donor Information

Donor's Full Name: Burger King Telephone:
Donor's Address: 1598 Hastings Avenue
City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: 5 Free Small Combo Meals
Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers):
If Applicable:
For: Pioneer Day
In Honor Of:
Location or Placement of Donation:
Estimated Lifespan of Material Donation:
Is the Donation Restricted: [X] Yes [] No
If Yes, Terms of Donation Restriction: Pioneer Day Raffle

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Burger King Signature:

For Office Use

Received By: Renee Eisenbeisz
Date Received: 07/09/14
Approved By: Date of Approval:
Reasons for Denial:

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 07/09/14

Donor Information

Donor's Full Name: Subway Telephone: _____
Donor's Address: 2064 Hastings Avenue
City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: 2 Free Party Platters
Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____
If Applicable:
For: Pioneer Day
In Honor Of: _____
Location or Placement of Donation: _____
Estimated Lifespan of Material Donation: _____
Is the Donation Restricted: Yes No
If Yes, Terms of Donation Restriction: Pioneer Day Raffle

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Subway Signature: _____

For Office Use

Received By: Renee Eisenbeisz
Date Received: 07/09/14
Approved By: _____ Date of Approval: _____
Reasons for Denial: _____

City of NEWPORT

DONATION APPLICATION AND AGREEMENT FORM

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

Date: 07/10/14

Donor Information

Donor's Full Name: John Berti Hardware Telephone: _____

Donor's Address: 1668 Hastings Avenue

City/State/Zip: Newport, MN 55055

Donation Information

Donated Item: \$100

Cost Estimate of the Donation (not to be filled out by City Staff or Volunteers): _____

If Applicable:

For: Pioneer Day

In Honor Of: _____

Location or Placement of Donation: _____

Estimated Lifespan of Material Donation: _____

Is the Donation Restricted: Yes No

If Yes, Terms of Donation Restriction: Pioneer Day Raffle - 2 \$50 Cash Prizes

Donor Statement and Acknowledgements

I certify that all information I have provided in this application is complete to the best of my knowledge. I further certify that I have received, read, understand and agree to the City of Newport Donations Policy.

Applicant/Agent Printed Name: Tom Berti Signature: _____

For Office Use

Received By: Renee Eisenboise

Date Received: July 10, 2014

Approved By: _____ Date of Approval: _____

Reasons for Denial: _____

RESOLUTION NO. 2014-32

RESOLUTION OF THE CITY OF NEWPORT, MINNESOTA, DEFERRING AN ASSESSMENT OF PROPERTY LOCATED AT 2250 LARRY LANE IN THE CITY OF NEWPORT PURSUANT TO MINNESOTA STATUTES §429.061, Subd. 2, AND CITY OF NEWPORT ASSESSMENT POLICY

WHEREAS, the City of Newport (hereinafter “the City”) has undertaken an improvement project for roads within the City pursuant to its authority under Minnesota Statutes Chapter 429; and

WHEREAS, the City has conducted all necessary hearings for the aforesaid project and passed Resolution No. 2014-25 establishing the assessments for the benefitting properties thereof; and

WHEREAS, the parcel 25.028.22.31.0020, the address of which is 2250 Larry Lane (“the Subject Property”), was determined to be one of the benefitting properties and assessed the amount of two thousand four hundred sixty-nine dollars and fifty cents (\$2,469.50); and

WHEREAS, the owner of the Subject Property has applied for an indefinite deferral of the assessment for reasons of age or disability as allowed under Minn.Stat.§429.061, subd. 2; and

WHEREAS, the same owner of the aforesaid Subject Property has provided to the City satisfactory proof of his qualification for the deferral.

NOW, THEREFORE, BE IT RESOLVED, by the City of Newport, acting through and by its City Council,

1. That the assessment levied by the City on the Subject Property will be deferred as long as the current owner occupies it and it is not sold to any third party.
2. At such time as the Subject Property is sold to any third party, the amount of the assessment thereon, plus accruing interest from the time of the Resolution of June 19, 2014, to the day of sale, shall become immediately due and payable.
3. That the deferred assessment may be paid, in full, with interest at any time.

Adopted by the Newport City Council this 17th day of July, 2014

Motion by: _____, Seconded by: _____

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

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

CITY OF NEWPORT - APPLICATION FOR ASSESSMENT DEFERRAL
Newport City Hall ♦ 596 7th Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883

Applicant Information

Applicant's Full Legal Name: Richard Leonard Jenkins Sr
Applicant's Address: 2250 Larry Lane
City/State/Zip: Newport, Minnesota 55055-1518
Telephone: 651-459-6446 Date of Birth: 9-18-42

Property Information

Property Address: 2250 Larry Lane
City/State/Zip: Newport, Minnesota 55055-1518
Legal Description of Property: Port Villa 3 Pt of Lot 3 as Full Beg at SW COR of Lot
Parcel Classification: Res Hstd
Parcel Identification Number: 25.028.22.31.0020 / Bill #: 26447

Deferral Information

Project Requiring Assessment: street assessments / Road Improvements (\$2,400)

Reason for Deferral (Please provide a letter stating why you are applying for deferral and supplemental information identifying the hardship):

- Over 65 Years of Age
- Permanent Disability (Provide proof of permanent disability)
- Member of Minnesota National Guard or other Military Reserves who is ordered into active Military Service (Provide proof)

Applicant Statement and Acknowledgements

I certify that the information given herein is true and complete to the best of my knowledge:
Signature of Applicant: Richard L. Jenkins Sr Date: 6-9-14

For Office Use:

Project: 2014 Street Improvement Interest Rate: 4.10%
Amount to be Deferred: \$2,469.50
Amount of Interest to be Deferred: _____
Date Submitted to the City Council: July 17, 2014

Approved Denied

Date Approval Sent to County Auditor: _____

RESOLUTION NO. 2014-33

RESOLUTION OF THE CITY OF NEWPORT, MINNESOTA, DEFERRING AN ASSESSMENT OF PROPERTY LOCATED AT 1350 5TH AVENUE IN THE CITY OF NEWPORT PURSUANT TO MINNESOTA STATUTES §429.061, Subd. 2, AND CITY OF NEWPORT ASSESSMENT POLICY

WHEREAS, the City of Newport (hereinafter “the City”) has undertaken an improvement project for roads within the City pursuant to its authority under Minnesota Statutes Chapter 429; and

WHEREAS, the City has conducted all necessary hearings for the aforesaid project and passed Resolution No. 2014-25 establishing the assessments for the benefitting properties thereof; and

WHEREAS, the parcel 36.028.22.32.0043, the address of which is 1350 5th Avenue (“the Subject Property”), was determined to be one of the benefitting properties and assessed the amount of five thousand five hundred dollars (\$5,500); and

WHEREAS, the owner of the Subject Property has applied for an indefinite deferral of the assessment for reasons of age or disability as allowed under Minn.Stat.§429.061, subd. 2; and

WHEREAS, the same owner of the aforesaid Subject Property has provided to the City satisfactory proof of his qualification for the deferral.

NOW, THEREFORE, BE IT RESOLVED, by the City of Newport, acting through and by its City Council,

1. That the assessment levied by the City on the Subject Property will be deferred as long as the current owner occupies it and it is not sold to any third party.
2. At such time as the Subject Property is sold to any third party, the amount of the assessment thereon, plus accruing interest from the time of the Resolution of June 19, 2014, to the day of sale, shall become immediately due and payable.
3. That the deferred assessment may be paid, in full, with interest at any time.

Adopted by the Newport City Council this 17th day of July, 2014

Motion by: _____, Seconded by: _____

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

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

REQUEST FOR ASSESSMENT DEFERRAL
City of Newport

PROPERTY OWNER James W. Zaddack

ADDRESS 1350-5th Avenue

PROPERTY IDENTIFICATION NUMBER 3608822320043

PROJECT REQUIRING ASSESSMENT Street Improvement Project

REASON FOR REQUEST

- Hardship for Senior Citizen
- Hardship for Disabled Citizen
- Member of Minnesota National Guard or other military reserves who is ordered into active military service

SUPPORTING EVIDENCE _____

Copy of Dr. Robert Drehmel's diagnosis.
Letter from myself
Copies of my magnesium appts & counts
card for Dr. Gian

SIGNATURE OF APPLICANT

DATE

James Zaddack

5-28-14

CITY USE ONLY

DATE PRESENTED TO COUNCIL July 17, 2014

ACTION TAKEN: APPROVED DENIED

CONDITIONS OF DEFERMENT or REASONS FOR DENIAL _____

CITY CLERK

DATE

Interest Rate: 4.10%
Amount to be Deferred: \$5,500

RESOLUTION NO. 2014-34

A RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND RATIFYING THE APPLICATION FOR GRANT FUNDS BY THE WASHINGTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS, the City of Newport is participant in the Livable Communities Act’s Housing Incentives Program for 2014 as determined by the Metropolitan Council and is therefore eligible to apply for Livable Communities Demonstration Account funds (the “LCDA Funds”); and

WHEREAS, the Washington County Housing and Redevelopment Authority (the “Authority”)has identified proposed projects within the City of Newport that meet the Demonstration Account’s purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council’s adopted metropolitan development guide; and

WHEREAS, the Authority has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS, the Authority certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS, the Authority agrees to act as legal sponsor for the projects contained in the grant applications submitted on June 30, 2014; and

WHEREAS, the Authority acknowledges Livable Communities Demonstration Account grants are intended to fund projects or project components that can serve as models, examples or prototypes for development or redevelopment projects elsewhere in the region, and therefore represents that the proposed projects or key components of the proposed projects can be replicated in other metropolitan-area communities; and

WHEREAS, only a limited amount of grant funding is available through the Metropolitan Council’s Livable Communities Demonstration Account during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible projects that would not occur without the availability of Demonstration Account grant funding.

NOW THEREFORE, the City of Newport ratifies its support of the Authority’s application for Metropolitan Council Livable Communities Demonstration Account grant funds for the project components identified in the application.

Adopted this 17th day of July, 2014 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 Council
FROM: Deb Hill, City Administrator
DATE: June 9, 2014
SUBJECT: Strategic Plan

Background:

Earlier this year, council and staff met to discuss short and long range goals for the city in conjunction with reviewing our strengths, challenges and opportunities. A list of short-term goals were compiled into categories of fiscal health, transit site development, business outreach, city facilities, new revenue exploration, and strengthening personnel through training and technology. The goals were formulated to be concise, attainable and effective.

Discussion:

Staff recommends that the strategic plan be accepted.



City of Newport, Minnesota Strategic Initiatives July 2014



OVERVIEW

City of Newport

Newport is primarily a residential community and its strength is the people who live within the City. Newport is a small river community with residential streets bordered by large trees, which wind their way along the river's edge and the bluff lands. Newport's small town persona is retained within its people and its physical environment even though it is within a 15 minute commute to St. Paul and Minneapolis. With a population of 3,435, Newport continues to encourage growth and development within the community.

Even with numerous strengths and assets, the City is faced with challenging issues and exciting opportunities. This policy and plan is to ensure these issues and opportunities addressed are in a timely, efficient and effective manner. The City seeks to create positive outcomes through a realistic and practical work plan. To that end, Newport is served by a strong vision and mission statement.

City Vision Statement

Newport is a historic city on the Mississippi River where small-town tradition is preserved. The City is known for a strong work ethic and self-reliance where a shared sense of community pride fosters active family neighborhoods, expanding business opportunities, and a healthy lifestyle for all to enjoy!

City Mission Statement

The City of Newport is committed to serving the people and businesses of Newport by creating an environment which encourages pride in the community, promotes prosperity for businesses and improves the quality of life for all.

The Session

The process was initiated by the City Council and organized and structured by the City Administrator. The process began with the facilitator contacting individual Council members to talk about their goals, outcomes and important topics for the agenda. This information was used to develop the work session agenda and discussion topics. (A copy of the handout used during the meeting is available in the City Administration office.)

The work session was held on March 4, 2014. The Mayor, City Council members, the City Administrator and three department leaders attended and participated in the meeting. The agenda topics included a wide-ranging discussion of specific issues including assets and strengths of the City, current challenges and future opportunities. The agenda was free-flowing and the discussion was inclusive and participatory. City officials stayed together in one group with informal conversation dominating the discussion. The City Administrator was encouraged to weigh in on her ideas, thoughts and expectations.



Achievements

The City Council is very proud of the work they accomplished since 2011 and noted a variety of achievements. Three major areas and specific achievements include work in infrastructure projects, land and property and operations and finance:

- **Infrastructure projects**
 - Street reconstruction work
 - I and I reduction projects
 - Installation of radio read water meters
- **Land and Property**
 - Construction of a gazebo at the school forest
 - Knauff Property Brownfield clean-up plan
 - Removal of A & W Building
 - Vacant building registration
 - North Ravine project
 - Purchasing Johnson Estate
 - Facade improvements
- **Operations and Finance**
 - Increase in bond rating to AA stable
 - Strengthen EDA fund
 - Long term financial planning for all government and utility funds
 - Work with neighboring cities: building inspection, street sweeping, etc.

Work Session Goals

The goals of the City Council – city staff work session were simple and straightforward. Based on input from elected officials and staff the following five goals were identified: 1) have open and honest discussions; 2) put ideas and opinions on the table; 3) identify and discuss important priorities; 4) address long standing challenges; and 5) develop a strategic direction.

City Assets and Strengths

Newport City Council and staff are proud of the community. City officials enjoy talking about their city and identified the following characteristics as major assets and strengths of the City and community:

- Historic community
- Proximity to amenities (*minutes from everywhere*)
- Strengthening financial position
- Country feel within a city
- Hidden gem; emerging presence
- Access, transportation and transit
- Safe and affordable



Strategic Planning

The primary objective of the City Council and staff was to establish a consensus-based direction for the City and then pursue implementation strategies to achieve that direction. In order to accomplish this outcome, an understanding of the value and purpose of strategic planning is essential. This is all the more important as both experience and perception reflect that strategic planning processes often do not meet expectations or *fail along the way*. The City of Newport does have experience in strategic planning and the prior documents were considered. Two fundamental distinctions between past experiences and this work are twofold: shorter time horizon and more streamlined expectations. It is important to note that strategic planning is fundamentally a tool to assist city leaders in reviewing where you have come from, where you are today and where you want to go in the future. This was a feature in the Council-staff discussion. The critical link is to connect plans with resources, time and the priorities of the City Council. By understanding the value and committing to implementation, city leaders ensure that their time and commitment will be purposeful, useful and successful.

During the strategic planning discussion the City identified clear and distinct challenges. The participants noted the following three major challenges facing the City: 1) resources and staff capacity; 2) image and perception of both the community (Old Newport) and the City (outdated City Hall); and 3) the critical need for economic growth (old and tired appearance). Council members talked about finding the balance between addressing immediate and long-term needs and the perception of Newport's high taxes. The following short-term goals will be pursued by the City Council and city staff.

Short Term Priorities

The City Council desires to adopt a set of short-term goals. These goals move “above and beyond” the day-to-day operations of the City and serve to move the City and community forward in an optimistic and progressive manner. While preserving the small town feel and historic charm of the City, the purpose of the short-term goals are to revitalize, restore and reinvigorate the city and greater Newport community. We plan to address the appearance and look of our City as well as the tangible assets such as roads and public facilities. The City will accomplish its goals through wise financial planning, progressive thinking, innovative solutions, deliberate risk-taking, and collaborative decision-making. The City is committed to effective planning to ensure that it will build a consensus for future direction. As stewards of the future, high expectations are set for ourselves, the citizens, and this special place we call the City of Newport, Minnesota.

Short Term Goals

The following six short-term goals are adopted by the City Council:

- Continue to strengthen our fiscal health
- Ensure successful development on the transit site
- Focus on business outreach, retention and development
- Analyze city facilities for long-term efficiency
- Explore new revenues
- Strengthen the personnel and HR capacity



Short Term Goals (2014-2016)

1.) *Continue to strengthen our fiscal health*

Action Steps	Assigned	Deadline
a. Actively monitor the budget and provide timely financial reports		
b. Beginning with the 2015 budget, link budget priorities with the strategic plan		
c. Explore partnerships and collaborations that may result in new revenues or cost savings		

2.) *Ensure successful development on the transit site*

Action Steps	Assigned	Deadline
a. Partner with the HRA and revisit the recent HRA studies related to the transit site		
b. Establish the rights to the MnDot property		
c. Explore using sidewalks on the transit site property		

3.) *Focus on business outreach, retention and development*

Action Steps	Assigned	Deadline
a. Meet with builders, developers and contractors to obtain input on existing regulations		
b. Develop a business outreach program		
c. Explore the feasibility of income producing activities like an electronic billboard		

4.) *Analyze city facilities for long term efficiency*

Action Steps	Assigned	Deadline
a. Conduct a feasibility study for a new City Hall		
b. Continue street infrastructure programs		
c. Maintain and improve city facilities		
d. Establish a fats, oils and grease ordinance		



5.) Explore new revenues

Action Steps	Assigned	Deadline
a. Continue dialogue to purchase the island (acquisition goal)		
b. When priorities are set; explore grant programs to support funding		
c. Pursue grants for Knauff Property Brownfield		

6.) Strengthen the personnel and HR capacity

Action Steps	Assigned	Deadline
a. Identify internal staff strengths and skill sets – develop training programs		
b. Explore technology needs within the City		
c. Council, staff and advisory committees participate in training programs and professional development		

Implementation

The strategic plan is designed to be a guide and roadmap for the City moving forward. A strategic plan is updated as needed, both informally and formally. The City Council encourages the City Administrator to ensure the plan is relevant and alive for current and future opportunities and to consider changing the meeting schedule to include more monthly workshops. It is prudent to officially update the plan on at least an annual basis as determined by the City Council in partnership with the staff. Implementation roles of the City Council include:

- Champion and take ownership in the plan
- Formally take action to adopt the plan
- Communicate with the public
- Include the plan in new Council orientation
- Ensure resources are allocated for action steps
- Identify accountability measures
- Periodically review the plan

The role of Administration in the implementation of the strategic plan includes the following key principles:

- Integrate information into work
- Communicate with staff
- Incorporate into the budget recommendations
- Provide regular informal updates
- Organize an annual formal review



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

Memorandum

To:	Newport City Coucil	Reference:	Long CUP
Copies To:	<hr/> Deb Hill, City Administrator <hr/> Renee Eisenbeisz, Executive Analyst <hr/> Tom Long, applicant and owner <hr/> Jon Herdegen, MSA, City Engineer <hr/>	Project No.:	15481.005
From:	<hr/> Sherri Buss, RLA AICP, City Planner <hr/>	Routing:	<hr/> <hr/>
Date:	<hr/> July 14, 2014 <hr/>		<hr/> <hr/>

SUBJECT: Long Conditional Use Permit (CUP) for Motor Vehicle Sales, Display and Service

MEETING DATE: July 17, 2014

LOCATION: 2204 Hastings Avenue

APPLICANT/OWNER: Tom Long
6939 Lamar Avenue
Cottage Grove, MN 55016

CURRENT ZONING: MX-1 (Downtown District)

60-DAY PERIOD: August 15, 2014

ITEMS REVIEWED: Application, Sketch Plan.

BRIEF DESCRIPTION OF THE REQUEST

The applicant, Tom Long, is requesting a CUP for a Vehicle Sales, Display and Service use at the property at 2204 Hastings Avenue. The City recently approved his rezoning request for the property from the MX-2 District to the MX-1 District to permit the Vehicles Sales use. The current use on the property is an Auto Repair business. The City issued a Special Use Permit in November 1972 to this property to operate a used car lot; that use was discontinued in 2010.

If a conditional use is discontinued for more than 1 year, the property owner must obtain a new CUP to operate the business.

BACKGROUND

The subject property includes 1 parcel located at the north end of Hastings Avenue. The City has received numerous complaints from neighbors about the appearance and operation of the auto repair business at 2204 Hastings Avenue in recent years, including complaints about the messy condition of the site and autos parked for extended periods of time that are not operable. The City has sent multiple letters to the owner (Mr. Long) and the Community Services Officer has visited the site to identify and document the issues, to request that the inoperable vehicles be removed, and request that the portion of the site adjacent to residential uses be screened to meet ordinance requirements. Despite these actions, the site condition has not improved.

The applicant's letter requesting the rezoning indicated that he believes that many of the site issues are related to the auto repair use, and that if an automobile sale business is permitted on the site, the appearance will improve due to the change in use.

The applicant is requesting that the new use include vehicle sales, display, and light repair. His application indicated that the repair will be done in 2 existing bays for the used cars that are displayed and sold at the business.

EVALUATION OF THE REQUEST

Zoning Ordinance Criteria for Granting a CUP

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

1. The proposed use is designated in Section 1330 of the development code as a conditional use in the appropriate zoning district.
2. The proposed use is consistent with the Newport Comprehensive Plan.
3. The proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions and parking facilities on adjacent streets and land.
4. The potential effects of the proposed use on surrounding properties, including valuation, aesthetics and scenic views, land uses, and character and integrity of the neighborhood.
5. The potential impacts of the proposed use on governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The potential impacts on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.



7. The City may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the City and other governmental bodies having jurisdiction in the City.
8. In permitting a new conditional use, the City may impose additional conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

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

1. Zoning District and Proposed Use—Motor Vehicles Sales

The proposed use is Motor Vehicle Sales. The use is permitted in the MX-1 Zoning District with a Conditional Use Permit. The definition of this use is “the sale or trade of new or used motor vehicles, including cars, trucks, buses, campers, motorcycles or other motorized vehicles, including the display of new or used vehicles, or the possession of new or used vehicles for sale or trade.” The use title indicates that servicing of the vehicles that are displayed or sold at the business is included in the use. The proposed conditions specify that auto repair services will be limited to the vehicles that are displayed and sold at the business.

Dimensional Standards, Setbacks, and Requirements in the Zoning District

The dimensional standards and setbacks for the MX-1 District include the following:

- Minimum lot area: 2,400 square feet
- Minimum lot depth: 80 feet
- Minimum lot width: 30 feet
- Maximum lot coverage (buildings): 80%
- Structure setbacks: Front yard: 0 feet;
Side yard if adjacent to a residential district: 10 feet
Rear yard, 20 ft.
- Parking setbacks: Front yard: 20 feet
Side and Rear yard: 5 ft.
- Maximum building height: 40 feet
- Public utilities required, including sewer

The parcel at 2204 Hastings is approximately 8400 square feet in area; the lot depth varies from 109 to 117 feet, and the parcel is 75 feet wide. The existing building covers approximately 20% of the parcel, and meets the structure setback requirements.

The entire surface area of the parcel is currently used for parking motor vehicles. There is an existing boulevard along Hastings Street that is part of the road right-of-way and outside the parcel. The ordinance requires that parking be setback 20 feet from the front lot line and five feet from the side and rear lot lines.

The existing parcel and building meet the ordinance requirement. The new use should meet the setback requirements in the ordinance.



2. Comprehensive Plan

The Comprehensive Plan supports the continuing existence and redevelopment of Hastings Avenue with commercial and residential uses that have a “main street” character. It supports assisting existing businesses to survive and improve. The plan discourages the development of “big box” businesses in the MX-1 District, and supports smaller, locally-owned businesses and services that fit the small town character of Newport. The proposed commercial use is generally consistent with the land use goals included in the 2030 Comprehensive Plan.

3. Potential Impacts of the Business and Ordinance Requirements

Section 1330.05 of the Zoning Ordinance includes performance standards for businesses operating in Newport, including Motor Vehicle Sales businesses. The standards address the potential impacts of the business that need to be evaluated for CUP criteria 3-7, listed above. The Zoning Ordinance allows the City to include conditions in the CUP to avoid or minimize potential impacts to surrounding properties. The sections below evaluate the proposed business based on the performance standards, and identify conditions that the Planning Commission and Council may consider to manage the potential impacts on surrounding properties.

Parking and Vehicle Storage

Section 1330.05 of the Zoning Ordinance includes standards for parking and storing vehicles. Subdivision 6 applies to Motor Vehicle Sales, and states that “any outside storage or display of vehicles for sale, rent or lease shall be by Conditional Use Permit as governed by this chapter, and shall include only operable new vehicles or operable used vehicles in good working order and of good appearance. The Planner has included a condition that the business meet the vehicle storage requirement of the ordinance, and that no open storage of other items is permitted on the property.

Pavement and Driveways. The existing business uses an access from Hastings Avenue to the parcel that is outside the parcel boundaries, and on City property. The business also has access from Ford Road along the entire southern parcel boundary.

The Engineer made the following comments and recommendations regarding access for the proposed use:

“We recognize that this property utilizes a driveway access from Hastings Avenue that is currently located on City property. Should the applicant continue to use this access, provisions for it use should be agreed upon by all parties. The property access from Ford Rd is currently allowed along the entire south property line, with the exception of the small amount of curb at the intersection of Hastings Ave. As part of the 2014 Street Improvements project, curb will be constructed on both sides of Ford Road in this location. A new driveway access will be provided from Ford Rd. with a maximum width of 36 feet (per City policy) and the location will be determined with the property owner and City Staff during construction. Due to the close proximity of this parcel to Hastings Avenue, we recommend the new driveway entrance on Ford Road be located as close to the east property line as possible.

“The remaining bituminous pavement on the [parcel] will be removed between the new back of curb and the right-of-way (approximately 33’ from existing centerline of Ford Road). The boulevard area will be graded with topsoil and seeded. We recommend that



storage of any vehicles or other private property within the City ROW on Hastings Ave. or Ford Rd. is prohibited.”

The Planner has proposed the following conditions for the CUP based on the Engineer's comments:

- Continued use of the existing driveway access from Hastings Avenue shall require that the applicant complete an agreement with the City to use this access.
- The new driveway access from Ford Road that is a maximum 36' wide shall be located as close to the east property line as possible.
- Vehicles or other business property shall not be stored or displayed within the City right-of-way on Hastings Avenue or Ford Road.

Buildings and Accessory Structures

No changes are proposed to the existing building on the property. No new accessory structures are proposed on the site plans.

Exterior Storage Requirements

Section 1350.13 requires that no materials, products or equipment be stored outside of an enclosed building except for daily display of merchandise during store hours. The Planner has included a proposed condition for the CUP that no outside storage of items other than new or used vehicles is permitted on the site.

Refuse and Recycling

Section 1350.13 requires that all refuse and recycling containers be stored in the principle structure or a fully enclosed accessory structure, and Section 1330.05 (Subd 10) further requires that dumpsters, trash, trash handling equipment and recycling equipment shall be stored within an enclosed accessory structure of the same materials as the principal structure. The Planner has included a proposed condition for the CUP that refuse and recycling for the business shall meet the ordinance requirements.

Lighting

No new lighting is proposed at the site. Lighting must meet the ordinance requirement that it be a downcast, cut off type, and that glare and lighting shall not spill over to adjacent residential properties.

Landscaping

Section 1330.05, Subdivision 14 includes the landscaping requirements for commercial and office uses. The ordinance requires that areas of land not covered by structures or pavement shall be landscaped. In this case, the entire site is covered by pavement. The area within the road right-of-way is landscaped with turf grass. Since no changes in buildings or pavements are proposed, the Planner has not included requirements for landscaping for the new use.

Hours of Operation

The applicant has proposed that the hours of operation be 9 a.m. to 7 p.m., Monday through Friday and 9 to 3 p.m. on Saturday. The Planner has included the proposed hours as a condition for the CUP.



Signs

The application did not include locations or plans for proposed signs. A freestanding entry sign is permitted for this business. Signs must meet the ordinance requirements. The applicant should submit any plans for proposed signage to the Zoning Administrator for approval.

Infrastructure and Public Services

The City Engineer reviewed the site plans and indicated that adequate sewer and water services are available to serve the proposed uses at the site. The site is unlikely to generate additional needs for public services. The Engineer sent an email to the Planner that states that he is not recommending new stormwater management facilities or practices for the site.

Potential effects of the proposed use on surrounding properties, including valuation, aesthetics and scenic views, land uses, and character and integrity of the neighborhood.

The existing auto repair use on the site has received numerous complaints from surrounding properties regarding the messy condition of the site and autos parked for extended periods of time that are not operable. The City has been working with Mr. Long to try to address the zoning violations at the site, and Mr. Long has indicated that he believes that a change to a new use will bring the site into compliance. The ordinance requires that in order to be approved, the new use must not negatively affect the valuation and aesthetics of surrounding uses, and must maintain the character and integrity of the neighborhood, which includes adjacent business and residential uses.

The Planner has included a proposed condition that only vehicles in good, operable condition that are on display for sale may be stored at the site, and that that site must be maintained in a neat and orderly condition, so that the new use does not have negative impacts on the value and aesthetics of adjacent properties and the neighborhood.

The Zoning Ordinance section 1310.10 permits the City to inspect conditionally-permitted uses at any time to determine if the applicant is adhering to the conditional use permit. The Planner has included a condition that the City inspect the Vehicles Sales use within three months of the start of the use, and at least annually after, to monitor compliance with the conditions of the CUP.

The Zoning Ordinance also requires that the proposed use must begin within one year of the date when the CUP is granted.

FINDINGS FOR THE CONDITIONAL USE PERMIT REQUEST

1. The proposed use is a conditionally-permitted use in MX-1 Downtown Zoning District, and the dimensional standards of the site and buildings meet the ordinance requirement.
2. The proposed use is consistent with the Newport Comprehensive Plan, which supports the continuation and redevelopment of commercial uses that are locally-owned, have a "main street" character.
3. The conditions for approval of the proposed use include requirements for development and operation of the business so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential



impacts of vehicle display and storage, lighting and access on adjacent streets and land uses.

4. The redevelopment of the property with a new use that complies with the performance standards in the ordinance and conditions of the CUP may have positive impacts on surrounding properties, including valuation, aesthetics, and the character of the neighborhood.
5. The proposed use will have no negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The potential use will not have negative impacts on sensitive environmental features, including surface waters, ground water, wetlands or floodplains.
7. In permitting the new conditional use, the City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

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

PLANNING COMMISSION PUBLIC HEARING AND DISCUSSION

The Planning Commission held a public hearing on the Long CUP application at its regular meeting on July 10. The Commission received no written comments on the CUP request. Council Member Sumner commented that he supports the CUP, and wants the owner to have the opportunity to bring the site to a better condition. The Commission discussed several issues related to the application:

- The Commission asked about landscaping requirements on the boulevard. Staff noted that the boulevard along Hastings is not part of the applicant's parcel. The boulevard on Ford Road will be sodded as part of the roadway project.
- Mr. Long indicated that he would prefer surmountable curb on Ford Road. Staff noted that the City's plans for the street improvement were approved with regular curb, and a driveway will be created east of Hastings Avenue. The roadway project will be completed in 2014.
- Members noted that the proposed use was discussed in detail in May when the Commission reviewed the applicant's request for rezoning.

The Planning Commission recommended approval of the CUP request with the conditions included in the staff report.

ACTION REQUESTED FOR THE REZONING AND CUP REQUEST:

The City Council can take one of the following actions for this application:

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



PLANNING COMMISSION RECOMMENDATIONS:

The Planning Commission recommends that the City Council approve a Conditional Use Permit for the Vehicle Sales, Display and Service use at 2204 Hastings Avenue. The Commission recommends the following conditions for the proposed use:

1. The use of the property and buildings shall be consistent with the sketch plan that the applicant submitted to the City on June 16, 2014, with the driveway and access modifications recommended by the City Engineer.
2. The auto repair services shall be limited to light auto repair (no painting or body work) shall only be performed on vehicles that are on display for sale by this business.
3. The applicant shall obtain any federal, state or local licenses or permits needed to operate the Vehicle Sales, Display and Service use.
4. The applicant shall complete an agreement with the City in order to continue the use of the existing driveway access from Hastings Avenue.
5. Driveway access from Ford Road shall be one driveway that is a maximum 36' wide and it shall be located as close to the east property line as possible.
6. Vehicles or other business property shall not be stored or displayed within the City right-of-way on Hastings Avenue or Ford Road, and the business shall comply with the setback requirements of the ordinance.
7. Vehicles that are displayed and stored on the parcel shall be only operable new vehicles or operable used vehicles that are in good working order and of good appearance. No open storage of items other than operable new and used vehicles that are displayed for sale is permitted. The site shall be maintained in a neat and orderly condition.
8. No stacking, crushing, or dismantling of vehicles is permitted on the site.
9. The permitted use on the site does not include automobile painting and body work.
10. All trash and recycling equipment shall be stored within an enclosed structure. The materials used to construct the trash enclosure shall be the same materials used on the exterior of the principal structure.
11. Lighting fixtures shall be downcast, cutoff-type fixtures that prevent glare and light from spilling onto adjacent residential areas.
12. The hours of operation shall be 9 a.m. to 7 p.m. Monday through Friday, and 9 a.m. to 3 p.m. on Saturday.
13. The Applicant shall apply to the City for a permit for any sign(s) proposed as the site. All signs shall meet the ordinance requirements.
14. The City shall inspect the Vehicle Sales, Display and Repair use within three months after it is established on the site, and at least annually thereafter to monitor compliance with the conditions of the CUP.
15. The new Vehicle Sales, Display and Repair use shall begin operation at the site within one year of the date of approval of the CUP.
16. The applicant shall pay all fees and escrow associated with this application.





PROFESSIONAL SERVICES

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MEMO

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

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

Subject: Long CUP Review

Date: June 30, 2014

Introduction:

We have reviewed the CUP application from Tom Long for the operation of a used car dealership at the property located at 2204 Hastings Avenue (corner of Hastings Ave. and Ford Rd.) We offer the following comments for your review and consideration:

Engineering Review:

Entrance and Parking Concerns:

We recognize that this property utilizes a driveway access from Hastings Avenue that is currently located on City property. Should the applicant continue to use this access, provisions for it use should be agreed upon by all parties. The property access from Ford Rd is currently allowed along the entire south property line, with the exception of the small amount of curb at the intersection of Hastings Ave. As part of the 2014 Street Improvements project, curb will be constructed on both sides of Ford Road in this location. A new driveway access will be provided from Ford Rd. with a maximum width of 36 feet (per City policy) and the location will be determined with the property owner and City Staff during construction. Due to the close proximity of this parcel to Hastings Avenue, we recommend the new driveway entrance on Ford Road be located as close to the east property line as possible.

The remaining bituminous pavement on the will be removed between the new back of curb and the right-of-way (approximately 33' from existing centerline of Ford Road). The boulevard area will be graded with topsoil and seeded. We recommend that storage of any vehicles or other private property within the City ROW on Hastings Ave. or Ford Rd. is prohibited.

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140, St. Paul, MN 55107-1835

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

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

City of NEWPORT Planning Request Application

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

Application Date: 6/13/14 Public Hearing Date July 10, 2014

Applicant Information

Name: Tom Long Telephone: 651-470-4909
Mailing Address: 6939 LAMAR AVE Telephone: _____
City/State/Zip: Cottage Grove, MN. 55016

Property Owner Information

Name: _____ Telephone: _____
Mailing Address: Same Telephone: _____
City/State/Zip: _____

Project Information

Location of Property: 2204 Hastings Ave.

Legal Description of Property (Must match description on the Deed) and P.I.D. #: _____

See attached tax statement for parcel / Property # and copy of deed enclosed for Description

Zoning District: _____ Flood Plain: AE 0.2% Annual Chance Flood Hazard

- Comprehensive Plan Amendment \$500 or Actual Cost plus \$50 for Additional Staff Hours (10 Hr Min)
- Rezoning \$500 plus Escrow
- Zoning Amendment \$500
- Variance \$300 plus Escrow
- Conditional Use Permit
 - Residential \$300 plus Escrow
 - Commercial \$450 plus Escrow + \$1,000 escrow
- Subdivision Approval
 - Minor Subdivision \$300 plus Escrow and Parkland Dedication Fee
 - Major Subdivision \$500 plus Escrow, \$50 per Lot, \$200 for Final Plat, and 10% of land value or fee for Parkland Dedication Fee
- Other: _____
- Applicable Zoning Code Chapter: _____
- Review by Engineer Cost: _____
- Total Cost: _____

Handwritten notes in blue ink:
"to allow for work at"
"property will be kept out of the way"
"very light repair will be done in the area"
"The number of cars parked will be determined when it is determined where and how many chairs will be placed."

Escrow Fees

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

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

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

Present Use of Property: Light Auto Repair

State Reason for Planning Request: to allow for used car dealerships

Proposed hours 9-7 M-F, 9-5 Sat Closed Sunday
Property will be kept neat and orderly.
Very light repair will be done in 2 bays for used cars only. The number of cars parked will be determined when its determined where and how many driveways that you allow me.

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

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

SIGNATURE OF APPLICANT: Thomas J. Long
SIGNATURE OF OWNER (IF APPLICABLE): same

For Office Use

Fee: \$1,450 Date Paid: 06/16/14 Receipt #: 2374

Publication of Notice Date: _____

Public Hearing Date: July 10, 2014

P.C. Resolution #: _____

Council Action Date: _____

Council Resolution #: _____



Conditional Use Permit Application Checklist

Conditional Use Permits are covered under Section 1310.10 of the Zoning Code. Please provide the following information with your application for an Conditional Use Permit.

GENERAL REQUIREMENTS:

INCLUDED IN SUBMITTAL

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

Plan Sheet Requirements:

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

SITE PLAN REQUIREMENTS - EXISTING AND PROPOSED:

INCLUDED IN SUBMITTAL

- | | | |
|--|---|-----------------------------|
| 1. Property lines and dimensions | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Area in acres and square feet | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Existing and proposed building and parking locations and dimensions | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Existing and proposed setbacks | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Buildable area and the existing and proposed area of the parcel(s) covered by impervious surfaces | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Existing and proposed driveways <i>See drawings</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Stormwater analysis and proposed best management practices, if required by the City Engineer <i>N/A</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Septic system and well (if applicable) <i>N/A</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

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

APPENDIX B

N/A

Beginning at the intersection of the north line of Ford Avenue with the Easterly right-of-way line of State Highway Number 61, and running thence East along said North line of Ford Avenue 117 feet to an iron pipe monument; thence North at right angles with said North line of said Ford Avenue 75 feet to an iron pipe monument, thence West on a line parallel to and 75 feet North of said North line of Ford Avenue, to the intersection of said parallel line with said Easterly line of said Highway, thence Southerly along said Easterly line of said Highway 75 feet to the point of beginning. All of the same lying and being in the County of Washington, State of Minnesota, and containing 0.2 acres, more or less.

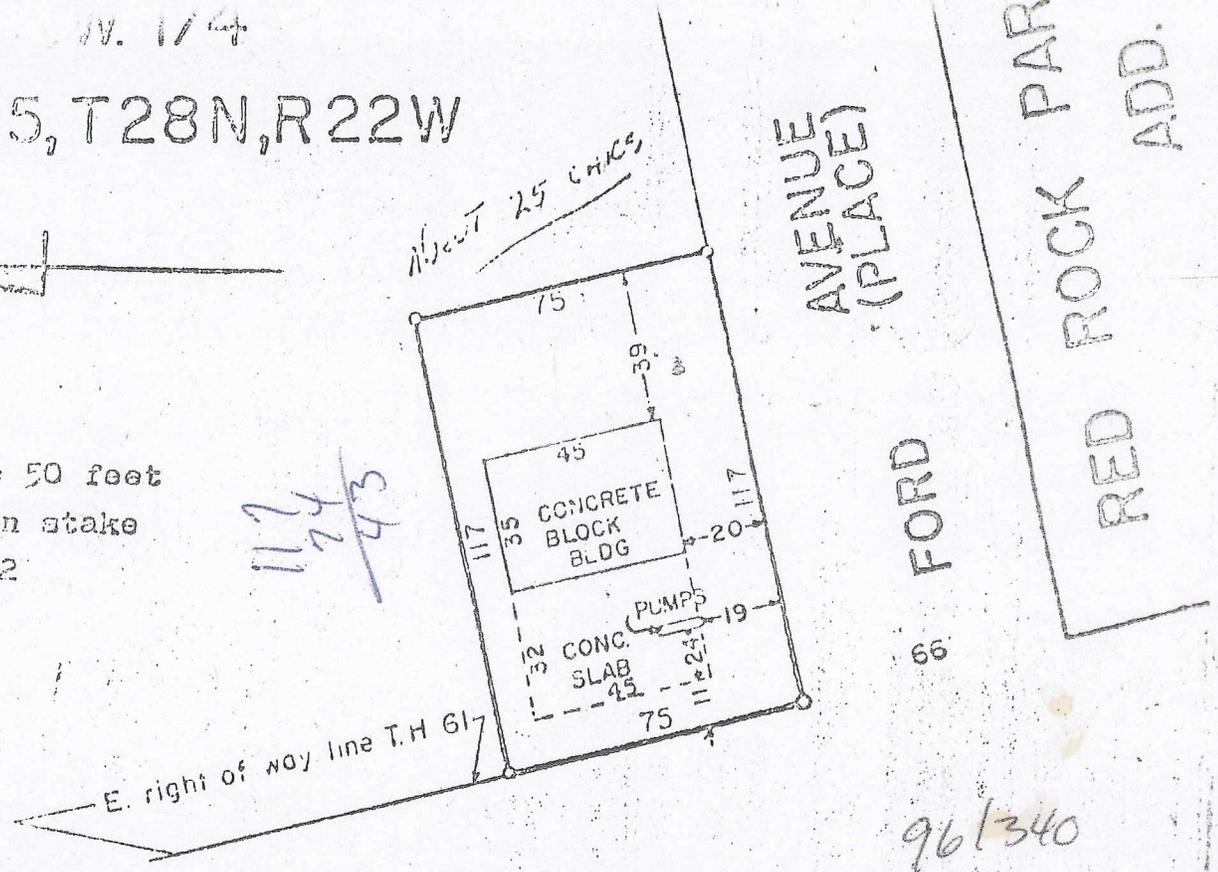
ENTERED IN TRANSFER RECORD
WASHINGTON COUNTY, MINNESOTA
August 12, 2005
MOLLY F. O'ROURKE, AUDITOR-TREASURER
BY *[Signature]* DEPUTY
25.028.22.30.806

W. 1/4

SECTION 25, T28N, R22W

Scale 1 Inch = 50 feet
Concrete iron stake
October 23, 1972

117
75
43



FORD
66

961340

certificate of survey of all that part of the Northwest Quarter (N.W. 1/4) of the Southwest Quarter (S.W. 1/4) of Section 25, Township 28 North, Range 22 West, described as follows to wit: Beginning at the intersection of the north line of Ford Avenue with the easterly right of way of State Highway No. 61 and thence East along said north line of Ford Avenue 117 feet to an iron pipe monument; thence North at right angles with said north line of said Ford Avenue 75 feet to an iron pipe monument; thence West on a line parallel to and 75 feet from said north line of Ford Avenue, to the intersection of said parallel with said easterly line of said highway; thence Southerly along said easterly line of said Highway 75 feet to the point of beginning. All of the above lying and being in the County of Washington, State of Minnesota, and containing 0.2 acres, more or less. Location of building as shown.

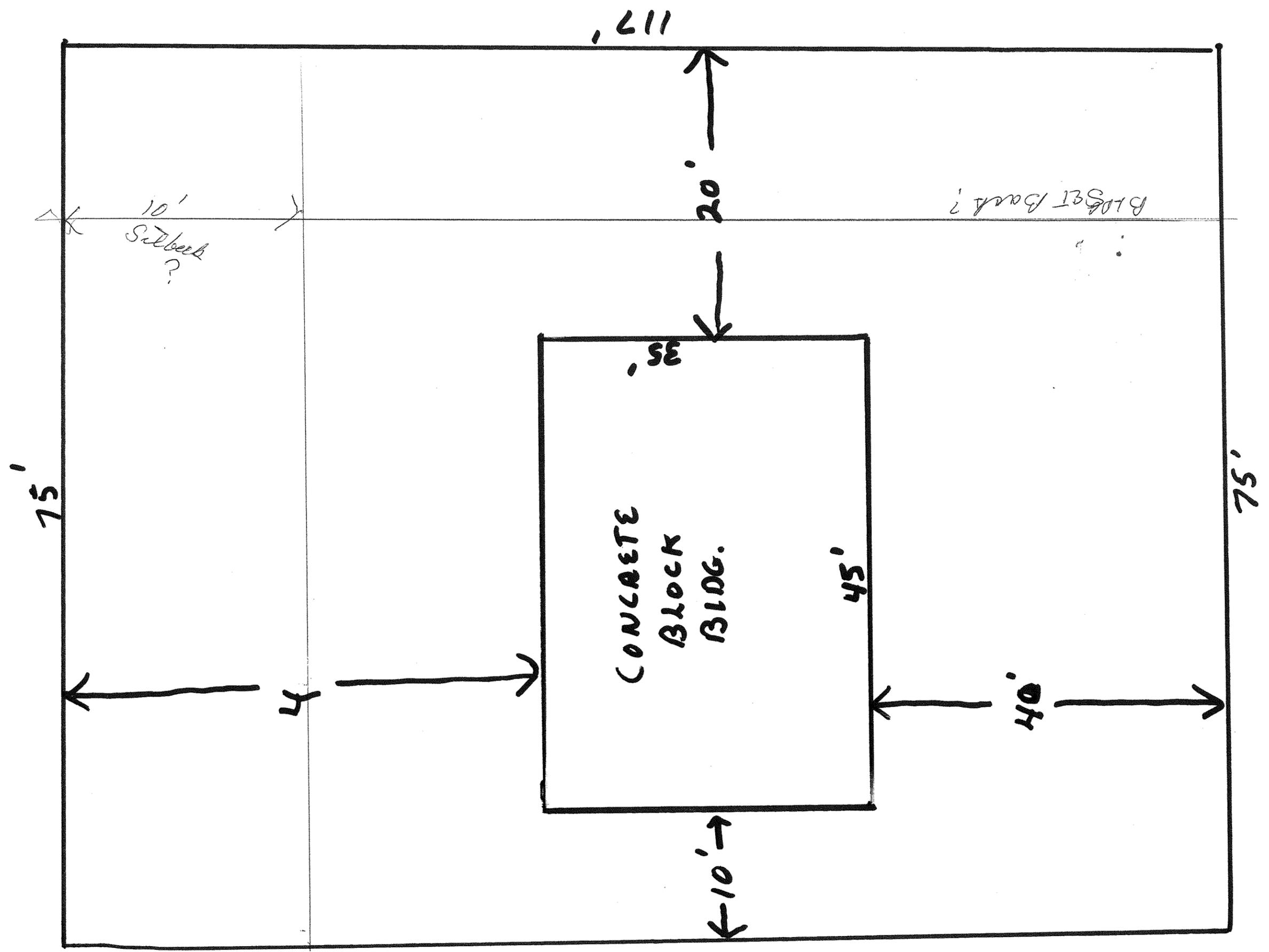
I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

[Signature]
Reg. Prof. Engineer and Land Surveyor Cert. No. 567

10/28/72

N ←

→ S



RESOLUTION NO. 2014-35

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT REQUESTED BY REQUESTED BY THOMAS LONG, 6939 LAMAR AVENUE, COTTAGE GROVE, MN 55016, FOR PROPERTY LOCATED 2204 HASTINGS AVENUE, NEWPORT, MN 55055

WHEREAS, Thomas Long, 6939 Lamar Avenue, Cottage Grove, MN 55016, has submitted a request for a Conditional Use Permit to allow for a Motor Vehicle Sales, Display and Service Use; and

WHEREAS, The proposed rezoning is for property located 2204 Hastings Avenue, Newport, MN 55055, and is more fully legally described as follows:

PID#25.028.22.32.0006 - PT NW1/4-SW1/4 BEG @ INTERSECTION OF N LN OF FORD AVE WITH ELY R/W LN OF HWY 61 & RUN THN E ALG SD N LN OF FORD AVE 117 FT TO AN IRON PIPE MON THN N @ RT ANG WITH SD N LN OF SD FORD AVE 75FT TO AN IRON PIPE THN W ON LN PARL TO & 75 FT N OF SD N LN OF FORD AVE TO INTERSECTION OF SD PARL LN WITH SD ELY LN OF SD HWY THN SLY ALG SD ELY LN OF SD HWY 75 FT TO POB SECTION 25 TOWNSHIP 028 RANGE 022

WHEREAS, The described property is zoned MX-1 Downtown; and

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

WHEREAS, Following publication, posted, and mailed notice thereof, the Newport Planning Commission held a Public Hearing on July 10, 2014; and

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

1. The proposed use is a conditionally-permitted use in MX-1 Downtown Zoning District, and the dimensional standards of the site and buildings meet the ordinance requirement.
2. The proposed use is consistent with the Newport Comprehensive Plan, which supports the continuation and redevelopment of commercial uses that are locally-owned, have a “main street” character.
3. The conditions for approval of the proposed use include requirements for development and operation of the business so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential impacts of vehicle display and storage, lighting and access on adjacent streets and land uses.

4. The redevelopment of the property with a new use that complies with the performance standards in the ordinance and conditions of the CUP may have positive impacts on surrounding properties, including valuation, aesthetics, and the character of the neighborhood.
5. The proposed use will have no negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The potential use will not have negative impacts on sensitive environmental features, including surface waters, ground water, wetlands or floodplains.
7. In permitting the new conditional use, the City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

WHEREAS, The Planning Commission recommended Council approval of the proposed conditional use permit, Resolution No. P.C. 2014-9.

NOW, THEREFORE, BE IT RESOLVED That the Newport City Council Approves a Conditional Use Permit for a Vehicle Sales, Display and Service Use with the following conditions:

1. The use of the property and buildings shall be consistent with the sketch plan that the applicant submitted to the City on June 16, 2014, with the driveway and access modifications recommended by the City Engineer.
2. The auto repair services shall be limited to light auto repair (no painting or body work) shall only be performed on vehicles that are on display for sale by this business.
3. The applicant shall obtain any federal, state or local licenses or permits needed to operate the Vehicle Sales, Display and Service use.
4. The applicant shall complete an agreement with the City in order to continue the use of the existing driveway access from Hastings Avenue.
5. Driveway access from Ford Road shall be one driveway that is a maximum 36' wide and it shall be located as close to the east property line as possible.
6. Vehicles or other business property shall not be stored or displayed within the City right-of-way on Hastings Avenue or Ford Road, and the business shall comply with the setback requirements of the ordinance.
7. Vehicles that are displayed and stored on the parcel shall be only operable new vehicles or operable used vehicles that are in good working order and of good appearance. No open storage of items other than operable new and used vehicles that are displayed for sale is permitted. The site shall be maintained in a neat and orderly condition.
8. No stacking, crushing, or dismantling of vehicles is permitted on the site.
9. The permitted use on the site does not include automobile painting and body work.
10. All trash and recycling equipment shall be stored within an enclosed structure. The materials used to construct the trash enclosure shall be the same materials used on the exterior of the principal structure.
11. Lighting fixtures shall be downcast, cutoff-type fixtures that prevent glare and light from spilling onto adjacent residential areas.
12. The hours of operation shall be 9 a.m. to 7 p.m. Monday through Friday, and 9 a.m. to 3 p.m. on Saturday.
13. The Applicant shall apply to the City for a permit for any sign(s) proposed as the site. All signs shall meet the ordinance requirements.

14. The City shall inspect the Vehicle Sales, Display and Repair use within three months after it is established on the site, and at least annually thereafter to monitor compliance with the conditions of the CUP.
15. The new Vehicle Sales, Display and Repair use shall begin operation at the site within one year of the date of approval of the CUP.
16. The applicant shall pay all fees and escrow associated with this application.

Adopted this 17th day of July, 2014 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 Eisenbeisz, Executive Analyst

DATE: July 10, 2014

SUBJECT: Employee Personnel Policy

BACKGROUND

The League of Minnesota Cities recently sent out an updated template for their personnel policy and Family and Medical Leave Act policy. City staff went through the updated policies and made changes to the City's Personnel Policy as needed. Some of the changes are due to the Women's Economic Security Act (WESA) that went into effect July 1, 2014. This law strengthens workplace protections and flexibility for pregnant women and nursing mothers; expands employment opportunities for women in high-wage, high-demand occupations; and reduces the gender pay gap through increased enforcement of equal pay laws. Please find attached a red-lined version of the Policy and a clean version with the proposed changes.

DISCUSSION

Below is a summary of the main changes that staff is recommending:

Introduction

- **Scope** - This language was amended based on the League's template.
- **Employment of Relatives** - Language was added prohibiting relatives from having supervisory authority over each other.

Employee Recruitment and Selection

- **Pre-Employment Medical Examinations** - According to EEO guidelines, a pre-employment medical exam can only be required after a conditional offer is made so language was amended to reflect that.
- **Training Period** - It's recommended that the last paragraph be removed because it is not compliant with MN Statute 181.79 regarding deductions from an employee's paycheck.

Citywide Work Rules and Code of Conduct

- **Smoking** - This language was amended based on the League's template.

Grievance Procedure - Language was added to state that employees have rights under the National Labor Relations Acts and other federal, state, or local laws regarding employment.

Separation from Service

- **Severance Pay** - The City cannot withhold an employee's last paycheck according to the Minnesota Department of Labor and Industry. As such, it's being recommended that this sentence be removed.

Outside Employment - Staff recommends that the bullet points under this Section be removed because they repeat what the second paragraph states.

Leaves

- **Sick Leave** - This language was added to reflect the WESA Law.
- **Pregnancy and Parenting Leave** - This language was amended to reflect the WESA Law. Please note that under the WESA Law, the amount of leave has been increased from 6 weeks to 12 weeks.
- **Victim or Witness Leave** - This language was amended based on the Leagues' template.
- **Reasonable Unpaid Work Time for Nursing Mothers** - This language was added to reflect the WESA Law.
- **Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy** - This language was added to reflect the WESA law.

Family and Medical Leave

- **General** - This language was added from the League's template.
- **Definitions** - The definitions for spouse and serious health condition were added from the League's template.
- **How Leave May be Taken** - This language was added from the League's template.
- **Medical Certification** - This language was amended based on the League's template.
- **Intermittent Leave** - This language is covered under the "How Leave May be Taken" section.
- **Notice of Intent to Return from FMLA Leave** - This language was added from the League's template.

RECOMMENDATION

It is recommended that the City Council approve the Personnel Policy as presented.

WELCOME TO THE CITY OF NEWPORT!

Dear Employee:

Welcome! I am pleased to have you join the City of Newport, a team of dedicated individuals working together to provide high quality services to the residents, businesses, and property owners in the City. I hope that you will find the information in this policy beneficial to helping you succeed in your new position.

The City's overall mission is being “committed to serving the people and businesses of Newport” and the City Council and staff are committed to achieving this goal through the provision of quality municipal services. I encourage you to review the City's mission and value statements included in this policy. We recognize that our dedicated, professional City employees are our greatest resource and that the maintenance of a high quality municipal work force is essential in reaching these long term goals.

The City of Newport's success, like the success of any business, relies heavily on the level of teamwork and cooperation of all staff members. Through teamwork, each individual contributes to the growth and development of the entire City of Newport. Your attitude and efforts contribute much toward achieving our goals.

This policy summarizes many current City policies and guidelines. Please read this guide thoroughly and keep it as a reference. Please consult your supervisor with any questions you may have.

Again, welcome to the City of Newport and I look forward to your success here.

Sincerely,

City Administrator

INTRODUCTION

Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City Council and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Newport City Council.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions, and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid on-call firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. This includes, but is not limited to vacation schedule, holidays, severance pay, sick leave, etc. ~~Any policy or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Union employees are encouraged to consult their labor agreement first for information about their employment conditions.~~ Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy

The City is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation or identity, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, or any other characteristic protected by law.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit / medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Personnel files are the property of the City and access to the information they contain is restricted. Generally, only supervisors and management of personnel of the City who have legitimate reason to review information in a file are allowed to do so.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act. Employees who wish to review their own file should contact the City Administrator. With written advance notice, employees may review their own personnel files, within seven working days of the City's receipt of the written notice. The files may be reviewed in the City's offices and in the presence of an individual appointed by the City to maintain the files.

Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. It is the intent of the City to avoid such circumstances and / or conflicts.

Although the City has no prohibition against hiring relatives of existing employees, the City is committed to monitoring situations in which relatives work in the same area and does not allow relatives to have supervisory authority over each other. In the case of actual or potential problems, the City will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For purposes of this policy, a relative is any person who is related by blood, or whose relationship with the employee is similar to that of persons who are related by blood, such as marriage.

Immigration Law Compliance

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges or non-monetary compensation granted to employees that are included in the total compensation to employees.

Compensatory Time

Time of work at one-and-one half times the number of overtime hours worked.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Employee

An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the Federal or State Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirements that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from January 1 to December 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week, or two thousand eighty (2,080) hours per year in an ongoing position.

Job Classification

A group of positions sufficiently alike in duties, qualifications, authority, and responsibility to warrant the same job title, grade, and pay schedule for all positions in the group.

Job Description

The written description of a job containing a title, a statement of duties, authority and ~~responsibilities-essential~~ functions of the job, and the qualifications deemed necessary and / or desirable for the satisfactory performance of the duties of the job.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given work week.

Overtime

Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12:00 a.m.(midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account. Employees that receive \$425 in wages during any month are eligible for PERA.

Promotion

Movement of an employee from one job class to another within the City, where the maximum new salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A six month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Transfer

Movement of an employee from one City position to another of equivalent pay.

EMPLOYEE RECRUITMENT & SELECTION**Scope**

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision for full-time positions and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will be made on application forms provided by the City. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. The deadline for application may be extended by the City Administrator.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing & Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed 180 calendar days in their current position; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the last six months been in good standing with the City, which includes having no written warnings on file or suspensions.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Pre-Employment Medical Examinations

The City Administrator or designee may determine that a pre-employment examination, which may include a psychological examination, is necessary to determine fitness to perform the essential functions of any City position safely.

When a pre-employment medical exam is required, it will be required of all candidates who are ~~finalists and / or who are~~ offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological / psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he / she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval by the City Council (for full-time positions only). Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal, temporary, or part-time employees will be delegated to the appropriate supervisor, who will hire according to the budget.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training and probationary periods are six months for Administration and Public Works employees and one year for Police employees.

If a full-time employee elects to receive health benefits through the City, the City will prorate the assigned amount for their Health Savings Account and deposit the appropriate amount on a monthly basis during their probationary period. At the end of their probationary period, the remaining amount will be deposited.

~~If a full-time employee leaves the City during their probationary period, they will be required to reimburse the City for all costs associated with their employment, including, but not limited to, uniforms, medical exams, etc. These costs will be taken from the employee's last paycheck.~~

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisor direction or guidance provided to position.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator or designee.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor.

HOURS OF WORK

Work Hours

Forty (40) hours will constitute the regular work week for full-time employees. Work schedules for employees will be established by supervisors and may be subject to change with the approval of the City Administrator. A regular work week is outlined as follows:

The regular work hours for Administration employees is Monday through Thursday from 8:00 a.m. to 6:00 p.m. A regular work day shall be 10 hours.

The regular work hours for Public Works employees varies throughout the year. A regular work day shall be 8 hours.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid (30) minute lunch period is provided when an employee works eight or more consecutive hours.

If approved by your supervisor, you may, on a daily basis, extend your one-half hour lunch break by fifteen (15) minutes or thirty (30) minutes by foregoing one or both of your breaks.

Attendance & Punctuality

The operations and standards of service in the City require that employees be at work unless valid reasons warrant absence. Absenteeism and tardiness place a burden on other employees and the City.

Employees who are going to be absent from or tardy to work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he / she can be reached and / or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Adverse Weather Conditions

The Mayor may authorize the closing of City offices due to inclement weather. If offices are closed, each department head will be responsible for notifying employees of such closing.

In the event that offices are closed due to inclement weather during the course of the workday or for the full work day, employees will be paid for a full work day and will not be required to use vacation leave, leave without pay, compensatory time, or personal leave.

Employees excluded from this policy include: Police employees and Public Works employees who are involved in snow plowing activities. These employees will be expected to report to and remain at work under all weather conditions.

State of Emergencies or Emergency Work

Compensation for non-union management and supervisory personnel shall follow Resolution No. 96-55 and the Administrative Policy during a Declared "State of Emergency," which was approved March 14, 1997.

COMPENSATION

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for part-time, seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Pay Periods

Employees are paid on a bi-weekly basis. When paydays fall on a holiday, checks / direct deposits are normally issued the day before the holiday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City. Employees will receive an itemized statement of wages when the City makes direct deposits.

Employees are responsible for notifying the appropriate personnel of any change in status including changes in address, phone number, names of beneficiaries, marital status, bank account information, etc.

Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per work week and will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis.

Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a timesheet may be cause for immediate termination.

Overtime / Compensatory Time

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime.

Non-Exempt, Non-Administration (Overtime-eligible) Employees:

All Non-Exempt, Non-Administration overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one work week.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Non-Exempt Administration (Overtime-eligible) Employees:

All Non-Exempt Administration overtime-eligible employees will be compensated with compensatory time at the rate of time and one half for all hours worked over forty (40) in one work week.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

PERFORMANCE EVALUATIONS

An objective performance evaluation system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee’s past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations, and salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance evaluations are to be conducted after the employees’ first six months and then annually thereafter. The evaluation form(s), with all required signatures, will be retained as part of the employee’s personnel file.

During the training / probationary period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

TEMPORARY & PART-TIME EMPLOYMENT

Persons whose employment is part-time, seasonal or temporary will not be entitled to sick leave, vacation benefits, holiday pay, or insurance benefits, except for workers compensation insurance.

An employee on a temporary part-time status does not accumulate seniority with the City.

The following sections of the Employee Personnel Policy do not apply to part-time, seasonal or temporary employees:

- Educational Assistance
- Benefits
- Leaves
- Family and Medical Leave
- Benefit Providers

An employee on temporary or part-time status will be entitled to such public employee benefits as may be provided under the Public Employment Labor Relations Act, Minn. Stat. § 179A.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Newport. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, credit cards, identification badges, or other City-owned / issued equipment must register his / her name and the serial number (if applicable) or identifying information about the equipment with his / her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing, or immediately upon request.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Conflict of Interest

Employees shall not engage in any activities which create, or might appear to create, a conflict of interest with the employee's responsibilities and obligations to the City. Employees shall fully and completely disclose to the City

Administrator any actual or potential conflict of interest he or she may be facing so that the City may assess and prevent potential conflicts. Employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be perceived or actual conflict of interest.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Gifts Acceptance

Minnesota State law prohibits any City employee from accepting a gift from anyone doing business with the City. While the State law allows limited exceptions, for all practical purposes, gifts of any value are prohibited.

Personnel Data Changes

The employee is responsible for notifying the City Administrator or designee of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Per Minnesota State law, the Mayor nor any City Council member may be employed by the City. "Employed" refers to full-time permanent employment.

Drug-Free Workplace

While on the City premises and while conducting business-related activities off the City premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

The City recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans or Employee Assistance Plans, as appropriate.

Random testing without prior notice may be given to those employees who are in safety sensitive positions, including any supervisory or management position in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Testing without prior notice may be given to employees who have been referred by the employer for chemical dependency treatment or evaluation or who are participating in a chemical dependency treatment program under an employee benefit plan or have participated in a chemical dependency treatment program in the prior two years.

Smoking

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that ~~no person will smoke tobacco or other substances or use smokeless tobaccos~~ smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes, or e-cigarettes) is prohibited while in a City facility or vehicle.

Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel, including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. Any employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 9-1-1 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, ancestry, gender, sexual orientation or identity, genetic information, veteran status, . disability, ~~sex,~~ marital status, age, sexual orientation, ~~or~~ status with regard to public assistance, or any other characteristic protected by law.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos, or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to take the steps below.

Step 1 (a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1 (b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1 (c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (i.e. 30 days), you believe inadequate action is being taken to resolve your complaint / concern, the next step is to report the incident to the City Administrator or Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his / her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his / her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time, and place:

- Corroborating evidence
- List of witnesses
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior, a report will be made to the City Attorney, who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney, who will undertake the necessary investigation. The City Attorney will report his / her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his / her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statuses and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City. City employees will be subject to disciplinary action up to and including termination for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and / or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he / she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand, including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive, or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors, including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due, had the suspension not taken place.

Demotion and / or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss a full-time employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards. Part-time, seasonal, or temporary employees may be dismissed by their immediate supervisor without City Council approval.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Whistleblower Policy

The City of Newport follows MN Statute 181.932, Disclosure of Information by Employees, and cannot discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

1. The employee, or a person acting on behalf of an employee, in good faith, reports a violation, suspected violation, or planned violation of any federal or state law or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official;
2. The employee is requested by a public body or office to participate in an investigation, hearing, inquiry;
3. The employee refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason;
4. The employee, in good faith, reports a situation in which the quality of health care services provided by a health care facility, organization, or health care provider violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm;

5. A public employee communicates the findings of a scientific or technical study that the employee, in good faith, believes to be truthful and accurate, including reports to a governmental body or law enforcement official; or
6. An employee in the classified service of state, county or city government communicates information that the employee, in good faith, believes to be truthful and accurate, and that relates to state, county or city services, including the financing of said services, to:
 - A. A legislator or the legislative auditor; or
 - B. A constitutional officer; or
 - C. A City Council member.

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning, or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his / her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final.

Nothing contained in this policy is intended to restrict employees' rights under the National Labor Relations Act (NLRA) or any other federal, state or local laws or regulations governing employment.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived". If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) days before leaving, unless otherwise specified in an employee contract. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. The employee's termination date must be a day worked, not a paid leave. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Layoffs

Shortage of work or funds, abolition of positions, or other reasons, may necessitate the layoff of positions from time to time. The City Administrator or Department Head shall make layoff recommendations for regular positions to the Newport City Council. A fourteen (14) calendar day written notice will be provided to affected regular employees. The City Administrator or Department Head may lay off or terminate temporary or seasonal employees with no prior notice and without City Council approval.

Severance Pay

Employees who leave the City in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation and will follow the below schedule for accrued sick leave:

Up to 10 years of service	60% of accrued sick leave
10 to 15 years of service	70% of accrued sick leave
15 or more years of service	80% of accrued sick leave

The payment for accrued sick leave shall be applied toward the Employees Minnesota State Retirement Health Care Savings Plan.

~~The employee's last pay check and any benefits will be withheld until all City property is returned to their immediate supervisor.~~

COMMUNICATION RESPONSE

City staff shall check their electronic mail (e-mail) and voicemail at least once per day. If the message requires a response, the response should be sent as soon as possible, but no later than seventy two (72) hours after the call (excluding weekends and holidays). Receipt of a message should be acknowledged within forty eight (48) hours, even if a subsequent response is required.

For absences of one day or longer, the "Out of Office Assistant" shall be used for the e-mail system. This should state what day(s) the employee will be gone.

For absences of one day or longer, the temporary voicemail greeting shall be activated for the voicemail system. This should state what day(s) the employee will be gone and should give callers an option of talking to another staff member.

E-MAIL USAGE

The City's electronic mail system (e-mail) is designed to facilitate City business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information that may be more appropriately communicated by written memorandum or personal conversation.

The e-mail system is City property and intended for City business. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All data and other electronic messages within this system are the property of the City.

General Information on Passwords

While you have a confidential password, users should be aware that this does not suggest that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for City business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.

Prohibited Uses

Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited. All e-mail messages are subject to all state and federal laws, such as, open meeting laws, data practices act, the human rights act, etc.

Retention of E-Mails

Employees, members of the City Council, members of Advisory Boards, and Consultants shall retain all e-mails associated with City business for one month.

Applicability to Employees and Other Users

This e-mail policy applies to all full-time employees, part-time employees, temporary employees, interns, volunteers, and other individuals in all departments who are provided access to the City's e-mail system as necessary for their business purpose with the City.

Employee Termination, Leave of Absence, Vacation, and Other

Employees who are terminated or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Department Heads and supervisors may access an employee's e-mail if employees are on a leave of absence, vacation, or are transferred from one department to another department, and if it is necessary for the conduct of business.

System Monitoring

Users expressly waive any right or expectation of any privacy in anything they create, store, send, or receive on the company's computer system. The City can will, but is not obliged to, monitor e-mails without prior notification. If there is evidence that an employee is not adhering to the guidelines set out in this policy, the City reserves the right to take disciplinary action, including termination and / or legal action.

INTERNET USAGE

Business Use Only

By definition, the Internet is a collection of computers, computer networks, communication protocols, information servers, and personal and organizational information retrieval clients, connected together in a global community. Traffic may cross multiple networks prior to reaching the client destination. The City provides its employees with access to the vast information resources of the Internet to assist them in performing their job duties in an effective and efficient matter. The facilities to provide Internet access represent a substantial commitment of City resources and therefore, the City has developed this policy to ensure that the Internet is being used appropriately.

The Internet is a business tool to be used exclusively for business purposes, i.e., to communicate with customers and suppliers, to research relevant topics, and to obtain business information. When using the Internet, employees are expected to conduct themselves in a professional manner and to respect copyrights, software licensing rules, etc.

Unnecessary or unauthorized Internet usage takes away from work time, consumes supplies, ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City and expose it to significant legal liabilities.

This policy covers all files that can be read on a computer screen, including HTML files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, any files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics includes all photographs, pictures, animations, movies or other drawings.

Prohibited Use

Inappropriate Internet use includes: transmitting obscene, harassing, offensive, or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading, or distributing any sexually explicit material; transmitting any of the City's confidential or proprietary information, including customer data, trade secrets, or other confidential information.

Monitoring

The City reserves the right to monitor employee use of the Internet at any time and employees should not consider their Internet usage to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Copyright Restrictions; Permission Required

Any software or other material downloaded into the City's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from a manager is required before introducing software into the City's computer system. Employees may not download entertainment software, games, or any other software unrelated to their work.

No Company Representation

Only authorized employees may communicate on the Internet on behalf of the City. Employees may not express opinions or personal views that could be misconstrued as being those of the City. Employees may not state their company affiliation on the Internet unless required as part of their assigned duties.

Violations of Policy

Any violation of this policy may result in loss of computer access and disciplinary action, including immediate termination.

TELEPHONE USAGE

City Cellular Phone Use

City cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use.

Supervisors may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Personal Telephone and Cellular Telephone Calls

All personal telephone calls, text messaging, and e-mailing from telephones, are to be done only during breaks or lunch breaks, or when emergency situations warrant. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance costs will be paid for by the employee.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill.

NEWS RELEASES

Formal news releases concerning municipal affairs are the responsibility of the City Administrator or his or her designee. All media interviews must be approved by the City Administrator before the interview in all situations practicable. All contacts with the media should be reported to the City Administrator as soon as possible.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his / her designee.

The Police Chief may issue news releases, speak to the media, or speak on behalf of the City without City Administrator approval in regards to Public Safety matters.

All news releases concerning City personnel will be the responsibility of the City Administrator.

CITY DRIVING

This policy applies to all employees who drive a vehicle on City business, whether driving a City-owned vehicle or their own personal vehicle.

The City expects all employees who are required to drive as part of their job, to drive safely and legally while on City business, and maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

OUTSIDE EMPLOYMENT

Employees may not engage in outside employment which would conflict with their job or might in any way hinder their objective and impartial performance of their public duties or impair their efficiency on the job.

Employees must not engage in any employment activity or enterprise that is inconsistent, incompatible, or in conflict with his or her duties as a City employee, or with the duties, functions and responsibilities of the department by which he or she is employed.

~~The following activities are considered inconsistent, incompatible or in conflict with City employment:~~

- ~~• Any employment activity or enterprise which involves the use for private gain or advantage of the City's time, facilities, equipment or supplies, prestige or influence of a City office or employment.~~
- ~~• Activities that involve the receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee would be required or expected to render in the regular course of his or her City employment or a part of his or her duties as a City officer or employee.~~
- ~~• Activities that involve the performance of an act in other than his or her capacity as a city officer or employee which may later be subject directly or indirectly, to the control, inspection, review, audit, or enforcement by such officer or employee or the department by which he or she is employed.~~
- ~~• Activities that involve so much of the employee's time that it impairs his or her attendance or efficiency in the performance of his duties as a City officer or employee.~~
- ~~• Activities that involve the public employee's use of his or her official authority or influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.~~

Employees are free to engage in any political activity of their choice provided it does not conflict with information above.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

TRAVEL REIMBURSEMENT

Approval

Reimbursement for City business related travel, seminar, and meeting expenses are intended to refund actual costs incurred by employees and elected officials of the City. Employees and City Officials are required to submit itemized receipts in order to be eligible for reimbursement within two weeks.

All in state and out of state travel must be pre-approved in writing by the City Administrator on prescribed City forms.

Allowable Expenses

Lodging.

Accommodations shall be made at a reasonable cost that is consistent with the facilities available and convenient to the location of the conference, seminar, or meeting attended.

Only costs of single occupancy will be reimbursed. If a double occupancy occurs, the employee is responsible for the additional cost of double over single occupancy.

Lodging costs shall be reimbursable only from the night preceding an event, through the night immediately following such event, unless an additional evening's stay will decrease airfare or lodging costs.

Lodging within the seven county metro area will not be reimbursed.

Any incidental expenses occurred by a spouse or guest attending a conference with an employee must be paid by the employee. Room service and other incidental expenses must be paid for by the employee.

Transportation.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the current allowable Internal Revenue Service rate. Mileage should be documented on forms prescribed by the City and turned in within 30 days of the travel date.

Air transportation shall be coach-class unless such service is unavailable. Reservations are to be made in advance at the earliest date to ensure the lowest possible fares.

Local transportation, such as a taxicab and bus fares to and from the place of lodging / conference are reimbursable if circumstances require such travel. Costs for local transportation not pertaining directly to City business will not be reimbursed.

Meals.

In-state travel allows an employee to spend up to \$45.00 per day on meals. Reimbursement for meals while on authorized travel shall include only actual expenditures including tax and a 15% tip.

Out of state travel will allow employees to be reimbursed for the reasonable cost of meals exceeding \$45.00 according to the cost of living standards applicable to the area.

Costs for alcoholic beverages shall not be reimbursed.

TRAVEL TIME

The following applies only to non-exempt employees, in accordance with FLSA.

Home to Work Travel

Generally, travel from home to work is not work time, no matter how long the commute. The following examples are exceptions to this rule:

- **Travel from home to work after hours:** An employee who has gone home after completing his or her day's work and is later called out to perform an emergency job can claim all time spent on travel as working time.
- **Special one day assignment:** When an employee is given a special 1-day or more assignment in another city and travel is performed for the employer's benefit and at the employer's request, such travel time is considered work time. Regular home to work travel time can be counted as time worked.

Overnight Travel Away From Home

Travel away from home is work time when it happens during the employee's regular work day hours. The time to be considered is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days.

Example: If an employee regularly works from 8:00 a.m. to 4:30 p.m., Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Thus, if travel is overnight and done outside of working hours, the travel time is not compensable.

Time that is spent traveling away from home outside of regular working hours as a passenger on an airplane, boat, bus, or automobile are not considered time worked. However, all time spent driving an automobile in relation to this section must be compensated, except as follows:

- **Public Transportation:** If an employee is offered public transportation but requests permission to drive his or her car instead, the employer may count as hours worked either:
 - (a) the time spent driving the car; or
 - (b) the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.
- **Work While Traveling:** Any work which an employee is required to perform while traveling must be counted as hours worked. An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding. Meal periods and sleep time in adequate facilities furnished by the employer need not be counted.

EDUCATIONAL ASSISTANCE

The City will provide educational assistance to all eligible full-time employees who have completed at least 180 calendar days of service with City Administrator approval. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through the completion of each course.

- Courses must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for educational assistance. The City has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employees should contact the City Administrator for more information or questions about educational assistance.
- The City invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates employment from the City within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 50% of the original educational assistance payment.
- While educational assistance is expected to enhance employees' performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

BENEFITS

Employee benefits stated in this section apply only to full-time employees and specifically exclude seasonal, contract, part-time, temporary, or volunteer employees, except when such groups are expressly included by the provisions of this policy.

Health and Dental Insurance

The City Council will, by resolution, establish from time to time insurance plans that will be provided to eligible fulltime City employees. The employee's insurance coverage will begin on his or her first day of employment.

Life Insurance

Full-time employees will be eligible to receive life insurance coverage through the City upon their first day of employment. The City will contribute premiums for a group term life insurance policy for all eligible employees. Supplemental life insurance may be made available for purchase by eligible employees.

Long-Term Disability Insurance

All employees are covered under Group Long-Term Disability Insurance and have premiums deducted from their paycheck each pay period.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding).

Workers' Compensation Insurance

The City provides a comprehensive Workers' Compensation Insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits three (3) working days after the injury, or, if the employee is hospitalized, immediately. The employee benefits with two-thirds (2/3) of their average weekly wage for a time period to be determined on a case by case basis, depending on the authorization of a physician.

Employees who sustain work-related injuries or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The employee's immediate supervisor must file a Supervisor's Report of Injury with the Human Resources Department within forty eight (48) hours following the injury.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements, and other life events.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates, plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan, including information about the employee's rights and obligations.

The length of continuation depends on the qualifying event that applies to the employee's loss of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of eighteen (18) months for qualifying events due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of thirty six (36) months if an individual is not an employee, but is: a separated or divorced spouse or child of a City employee, a surviving spouse or child of a deceased City employee, a child of a City employee, and is no longer an eligible dependent as defined in the City insurance plan, or a dependent who loses dependent coverage when the City employee becomes enrolled in Medicare benefits. Employees that are eligible to receive PERA are allowed to continue health and dental insurance under COBRA indefinitely.

An employee's right to continuation coverage will immediately cease if the employee fails to pay the required premium due. Plan eligibility will cease if: an employee becomes covered under another group plan as a result of employment, reemployment, marriage, or remarriage; an employee, an employee's spouse, or an employee's dependent children become enrolled in Medicare, in which case coverage ceases for each individual so covered; or all City insurance plans under this policy are terminated.

If an employee decides to continue group coverage, the employee must complete an election form and return it to the address shown on the election form within sixty (60) days of the later of the dates identified below, or the employee loses the employee's right to elect coverage:

- a. The date coverage is scheduled to stop; or
- b. The date the election packet is mailed.

Deferred Compensation

Regular full-time employees will be eligible to participate in the deferred compensation plan. Deferred Compensation is a program that allows employees to save and invest for retirement, deferring federal and state income taxes until the employee's assets are withdrawn.

Donated Medical Leave

With the approval of the City Administrator, City employees having accrued sick leave will be allowed to donate a portion of such accrued sick leave to fellow employees experiencing a major life threatening disease or condition suffered by the employee or the employee's minor child. A major life threatening disease or condition shall include, but not be limited to a heart attack, stroke, organ transplant, cancer, or life threatening illness or condition as defined by a physician's diagnosis.

A donation of sick leave from one employee to another shall be subject to the following terms and conditions:

- An employee is only eligible to receive donated medical leave for time lost from work due to a major life threatening disease or condition as described above, equal to the number of hours of time which the employee would lose from his or her job due to the major life threatening disease or condition.
- An employee will be eligible to receive donated medical leave only after the employee has exhausted all of his / her accrued sick leave, compensatory time, and vacation time.
- Employees will be allowed to receive no more than twenty (20) work days, or two hundred (200) hours, of donated medical leave for any single major life threatening disease or condition, unless otherwise approved by the City Administrator.
- An employee may donate no more than two (2) work days, or twenty (20) hours, whichever is lesser, per calendar year to a single fellow employee.
- A written request to donate medical leave must be made to the City Administrator.
- The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.
- Donations must be made in one (1) hour increments. For every one (1) hour of sick, vacation, or compensatory time donated by the donor, the recipient will be credited with one (1) hour of sick leave. The pay levels of the two employees shall not affect the transaction.

Employee Assistance Program (EAP)

The City has a contract with a provider whereby the employee can receive diagnostic referral assistance in such areas as parent / child relationships, marital problems, behavior problems, drug and alcohol problems, emotional and mental disorders, financial problems, and personal adjustment difficulties. The service is provided at no cost to the employee. All contact between the employee and the provider is confidential. The employer does not receive information concerning employees as a result of the service.

Flexible Spending Accounts

Regular, full-time employees will be eligible to participate in flexible spending account plans.

Flexible Spending Accounts allow employees to set aside money for certain qualified medical and dependent care costs through a tax-deferred payroll deduction. The program provides for tax-deferred payment plans in health care and dependent daycare expense reimbursement.

All expenses must be qualified medical or benefit expenses, as defined in Section 125 of the Internal Revenue Code. The employee must choose the amount of pre-tax salary reduction for each type of benefit prior to the start of each year plan.

Section 457 of the Internal Revenue Code determines the annual contribution limits for employees. Participation is handled through payroll deduction, providing for a reduction of tax for each pay period.

The plan allows participants to increase, decrease, stop, and restart contributions as often as desired.

Boot / Clothing Allowance – Exempt Public Works Department Staff

All exempt Public Works Department staff shall be entitled to receive boot / clothing items in kind with a value consistent with that of the Labor agreement between the City and the International Union of Operating Engineers (Local No. 49 AFL-CIO) for non-exempt employees.

Uniform Allowance – Exempt Police Department Staff

All exempt Police Department staff shall be entitled to receive uniform items in kind with a value consistent with that of the Labor Agreement between the City and Law Enforcement Labor Services, Inc. (Local #347) for non-exempt employees.

Holidays

The City will grant paid holiday time off to all full-time employees for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving (Public Works & Police Department)
- Christmas Eve (Administration)
- Christmas

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay, employees must work the day before and after, unless their supervisor approves the use of vacation leave, sick leave, or a floating holiday. .

For non-Administrative employees who are not subject to a collective bargaining agreement, a recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized holiday that falls on a Sunday will be observed the following Monday.

For Administrative employees, when a recognized holiday falls on a Friday or Saturday, the employee will earn one floating holiday. If a recognized holiday falls on a Sunday, it will be observed the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay, plus one-half time for the hours worked on this holiday.

In addition to the recognized holidays previously listed, eligible employees will receive two floating holidays in each calendar year. These holidays must be scheduled with the prior approval of the employee's supervisor. Floating holidays may not be carried over to the next calendar year.

LEAVES

Depending upon the employee's situation, more than one form of leave may apply during the same period of time (e.g. The Family & Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately.

Except as otherwise states, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Vacation

Regular full-time exempt employees shall earn paid vacation in accordance with the following schedule based on years of continuous employment:

Years of Service	Vacation Accrual
0	100
1	110
2	120
3	130
4	140
5	150
6	160
7	170
8	180
9	190
10	200
11	210
12	220
13	230
14	240
15	250

Vacation accruals shall be based on each employee's anniversary date. Vacation time is paid at the employee's base pay rate at the time of vacation. Employees must have worked at least 1,040 hours the previous year for vacation to accrue.

In the event that available vacation and / or compensatory time is not used by the end of the benefit year, employees may carry eighty (80) hours of unused time forward to the next benefit year with administrative approval.

To take vacation, employees should request approval from their supervisors in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Sick Leave

Full time employees will accrue sick leave benefits at the rate of eight (8) hours per month beginning upon the employee's hire. Administration employees hired prior to November 21, 2013 will accrue sick leave benefits at the rate of 10 hours per month.

Employees must work at least fourteen (14) days in any one calendar month for sick leave to accumulate for that month. Sick leave does not accrue during an unpaid leave of absence.

Employees are to use this paid leave only when they are unable to work for medical reasons and under the following conditions:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such nature that his / her presence at the workplace could endanger the health of others.

- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, including stepchildren, or other family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren) .

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required for verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of seven calendar days or more, an employee must provide a physician's verification that he / she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Employees will be allowed to accumulate a total of 960 hours of sick leave benefits. Resolution A-93-7 defines sick leave accrual for those employees who, at the date of adoption of the resolution, had accumulated in excess of 960 hours. Only those employees specified will be allowed to keep their accumulated days. All other employees are subject to the maximum 960 hours accrual. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees who are on sick leave or medical leave for more than 30 days are required to turn in all City property. Items will be returned to the employee once they have returned to work.

Administrative Leave

Under special circumstances, an employee may be placed on paid or unpaid administrative leave, depending on the circumstances and as determined by the City Council, pending the outcome of an internal or external investigation.

Adoptive Parents Leave

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Bone Marrow Donation Leave

Full-time employees to undergo medical procedures to donate bone marrow are allowed a paid leave of absence not to exceed forty (40) hours, unless agreed to by the City. A physician's verification of the purpose and length of the leave is required. If there is a medical determination that the employee does not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Elections Leave

An employee selected to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. The City defines an "immediate family member" as a spouse, a child, step-child, mother, father, sister, brother, grandparent of the employee or the employee's spouse. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances.

General Leave

Full-time employees who have worked for the City for at least 180 days may apply for an unpaid leave of absence for personal or emergency reasons. The granting of such leave will be at the sole discretion of the City and will not be granted for periods exceeding ninety (90) days in duration. The City may, in its discretion, extend such a leave upon written request by the employee, but not, in any event, to exceed a total of twelve (12) months.

Requests for personal leave will be evaluated on a number of factors to ensure efficiency in the conduct of the City business, including employee / department workload and the reason for the leave.

Requests for leave must be made in writing with a full explanation for the leave and, if possible, submitted to the City Administrator fourteen (14) days in advance of the leave date.

An employee on an unpaid leave of absence will be entitled to retain the employee's accrued leave and other benefits. The employee will accrue no sick leave, vacation, holiday, or other benefits for the period of time that the employee is on leave.

Health insurance benefits will be provided by the City to the employee until the end of the month in which the approved personal leave begins. At that time, employees will be subject to paying for full costs of the benefits they wish to continue through COBRA.

If the employee has an unauthorized absence from work promptly at the expiration of the approved leave period, the City will consider the employee to have resigned.

Jury Duty

Regular full-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees are expected to report for work whenever the court schedule permits.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Part-time, temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. Part-time, temporary, or seasonal employees may keep any compensation they receive for jury duty.

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years. In calculating the five years of service, inactive duty service, such as drill weekends and annual training, are not counted. An employee is entitled to military leave regardless of whether the military duty is involuntary or the employee volunteered for the duty.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond thirty (30) days will be at the expense of the employee for up to twenty four (24) months.

When possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. Employees have the option of using accrued vacation during the period of military service. Employees will continue to accrue seniority with respect to employment while engaged in military service.

Parental Leave Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. The employee is not required to use sick leave for this absence.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act. The employee will be required to continue payment of their portion of the group insurance. For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

~~The City grants up to six (6) weeks of unpaid parental leave for the birth or adoption of a child. To be eligible for this leave, an employee must have worked half time for the City for at least twelve (12) consecutive months prior to requesting the leave.~~

~~The leave will begin at a time requested by the employee, but must begin within six (6) weeks of the birth or adoption. If the child must be in the hospital longer than the mother, the leave can begin six (6) weeks after the child leaves the hospital. The employee is not required to use sick leave for this absence.~~

~~The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.~~

School Conference & Activities Leave

An employee has unpaid leave of up to a total of sixteen (16) hours within during any twelve (12) month period to attend school conferences or school-related activities that cannot be scheduled during non-work hours. If the employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide the supervisor with reasonable prior notice and make a reasonable effort to schedule the leave so as not to disrupt the operations of the City. The employee may substitute any accrued paid vacation leave or other appropriate leave for any part of the leave.

Sick Child Leave

Employees with children, including step-children, may use their sick leave in order to care for a sick child. The use of sick leave to take care of a child must be used in the same manner as the employee who would use the sick leave for his / her own illness.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]

Voting Leave

Every employee who is entitled to vote at any statewide election or any election to fill a vacancy in the office of Representative in Congress is entitled to be absent from work for two hours for the purpose of voting during the election day without penalty or deduction from the employee's salary or wage on account of such absence. Arrangements must be made with the employee's supervisor at least twenty four (24) hours in advance.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth.

- more frequent restroom, food, and water breaks;

- seating;
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city. The city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

FAMILY & MEDICAL LEAVE

General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

1. Birth or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child or parent who has a serious health condition; or
3. A serious health condition that makes the employee unable to perform the essential functions of the position.
- 3.4. A covered military member's active duty or call to duty or to care for a covered military member (Military Caregive and Qualified Exigency Leave)

Definitions

In accordance with the law, the following definitions apply:

“Caring” for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible “child” is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step-child, a ward of the employee, or a person with whom the employee is charged with a parent’s rights, duties, and responsibilities.

An eligible “parent” includes a biological parent or a person who was charged with a parent’s rights, duties, and responsibilities over the employee when the employee was under the legal age, but doesn’t include in-laws.

"Spouse" does not include domestic partners or common-law spouses.

“Serious Health Condition” as defined under the FMLA means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or child birth;
- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments. An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-term Conditions Requiring Supervision;
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
- “Incapacity” means inability to work, attend school or perform other regular daily activities.

~~“Serious health condition” is defined in Federal law, but generally includes incapacity requiring absence from work or more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).~~

Eligibility

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to the start of leave.

Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

Leave Year

The 12-month period is calculated by measuring twelve (12) months backward from the start date of the employee’s last FMLA leave.

How Leave May be Taken

FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent Leave may be taken when medically necessary for the employee’s serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking leave intermittent or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City’s business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City’s approval.

The City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee’s regular position.

Notice

The employee is to give verbal or written notice to his / her supervisor at least thirty (30) days prior to the date on which leave is to begin or if the thirty (30) days notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City’s operations.

Medical Certification

For leave due to an employee's serious health condition or a family member's, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted to the City Administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The City may require an employee obtain a second opinion from a provider which the City selects. If necessary to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When Leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave, and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

~~The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent, or the employee. The certification is to be completed by the attending physician or practitioner and submitted to the City Administrator within ten (10) days after requested, or as soon as reasonably practicable.~~

Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Intermittent Leave

~~Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.~~

~~The City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.~~

Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his / her regular job.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits, and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated had they not been on leave, the employee would not have the right to be reinstated upon return from leave.

Notice of Intent to Return from FMLA Leave

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of ~~the employee's~~ their portion of group insurance coverage. In addition, the employee will be responsible for the employee's portion and the City's portion plus any required administrative fee for life insurance continuation, if continuation is desired. The City may choose to continue the City's portion if administratively more convenient.

Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage, subject to COBRA requirements.

Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to the commencement of FMLA leave will not be lost.

Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use ~~ed~~ accrued sick leave, vacation leave, and compensatory time prior to taking an unpaid leave unless their medical condition / injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law. FMLA leave counts as continued service for purpose of retirement and / or pensions plans.

Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, compensatory time, or vacation leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

Light Duty / Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his / her job due to a temporary disability, he / she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he / she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to work with no restrictions, meeting all essential requirements and functions of the City's job description, along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he / she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty / modified work assignment may be discontinued at any time.

WELCOME TO THE CITY OF NEWPORT!

Dear Employee:

Welcome! I am pleased to have you join the City of Newport, a team of dedicated individuals working together to provide high quality services to the residents, businesses, and property owners in the City. I hope that you will find the information in this policy beneficial to helping you succeed in your new position.

The City's overall mission is being “committed to serving the people and businesses of Newport” and the City Council and staff are committed to achieving this goal through the provision of quality municipal services. I encourage you to review the City's mission and value statements included in this policy. We recognize that our dedicated, professional City employees are our greatest resource and that the maintenance of a high quality municipal work force is essential in reaching these long term goals.

The City of Newport's success, like the success of any business, relies heavily on the level of teamwork and cooperation of all staff members. Through teamwork, each individual contributes to the growth and development of the entire City of Newport. Your attitude and efforts contribute much toward achieving our goals.

This policy summarizes many current City policies and guidelines. Please read this guide thoroughly and keep it as a reference. Please consult your supervisor with any questions you may have.

Again, welcome to the City of Newport and I look forward to your success here.

Sincerely,

City Administrator

INTRODUCTION

Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City Council and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Newport City Council.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions, and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid on-call firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. This includes, but is not limited to vacation schedule, holidays, severance pay, sick leave, etc. Union employees are encouraged to consult their labor agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy

The City is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation or identity, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, or any other characteristic protected by law.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit / medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Personnel files are the property of the City and access to the information they contain is restricted. Generally, only supervisors and management of personnel of the City who have legitimate reason to review information in a file are allowed to do so.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act. Employees who wish to review their own file should contact the City Administrator. With written advance notice, employees may review their own personnel files, within seven working days of the City's receipt of the

written notice. The files may be reviewed in the City's offices and in the presence of an individual appointed by the City to maintain the files.

Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. It is the intent of the City to avoid such circumstances and / or conflicts.

Although the City has no prohibition against hiring relatives of existing employees, the City is committed to monitoring situations in which relatives work in the same area and does not allow relatives to have supervisory authority over each other. In the case of actual or potential problems, the City will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For purposes of this policy, a relative is any person who is related by blood, or whose relationship with the employee is similar to that of persons who are related by blood, such as marriage.

Immigration Law Compliance

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges or non-monetary compensation granted to employees that are included in the total compensation to employees.

Compensatory Time

Time of work at one-and-one half times the number of overtime hours worked.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Employee

An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the Federal or State Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from January 1 to December 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week, or two thousand eighty (2,080) hours per year in an ongoing position.

Job Classification

A group of positions sufficiently alike in duties, qualifications, authority, and responsibility to warrant the same job title, grade, and pay schedule for all positions in the group.

Job Description

The written description of a job containing a title, a statement of duties, authority and essential functions of the job, and the qualifications deemed necessary and / or desirable for the satisfactory performance of the duties of the job.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given work week.

Overtime

Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12:00 a.m.(midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account. Employees that receive \$425 in wages during any month are eligible for PERA.

Promotion

Movement of an employee from one job class to another within the City, where the maximum new salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A six month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Transfer

Movement of an employee from one City position to another of equivalent pay.

EMPLOYEE RECRUITMENT & SELECTION**Scope**

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision for full-time positions and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will be made on application forms provided by the City. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. The deadline for application may be extended by the City Administrator.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing & Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed 180 calendar days in

their current position; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the last six months been in good standing with the City, which includes having no written warnings on file or suspensions.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Pre-Employment Medical Examinations

The City Administrator or designee may determine that a pre-employment examination, which may include a psychological examination, is necessary to determine fitness to perform the essential functions of any City position safely.

When a pre-employment medical exam is required, it will be required of all candidates who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological / psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he / she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval by the City Council (for full-time positions only). Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal, temporary, or part-time employees will be delegated to the appropriate supervisor, who will hire according to the budget.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training and probationary periods are six months for Administration and Public Works employees and one year for Police employees.

If a full-time employee elects to receive health benefits through the City, the City will prorate the assigned amount for their Health Savings Account and deposit the appropriate amount on a monthly basis during their probationary period. At the end of their probationary period, the remaining amount will be deposited.

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisor direction or guidance provided to position.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator or designee.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor.

HOURS OF WORK

Work Hours

Forty (40) hours will constitute the regular work week for full-time employees. Work schedules for employees will be established by supervisors and may be subject to change with the approval of the City Administrator. A regular work week is outlined as follows:

The regular work hours for Administration employees is Monday through Thursday from 8:00 a.m. to 6:00 p.m. A regular work day shall be 10 hours.

The regular work hours for Public Works employees varies throughout the year. A regular work day shall be 8 hours.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid (30) minute lunch period is provided when an employee works eight or more consecutive hours.

If approved by your supervisor, you may, on a daily basis, extend your one-half hour lunch break by fifteen (15) minutes or thirty (30) minutes by foregoing one or both of your breaks.

Attendance & Punctuality

The operations and standards of service in the City require that employees be at work unless valid reasons warrant absence. Absenteeism and tardiness place a burden on other employees and the City.

Employees who are going to be absent from or tardy to work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before

the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he / she can be reached and / or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Adverse Weather Conditions

The Mayor may authorize the closing of City offices due to inclement weather. If offices are closed, each department head will be responsible for notifying employees of such closing.

In the event that offices are closed due to inclement weather during the course of the workday or for the full work day, employees will be paid for a full work day and will not be required to use vacation leave, leave without pay, compensatory time, or personal leave.

Employees excluded from this policy include: Police employees and Public Works employees who are involved in snow plowing activities. These employees will be expected to report to and remain at work under all weather conditions.

State of Emergencies or Emergency Work

Compensation for non-union management and supervisory personnel shall follow Resolution No. 96-55 and the Administrative Policy during a Declared "State of Emergency," which was approved March 14, 1997.

COMPENSATION

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for part-time, seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Pay Periods

Employees are paid on a bi-weekly basis. When payday falls on a holiday, checks / direct deposits are normally issued the day before the holiday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City. Employees will receive an itemized statement of wages when the City makes direct deposits.

Employees are responsible for notifying the appropriate personnel of any change in status including changes in address, phone number, names of beneficiaries, marital status, bank account information, etc.

Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per work week and will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis.

Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a timesheet may be cause for immediate termination.

Overtime / Compensatory Time

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime.

Non-Exempt, Non-Administration (Overtime-eligible) Employees:

All Non-Exempt, Non-Administration overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one work week.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Non-Exempt Administration (Overtime-eligible) Employees:

All Non-Exempt Administration overtime-eligible employees will be compensated with compensatory time at the rate of time and one half for all hours worked over forty (40) in one work week.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

PERFORMANCE EVALUATIONS

An objective performance evaluation system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee’s past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations, and salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance evaluations are to be conducted after the employees’ first six months and then annually thereafter. The evaluation form(s), with all required signatures, will be retained as part of the employee’s personnel file.

During the training / probationary period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

TEMPORARY & PART-TIME EMPLOYMENT

Persons whose employment is part-time, seasonal or temporary will not be entitled to sick leave, vacation benefits, holiday pay, or insurance benefits, except for workers compensation insurance.

An employee on a temporary part-time status does not accumulate seniority with the City.

The following sections of the Employee Personnel Policy do not apply to part-time, seasonal or temporary employees:

- Educational Assistance
- Benefits
- Leaves
- Family and Medical Leave

- Benefit Providers

An employee on temporary or part-time status will be entitled to such public employee benefits as may be provided under the Public Employment Labor Relations Act, Minn. Stat. § 179A.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Newport. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, credit cards, identification badges, or other City-owned / issued equipment must register his / her name and the serial number (if applicable) or identifying information about the equipment with his / her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing, or immediately upon request.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Conflict of Interest

Employees shall not engage in any activities which create, or might appear to create, a conflict of interest with the employee's responsibilities and obligations to the City. Employees shall fully and completely disclose to the City Administrator any actual or potential conflict of interest he or she may be facing so that the City may assess and prevent potential conflicts. Employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be perceived or actual conflict of interest.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Gifts Acceptance

Minnesota State law prohibits any City employee from accepting a gift from anyone doing business with the City. While the State law allows limited exceptions, for all practical purposes, gifts of any value are prohibited.

Personnel Data Changes

The employee is responsible for notifying the City Administrator or designee of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Per Minnesota State law, the Mayor nor any City Council member may be employed by the City. "Employed" refers to full-time permanent employment.

Drug-Free Workplace

While on the City premises and while conducting business-related activities off the City premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

The City recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans or Employee Assistance Plans, as appropriate.

Random testing without prior notice may be given to those employees who are in safety sensitive positions, including any supervisory or management position in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Testing without prior notice may be given to employees who have been referred by the employer for chemical dependency treatment or evaluation or who are participating in a chemical dependency treatment program under an employee benefit plan or have participated in a chemical dependency treatment program in the prior two years.

Smoking

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes, or e-cigarettes) is prohibited while in a City facility or vehicle.

Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel, including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. Any employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 9-1-1 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, ancestry, gender, sexual orientation or identity, genetic information, veteran status, , disability, marital status, age, sexual orientation, status with regard to public assistance, or any other characteristic protected by law.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos, or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to take the steps below.

Step 1 (a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1 (b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1 (c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (i.e. 30 days), you believe inadequate action is being taken to resolve your complaint / concern, the next step is to report the incident to the City Administrator or Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor

must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his / her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his / her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time, and place:

- Corroborating evidence
- List of witnesses
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior, a report will be made to the City Attorney, who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney, who will undertake the necessary investigation. The City Attorney will report his / her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his / her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or hearing relating

to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City. City employees will be subject to disciplinary action up to and including termination for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and / or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he / she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand, including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive, or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors, including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due, had the suspension not taken place.

Demotion and / or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss a full-time employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards. Part-time, seasonal, or temporary employees may be dismissed by their immediate supervisor without City Council approval.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Whistleblower Policy

The City of Newport follows MN Statute 181.932, Disclosure of Information by Employees, and cannot discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

1. The employee, or a person acting on behalf of an employee, in good faith, reports a violation, suspected violation, or planned violation of any federal or state law or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official;
2. The employee is requested by a public body or office to participate in an investigation, hearing, inquiry;
3. The employee refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason;
4. The employee, in good faith, reports a situation in which the quality of health care services provided by a health care facility, organization, or health care provider violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm;
5. A public employee communicates the findings of a scientific or technical study that the employee, in good faith, believes to be truthful and accurate, including reports to a governmental body or law enforcement official; or
6. An employee in the classified service of state, county or city government communicates information that the employee, in good faith, believes to be truthful and accurate, and that relates to state, county or city services, including the financing of said services, to:

- A. A legislator or the legislative auditor; or
- B. A constitutional officer; or
- C. A City Council member.

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning, or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his / her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final.

Nothing contained in this policy is intended to restrict employees' rights under the National Labor Relations Act (NLRA) or any other federal, state or local laws or regulations governing employment.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived". If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) days before leaving, unless otherwise specified in an employee contract. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. The employee's termination date must be a day worked, not a paid leave. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Layoffs

Shortage of work or funds, abolition of positions, or other reasons, may necessitate the layoff of positions from time to time. The City Administrator or Department Head shall make layoff recommendations for regular positions to the Newport City Council. A fourteen (14) calendar day written notice will be provided to affected regular employees. The City Administrator or Department Head may lay off or terminate temporary or seasonal employees with no prior notice and without City Council approval.

Severance Pay

Employees who leave the City in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation and will follow the below schedule for accrued sick leave:

Up to 10 years of service	60% of accrued sick leave
10 to 15 years of service	70% of accrued sick leave
15 or more years of service	80% of accrued sick leave

The payment for accrued sick leave shall be applied toward the Employees Minnesota State Retirement Health Care Savings Plan.

COMMUNICATION RESPONSE

City staff shall check their electronic mail (e-mail) and voicemail at least once per day. If the message requires a response, the response should be sent as soon as possible, but no later than seventy two (72) hours after the call (excluding weekends and holidays). Receipt of a message should be acknowledged within forty eight (48) hours, even if a subsequent response is required.

For absences of one day or longer, the “Out of Office Assistant” shall be used for the e-mail system. This should state what day(s) the employee will be gone.

For absences of one day or longer, the temporary voicemail greeting shall be activated for the voicemail system. This should state what day(s) the employee will be gone and should give callers an option of talking to another staff member.

E-MAIL USAGE

The City’s electronic mail system (e-mail) is designed to facilitate City business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information that may be more appropriately communicated by written memorandum or personal conversation.

The e-mail system is City property and intended for City business. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All data and other electronic messages within this system are the property of the City.

General Information on Passwords

While you have a confidential password, users should be aware that this does not suggest that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for City business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.

Prohibited Uses

Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited. All e-mail messages are subject to all state and federal laws, such as, open meeting laws, data practices act, the human rights act, etc.

Retention of E-Mails

Employees, members of the City Council, members of Advisory Boards, and Consultants shall retain all e-mails associated with City business for one month.

Applicability to Employees and Other Users

This e-mail policy applies to all full-time employees, part-time employees, temporary employees, interns, volunteers, and other individuals in all departments who are provided access to the City's e-mail system as necessary for their business purpose with the City.

Employee Termination, Leave of Absence, Vacation, and Other

Employees who are terminated or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Department Heads and supervisors may access an employee's e-mail if employees are on a leave of absence, vacation, or are transferred from one department to another department, and if it is necessary for the conduct of business.

System Monitoring

Users expressly waive any right or expectation of any privacy in anything they create, store, send, or receive on the company's computer system. The City will, but is not obliged to, monitor e-mails without prior notification. If there is evidence that an employee is not adhering to the guidelines set out in this policy, the City reserves the right to take disciplinary action, including termination and / or legal action.

INTERNET USAGE

Business Use Only

By definition, the Internet is a collection of computers, computer networks, communication protocols, information servers, and personal and organizational information retrieval clients, connected together in a global community. Traffic may cross multiple networks prior to reaching the client destination. The City provides its employees with access to the vast information resources of the Internet to assist them in performing their job duties in an effective and efficient matter. The facilities to provide Internet access represent a substantial commitment of City resources and therefore, the City has developed this policy to ensure that the Internet is being used appropriately.

The Internet is a business tool to be used exclusively for business purposes, i.e., to communicate with customers and suppliers, to research relevant topics, and to obtain business information. When using the Internet, employees are expected to conduct themselves in a professional manner and to respect copyrights, software licensing rules, etc.

Unnecessary or unauthorized Internet usage takes away from work time, consumes supplies, ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City and expose it to significant legal liabilities.

This policy covers all files that can be read on a computer screen, including HTML files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, any files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics includes all photographs, pictures, animations, movies or other drawings.

Prohibited Use

Inappropriate Internet use includes: transmitting obscene, harassing, offensive, or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading, or distributing any sexually explicit material; transmitting any of the City's confidential or proprietary information, including customer data, trade secrets, or other confidential information.

Monitoring

The City reserves the right to monitor employee use of the Internet at any time and employees should not consider their Internet usage to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Copyright Restrictions; Permission Required

Any software or other material downloaded into the City's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from a manager is required before introducing software into the City's computer system. Employees may not download entertainment software, games, or any other software unrelated to their work.

No Company Representation

Only authorized employees may communicate on the Internet on behalf of the City. Employees may not express opinions or personal views that could be misconstrued as being those of the City. Employees may not state their company affiliation on the Internet unless required as part of their assigned duties.

Violations of Policy

Any violation of this policy may result in loss of computer access and disciplinary action, including immediate termination.

TELEPHONE USAGE

City Cellular Phone Use

City cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use.

Supervisors may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Personal Telephone and Cellular Telephone Calls

All personal telephone calls, text messaging, and e-mailing from telephones, are to be done only during breaks or lunch breaks, or when emergency situations warrant. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance costs will be paid for by the employee.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill.

NEWS RELEASES

Formal news releases concerning municipal affairs are the responsibility of the City Administrator or his or her designee. All media interviews must be approved by the City Administrator before the interview in all situations practicable. All contacts with the media should be reported to the City Administrator as soon as possible.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his / her designee.

The Police Chief may issue news releases, speak to the media, or speak on behalf of the City without City Administrator approval in regards to Public Safety matters.

All news releases concerning City personnel will be the responsibility of the City Administrator.

CITY DRIVING

This policy applies to all employees who drive a vehicle on City business, whether driving a City-owned vehicle or their own personal vehicle.

The City expects all employees who are required to drive as part of their job, to drive safely and legally while on City business, and maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

OUTSIDE EMPLOYMENT

Employees may not engage in outside employment which would conflict with their job or might in any way hinder their objective and impartial performance of their public duties or impair their efficiency on the job.

Employees must not engage in any employment activity or enterprise that is inconsistent, incompatible, or in conflict with his or her duties as a City employee, or with the duties, functions and responsibilities of the department by which he or she is employed.

Employees are free to engage in any political activity of their choice provided it does not conflict with information above.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

TRAVEL REIMBURSEMENT

Approval

Reimbursement for City business related travel, seminar, and meeting expenses are intended to refund actual costs incurred by employees and elected officials of the City. Employees and City Officials are required to submit itemized receipts in order to be eligible for reimbursement within two weeks.

All in state and out of state travel must be pre-approved in writing by the City Administrator on prescribed City forms.

Allowable Expenses

Lodging.

Accommodations shall be made at a reasonable cost that is consistent with the facilities available and convenient to the location of the conference, seminar, or meeting attended.

Only costs of single occupancy will be reimbursed. If a double occupancy occurs, the employee is responsible for the additional cost of double over single occupancy.

Lodging costs shall be reimbursable only from the night preceding an event, through the night immediately following such event, unless an additional evening's stay will decrease airfare or lodging costs.

Lodging within the seven county metro area will not be reimbursed.

Any incidental expenses occurred by a spouse or guest attending a conference with an employee must be paid by the employee. Room service and other incidental expenses must be paid for by the employee.

Transportation.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the current allowable Internal Revenue Service rate. Mileage should be documented on forms prescribed by the City and turned in within 30 days of the travel date.

Air transportation shall be coach-class unless such service is unavailable. Reservations are to be made in advance at the earliest date to ensure the lowest possible fares.

Local transportation, such as a taxicab and bus fares to and from the place of lodging / conference are reimbursable if circumstances require such travel. Costs for local transportation not pertaining directly to City business will not be reimbursed.

Meals.

In-state travel allows an employee to spend up to \$45.00 per day on meals. Reimbursement for meals while on authorized travel shall include only actual expenditures including tax and a 15% tip.

Out of state travel will allow employees to be reimbursed for the reasonable cost of meals exceeding \$45.00 according to the cost of living standards applicable to the area.

Costs for alcoholic beverages shall not be reimbursed.

TRAVEL TIME

The following applies only to non-exempt employees, in accordance with FLSA.

Home to Work Travel

Generally, travel from home to work is not work time, no matter how long the commute. The following examples are exceptions to this rule:

- **Travel from home to work after hours:** An employee who has gone home after completing his or her day's work and is later called out to perform an emergency job can claim all time spent on travel as working time.
- **Special one day assignment:** When an employee is given a special 1-day or more assignment in another city and travel is performed for the employer's benefit and at the employer's request, such travel time is considered work time. Regular home to work travel time can be counted as time worked.

Overnight Travel Away From Home

Travel away from home is work time when it happens during the employee's regular work day hours. The time to be considered is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days.

Example: If an employee regularly works from 8:00 a.m. to 4:30 p.m., Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Thus, if travel is overnight and done outside of working hours, the travel time is not compensable.

Time that is spent traveling away from home outside of regular working hours as a passenger on an airplane, boat, bus, or automobile are not considered time worked. However, all time spent driving an automobile in relation to this section must be compensated, except as follows:

- **Public Transportation:** If an employee is offered public transportation but requests permission to drive his or her car instead, the employer may count as hours worked either:
 - (a) the time spent driving the car; or
 - (b) the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.
- **Work While Traveling:** Any work which an employee is required to perform while traveling must be counted as hours worked. An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding. Meal periods and sleep time in adequate facilities furnished by the employer need not be counted.

EDUCATIONAL ASSISTANCE

The City will provide educational assistance to all eligible full-time employees who have completed at least 180 calendar days of service with City Administrator approval. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through the completion of each course.

- Courses must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for educational assistance. The City has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employees should contact the City Administrator for more information or questions about educational assistance.
- The City invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates employment from the City within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 50% of the original educational assistance payment.
- While educational assistance is expected to enhance employees' performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

BENEFITS

Employee benefits stated in this section apply only to full-time employees and specifically exclude seasonal, contract, part-time, temporary, or volunteer employees, except when such groups are expressly included by the provisions of this policy.

Health and Dental Insurance

The City Council will, by resolution, establish from time to time insurance plans that will be provided to eligible fulltime City employees. The employee's insurance coverage will begin on his or her first day of employment.

Life Insurance

Full-time employees will be eligible to receive life insurance coverage through the City upon their first day of employment. The City will contribute premiums for a group term life insurance policy for all eligible employees. Supplemental life insurance may be made available for purchase by eligible employees.

Long-Term Disability Insurance

All employees are covered under Group Long-Term Disability Insurance and have premiums deducted from their paycheck each pay period.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding).

Workers' Compensation Insurance

The City provides a comprehensive Workers' Compensation Insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits three (3) working days after the injury, or, if the employee is hospitalized, immediately. The employee benefits with two-thirds (2/3) of their average weekly wage for a time period to be determined on a case by case basis, depending on the authorization of a physician.

Employees who sustain work-related injuries or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The employee's immediate supervisor must file a Supervisor's Report of Injury with the Human Resources Department within forty eight (48) hours following the injury.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements, and other life events.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates, plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan, including information about the employee's rights and obligations.

The length of continuation depends on the qualifying event that applies to the employee's loss of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of eighteen (18) months for qualifying events due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of thirty six (36) months if an individual is not an employee, but is: a separated or divorced spouse or child of a City employee, a surviving spouse or child of a deceased City employee, a child of a City employee, and is no longer

an eligible dependent as defined in the City insurance plan, or a dependent who loses dependent coverage when the City employee becomes enrolled in Medicare benefits. Employees that are eligible to receive PERA are allowed to continue health and dental insurance under COBRA indefinitely.

An employee's right to continuation coverage will immediately cease if the employee fails to pay the required premium due. Plan eligibility will cease if: an employee becomes covered under another group plan as a result of employment, reemployment, marriage, or remarriage; an employee, an employee's spouse, or an employee's dependent children become enrolled in Medicare, in which case coverage ceases for each individual so covered; or all City insurance plans under this policy are terminated.

If an employee decides to continue group coverage, the employee must complete an election form and return it to the address shown on the election form within sixty (60) days of the later of the dates identified below, or the employee loses the employee's right to elect coverage:

- a. The date coverage is scheduled to stop; or
- b. The date the election packet is mailed.

Deferred Compensation

Regular full-time employees will be eligible to participate in the deferred compensation plan. Deferred Compensation is a program that allows employees to save and invest for retirement, deferring federal and state income taxes until the employee's assets are withdrawn.

Donated Medical Leave

With the approval of the City Administrator, City employees having accrued sick leave will be allowed to donate a portion of such accrued sick leave to fellow employees experiencing a major life threatening disease or condition suffered by the employee or the employee's minor child. A major life threatening disease or condition shall include, but not be limited to a heart attack, stroke, organ transplant, cancer, or life threatening illness or condition as defined by a physician's diagnosis.

A donation of sick leave from one employee to another shall be subject to the following terms and conditions:

- An employee is only eligible to receive donated medical leave for time lost from work due to a major life threatening disease or condition as described above, equal to the number of hours of time which the employee would lose from his or her job due to the major life threatening disease or condition.
- An employee will be eligible to receive donated medical leave only after the employee has exhausted all of his / her accrued sick leave, compensatory time, and vacation time.
- Employees will be allowed to receive no more than twenty (20) work days, or two hundred (200) hours, of donated medical leave for any single major life threatening disease or condition, unless otherwise approved by the City Administrator.
- An employee may donate no more than two (2) work days, or twenty (20) hours, whichever is lesser, per calendar year to a single fellow employee.
- A written request to donate medical leave must be made to the City Administrator.
- The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.
- Donations must be made in one (1) hour increments. For every one (1) hour of sick, vacation, or compensatory time donated by the donor, the recipient will be credited with one (1) hour of sick leave. The pay levels of the two employees shall not affect the transaction.

Employee Assistance Program (EAP)

The City has a contract with a provider whereby the employee can receive diagnostic referral assistance in such areas as parent / child relationships, marital problems, behavior problems, drug and alcohol problems, emotional and mental disorders, financial problems, and personal adjustment difficulties. The service is provided at no cost

to the employee. All contact between the employee and the provider is confidential. The employer does not receive information concerning employees as a result of the service.

Flexible Spending Accounts

Regular, full-time employees will be eligible to participate in flexible spending account plans.

Flexible Spending Accounts allow employees to set aside money for certain qualified medical and dependent care costs through a tax-deferred payroll deduction. The program provides for tax-deferred payment plans in health care and dependent daycare expense reimbursement.

All expenses must be qualified medical or benefit expenses, as defined in Section 125 of the Internal Revenue Code. The employee must choose the amount of pre-tax salary reduction for each type of benefit prior to the start of each year plan.

Section 457 of the Internal Revenue Code determines the annual contribution limits for employees. Participation is handled through payroll deduction, providing for a reduction of tax for each pay period.

The plan allows participants to increase, decrease, stop, and restart contributions as often as desired.

Boot / Clothing Allowance – Exempt Public Works Department Staff

All exempt Public Works Department staff shall be entitled to receive boot / clothing items in kind with a value consistent with that of the Labor agreement between the City and the International Union of Operating Engineers (Local No. 49 AFL-CIO) for non-exempt employees.

Uniform Allowance – Exempt Police Department Staff

All exempt Police Department staff shall be entitled to receive uniform items in kind with a value consistent with that of the Labor Agreement between the City and Law Enforcement Labor Services, Inc. (Local #347) for non-exempt employees.

Holidays

The City will grant paid holiday time off to all full-time employees for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving (Public Works & Police Department)
- Christmas Eve (Administration)
- Christmas

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay, employees must work the day before and after, unless their supervisor approves the use of vacation leave, sick leave, or a floating holiday. .

For non-Administrative employees who are not subject to a collective bargaining agreement, a recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized holiday that falls on a Sunday will be observed the following Monday.

For Administrative employees, when a recognized holiday falls on a Friday or Saturday, the employee will earn one floating holiday. If a recognized holiday falls on a Sunday, it will be observed the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay, plus one-half time for the hours worked on this holiday.

In addition to the recognized holidays previously listed, eligible employees will receive two floating holidays in each calendar year. These holidays must be scheduled with the prior approval of the employee's supervisor. Floating holidays may not be carried over to the next calendar year.

LEAVES

Depending upon the employee's situation, more than one form of leave may apply during the same period of time (e.g. The Family & Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately.

Except as otherwise states, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Vacation

Regular full-time exempt employees shall earn paid vacation in accordance with the following schedule based on years of continuous employment:

Years of Service	Vacation Accrual
0	100
1	110
2	120
3	130
4	140
5	150
6	160
7	170
8	180
9	190
10	200
11	210
12	220
13	230
14	240

Vacation accruals shall be based on each employee's anniversary date. Vacation time is paid at the employee's base pay rate at the time of vacation. Employees must have worked at least 1,040 hours the previous year for vacation to accrue.

In the event that available vacation and / or compensatory time is not used by the end of the benefit year, employees may carry eighty (80) hours of unused time forward to the next benefit year with administrative approval.

To take vacation, employees should request approval from their supervisors in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Sick Leave

Full time employees will accrue sick leave benefits at the rate of eight (8) hours per month beginning upon the employee's hire. Administration employees hired prior to November 21, 2013 will accrue sick leave benefits at the rate of 10 hours per month.

Employees must work at least fourteen (14) days in any one calendar month for sick leave to accumulate for that month. Sick leave does not accrue during an unpaid leave of absence.

Employees are to use this paid leave only when they are unable to work for medical reasons and under the following conditions:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such nature that his / her presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, including stepchildren, or other family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required for verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of seven calendar days or more, an employee must provide a physician's verification that he / she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Employees will be allowed to accumulate a total of 960 hours of sick leave benefits. Resolution A-93-7 defines sick leave accrual for those employees who, at the date of adoption of the resolution, had accumulated in excess of 960 hours. Only those employees specified will be allowed to keep their accumulated days. All other employees are subject to the maximum 960 hours accrual. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees who are on sick leave or medical leave for more than 30 days are required to turn in all City property. Items will be returned to the employee once they have returned to work.

Administrative Leave

Under special circumstances, an employee may be placed on paid or unpaid administrative leave, depending on the circumstances and as determined by the City Council, pending the outcome of an internal or external investigation.

Adoptive Parents Leave

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Bone Marrow Donation Leave

Full-time employees to undergo medical procedures to donate bone marrow are allowed a paid leave of absence not to exceed forty (40) hours, unless agreed to by the City. A physician's verification of the purpose and length of the leave is required. If there is a medical determination that the employee does not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Elections Leave

An employee selected to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. The City defines an "immediate family member" as a spouse, a child, step-child, mother, father, sister, brother, grandparent of the employee or the employee's spouse. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances.

General Leave

Full-time employees who have worked for the City for at least 180 days may apply for an unpaid leave of absence for personal or emergency reasons. The granting of such leave will be at the sole discretion of the City and will not be granted for periods exceeding ninety (90) days in duration. The City may, in its discretion, extend such a leave upon written request by the employee, but not, in any event, to exceed a total of twelve (12) months.

Requests for personal leave will be evaluated on a number of factors to ensure efficiency in the conduct of the City business, including employee / department workload and the reason for the leave.

Requests for leave must be made in writing with a full explanation for the leave and, if possible, submitted to the City Administrator fourteen (14) days in advance of the leave date.

An employee on an unpaid leave of absence will be entitled to retain the employee's accrued leave and other benefits. The employee will accrue no sick leave, vacation, holiday, or other benefits for the period of time that the employee is on leave.

Health insurance benefits will be provided by the City to the employee until the end of the month in which the approved personal leave begins. At that time, employees will be subject to paying for full costs of the benefits they wish to continue through COBRA.

If the employee has an unauthorized absence from work promptly at the expiration of the approved leave period, the City will consider the employee to have resigned.

Jury Duty

Regular full-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees are expected to report for work whenever the court schedule permits.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Part-time, temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. Part-time, temporary, or seasonal employees may keep any compensation they receive for jury duty.

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years. In calculating the five years of service, inactive duty service, such as drill weekends and annual training, are not counted. An employee is entitled to military leave regardless of whether the military duty is involuntary or the employee volunteered for the duty.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond thirty (30) days will be at the expense of the employee for up to twenty four (24) months.

When possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. Employees have the option of using accrued vacation during the period of military service. Employees will continue to accrue seniority with respect to employment while engaged in military service.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. The employee is not required to use sick leave for this absence.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act. The employee will be required to continue payment of their portion of the group insurance. For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

School Conference & Activities Leave

An employee has unpaid leave of up to a total of sixteen (16) hours during any twelve (12) month period to attend school conferences or school-related activities that cannot be scheduled during non-work hours. If the employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide the supervisor with reasonable prior notice and make a reasonable effort to schedule the leave so as not to disrupt the operations of the City. The employee may substitute any accrued paid vacation leave or other appropriate leave for any part of the leave.

Sick Child Leave

Employees with children, including step-children, may use their sick leave in order to care for a sick child. The use of sick leave to take care of a child must be used in the same manner as the employee who would use the sick leave for his / her own illness.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]

Voting Leave

Every employee who is entitled to vote at any statewide election or any election to fill a vacancy in the office of Representative in Congress is entitled to be absent from work for two hours for the purpose of voting during the election day without penalty or deduction from the employee's salary or wage on account of such absence. Arrangements must be made with the employee's supervisor at least twenty four (24) hours in advance.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth.

- more frequent restroom, food, and water breaks;
- seating;
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city. The city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

FAMILY & MEDICAL LEAVE

General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

1. Birth or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child or parent who has a serious health condition; or
3. A serious health condition that makes the employee unable to perform the essential functions of the position.
4. A covered military member's active duty or call to duty or to care for a covered military member (Military Caregive and Qualified Exigency Leave)

Definitions

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step-child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties, and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties, and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Spouse" does not include domestic partners or common-law spouses.

"Serious Health Condition" as defined under the FMLA means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or child birth;
- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments. An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-term Conditions Requiring Supervision;
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
- “Incapacity” means inability to work, attend school or perform other regular daily activities.

Eligibility

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to the start of leave.

Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

Leave Year

The 12-month period is calculated by measuring twelve (12) months backward from the start date of the employee’s last FMLA leave.

How Leave May be Taken

FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent Leave may be taken when medically necessary for the employee’s serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking leave intermittent or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City’s business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City’s approval.

The City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee’s regular position.

Notice

The employee is to give verbal or written notice to his / her supervisor at least thirty (30) days prior to the date on which leave is to begin or if the thirty (30) days notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

Medical Certification

For leave due to an employee's serious health condition or a family member's, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted to the City Administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The City may require an employee obtain a second opinion from a provider which the City selects. If necessary to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When Leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave, and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his / her regular job.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits, and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated had they not been on leave, the employee would not have the right to be reinstated upon return from leave.

Notice of Intent to Return from FMLA Leave

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of their portion of group insurance coverage. In addition, the employee will be responsible for the employee's portion and the City's portion plus any required administrative fee for life insurance continuation, if continuation is desired. The City may choose to continue the City's portion if administratively more convenient.

Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage, subject to COBRA requirements.

Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to the commencement of FMLA leave will not be lost.

Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave, and compensatory time prior to taking an unpaid leave unless their medical condition / injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law. FMLA leave counts as continued service for purpose of retirement and / or pensions plans.

Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, compensatory time, or vacation leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

Light Duty / Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his / her job due to a temporary disability, he / she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he / she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to work with no restrictions, meeting all essential requirements and functions of the City's job description, along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he / she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty / modified work assignment may be discontinued at any time.



MEMO

TO: Mayor and Council
FROM: Deb Hill, City Administrator
DATE: June 14, 2014
SUBJECT: Driveway paving request on street right of way

Background:

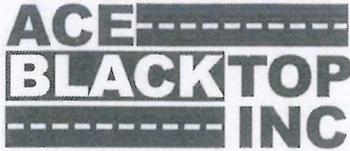
The owners of 290 and 310 3rd Avenue have a shared driveway that is over an undeveloped 3rd Street right of way. The driveway is unpaved and there are not any utilities on the ROW nor are any planned in this area. The owners have requested that they be allowed to pave the driveway – they would take responsibility if the city needed to disrupt the pavement if the City needed to put in utilities.

Discussion:

Staff looked at the site and even though the shared driveway over a ROW is not the best situation, staff determined an alternative driveway for either property would be impossible for one and very difficult for the other. In light of the fact that each property owner would be responsible for the restoration of the driveway if the city needed to disrupt it, staff recommends this request. There will be a bench handout of the agreement at the council meeting.

Proposal

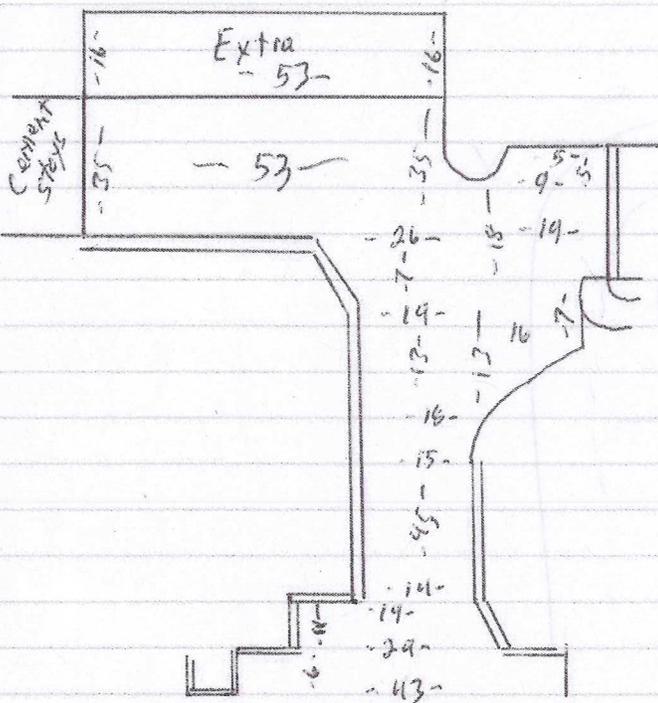
Fritz
Jon Sheri



7280 Dickman Trail
Inver Grove Heights • Minnesota 55076
Ph. (651) 450-1237 • F x. (651) 450-9057

Simple placement
property owner
CS

PROPOSAL SUBMITTED TO Michael Engelhardt	PHONE (612) 616-0337	DATE 7/1/2014
STREET 310 3rd Ave	JOB NAME 952-975-3781	
CITY, STATE AND ZIP CODE Newport MN 55055	JOB LOCATION 310 / 290 3rd Ave Newport MN	
	JOB PHONE 4050	



- Remove existing asphalt millings
 - Remove small areas of grass
 - Grade existing gravel and add class 5 as needed to ensure 4" base over entire driveway
 - Surface with 2 1/2" of asphalt pavement
*** 2 1/2" after compaction
 - Use MNDOT 2342A materials
- Total = \$ 8,400.00**

Additional area (16X53)

- Grade existing gravel and add class 5 as needed to ensure 4" base over entire driveway
 - Surface with 2 1/2" of asphalt pavement
*** 2 1/2" after compaction
 - Use MNDOT 2342A materials
- Total = \$ 1,495.00**

Owner to spray for weeds in areas as needed

Cost of the permit will be added to the total if needed

see above

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: \$ _____
Payment due upon completion of job or receipt of statement. A charge of 1 1/2 % per month will be made on all past due balances.
This charge applies to all accounts 30 days past due.

CONTRACTORS PRE LIEN NOTICE TO OWNER

"(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

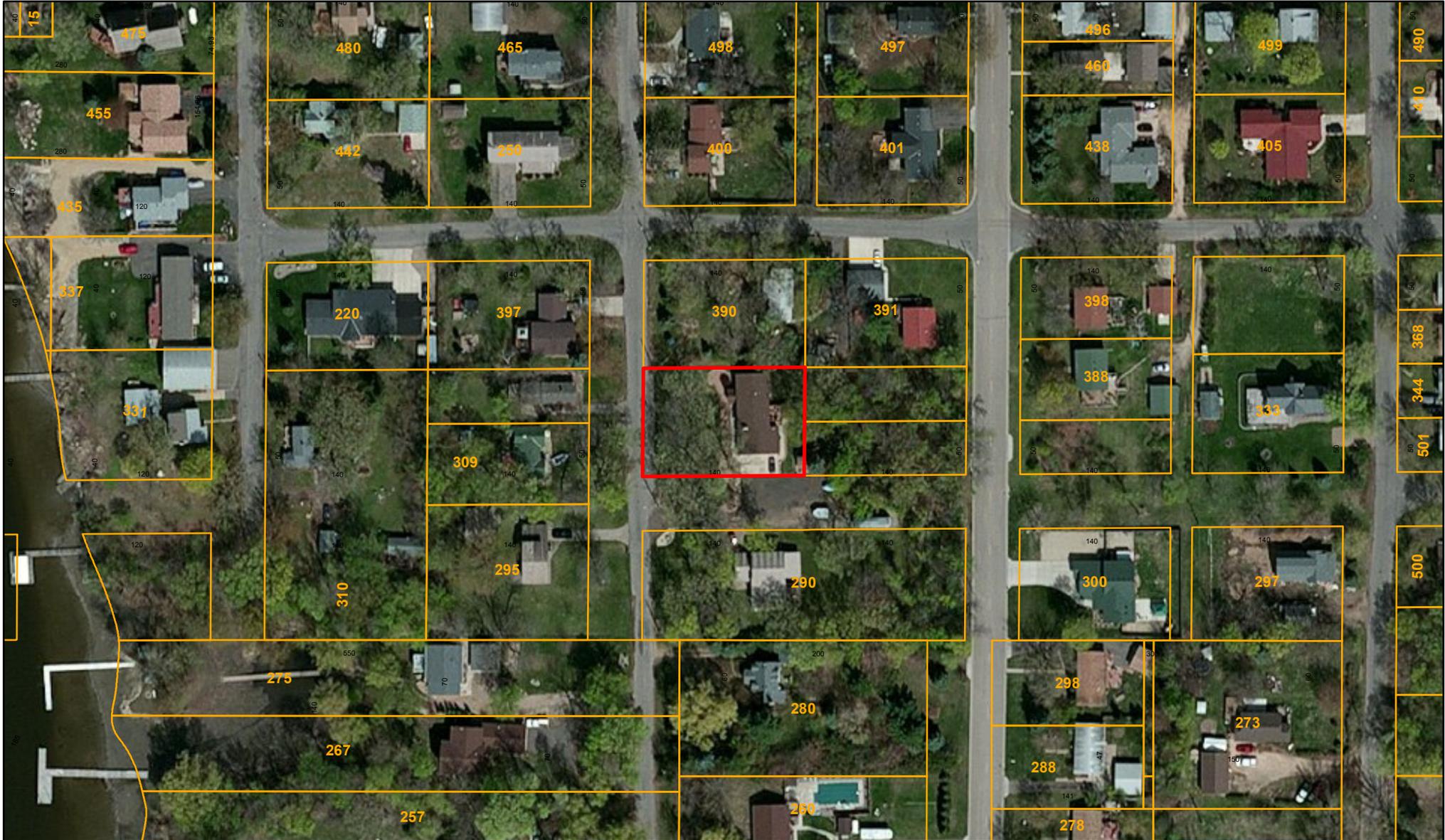
(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

Authorized Signature *[Signature]*

Note: This proposal may be withdrawn by us if not accepted within _____ days.

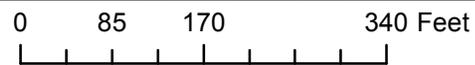
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Signature _____ Date _____



Parcel ID: 0202722110050

Parcel Address:
310 3RD AVE, CITY OF NEWPORT



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**



PROFESSIONAL SERVICES

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MEMO

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

From: Jon Herdegen, P.E. Project Engineer

Subject: 2014 Street Improvements Project – Update & Partial Payment No. 1

Date: July 17, 2014

Redstone Construction began work on the 14th Street, 15th Street and 3rd Avenue area in early June. Since then, the crews have removed the pavement from each street, completed the lateral service repairs and worked mainline sewer replacement, likely finishing 3rd Ave the week of July 14th. The storm sewer will be constructed shortly, pending relocation of private utilities, and the street grading work will follow. The crews plan to move on to 2nd Avenue beginning the week of July 21st. Redstone is planning to bring in another crew near the end of the month to begin work on the east side of HWY 61, likely 15th Street and Ford Road. The contractor is slightly behind schedule due to the difficult construction constraints and rainy weather but the additional crew should help accelerate the progress.

The contractor has requested the first partial payment for the project. Enclosed for your consideration is an itemized description of the work completed to date. The original contract price was \$3,414,822.77 and the value of the work completed to date is estimated at \$204,279.88. Less 5% retainage, the amount requested by Redstone is \$194,065.89.

We have observed the work performed by Redstone Construction throughout the duration of construction activities. We have determined the work to satisfactory

Action Requested: We respectfully request the Council to consider Partial Payment No. 1 in the amount of \$204,279.88. If the payment is acceptable, please sign and return one copy of the enclosed application to Redstone with payment; return one copy to MSA and retain one copy for your records.

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140, St. Paul, MN 55107-1835
(612) 548-3132 (866) 452-9454

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

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13.A

PARTIAL PAY ESTIMATE NO. 1

FROM: June 1, 2014
TO: June 30, 2014

COMPLETION DATE
ORIGINAL: October 30, 2014
REVISED:

AMOUNT OF CONTRACT
ORIGINAL: \$3,414,822.77
REVISED:

PROJECT: 2014 STREET IMPROVEMENTS
CITY PROJECT NO. 2013-15

CONTRACTOR: REDSTONE CONSTRUCTION COMPANY, INC.
ADDRESS: P.O. BOX 218, MORA, MN 55051
OFFICE: 320-679-4140
FAX: 320-679-4154

OWNER: CITY OF NEWPORT

ITEM NO	SPEC NO.	ITEM DESCRIPTION	UNIT	QTY	TOTAL	UNIT PRICE	THIS PERIOD		TOTAL TO DATE	
							QTY	TOTAL	QTY	TOTAL
SCHEDULE 1.0 - STREET										
1	2021.501	MOBILIZATION	LS	1	\$ 156,000.00		0.50	\$ 78,000.00	1	\$ 78,000.00
2	2101.502	CLEARING	TREE	132	\$ 150.00		116	\$ 17,400.00	116	\$ 17,400.00
3	2101.507	GRUBBING	TREE	132	\$ 110.00		116	\$ 12,760.00	116	\$ 12,760.00
4	2104.501	REMOVE CONCRETE CURB	LF	1,985	\$ 2.40		320	\$ 768.00	320	\$ 768.00
5	2104.501	REMOVE FENCE	LF	771	\$ 12.00			\$ -	0	\$ -
6	2104.503	REMOVE CONCRETE WALK	SF	347	\$ 1.20			\$ -	0	\$ -
7	2104.505	REMOVE CONCRETE PAVEMENT	SY	570	\$ 12.84			\$ -	0	\$ -
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	45,167	\$ 2.08		9231	\$ 19,200.48	9231	\$ 19,200.48
9	2104.509	REMOVE MAILBOX SUPPORT	EACH	191	\$ 35.00		39	\$ 1,365.00	39	\$ 1,365.00
10	2104.509	REMOVE SIGN	EACH	95	\$ 25.00			\$ -	0	\$ -
11	2104.523	SALVAGE SIGN POST	EACH	100	\$ 25.00			\$ -	0	\$ -
12	2104.523	SALVAGE LIGHT STANDARD & LUMINAIRE	EACH	2	\$ 750.00			\$ -	0	\$ -
13	2104.523	SALVAGE MAILBOX	EACH	194	\$ 20.00			\$ -	0	\$ -
14	2104.523	SALVAGE LANDSCAPING	EACH	47	\$ 500.00			\$ -	0	\$ -
15	2104.618	SALVAGE PAVERS (ALL TYPES & SIZES)	SF	262	\$ 7.00			\$ -	0	\$ -
16	2105.501	COMMON EXCAVATION (STREET) (EV)	CY	8,088	\$ 20.66			\$ -	0	\$ -
17	2105.503	ROCK EXCAVATION	CY	2,180	\$ 20.00			\$ -	0	\$ -
18	2105.507	SUBGRADE EXCAVATION (EV)	CY	7,858	\$ 20.66			\$ -	0	\$ -
19	2105.522	GRANULAR BORROW (CV)	CY	433	\$ 18.36			\$ -	0	\$ -
20	2105.525	TOPSOIL BORROW (LV)	CY	3,017	\$ 8.00			\$ -	0	\$ -
21	2105.604	GEOTEXTILE FABRIC TYPE V	SY	380	\$ 2.00			\$ -	0	\$ -
22	2211.501	AGGREGATE BASE CLASS 5	TON	19,090	\$ 12.12			\$ -	0	\$ -
23	2118.502	AGGREGATE SURFACING, (LV), CLASS II (DRIVEWAY)	CY	134	\$ 14.00			\$ -	0	\$ -
24	2232.501	MILL BITUMINOUS SURFACE (1.5")	SY	27,312	\$ 1.00			\$ -	0	\$ -
25	2331.604	BITUMINOUS PAVEMENT RECLAMATION (FULL DEPTH)	SY	11,190	\$ 1.00			\$ -	0	\$ -
26	2231.607	HAUL & PLACE RECLAIM MATERIAL (CV)	CY	986	\$ 6.32			\$ -	0	\$ -
27	2360.501	TYPE SP 9.5 WEAR COURSE MIXTURE 2B (D/W)	TON	597	\$ 93.00			\$ -	0	\$ -
28	2360.501	TYPE SP 9.5 WEAR COURSE MIXTURE 2B (STREET)	TON	6,401	\$ 60.90			\$ -	0	\$ -
29	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIXTURE 2B (STREET)	TON	4,979	\$ 55.60			\$ -	0	\$ -
30	2360.505	TYPE SP 9.5 BIT MIXTURE FOR PATCHING	TON	383	\$ 71.55			\$ -	0	\$ -
31	2360.505	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	372	\$ 62.00			\$ -	0	\$ -
32	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	3,810	\$ 2.90			\$ -	0	\$ -
33	2521.501	4" CONCRETE WALK	SF	232	\$ 5.00			\$ -	0	\$ -
34	2531.507	6" CONCRETE DRIVEWAY PAVEMENT (APRON)	SY	1,865	\$ 45.00			\$ -	0	\$ -
35	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	26,799	\$ 9.00			\$ -	0	\$ -
36	2531.604	8" CONCRETE VALLEY GUTTER	SY	175	\$ 50.00			\$ -	0	\$ -
37	2540.602	INSTALL MAIL BOX SUPPORT (SINGLE)	EACH	81	\$ 115.00			\$ -	0	\$ -
38	2540.602	INSTALL MAIL BOX SUPPORT (DOUBLE)	EACH	7	\$ 125.00			\$ -	0	\$ -
39	2540.602	INSTALL MAIL BOX SUPPORT (MULTIPLE)	EACH	3	\$ 200.00			\$ -	0	\$ -
40	2540.602	INSTALL MAIL BOX SUPPORT, (RURAL) (SINGLE)	EACH	76	\$ 100.00			\$ -	0	\$ -
41	2563.601	TRAFFIC CONTROL	LS	1	\$ 10,950.00		0.40	\$ 4,380.00	0	\$ 4,380.00
42	2564.533	F&I SIGN PANEL TYPE C	SF	472	\$ 25.00			\$ -	0	\$ -
43	2564.602	F&I SIGN PANEL TYPE SPECIAL	EACH	86	\$ 125.00			\$ -	0	\$ -
44	2564.602	SIGN POST	EACH	100	\$ 50.00			\$ -	0	\$ -
45	2573.502	SILT FENCE, TYPE MACHINE SLICED	LF	1,900	\$ 1.55			\$ -	0	\$ -
46	2573.540	FIBER LOG	LF	475	\$ 3.75			\$ -	0	\$ -
47	2573.603	ROCK LOG	LF	190	\$ 5.00			\$ -	0	\$ -
48	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	18	\$ 1,250.00		1	\$ 1,250.00	1	\$ 1,250.00
49	2573.602	CONCRETE WASH-OUT AREA	EACH	18	\$ 100.00			\$ -	0	\$ -
50	2573.602	INLET PROTECTION	EACH	72	\$ 250.00		4	\$ 1,000.00	4	\$ 1,000.00
51	2575.505	SODDING TYPE LAWN	SY	31,762	\$ 3.90			\$ -	0	\$ -
52	2575.523	EROSION CONTROL BLANKET CATEGORY 2	SY	1,378	\$ 2.15			\$ -	0	\$ -
53	2575.523	EROSION CONTROL BLANKET CATEGORY 4	SY	592	\$ 2.75			\$ -	0	\$ -
54	2575.535	WATER	MGAL	1,306	\$ 21.75			\$ -	0	\$ -
55	2575.561	HYDRAULIC SOIL STABILIZER TYPE 6	SY	28,496	\$ 1.75			\$ -	0	\$ -
56	2575.601	SITE RESTORATION	LS	1	\$ 5,000.00			\$ -	0	\$ -
57	2575.601	EROSION & SEDIMENT CONTROL	LS	1	\$ 2,500.00		0.15	\$ 375.00	0	\$ 375.00
T SCHEDULE 1.0 - STREET - TOTAL								\$ 136,498.48		\$ 136,498.48

SCHEDULE 2.0 - SANITARY SEWER

58	2104.501	REMOVE SEWER PIPE (SANITARY)	LF	4,006	\$	1.20	664	\$	796.80	664	\$	796.80
59	2104.501	REMOVE CRACKED SEWER PIPE (SANITARY) (8 - 12 FT DEPTH)	EACH	3	\$	1,270.00	4	\$	5,080.00	4	\$	5,080.00
60	2104.501	REMOVE CRACKED SEWER PIPE (SANITARY) (12 - 16 FT DEPTH)	EACH	4	\$	1,860.00	1	\$	1,860.00	1	\$	1,860.00
61	2104.501	REMOVE CRACKED SEWER PIPE (SANITARY) (16 - 20 FT DEPTH)	EACH	7	\$	2,840.00		\$	-	0	\$	-
62	2104.501	REMOVE CRACKED SEWER PIPE (SANITARY) (20 - 24 FT DEPTH)	EACH	1	\$	3,670.00		\$	-	0	\$	-
63	2104.501	REMOVE SEWER PIPE (SERVICE)	LF	1,597	\$	1.20	36	\$	43.20	36	\$	43.20
64	2104.501	REMOVE SEWER WYE (SERVICE), (8 - 12 FT DEPTH)	EACH	19	\$	1,270.00	5	\$	6,350.00	5	\$	6,350.00
65	2104.501	REMOVE SEWER WYE (SERVICE), (12 - 16 FT DEPTH)	EACH	7	\$	1,860.00	3	\$	5,580.00	3	\$	5,580.00
66	2104.501	REMOVE SEWER WYE (SERVICE), (16 - 20 FT DEPTH)	EACH	14	\$	2,840.00		\$	-	0	\$	-
67	2104.501	REMOVE SEWER WYE (SERVICE), (20 - 24 FT DEPTH)	EACH	5	\$	3,670.00		\$	-	0	\$	-
68	2104.601	REMOVE SEWER PIPE (TRANSITE)	LF	24	\$	41.60		\$	-	0	\$	-
69	2104.509	REMOVE MANHOLE	EACH	5	\$	416.00		\$	-	0	\$	-
70	2503.602	TEMPORARY SANITARY SEWER BYPASS	EACH	1	\$	12,000.00	0.50	\$	6,000.00	1	\$	6,000.00
71	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	32	\$	571.00	7	\$	3,997.00	7	\$	3,997.00
72	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	88	\$	196.00	11	\$	2,156.00	11	\$	2,156.00
73	2503.602	8" X 4" PVC WYE	EACH	35	\$	357.00	7	\$	2,499.00	7	\$	2,499.00
74	2503.602	12" X 4" PVC WYE	EACH	42	\$	655.00		\$	-	0	\$	-
75	2503.602	15" X 4" PVC WYE	EACH	1	\$	976.00		\$	-	0	\$	-
76	2503.602	15" X 4" RUBBER SADDLE	EACH	1	\$	557.00		\$	-	0	\$	-
77	2503.602	18" X 4" RUBBER SADDLE	EACH	2	\$	560.00		\$	-	0	\$	-
78	2503.602	18" X 6" RUBBER SADDLE	EACH	1	\$	634.00		\$	-	0	\$	-
79	2503.603	6" CL 52 DIP SEWER (FORCEMAIN)	LF	50	\$	69.00		\$	-	0	\$	-
80	2503.603	12" PVC SANITARY SEWER PIPE - C900	LF	1,396	\$	63.00		\$	-	0	\$	-
81	2503.603	8" PVC SANITARY SEWER PIPE - SDR 35	LF	2,284	\$	51.00	326	\$	16,626.00	326	\$	16,626.00
82	2504.603	10" PVC SANITARY SEWER PIPE - SDR 35	LF	342	\$	45.70	342	\$	15,629.40	342	\$	15,629.40
83	2503.603	12" PVC SANITARY SEWER PIPE - SDR 35	LF	29	\$	143.00		\$	-	0	\$	-
84	2503.603	18" RC PIPE SEWER (SANITARY) DES 3006 CL III	LF	4	\$	237.00		\$	-	0	\$	-
85	2503.603	4" PVC SANITARY SEWER SERVICE PIPE - SDR 26	LF	1,572	\$	42.40		\$	-	0	\$	-
86	2503.603	6" PVC SANITARY SEWER SERVICE PIPE - SDR 26	LF	33	\$	51.60		\$	-	0	\$	-
87	2506.602	INSTALL MANHOLE	EACH	4	\$	3,100.00		\$	-	0	\$	-
88	2506.602	INSTALL CASTING LID	EACH	38	\$	240.00		\$	-	0	\$	-
89	2506.602	ADJUST STRUCTURE (SANITARY)	EACH	1	\$	892.00		\$	-	0	\$	-
90	2506.602	ADJUST FRAME & RING CASTING (SANITARY)	EACH	64	\$	506.00		\$	-	0	\$	-
T SCHEDULE 2.0 - SANITARY - TOTAL								\$	66,617.40		\$	66,617.40

SCHEDULE 3.0 - WATERMAIN

91	2104.601	REMOVE PIPE (WATERMAIN)	LF	1,458	\$	2.40		\$	-	0	\$	-
92	2104.601	REMOVE PIPE (WATER SERVICE)	LF	726	\$	1.20		\$	-	0	\$	-
93	2104.609	REMOVE HYDRANT & GATE VALVE	EACH	4	\$	357.00		\$	-	0	\$	-
94	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	3	\$	684.00		\$	-	0	\$	-
95	2504.602	INSTALL HYDRANT & VALVE	EACH	3	\$	5,620.00		\$	-	0	\$	-
96	2504.602	REINSTALL HYDRANT & VALVE	EACH	1	\$	1,070.00		\$	-	0	\$	-
97	2504.602	6" GATE VALVE & BOX	EACH	1	\$	2,160.00		\$	-	0	\$	-
98	2504.602	ADJUST HYDRANT & GATE VALVE	EACH	13	\$	952.00		\$	-	0	\$	-
99	2504.602	ADJUST FRAME & RING CASTING (WATERMAIN)	EACH	2	\$	507.00		\$	-	0	\$	-
100	2504.602	ADJUST VALVE BOX	EACH	41	\$	357.00		\$	-	0	\$	-
101	2504.602	CURB STOP COVER CASTING	EACH	22	\$	161.00		\$	-	0	\$	-
102	2504.602	1" CORPORATION STOP	EACH	22	\$	631.00		\$	-	0	\$	-
103	2504.602	1" CURB STOP & BOX	EACH	22	\$	714.00		\$	-	0	\$	-
104	2504.603	1" TYPE K COPPER PIPE	LF	726	\$	42.30		\$	-	0	\$	-
105	2504.603	TEMPORARY WATER SERVICE	LF	1,500	\$	6.55		\$	-	0	\$	-
106	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	1,315	\$	37.70		\$	-	0	\$	-
107	2504.604	4" POLYSTYRENE INSULATION	SY	60	\$	44.10		\$	-	0	\$	-
108	2504.608	WATERMAIN FITTINGS	LB	919	\$	5.35		\$	-	0	\$	-
T SCHEDULE 3.0 - WATERMAIN - TOTAL								\$	-		\$	-

SCHEDULE 4.0 - STORM

109	2104.501	REMOVE SEWER PIPE (STORM)	LF	390	\$	9.55	48	\$	458.40	48	\$	458.40
110	2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	3	\$	386.00		\$	-	0	\$	-
111	2502.601	4" PERF PE PIPE DRAIN	LF	40	\$	23.70		\$	-	0	\$	-
112	2502.602	4" PE PIPE DRAIN CLEANOUT	EACH	1	\$	178.00		\$	-	0	\$	-
113	2503.541	12" RC PIPE SEWER DES 3006 CL V	LF	238	\$	29.40	24	\$	705.60	24	\$	705.60
114	2503.541	15" RC PIPE SEWER DES 3006 CL V	LF	96	\$	33.60		\$	-	0	\$	-
115	2503.541	18" RC PIPE SEWER DES 3006 CL III	LF	1,891	\$	33.30		\$	-	0	\$	-
116	2503.541	24" RC PIPE SEWER DES 3006 CL III	LF	43	\$	51.00		\$	-	0	\$	-
117	2501.515	12" CM PIPE APRON W/ TRASH GUARD	EACH	3	\$	416.00		\$	-	0	\$	-
118	2501.515	12" RC PIPE APRON W/ TRASH GUARD	EACH	2	\$	780.00		\$	-	0	\$	-
119	2503.511	18" RC PIPE APRON W/TRASH GUARD	EACH	2	\$	1,000.00		\$	-	0	\$	-
120	2503.511	24" RC PIPE APRON W/TRASH GUARD	EACH	1	\$	1,470.00		\$	-	0	\$	-
121	2506.502	CONST DRAINAGE ST. DESIGN SPECIAL 24"X36"	EACH	24	\$	1,630.00		\$	-	0	\$	-
122	2506.502	CONST DRAINAGE STRUCTURE DESIGN 48-4020	EACH	7	\$	2,300.00		\$	-	0	\$	-
123	2506.502	CONST DRAINAGE STRUCTURE DESIGN 60-4020	EACH	1	\$	3,270.00		\$	-	0	\$	-
124	2506.521	INSTALL CASTING (STORM)	EACH	3	\$	833.00		\$	-	0	\$	-
125	2506.602	CONNECT TO EXISTING STRUCTURE (STORM)	EACH	12	\$	565.00		\$	-	0	\$	-
126	2506.602	ADJUST STRUCTURE (STORM)	EACH	12	\$	833.00		\$	-	0	\$	-
127	2506.602	ADJUST FRAME & RING CASTING (STORM)	EACH	17	\$	506.00		\$	-	0	\$	-
128	2511.501	RANDOM RIPRAP CLASS III (CV)	CY	28	\$	119.00		\$	-	0	\$	-

129	2511.511	GRANULAR FILTER (CV)	CY	13	\$ 27.20	\$ -	0	\$ -
130	2511.515	GEOTEXTILE FILTER TYPE IV	SY	7	\$ 2.10	\$ -	0	\$ -
T SCHEDULE 4.0 - STORM - TOTAL						\$ 1,164.00		\$ 1,164.00

SCHEDULE 5.0 - ALTERNATE BID

131	2575.561	BLOWN COMPOST SEEDING	SY	31,048	\$ 2.25	\$ -	0	\$ -
132	2575.602	SITE RESTORATION	LS	1	\$ 5,000.00	\$ -	0	\$ -
133	2575.605	SODDING TYPE LAWN	SY	31,762	\$ (3.90)	\$ -	0	\$ -
134	2575.635	WATER	MGAL	655	\$ 22.00	\$ -	0	\$ -
T SCHEDULE 5.0 - ALTERNATE BID - TOTAL						\$ -		\$ -

SCHEDULE 6.0 - ALTERNATE BID

135	2503.602	RUBBER SADDLE ADJUSTMENT	EACH	1	\$ 2,500.00	\$ -	0	\$ -
136	2506.603	CONST DRAINAGE STRUCTURE DESIGN CATTLE GUARD	LS	1	\$ 30,000.00	\$ -	0	\$ -
T SCHEDULE 6.0 - ALTERNATE BID - TOTAL						\$ -		\$ -

BID SUMMARY

T	SCHEDULE 1 - STREET - TOTAL					\$ 136,498.48		\$ 136,498.48
T	SCHEDULE 2 - SANITARY - TOTAL					\$ 66,617.40		\$ 66,617.40
T	SCHEDULE 3 - WATERMAIN - TOTAL					\$ -		\$ -
T	SCHEDULE 4 - STORM - TOTAL					\$ 1,164.00		\$ 1,164.00
T	SCHEDULE 5 - ALTERNATE BID - TOTAL					\$ -		\$ -
T	SCHEDULE 6 - ALTERNATE BID - TOTAL					\$ -		\$ -

AMOUNT EARNED	\$ 204,279.88	\$ 204,279.88
AMOUNT RETAINED - 5%	\$ 10,213.99	\$ 10,213.99
PREVIOUS PAYMENTS		\$ -
AMOUNT DUE	\$ 194,065.89	

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Contractor **REDSTONE CONSTRUCTION COMPANY, INC.**

By _____

Date _____

ENGINEER'S CERTIFICATION

The undersigned certifies that the work has been carefully observed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Engineer: **MSA PROFESSIONAL SERVICES**

By _____

Date _____

APPROVED BY OWNER

Owner: **CITY OF NEWPORT**

By _____

Date _____



MEMO

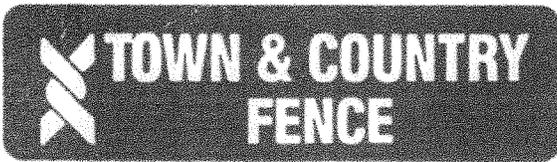
TO: Mayor and Council
FROM: Deb Hill, City Administrator
DATE: June 9, 2014
SUBJECT: Safety railing for the 10th Street Overlook

Background:

Mayor Geraghty asked staff to look into the cost of installing a railing at the river's edge at the 10th street overlook. Bruce Hanson obtained a quote from Town & Country Fence for the fence and installation. Attached is a drawing and quote for \$3000.

Discussion:

Staff is asking for direction on moving forward with this purchase.



ESTIMATION WORKSHEET

8511 Xylon Avenue North • Brooklyn Park, MN 55445-1820
Office (763) 425-5050 Fax (763) 425-9006

www.tcfence.com



CUSTOMER INFORMATION

Name: City of Newport
Address: 596 7th Avenue
City: Newport, MN. 55055
Attention: Bruce Hanson
10th Avenue Overlook

Salesperson: JEFF BECKER
Date of Contact: 07-08-14
Date of Quote: 07-08-14
Date to Install: _____
Terms: _____

PRICES QUOTED ARE GUARANTEED FOR 15 DAYS

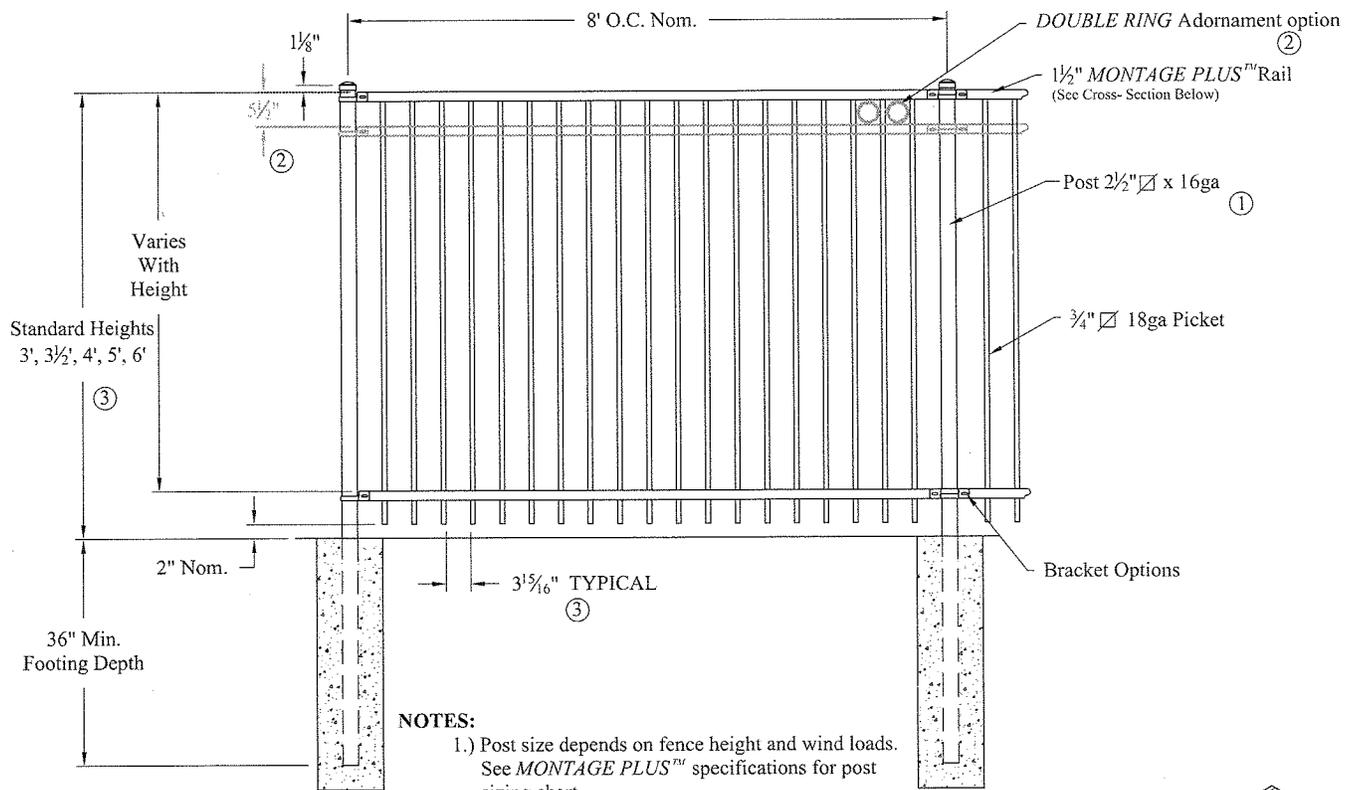
Furnish and Install

50 lf of 48" tall Ameristar Montage Plus 3 rail black Majestic Style Steel Ornamental Fence.
2 1/2" square black posts, plated and anchor bolted to concrete sidewalk
3/4" pickets

Total = \$3,000.00

Thank you for the opportunity to provide you fence costs for this project. If you have any questions concerning our bid, please do not hesitate to call. Sincerely Yours, Jeff Becker, TCFence

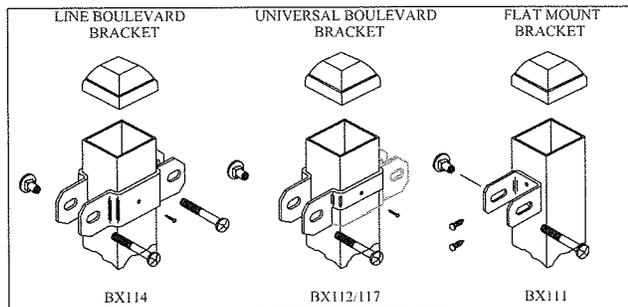
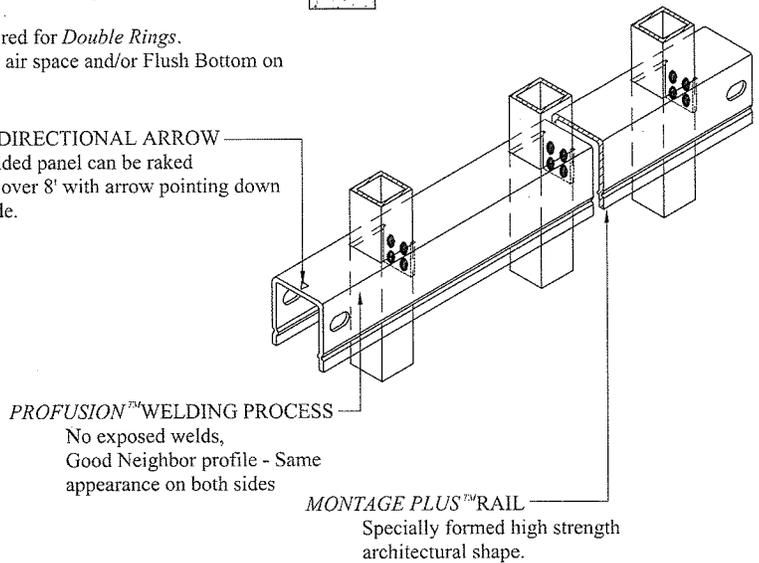
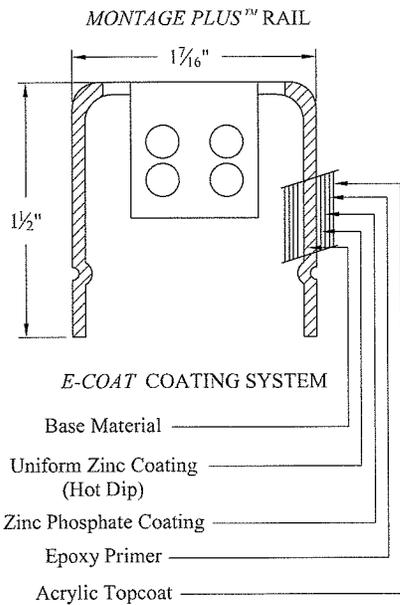
Thanks Jeff Becker



NOTES:

- 1.) Post size depends on fence height and wind loads. See *MONTAGE PLUS™* specifications for post sizing chart.
- 2.) Third rail required for *Double Rings*.
- 3.) Available in 3" air space and/or Flush Bottom on most heights.

RAKING DIRECTIONAL ARROW
Welded panel can be raked 30" over 8' with arrow pointing down grade.



COMMERCIAL STRENGTH WELDED STEEL PANEL
PRE-ASSEMBLED

Values shown are nominal and not to be used for installation purposes. See product specification for installation requirements.

IRMISO

Title: **MONTAGE PLUS MAJESTIC 2/3-RAIL**

DR: CI	SH. 1 of 1	SCALE: DO NOT SCALE
CK: ME	Date 6/28/10	REV: e



AMERISTAR™

1555 N. Mingo
Tulsa, OK 74116
1-888-333-3422
www.ameristarfence.com



Newport Volunteer Fire Department

155 20th Street, Newport, MN 55055

Telephone (651) 459-9390

Fax (651) 459-0699

July 9th, 2014

Honorable Mayor and City Council Members:

The Newport Fire Department Relief Association is requesting your approval of a change in by-laws pertaining to our retirement benefit. The proposed change will increase the retirement benefit from \$3,000 per year of service to \$3,300 per year of service, and would take effect on January 1, 2015.

I've attached a survey of various departments' retirement benefits. This information was provided by the State Auditor's Office. The most current data available is for the year ending December 31, 2012. These are the same comparative cities that have been used in the past, and were selected based on a representation of both metro and out-state departments. They are departments with approximately the same number of members, population, or a proximity to Newport. These departments pay lump sum retirement benefits in the same manner as Newport.

The Newport Fire Department is authorized for 35 members. We are currently staffed with 24 members. This is our lowest level in the past decade. The department has added only 3 new members in the past 5 years. While we work to attract qualified firefighters, it's the nature of today's hectic lifestyles, the physically demanding work, and the continuing trend away from volunteerism, which makes it difficult. According to a US Bureau of Labor Statistics study released in February of 2014, volunteerism continued its decade long decline, and dropped to its lowest point since they began keeping track back in 2002.

There are fewer incentives and greater requirements to being a volunteer firefighter in today's ever changing world. Training requirements continue to increase to keep pace with advances in firefighting technology and fire-ground management. Changes in hazardous materials and the increasing dangers in home construction require a deeper level of commitment and understanding from today's volunteer. According to the National Volunteer Fire Council (NVFC) the number of volunteer firefighters in the U.S. has declined by 13% since 1984. Attitudes impacting this trend are:

- Less time available due to factors such as the proliferation of two-income families and longer commuting distances to work.
- Change in attitudes among the public such as less focus on volunteering, loss of community pride or feeling that one should give back.
- Employers less willing to let employees off to run calls, etc.
- The aging population

(NVFC, Retention & Recruitment in the Volunteer Emergency Services: Challenges and Solutions)

Newport isn't the only community in Minnesota faced with recruitment and retention challenges. Cities across Minnesota are struggling to recruit and retain volunteer firefighters, emergency medical technicians and first responders. The situation prompted Minnesota lawmakers to pass a three-year pilot program sponsored by Representative Shannon Savick (DFL-Wells) aimed at recruiting and retaining volunteers for these critical services. Legislation passed in April of 2014 provides a \$500 yearly stipend to volunteers in 14 counties. Representative Greg Davids (R-Preston), who co-sponsored the bi-partisan bill, said he is hopeful that if data collected as part of the pilot program shows the stipend has been helpful, lawmakers will expand the program statewide.

The time and expense of training our department is constantly increasing. Our retirement package is a great investment in the safety of our city. According to a National Fire Protection Association (NFPA) study (*The Total Cost of Fire in the United States, 2014*) donated time from volunteer firefighters save localities across the country an estimated \$139.8 billion per year. The more members we retain, the better we're able to serve our community and control costs. Our retirement benefit is merely one tool we use to help build and maintain a qualified department.

The dedication and expertise of our fire department is unparalleled. The Newport Firefighter leaves their warm home on the coldest of nights. They go to their fulltime jobs with little or no sleep. They leave their own families during severe storms. They miss school concerts, athletic events, holidays, and family gatherings. Most recently the department spent their Father's Day helping a resident who unfortunately experienced a garage fire. The Newport Firefighter is always there to answer the call for help. They do this out of pride in community and a sincere concern for their neighbors.

It has been 8 years since our last benefit increase. In that time our department has put itself in position for this increase through conservative investments, and a long-term growth strategy. Even with this increase, the annual city contribution will drop by over \$12,000. As we continue to struggle to fill open positions, we must use all available tools to recruit qualified members, and reward those who have dedicated so much time and effort to their neighbors and their city.

On behalf of the members of the Newport Fire Department, we appreciate your time and consideration in this matter.

Sincerely,



Steve Wiley
Secretary
Newport Fire Department Relief Association



Mark Mailand
Chief
Newport Fire Department

Fire Department Relief Association Pension Survey *

Municipality:	Number of Members 12/31/06:	* Pension Amount 12/31/06:	Number of Members 12/31/12:	** Pension Amount 12/31/12:	Member Change	\$ Change
Alexandria	30	\$ 5,835.00	29	\$ 6,503.00	-1	\$ 668.00
Bayport	25	\$ 4,750.00	21	\$ 5,400.00	-4	\$ 650.00
Bemidji	37	\$ 4,150.00	36	\$ 5,100.00	-1	\$ 950.00
Centennial	43	\$ 4,000.00	55	\$ 4,200.00	12	\$ 200.00
Cottage Grove	48	\$ 3,000.00	50	\$ 4,000.00	2	\$ 1,000.00
Elk River	39	\$ 4,175.00	36	\$ 5,091.00	-3	\$ 916.00
Excelsior	42	\$ 5,000.00	44	\$ 6,250.00	2	\$ 1,250.00
Fergus Falls	41	\$ 3,600.00	41	\$ 3,900.00	0	\$ 300.00
Golden Valley	47	\$ 6,200.00	48	\$ 6,700.00	1	\$ 500.00
Grand Rapids	29	\$ 5,000.00	29	\$ 5,000.00	0	\$ -
Hastings	56	\$ 4,000.00	55	\$ 4,500.00	-1	\$ 500.00
Hopkins	40	\$ 6,000.00	38	\$ 5,600.00	-2	\$ (400.00)
Inver Grove Heights	56	\$ 3,500.00	63	\$ 5,800.00	7	\$ 2,300.00
Lake Elmo	26	\$ 3,100.00	22	\$ 3,100.00	-4	\$ -
Little Canada	34	\$ 2,850.00	31	\$ 3,150.00	-3	\$ 300.00
Marshall	43	\$ 4,100.00	47	\$ 4,700.00	4	\$ 600.00
Newport	28	\$ 3,000.00	24	\$ 3,000.00	-4	\$ -
Northfield	29	\$ 7,500.00	28	\$ 7,500.00	-1	\$ -
Oakdale	42	\$ 4,200.00	37	\$ 4,925.00	-5	\$ 725.00
Owatonna	36	\$ 3,000.00	32	\$ 4,450.00	-4	\$ 1,450.00
Rosemount	38	\$ 6,100.00	45	\$ 6,900.00	7	\$ 800.00
Shakopee	43	\$ 7,500.00	45	\$ 7,500.00	2	\$ -
St. Paul Park	28	\$ 2,000.00	23	\$ 2,200.00	-5	\$ 200.00
Stillwater	30	\$ 4,500.00	31	\$ 5,000.00	1	\$ 500.00
Thief River Falls	25	\$ 3,000.00	25	\$ 3,000.00	0	\$ -
Woodbury	76	\$ 6,000.00	63	\$ 6,720.00	-13	\$ 720.00
Averages:	38.9	\$ 4,663.00	38.4	\$ 5,007.27	-0.5	\$ 344.27

* Amount at time of NFD's last requested increase

** Data provided by the Minnesota State Auditor's Office as of 12/31/2012 (This is the most current published data)