



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

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

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

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
  - A. Minutes of the July 7, 2016 Regular City Council Meeting
  - B. Minutes of the July 12, 2016 Special City Council Meeting - 5:30 p.m.
  - C. Minutes of the July 12, 2016 Special City Council Meeting - 6:30 p.m.
  - D. List of Bills in the Amount of \$148,381.93
  - E. **Resolution No. 2016-29** – Accepting Donations for the Period of June 1 - July 18, 2016
  - F. **Resolution No. 2016-30** - Amending the Planning Commission Meeting Time and Policy Guide
  - G. Proposal from Pathfinder CRM for Historic Preservation Consultant Services for 2017-2018
  - H. Settlement Agreement and Release of Claims Under MN Statutes Section 299A.465
  - I. MNDot Agreement
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
  - A. **Public Hearing** - To Review Alleged Legal Non-Compliance of an On-Sale and Sunday On-Sale Liquor License Holder
  - B. Discussion Regarding Catherine Drive Potential Development
  - C. Amend 2016 Annual Appointments
10. ATTORNEY'S REPORT
11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

Agenda for 07-21-16

12. FIRE CHIEF'S REPORT

13. ENGINEER'S REPORT

A. 2017 Street and Utility Improvements

1. **Resolution No. 2016-31** - Ordering Improvement and Preparation of Plans - Project A
2. **Resolution No. 2016-32** - Ordering Improvement and Preparation of Plans - Project B

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- |                                |                 |                       |
|--------------------------------|-----------------|-----------------------|
| 1. City Council Meeting        | August 4, 2016  | 5:30 p.m.             |
| 2. Primary Elections           | August 9, 2016  | 7:00 a.m. - 8:00 p.m. |
| 3. Planning Commission Meeting | August 11, 2016 | 6:00 p.m.             |
| 4. Pioneer Day                 | August 14, 2016 |                       |



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

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**Council Absent** –

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

**4. ADOPT AGENDA**

**Admin Hill** - I'd like to add Resolution No. 2016-28 to my report.

**Motion by Geraghty, seconded by Rahm, to adopt the Agenda as amended. With 5 Ayes, 0 Nays, the motion carried.**

**5. ADOPT CONSENT AGENDA**

**Councilman Sumner** - I'd like to remove the list of bills, I have a question.

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

- A. Minutes of the June 16, 2016 Regular City Council Meeting
- C. **Resolution No. 2016-25** – Accepting Donations for Pioneer Day for the Period of May 1 - June 30, 2016
- D. **Resolution No. 2016-26** - Appointing Election Judges
- E. Summary of Resolution No. 2016-22

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

**B. List of Bills in the Amount of \$145,616.37**

**Councilman Sumner** - Under non-recurring, I see "Fitzgerald Excavating" for \$23,713.20 for storm pond cleanup, can we hear some more about that?

**Supt. Hanson** - That was pond cleanup from the 2014 storm, five of the 27 ponds were cleaned. They pulled out sand and sediment. It was the three new ponds from the North Ravine Project, the Raceway pond and the 2nd Street pond. That was covered 75% from FEMA.

**Councilman Sumner** - This is our 25%?

**Supt. Hanson** - No, we'll get reimbursed from FEMA.

**Councilman Sumner** - Have the problems that caused this been addressed?

**Supt. Hanson** - For the most part. Some of it was because they were newer but the 2014 storms were so drastic that they caused erosion throughout the County.

**Councilman Sumner** - So the landscaping is coming in thicker now and we anticipate that it'll hold back the soil?

**Supt. Hanson** - Yes, but when we get rain like that nothing will hold it.

**Councilman Sumner** - Can we put some of those tubes in?

**Supt. Hanson** - In 2014, they were in place but that amount of water wouldn't hold them.

**Councilman Sumner** - Should we consider them again in the future?

**Supt. Hanson** - No, I believe our system will hold it unless there's an extreme event.

**Councilman Sumner** - What was the event? A single rain shouldn't be doing this.

**Supt. Hanson** - I don't recall exactly. The event was quite severe. It was a natural disaster.

**Councilman Sumner** - We know that frequent and hard rain events will be the new future so I want to look at anticipating this and seeing what we can do because there's not a guarantee that FEMA will be there in the future.

**Supt. Hanson** - Absolutely, and we're working with Bailey's Nurseries to see how we can control this better.

**Councilman Sumner** - And then I see a parks sprayer for \$2,300,

**Supt. Hanson** - We've taken over spraying the parks for weed control. We were contracting it out for about \$1,300 per year. They're looking very good.

**Councilman Sumner** - Are we hitting all of our parks?

**Supt. Hanson** - Yes, parks and trails and we were only doing the picnic areas. I think it'll be a great asset.

**Motion by Geraghty, seconded by Sumner, to approve the List of Bills as presented. With 5 Ayes, 0 Nays, the motion carried.**

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

**7. MAYOR'S REPORT** - Nothing to report.

## **8. COUNCIL REPORTS**

**Councilman Ingemann** - I attended the RDF joint meeting on June 23rd and we discussed the project that is going forward to check on the odor. They're setting up a study. People can call in if they smell something so that they can check the time, humidity, temperature, etc. We had another meeting on June 29th here at City Hall with Deb. They are training some people with equipment that sniffs the air. They are trying to get a sampling. The outfit they're contracting with is the company that did the plant next to the Twins stadium. We're trying to find out where it's coming from and the level.

**Mayor Geraghty** - Will they be able to distinguish where it's coming from?

**Councilman Ingemann** - Yes. If someone smells something, the hotline number is on the website. If you smell something, call and report it so they can gather that information.

**Councilman Sumner** -How quickly do they react?

**Councilman Ingemann** - They're just taking data right now. They have trained sniffers at the RDF plant trying to get an established level.

**Councilman Sumner** - This is from the County?

**Councilman Ingemann** - Ramsey and Washington County.

**Councilman Sumner** - Are they also monitoring Sanimax?

**Councilman Ingemann** - South St. Paul is.

**Councilman Sumner** - Are they looking into Sanimax also or just their plant?

**Mayor Geraghty** - Washington and Ramsey Counties only have control over our plant.

**Councilman Ingemann** - They're working with them.

**Councilman Rahm** - I attended an executive committee meeting of the South Washington County Telecommunications Commission with the Mayor. All of the Mayors from other cities were there as well and we reviewed the charter of the Commission. There will be some changes to the voting strengths of each city and quorum. Those will be changing based on the membership changing in the member cities. Though I wasn't in favor of the original proposals, we worked out some agreements to balance the needs of the smaller cities and larger cities. That charter will come to this Council for approval so you'll get an opportunity to look at it. I think I'll recommend that we adopt it when it comes.

**Councilman Sumner** - Do you have any updates on the cable that's coming in?

**Councilman Rahm** - The last time I asked, CenturyLink said they were at 38% of their build out. They've come in to Newport. I don't know where yet but I can ask. They are willing to come to a meeting and give an update.

**Councilman Sumner** - I think that would be nice.

**Councilman Rahm** - I can bring that up. It's kind of interesting with the new voting structure, one of the things we did was make sure they build out the smaller communities as much as the larger communities. In the future, that could be in jeopardy with the new voting structure because the larger cities may have more power and they could leave the smaller communities without the same deal.

**Councilman Sumner** - So it's disproportional voting for the smaller communities?

**Councilman Rahm** - It's not as bad as what was originally proposed. We'll talk about it when it comes here. Given all the restraints, it's the best deal we could have gotten.

**Councilman Sumner** - How underrepresented will we be?

**Councilman Rahm** - When it was originally created, each city had 2 votes, we remain at 2 but Woodbury has 7 and Cottage Grove has 5. We increased the quorum and required that 2 cities vote for it. I think it's the best we could do under the circumstances.

**Councilman Sumner** - How many votes does St. Paul Park and Grey Cloud have?

**Councilman Rahm** - St. Paul Park has 2 and Grey Cloud has 1.

**Councilman Sumner** - Will CenturyLink still be interested in serving Newport?

**Councilman Rahm** - Yes, they've already been approved so it won't affect them, I'm just giving it as an example for the future.

**Councilman Sumner** - When will this come to us?

**Councilman Rahm** - I believe we'll approve the plan at the next meeting next month and then it'll come to us. If any one city doesn't vote for it, they won't change but there are other implications with that. The larger cities could break off and create their own commission.

**Councilman Sumner** - I appreciate your disclosure.

**Councilman Lund**- I also met with CenturyLink's government representative and asked him what the City can do to encourage development. He said that they've agreed to spend \$3 million across the State to serve underprivileged communities. He doesn't know if Newport qualifies for that, it depends on income and available speeds. Another point he made is it's much less expensive for them to put their lines in the air so we want to make sure our ordinances allow them to put fiber on existing poles. I know one of our ordinances says that new developments can't be in the air. That's one place we're at an advantage because many of the services in Cottage Grove and Woodbury is underground. Another thing is that we should coordinate with them when we open streets. He also said that they're required to serve 15% of Newport by the franchise agreement.

**Councilman Rahm** -That's the initial build out.

**Councilman Lund** - So we want to keep them informed of any new developments.

**Councilman Sumner** - We'll be trimming trees again. I noticed the mulching was being addressed. Are they done?

**Supt. Hanson** - Yes.

**Councilman Sumner** - Also, do you know the replenishment schedule for the water bags?

**Supt. Hanson** - I believe it's weekly. I've checked them and they are empty.

**Councilman Sumner** - A couple I checked are full.

**Councilman Lund** - We have a lot of oak trees and we should be vigilant about taking down trees that have oak wilt as quickly as possible.

**Councilman Sumner** - How fast does it transfer?

**Councilman Lund** - I'm not sure.

**Supt. Hanson** - Timing is everything. This time of year, you don't want to do anything to them, including dead trees. I believe it's after November 1st.

## **9. ADMINISTRATOR'S REPORT**

### **A. Resolution No. 2016-27 - Declaring 578 12th Street a Hazardous Building and Ordering its Removal**

Admin. Hill and Assistant to the City Administrator Eisenbeisz presented on this item. Bob LaBrosse, Building Official, declared this house uninhabitable. The house has been put up for sale. The realtor contacted the City and is requesting a 60-75 day extension because he has a couple buyers in place. Two of the potential buyers are builders and would tear down the house and build two houses, the other potential buyer is a neighbor who would purchase a portion of the land. Attorney Knaak noted that the Council can pass the resolution but not enforce it immediately.

**Leonard Friedrich, 578 12th Street** - I'd like to have an extension to remove the stuff I need and want. I'm going to destroy the house because I found out today that my wife will be in a nursing home for the rest of her life. I will be the only survivor left. I would like to have an extension to remove my personal items and then have it destroyed. If they destroy it, am I charged to haul the ashes away?

**Mayor Geraghty** - You'll be selling the property? Is the buyer selling it as is?

**Mr. Friedrich** - Yes.

**Mayor Geraghty** - They'll be responsible for removing it. We'll pass this resolution tonight. We'll work with you to give you some time to get your property out and work on the sale.

**Gene, Brainerd, MN** - I've known Leonard all my life. On this new easement on 12th Street.

**Engineer Herdegen** - This is for the improvement hearing we're holding for 5th Avenue and 12th Street.

**Gene** - Which side of the railroad tracks are you working on?

**Engineer Herdegen** - Both sides. This project doesn't affect him.

**Gene** - We've been all over trying to find him a place to live while they are working on everything. We can't get help, he makes too much money. He's on social security, he's getting \$1,300 per month.

**Mr. Friedrich** - After everything, we're living off of \$10,000 per year.

**Councilman Sumner** - How many days will we give them?

**Mayor Geraghty** - We can't do anything for 20 days but we'll wait and see.

**Councilman Sumner** - I just want to make sure it's in the resolution.

**Attorney Knaak** - It is something you can raise in the attorney's report because it would be a pending action.

**Councilman Sumner** - We've done enough to give them time?

**Attorney Knaak** - Yes. It's 20 days for them to respond from filing and the City is the one to determine when they want to set that hearing.

**Motion by Geraghty, seconded by Ingemann, to approve Resolution No. 2016-27. With 5 Ayes, 0 Nays, the motion carried.**

## **B. Discussion Regarding Liquor Licenses for Opinion Brewing**

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

**Councilman Rahm** - It looks like there's a bowling lane there.

**Asst. to the City Administrator Eisenbeisz** - It's about 10 to 15 feet, the back of the stage is right here so they are not operational. The lanes were turned into tables.

**Councilman Rahm** - How did we find this out?

**Asst. to the City Administrator Eisenbeisz** - I believe Bob LaBrosse informed us and we asked Sgt. Osterman to verify.

**Councilman Sumner** - So what do they need to do to become a restaurant?

**Asst. to the City Administrator Eisenbeisz** - Serve food that's prepared onsite.

**Councilman Sumner** - Because you put later on in your memo that they'll eventually need to become a restaurant because brew pub licenses can only be issued to restaurants per State Statutes.

**Asst. to the City Administrator Eisenbeisz** - Yes and we'll be having a public hearing in August to change the City Code to reflect that because the State Statutes have changed since we approved our Code. When they want to become a brew pub they will need to become a restaurant.

**Councilman Sumner** - Have we heard anything about their plans to become that?

**Asst. to the City Administrator Eisenbeisz** - No.

**Councilman Sumner** - Are they aware of that provision?

**Asst. to the City Administrator Eisenbeisz** - I've informed them. Tonight, this is just for your information. The review hearing will be on July 21st.

**Councilman Ingemann** - Serving pizzas is not a restaurant unless you make them.

**Councilman Lund** - Is there a legal opinion on the pizzas?

**Attorney Knaak** - No, you really do have to prepare food onsite. The question is whether or not you can add, define or somehow modify the definition of a restaurant. I'm thinking of Subway for example where you're preparing food onsite. That's all you would require. There are cities that really enforce the restaurant provision and require a certain percentage of revenue to be from the food, you don't do that. If you're comfortable enough with the idea of it being a bar without something else going on, you might be more flexible on how you define preparing food onsite but nuking a frozen pizza does not meet it.

**Councilman Lund** - They have a pizza oven.

**Attorney Knaak** - If they were to prepare the pizza onsite, that would work. As it is right now, they don't meet any of those.

**Councilman Lund** - Would you consider a fryer preparing food onsite?

**Attorney Knaak** - Sure.

**Councilman Ingemann** - Put it on a grill.

**Councilman Sumner** - Does that contradict the County's license?

**Attorney Knaak** - They would need to deal with the County separately for a license. Once you start preparing food, there are all kinds of regulations.

**Councilman Sumner** - Does the license they have from the County allow them to do that or do they need to get an additional license?

**Attorney Knaak** - I'm not sure. I would anticipate that they would.

**Councilman Sumner** - They would have to find that out and report back to us?

**Attorney Knaak** - Yes. This doesn't necessarily put them out of business but they do need to be creative in terms of what they do.

**Councilman Sumner** - This is just a heads up?

**Asst. to the City Administrator Eisenbeisz** - Yes and the review hearing is on the 21st.

**Councilman Sumner** - And they are expected to turn up?

**Asst. to the City Administrator Eisenbeisz** - We've informed them of it.

**C. Resolution No. 2016-28 - Ordering the Abatement of a Certain Abandoned Vehicle Located on Private Property in the City at 1057 7th Avenue**

Admin. Hill presented on this item as outlined in the attached. The City Council approved a Resolution on June 16, 2016 abating this property. Since then, the City contracted with a company to clean up the property. There is a Ford Bronco on the property that needs to be removed. The owner did call and talk with Deb about it and said that his friend would be removing it. He hasn't. If we remove it, it'll be assessed to his taxes. It was last licensed in 2011.

**Councilman Sumner** - Is it operable?

**Sgt. Osterman** - No.

**Councilman Sumner** - Where would we tow it?

**Attorney Knaak** - I think you need to bring it to an impound lot and assess the taxes. It's been posted and this could be part of the overall abatement process but your ordinance allows you to get it out earlier.

**Councilman Lund** - Does this need action by the City Council? Can't we just authorize the Sheriff's Office to tow any vehicle that's not complying?

**Attorney Knaak** - When you're taking property...

**Councilman Lund** - This isn't taking, it's towing.

**Attorney Knaak** - It is considered taking, especially when you don't know the owner.

**Councilman Lund** - When you tow a car that's parked illegally during a snow emergency, you can do it like that, why isn't this the same process?

**Admin. Hill** - This is private property.

**Councilman Lund** - In cities larger than ours, they don't vote every time to tow a vehicle.

**Attorney Knaak** - In cities that I've worked with, it's part of a due process when you have something on private property and it needs to be removed. You have ordinances that say that cars will be towed during a snow emergency if they are parked where they shouldn't be, the ordinance is the notification. If it's on private property and it's towed, you're likely to call the police because it's gone missing and you don't know why because you weren't noticed.

**Councilman Lund** - So the distinction is that it's on private property?

**Attorney Knaak** - Yes.

**Mayor Geraghty** - Was there a bank involved?

**Admin. Hill** - We don't know.

**Attorney Knaak** - It hasn't arrived in this case yet. We have another case where the bank owned it and they came right out. What's going on in this case is typical, at some point the owner finds out and gets the notice because we need to deliver it to them. You'll typically get a response and they'll handle it.

**Mayor Geraghty** - If we do tear the building down, will we get the money first?

**Attorney Knaak** - Yes.

**Councilman Sumner** - Does the individual want to work on the house?

**Admin. Hill** - He's in and out of contact.

**Councilman Lund** - I think we should approve this and going forward, we can put this on the consent agenda.

**Attorney Knaak** - What's unusual about this is that typically the owner is present so we usually cite them.

**Councilman Lund** - So citing doesn't require Council action?

**Attorney Knaak** - No.

**Motion by Lund, seconded Ingemann, to approve Resolution No. 2016-28. With 5 Ayes, 0 Nays, the motion carried.**

**10. ATTORNEY'S REPORT** - Nothing to report.

**11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT** –

**Sgt. Osterman** - There's a prescription drug take back program on July 30th at Newport Center. Anyone can drop off prescription drugs and we destroy them. It's from 10:00 to 2:00.

**Councilman Sumner** - Can you put in cough medicine?

**Sgt. Osterman** - Yes, any type. It gets processed through evidence and then it's taken to get burned. It's an anonymous drop-off, no one looks at the bottles.

**Councilman Sumner** - And they don't have to identify the medications?

**Sgt. Osterman** - No.

**12. FIRE CHIEF'S REPORT** -

**Chief Wiley** - Booya is this weekend. The parade is Saturday night at 6:30 p.m. Serving begins at 11:00 on Sunday. A lot of new stuff this year. Regions Hospital and Gillette Children's Hospital will be putting on a car seat clinic so new parents can come and make sure their car seat is installed properly and the kids are in there correctly. We're also expanding our silent auction. One of the items we have is 2 tickets to anywhere in the U.S. from Sun Country. This is also the first year that we'll be serving local craft beer from Lift Bridge Brewing. We're also going to staff our trucks so people can come and look at them and climb on them. I'm also really excited about the Sheriff's Office coming out for a K9 Demo and some Parks and Water equipment.

**Councilman Sumner** - How is the training going for the most recent additions?

**Chief Wiley** - Good. One came in from another fire department so he's fully trained. The other two have gone through all of their required training so they are up to speed.

**Councilman Sumner** - How are we doing with numbers?

**Chief Wiley** - We're at 24 right now with 1 on leave.

**Councilman Sumner** - There was a call up at Bailey Road on the 4th, did we have enough to respond?

**Chief Wiley** - Yes, it was good.

**Councilman Sumner** - Thanks to you and your guys.

**Councilman Rahm** - How many drums do we have this year?

**Chief Wiley** - We went up an additional 90 gallons.

### **13. ENGINEER'S REPORT**

#### **A. Fishing Pier**

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

**Councilman Sumner** - Do the four bullet points need to be added?

**Engineer Herdegen** - No. Generally, we would like to see soil borings if we're constructing a permanent improvement such as a paved access. We would contract that out. Depending on the cost, you may not need to bid out the project. We didn't want to include the fee for bidding.

**Councilman Sumner** - Did you provide this handout (attached)?

**Engineer Herdegen** - Yes, this was done by John Stewart. I didn't prepare his cost estimate. I think we'll prepare another one for whichever one we choose. The map is based on GIS contours. For this, I would want to do our own survey to ensure that whatever we design is suitable for the field.

**Councilman Lund** - The current concept doesn't rely on topographical slope to meet ADA requirements. Do we need to do that to get paving on the ground?

**Engineer Herdegen** - Yes. The current concept would be to have a driveway access and accessible parking space and then the landing and pier would be accessible. The survey would be enough to construct the driveway down there.

**Councilman Lund** - Our biggest time constraint is the potential for new regulations by the DNR so starting this year would be preferred so we don't have to abide by any new restrictions. My preference would be doing what we have to to start work on it and get going. We had the dock in the water before, I don't know that we need an underwater topographical survey. I'm surprised at this price tag and timeline.

**Engineer Herdegen** - The timeline is for DNR permitting. As far as design, we can be done sooner than that. The caution with the pier itself is that it's not ADA compliant right now. There would need to be some design to address that.

**Councilman Lund** - Did we get a permit from the DNR before?

**Mayor Geraghty** - They were informed.

**Councilman Lund** - When I put my dock in I sent something to the DNR and it wasn't a big deal, the bigger permit is from the Army Corps of Engineers. I think in both cases, they got back to me in a couple weeks.

**Mayor Geraghty** - Did you want to use the dock from the Northern Tier property too?

**Councilman Lund** - No, if we can modify our existing dock, that would work better.

**Councilman Rahm** - Is this coming from the Park Board?

**Councilman Lund** - I ran on it. I mentioned it to the Park Board, they didn't vote on it by any means. There were some positive statements.

**Councilman Rahm** - We talked about this before and had to pull it out because it wasn't ADA compliant. To make it was cost prohibitive so we said no. I thought we were going to do a kayak pier instead and work with the U.S. Department of Interior to do that. Is this a different shift?

**Mayor Geraghty** - We were talking about making it a boat launch or landing but it would probably be used for fishing. I think we need to set the design standards.

**Councilman Rahm** - Is this where we want to spend our money. It's an unbudgeted item. Should we put it in the budget for next year?

**Mayor Geraghty** - We need the design. As far as revenue, I was thinking about the sales of properties could be used for park improvements.

**Councilman Sumner** - Don't we have a parks budget?

**Admin. Hill** - I don't know how much is in it off the top of my head.

**Councilman Rahm** - Did the Park Board recommend this, is it their top priority?

**Councilman Lund** - Their top priority was the ball park fence but we're in charge.

**Councilman Rahm** - When I wanted the solar powered lights, we said great but put it in the budget for the next year and waited. Maybe we design it and put it in the budget for next year.

**Councilman Lund** - Unless the DNR says you're too late. We only have one chance to do what we want and we shouldn't pass it up for formalities.

**Mayor Geraghty** - Do we agree that we should do the design work?

**Councilman Rahm** - Yes. When we have a new design, will we have an estimate on what it'll cost?

**Engineer Herdegen** - Yes.

**Councilman Sumner** - So we're not going with the previous design?

**Engineer Herdegen** - Yes, it's always subject to DNR approval but working within the ADA requirements, I think we can design something better than this.

**Councilman Sumner** - It'd be an ADA parking spot right?

**Mayor Geraghty** - Yes.

**Engineer Herdegen** - It's a single spot with an aisle and turn around area.

**Councilman Lund** - There's a significant runoff problem there now, as we consider the design, this will reduce runoff to a greater extent.

**Engineer Herdegen** - It'll be clean runoff.

**Councilman Lund** - So as we look at our duties of water quality, this will be a benefit.

**Councilman Sumner** - Is it possible to have an outside surveyor do this at less cost?

**Engineer Herdegen** - I wouldn't say it's impossible but we have a lot of experience in Newport. This is a boundary survey and that's a significant amount of the cost. I don't feel comfortable designing improvements without being certain of where the boundary lines are.

**Councilman Sumner** - That hasn't been done?

**Engineer Herdegen** - No.

**Councilman Lund** - When I did a survey of my property it was a couple hundred dollars. I would just ask that we do what is necessary and nothing beyond.

**Mayor Geraghty** - I know you're worried about encroachment, how wide do you expect it?

**Engineer Herdegen** - The road itself will be narrow, the challenge will be at spot at the slope and try to tie into the existing slopes.

**Councilman Sumner** - I think we should identify the City's property down there so I'm in favor of a survey at the most economical value.

**Motion by Ingemann, seconded by Rahm, to authorize the design work for \$17,000. With 5 Ayes, 0 Nays, the motion carried.**

**Engineer Herdegen** - Just a quick reminder, we have two improvement hearings on July 12th at 5:30 and 6:30 p.m.

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

**Councilman Sumner** - What did you record for rainfall?

**Supt. Hanson** - 1.1".

**Councilman Sumner** - I had about an inch. I did go to the driveway at Ford and it looked like it held.

**Supt. Hanson** - It seems like they're keeping the drain cleaned out.

**Councilman Sumner** - That's a significant improvement.

**Supt. Hanson** - Also, the June 2014 storm was 4.13".

**Councilman Sumner** - The retaining pond off of Ford is holding.

**Supt. Hanson** - One of the things on our pond cleaning, that all came from private property.

**Councilman Sumner** - Can we make the property owners pay?

**Supt. Hanson** - I'm working with the Watershed District and Bailey's Nurseries trying to contain it.

**Councilman Ingemann** - How will you determine which sediment is theirs?

**Councilman Lund** - If there's a major contributor.

## 15. NEW / OLD BUSINESS

### A. Pay Study

**Mayor Geraghty** - We've been talking about this for many months. The question is do we want to go to the grid system for non-union employees and do some salary adjustments. Some proposals were submitted in the packet. I personally think we should make the adjustments, some effective July 1 and some in January.

**Councilman Ingemann** - I thought we were going to put this off until budget time.

**Mayor Geraghty** - No.

**Councilman Sumner** - Initially, I was put off by the Springsted study. I thought it was incomplete, unsubstantiated, I didn't believe the findings, I didn't like that they were trying to say we were discriminating any class of workers. It's been over a period of months of looking at this that I believe there would be some benefit in looking at the grid now and for the future. I would be in favor of making a one-time adjustment to get the people at a higher grade into a classification that recognizes their level of responsibility. I don't know if I agree with the 9th step amounts. No lack of appreciation for the work that's being done by the Superintendent of Public Works.

**Mayor Geraghty** - This has been adjusted and we already approved that salary back in 2014. The salary for Bruce is the top of the range.

**Councilman Sumner** - So this has been adjusted? I think there are some benefits to having a step.

**Councilman Rahm** - So that's different from what we have in the packet?

**Mayor Geraghty** - Yes, the highlighted colors would take effect in January.

**Motion by Geraghty, seconded by Lund, to approve the per hour rates for Renee Eisenbeisz and Deb Schulz to \$28.07 starting July 1, 2016 and Jamie Smith to \$13.50 starting July 1, 2016. With 5 Ayes, 0 Nays, the motion carried.**

**Councilman Lund** - Before we implement the grid, the paperwork says we'll implement the steps in July, I would want to do that in January instead.

**Mayor Geraghty** - The reason I said that is because if we approved COLA, it would appear that people are getting 6% raises.

**Councilman Rahm** - The thing with it being in July is that you have a Council that has a little bit under their belt where in January, you might have new members.

**Councilman Ingemann** - Then we should set January in the budget process, not now.

**Mayor Geraghty** - This would be the grid for 2017, the question is when do they move up their steps.

**Councilman Lund** - Can we approve this grid with where people will be starting January 1?

**Councilman Ingemann** - You're setting their salary for next year now? What if we get a different Council?

**Mayor Geraghty** - They can change it. This Council has already approved some of these.

**Councilman Lund** - So the motion is to approve the grid system and set the salaries for 2017?

**Mayor Geraghty** - Yes.

**Motion by Geraghty, seconded by Rahm, to approve the grid as presented and approve the following per hour rates for January 1, 2017:**

- **Deb Hill - \$44.74/hour**
- **Bruce Hanson - \$44.39/hour**
- **Matt Yokiel - \$33.44/hour**
- **Renee Eisenbeisz - \$28.85/hour**
- **Deb Schulz - \$28.85/hour**

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

**Councilman Rahm** - From my experience, I think giving the Council more time before setting some of those things would help because we would have six months to get to know people.

**Mayor Geraghty** - The step increases would be performance increases so a supervisor could not recommend it. I also put something in that they need to be employed for six months before they'd be considered for a step increase. I like the separation myself.

**Councilman Lund** - The important thing is to have the evaluations done before the step increase.

**Asst. to the City Administrator Eisenbeisz** - I send them out in January and ask them to be done by the end of February.

**Councilman Sumner** - And that works for the budget.

**Admin. Hill** - We'll put that in the budget.

**Councilman Lund** - So we would do COLA at the end of the year.

**Mayor Geraghty** - Future Councils don't need to do COLA.

**Councilman Sumner** - I would like to come up with an agreement on a COLA amount.

**Mayor Geraghty** - That's up to future Councils and may be similar to the unions.

**Councilman Ingemann** - Tie it to the Social Security adjustments.

**Councilman Sumner** - I would like to have that agreed on.

**Councilman Lund** - We have this taken care of through 2017.

**Motion by Lund, seconded by Rahm, to authorize the performance increases to implemented July 1 each year starting July 1, 2017. With 5 Ayes, 0 Nays, the motion carried.**

**Mayor Geraghty** - I'd prefer not to get into COLA because a future Council can do whatever they want.

**B. Resolution No. 2016-17 - Establishing the Policy for the City in the Use of Surveillance Cameras on City Property**

**Mayor Geraghty** - Are you ok with this?

**Councilman Rahm** - We do this already right with the Library?

**Mayor Geraghty** - I would just like all of the public places posted that they may be under video and audio surveillance.

**Councilman Rahm** - If someone requests video, do we have any idea of what it would cost to comply with that?

**Attorney Knaak** - That cost can be imposed to the person.

**Councilman Sumner** - So would one sign suffice for the parks?

**Attorney Knaak** - You just need to provide reasonable notice. You can decide to do it at the entrances, where the surveillance is occurring, entrance of the building.

**Councilman Rahm** - So this will cover areal drones?

**Attorney Knaak** - That was something that was discussed at the last attorney's conference having to do with issues like this. The primary focus was that they were a nuisance but it evolved into it being an easy way to enforce the code so you can see nuisances that you couldn't from the road. I know the discussion is going on in other cities. It's a cost benefit thing. Do you send a police officer to do it or do you send a drone out.

**Councilman Ingemann** - Couldn't I shoot it down because it's over my property?

**Councilman Rahm** - No, they discussed how far up your air space goes up.

**Attorney Knaak** - Those are unresolved questions. Although the City isn't engaging in that type of surveillance, if you were, you'd have to provide some form of notice. This would cover it by the way.

**Councilman Rahm** - I've already read about cities that are doing it for public safety now. It probably falls outside of this.

**Councilman Lund** - One quick point. I believe Hennepin County is already on record for using facial recognition to track people. I don't want our videos contributing to some large database tracking people. Law enforcement agencies are already using that technology but I don't want them using ours.

**Councilman Rahm** - It's being used in retail stores and casinos. I don't think the laws have caught up to.

**Councilman Lund** - I'm not comfortable with the data from our cameras going into a database. Can we add a clause that says we will not share our video information?

**Councilman Ingemann** - If it's public, they can get it.

**Councilman Lund** - But we don't have to have an efficient way of giving it to them.

**Attorney Knaak** - You can have a closed system where it's recording data for you but you're not connected with any other system. That's not to say if the City has its own facial recognition program, they can't use that in the future. But in terms of not wanting it to be part of a broader network, you can have a closed system. It's public data. In many cases, they are using their own internal systems for facial recognition and this won't be part of that.

**Councilman Rahm** - Sgt. is there any talk about the body cams?

**Sgt. Osterman** - Yes, before I was transferred here they were talking about it. They're doing some research.

**Councilman Lund** - So we'd have to approve the connection of our system to a broader network?

**Attorney Knaak** - That's my opinion. You'd have to approve any system you have now.

**Councilman Lund** - Let's say it's going to be a closed system.

**Councilman Ingemann** - I believe they are hardwired into our recording system already.

**Attorney Knaak** - Let's use Bailey Forest as an example, you may not have that hardwired but use a wireless system. That system is a closed system until you decide you'll be something else.

**Motion by Geraghty, seconded by Sumner, to approve Resolution No. 2016-17 as presented. With 3 Ayes, Ingemann and Lund voting Nay, the motion carried.**

**Councilman Rahm** - Right now we're just putting up signs saying we may, when we have the system up then we can talk about it.

**16. ADJOURNMENT**

**Motion by Geraghty, seconded by Rahm to adjourn the regular City Council meeting at 7:21 p.m. With 5 Ayes, 0 Nays, the motion carried.**

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

Respectfully Submitted,

Renee Eisenbeisz  
Assistant to the City Administrator

**RESOLUTION NO. 2016-28**

**A RESOLUTION OF THE CITY OF NEWPORT, MINNESOTA, ORDERING THE ABATEMENT OF A CERTAIN ABANDONED VEHICLE (FORD BRONCO MINNESOTA LICENSE NUMBER 855 DTA) LOCATED ON PRIVATE PROPERTY IN THE CITY AT 1057 7<sup>TH</sup> AVENUE**

**WHEREAS**, the City of Newport is a Minnesota Statutory City; and

**WHEREAS**, among its powers is the authority to deal with public nuisances within the City; and

**WHEREAS**, the City has adopted in its municipal code Section 800 to regulate the handling of nuisances within the City and Section 800.03M specifically identifies non-operating or discarded vehicles as nuisances within the meaning of the Newport Municipal Code; and

**WHEREAS**, the property within the City located at 1057 7<sup>th</sup> Avenue has been identified as abandoned or hazardous within the City and the City has commenced statutory proceedings to have the structure or structures on the premises designated as hazardous under Minnesota law; and

**WHEREAS**, a certain motor vehicle, identified as a Ford Bronco, Minnesota License Number 855DTA, is on the property and has not been operated and appears to have been discarded, inasmuch as, among other things, the license plates on the vehicle have not been replaced or renewed since 2011 and the vehicle does not appear to have been moved over a period of several months or years; and

**WHEREAS**, there does not appear to an owner on the aforesaid premises and the City staff after a due and diligent search, has been unable to determine the name or location of any such owner; and

**WHEREAS**, on or about \_\_\_\_\_, 2016, the City did post upon the vehicle a notice of its intent to abate the vehicle as required under Newport Municipal Code Section 800.06, Subdivision 1; and

**WHEREAS**, no owner or other interested part has come forward to claim the vehicle or to abate the nuisance it represents on the aforesaid premises; and

**WHEREAS**, the aforesaid vehicle is a nuisance within the meaning of Newport's Municipal Code.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Newport, acting through its City Council:

1. **FINDS AND DECLARES** that a certain vehicle, described as a Ford Bronco with Minnesota License Number 855DTA and currently located at 1057 7<sup>th</sup> Avenue within the City is a nuisance within the meaning of Newport Municipal Code Section 800.03.
2. **ORDERS** the abatement by immediate removal of the vehicle from the premises as authorized Newport Municipal Code Section 800.06, Subdivision 1.
3. **FURTHER ORDERS** that the cost of any abatement, including storage and towing fees, shall be assessed against the aforesaid real property as a current service under the authorization of Newport Municipal Code Section 800.06, Subdivision 3.

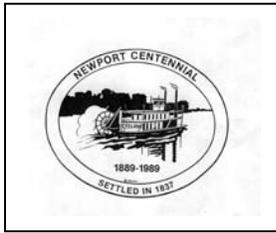
Adopted by this council this 7th day of July, 2016.

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

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

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

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



**MEMO:** *Fishing Pier ADA Compliance Costs*

**TO:** *Newport City Administrator & Superintendent of PW,*

**From:** *John Stewart P.E. City Engineer*

**Date:** *July 12, 2012*

**INTRODUCTION:**

As we have discussed in previous correspondence we believe that if the “movable dock” is used as a fishing pier on the 6<sup>th</sup> Street river access, accessibility as required by the Americans with Disabilities Act (ADA) should be provided.

The minimum requirement for accessibility to a fishing pier facility is a hard surfaced pathway that is 6 feet wide and does not exceed a 1 in 12 slope. Handrails and rest/passing areas are required on the access trail. Modifications to the pier will also be required to facilitate wheel chair usability, and transition from the access trail to the “movable dock”.

We understand that the “movable dock” will be moved up slope during winter and high river stage events.

As shown by the attached exhibit an ADA compliant access can be constructed within the limits of the 6<sup>th</sup> Street right of way (ROW). You will note that we also show a bituminous access path down the center of the ROW, this path can be used to remove the pier and to allow a similar access to abutting properties as presently exists. We estimate that the cost of providing ADA access will be \$55,500. We understand that there is a waiver process that may be used to discount ADA compliance. The waiver cannot be based on cost, but may be requested based on topographical conditions, although our any competent analysis will show that topographical considerations can be mastered using a serpentine layout.

Use of the bituminous access path requires that the handrail system be constructed with removable panels.

Significant grading will be required to prepare the ROW for construction of ADA compliant and access trails.

We have prepared the following cost estimate detailing the construction items required for the access. We have not included cost of dock modification, as we believe Public Work as in-house capabilities to facilitate these modifications.

City of Newport Fishing Pier  
 ADA Accessibility Improvements

**Engineers Estimate**

SPEC NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL PRICE
<b>SCHEDULE 1.0 - STREET &amp; GRADING</b>					
1	MOBILIZATION	LS	1.00	\$ 100.00	\$ 100.00
2	CLEAR AND GRUB TRAIL	AC	0.15	\$ 3,500.00	\$ 525.00
3	SUBGRADE PREPARATION	SY	550	\$ 4.00	\$ 2,200.00
4	AGGREGATE BASE CLASS 5	TON	75	\$ 16.00	\$ 1,200.00
5	TYPE SP 9.5 WEAR COURSE MIXTURE 2B (TRAIL)	TON	50	\$ 125.00	\$ 6,250.00
6	INSTALL ALUMINUM RAILING	LF	800	\$ 35.00	\$ 28,000.00
7	SILT FENCE, TYPE MACHINE SLICED	LF	100	\$ 2.00	\$ 200.00
8	FILTER LOG, TYPE WOOD FIBER BIOROLL (6")	LF	100	\$ 2.50	\$ 250.00
9	FILTER LOG, TYPE WOOD FIBER BIOROLL (12")	LF	0	\$ 4.00	\$ -
10	INLET PROTECTION	EACH	0	\$ 175.00	\$ -
11	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1	\$ 1,200.00	\$ 1,200.00
12	TURF RESTORATION	LS	1.00	\$ 1,000.00	\$ 1,000.00
<b>T</b>	<b>SCHEDULE 1.0 - STREET &amp; GRADING - TOTAL</b>				<b>\$ 40,925.00</b>
	Eng. Contingency & OH				\$ 14,323.75
	Total Project Cost				<b>\$ 55,248.75</b>

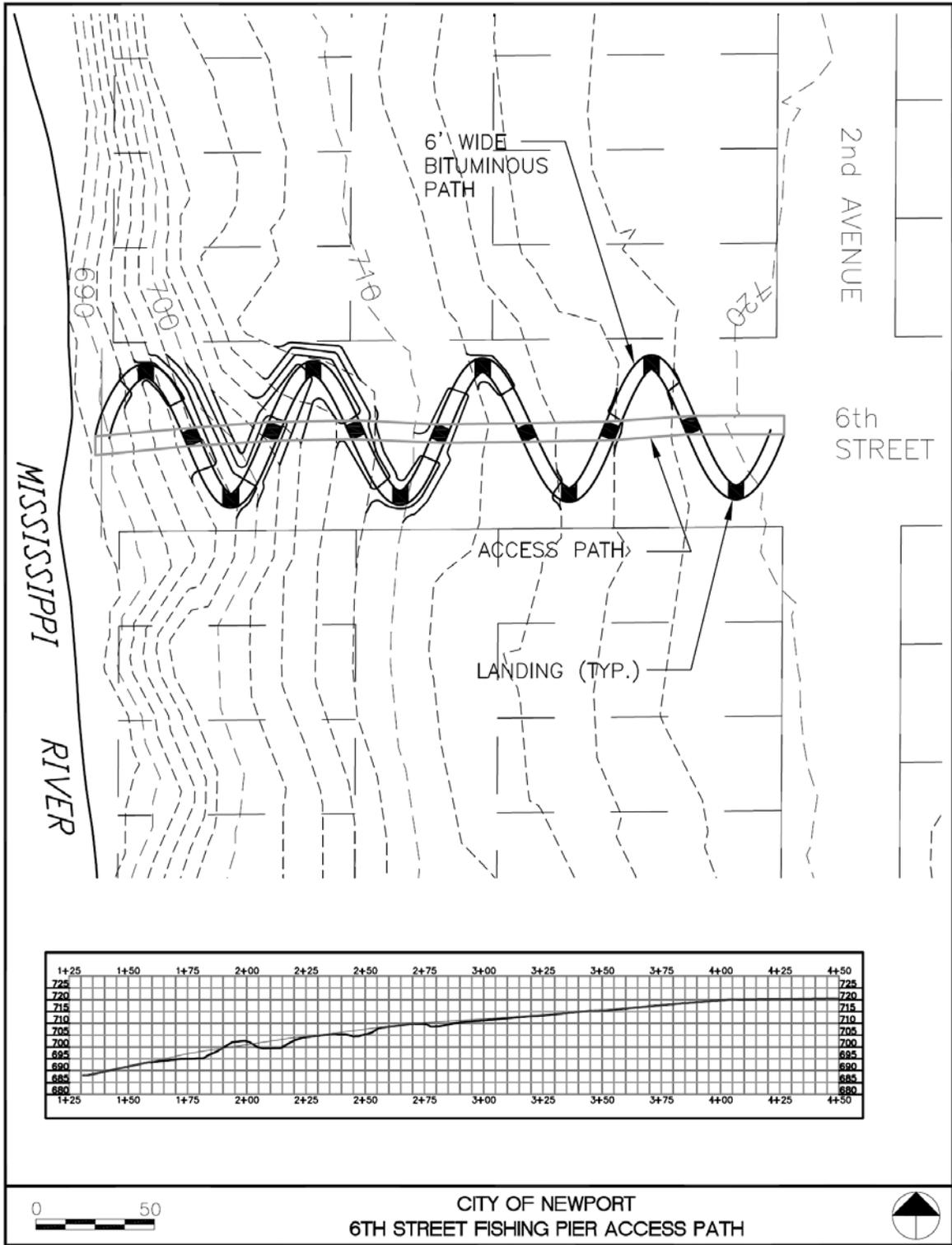
Please advise if you would like further input on this matter.

Thank you



John Stewart, P.E.

BDM Consulting Engineers and Surveyors, PLC





**City of Newport  
Public Hearing Minutes for Street Improvement Project  
July 12, 2016 - 5:30 p.m.**

**ROLL CALL**

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

**Council Absent** – Tracy Rahm,

**Staff Present** – Deb Hill, City Administrator; Jon Herdegen, City Engineer

**1. OPEN PUBLIC HEARING**

Mayor Geraghty opened the Public Hearing at 5:31 p.m.

**2. STREET IMPROVEMENT PROJECT PRESENTATION**

Engineer Herdegen presented on this item as outlined in the attached PowerPoint.

**Mayor Geraghty** - You have October 2017 for the bid date and award and it should be 2016.

**Engineer Herdegen** - That's correct.

**3. RECEIVE PUBLIC OPINION**

**Allie Boyd, 924 12th Street** - Will the cost be the same for every property?

Engineer Herdegen - Yes, it's based on the benefit to the property.

Ms. Boyd - I've seen some other road improvement projects going on previously, this is separate from that right?

Engineer Herdegen - Yes.

**Jim Smith, Imperial Campers** - The letter that we received said the estimated cost of improvements was more than this.

**Engineer Herdegen** - That's for both phases of the project. This group is the only part that will be doing a sewer lining project. The feasibility study was for both projects combined. The Council may consider one project or the other or both. The remainder of the cost is for the street reconstruction.

**Mr. Smith** - We take up a lot of it, we're only using the same amount of sewer with 2 connections. Will we be charged double?

**Engineer Herdegen** - If we put 2 in, you'll be charged for 2.

**Mr. Smith** - How did this come about? Does it have anything to do with the Raceway property being sold and water and sewer not being there?

**Engineer Herdegen** - No, we would have had this problem regardless.

**4. CLOSE PUBLIC HEARING**

Mayor Geraghty opened the Public Hearing at 5:52 p.m.

**5. ADJOURN**

**Motion by Geraghty, seconded by Ingemann, to adjourn the special City Council meeting at 5:52 p.m. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.**

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

Respectfully Submitted,

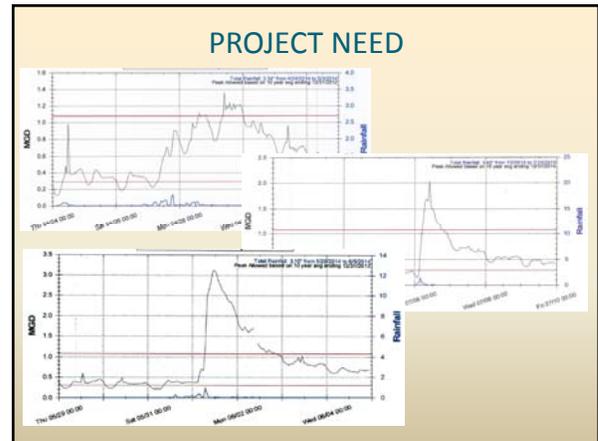
Renee Eisenbeisz  
Assistant to the City Administrator



### PROJECT SCOPE

**Lateral: T-Liner®**

Please Click Any Button for Additional Details.



### PROJECT COSTS & ASSESSMENTS

TOTAL PROJECT COST	\$79,000
ASSESSMENTS (CITY CONSIDERING):	
SERVICE LINER	\$2,500
LATERAL TELEVISION	\$160*
CLEANING	\$370*
*BASED ON QUOTES RECEIVED FROM PREVIOUS PROJECTS. ACTUAL COST MAY VARY.	

### FEASIBILITY FINDINGS

*THE PROJECT IS NECESSARY AND COST EFFECTIVE:*

- ❖ LARGE PROJECT TO ENSURE ECONOMY OF SCALE, COMPETITIVE BIDDING ENVIRONMENT
- ❖ REDUCE I/I WITH SERVICE LINE IMPROVEMENTS

### PROJECT SCHEDULE

Improvement Hearing	July 12, 2016
Council Orders Improvement & Preparation of Plans/Specs	July 21, 2016
Preparation of plans and Specifications	Aug/Sept 2016
Bid Date & Award	Oct 2016
Assessment Hearing	Oct/Nov 2016
Assessment Certified to County	Nov 2016/2017
Begin Construction	Nov/Dec 2016
Construction Substantially Complete	Mar 2017
First Assessment Payment with Real Estate Taxes	May 2017/2018

### PUBLIC TESTIMONY

PLEASE PROVIDE NAME & ADDRESS ON  
SIGN-IN SHEET FOR RECORD

QUESTIONS?

THANK YOU FOR ATTENDING!

JON HERDEGEN, P.E. – CITY ENGINEER  
612-548-3124 – JHERDEGEN@MSA-PS.COM



**City of Newport  
Public Hearing Minutes for Street Improvement Project  
July 12, 2016 - 6:30 p.m.**

**ROLL CALL**

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

**Council Absent** – Tracy Rahm,

**Staff Present** – Deb Hill, City Administrator; Jon Herdegen, City Engineer

**1. OPEN PUBLIC HEARING**

Mayor Geraghty opened the Public Hearing at 6:31 p.m.

**2. STREET IMPROVEMENT PROJECT PRESENTATION**

Engineer Herdegen presented on this item as outlined in the attached PowerPoint.

**3. RECEIVE PUBLIC OPINION**

**Chuck Gruber, 1095 10th Avenue** - How much wider will the street be?

**Engineer Herdegen** - It's roughly about 24 feet now. On 10th Avenue, we would go about four feet into the yard.

**Mr. Gruber** - There were also charges for sewer, will you run new lines?

**Engineer Herdegen** - We'll be replacing lines from the main in the street to your property line for water and sewer. Where your shut off is now, we would replace that.

**William Pierce, 623 11th Street** - I'm aware of the old City land there and some of the flooding. I understand that will be placed for sale. Will some of the proceeds from the sale of that land go to offset this cost?

**Mayor Geraghty** - That will be a Council decision.

**Mr. Pierce** - It would seem to me that that area has the most to gain from these improvements.

**Councilman Lund** - Just a quick point, the total assessed amount is a small portion of the total cost, the City will be funding the majority of this. The proposed cost is \$7,500.

**Mr. Pierce** - That portion of the land will be charged as well?

**Mayor Geraghty** - No, there are no assessments to City property because we're paying 70-80% already.

**Mr. Pierce** - There's defiantly a flooding problem there.

**Troy Landburg, 511 12th Street** - According to the diagram, the construction is from 11th to 12th or is that coming all the way down 5th?

**Engineer Herdegen** - We haven't determined that yet. It'll most likely begin at the south edge of 12th and proceed south to 11th.

**Mr. Landburg** - We have a 24 foot road and if we go to 32 feet, that'll put it six feet from my house.

**Engineer Herdegen** - All of the improvements will be done in the right-of-way. I believe it's 60 feet total. Until we do the survey, I don't know where the road will sit in the right-of-way.

**Mr. Landburg** - So you'll take the right-of-way and then some?

**Engineer Herdegen** - No.

**Mayor Geraghty** - We have 60 feet to work with, the question is where the road will be placed because the current road might not be in the center.

**Mr. Landburg** - I'm on the north side of 12th Street.

**Councilman Ingemann** - This doesn't affect you.

**Engineer Herdegen** - Were you noticed on this project?

**Ms. Landburg** - Yes.

**Mr. Landburg** - I'm still a concerned citizen.

**Councilman Lund** - That's a question I proposed is how wide do we need this street because that's a common complaint because people will lose trees and yard.

**Engineer Herdegen** - You shouldn't have received a notice.

**Mr. Landburg** - I understand that but I know eventually it'll come. This is an issue. I have a 30 foot driveway now and it's going to be reduced to 24 feet.

**Engineer Herdegen** - City Code says a driveway cannot be more than 24 feet. Generally, new construction has matched the existing width of the driveway. I can't speak to it without knowing the specifics of your driveway. That's something that will be identified at the neighborhood meeting.

**Mr. Landburg** - As of right now, it's not going north?

**Engineer Herdegen** - Correct. If we were to go north, we would need to hold a new public hearing.

**Candy Bichner, 1153 5th Avenue** - I'm right next to the City lot. You'll do all of that? Will everyone be paying for that City lot?

**Engineer Herdegen** - The City lots will not be assessed. Typically, we do not assess a City lot.

**Ms. Bichner** - Because you own on both sides.

**Engineer Herdegen** - The City is funding 75-80% of the project through bonding.

**Ms. Bichner** - I thought that property was supposed to be used by the County.

**Mayor Geraghty** - No, we've owned it and have been trying to sell it as separate lots.

**Ms. Bichner** - Will you be putting a street through there?

**Mayor Geraghty** - No.

**Councilman Lund** - It'll be single-family lots.

**Ms. Bichner** - It won't be senior living or low income housing?

**Councilman Lund** - No.

**Ms. Bichner** - You might want to check the land because the salt and sand went right on the ground. Will they be keeping the equipment there?

**Engineer Herdegen** - That hasn't been identified yet but I wouldn't rule that out. To reduce costs, a lot of times, cities will let them use city-owned parcels. It'll start next year.

**Ms. Bichner** - We're not assessed per footage?

**Engineer Herdegen** - No. In the past, the City has charged more if a lot is able to be divided.

**Ms. Bichner** - Will there be new street lights?

**Engineer Herdegen** - We'll look at that. The costs right now don't include lighting.

**Councilman Lund** - What's your opinion on that?

**Ms. Bichner** - It's right outside my house. It's just based on the amount of people then? We don't have any sewer, it's in front of my mailbox.

**Engineer Herdegen** - We'll look to correct that, that's the main reason for the project.

**Kathleen Duclos, 1168 5th Avenue** - Will we be burying power lines?

**Engineer Herdegen** - We've always reached out to the utilities to bury them. There is a city cost involved in burying them if it's not driven by Xcel. Generally, we haven't paid for that. We will certainly ask Xcel to do it but if there's a substantial cost involved, we haven't absorbed that.

**Ms. Bichner** - What is the value of the lots?

**Engineer Herdegen** - I don't know, the City will likely do an analysis after the street is done. I do want to make it known that the City Council ultimately decides the scope of the project.

**Councilman Lund** - I'd appreciate any feedback on that because it is a big leap to not do what we've done in the past. If there's preference either way, I'd appreciate hearing it.

**Brenda Gruber, 1095 10th Avenue** - Our driveway is lower than the road, will that be fixed?

**Engineer Herdegen** - When we do the survey, we get the elevations and to the greatest extent feasible, we make it so that the road is lower than the driveway so it won't drain in to your property. In some cases, we will need to go far into people's driveways to ensure we address it. We match the existing driveway.

#### **4. CLOSE PUBLIC HEARING**

Mayor Geraghty opened the Public Hearing at 7:05 p.m.

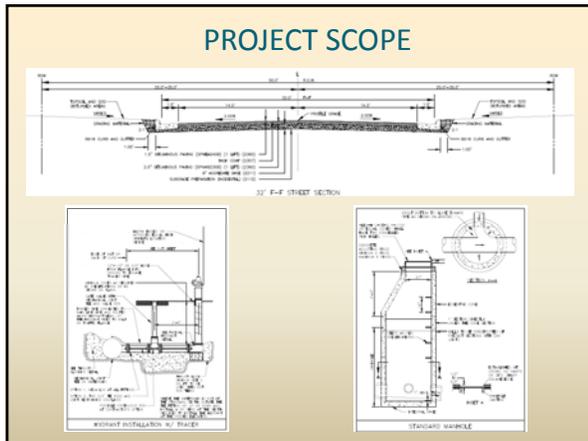
**5. ADJOURN**

**Motion by Geraghty, seconded by Ingemann, to adjourn the special City Council meeting at 7:05 p.m. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.**

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

Respectfully Submitted,

Renee Eisenbeisz  
Assistant to the City Administrator



### PROJECT COSTS & ASSESSMENTS

TOTAL PROJECT COST	\$1,273,000
ASSESSMENTS (APPRAISER):	
STREET RECONSTRUCTION	\$2,500 TO \$6,800
ASSESSMENTS (CITY CONSIDERING):	
STREET RECONSTRUCTION	\$5,500
SEWER SERVICE REPLACEMENT	\$1,000
WATER SERVICE REPLACEMENT	\$1,000

### FEASIBILITY FINDINGS

*THE PROJECT IS NECESSARY AND COST EFFECTIVE:*

- ❖ NEW PAVEMENT SURFACE REDUCES MAINTENANCE COSTS
- ❖ CORRECTION OF DRAINAGE ISSUES TO PROLONG PAVEMENT LIFE, LESS MAINTENANCE
- ❖ LARGE PROJECT TO ENSURE ECONOMY OF SCALE, COMPETITIVE BIDDING ENVIRONMENT
- ❖ REDUCE I/I WITH SERVICE LINE IMPROVEMENTS

### PROJECT SCHEDULE

Improvement Hearing	July 12, 2016
Council Orders Improvement & Preparation of Plans/Specs	July 21, 2016
Preparation of plans and Specifications	Aug/Nov 2016
Bid Date & Award	February 2017
Assessment Hearing	March/April 2017
Begin Construction	April/June 2017
Construction Substantially Complete	Sept/Oct 2017
Assessment Certified to County	Nov 2017
First Assessment Payment with Real Estate Taxes	May 2018

**PUBLIC TESTIMONY**

PLEASE PROVIDE NAME & ADDRESS ON  
SIGN-IN SHEET FOR RECORD

QUESTIONS?

THANK YOU FOR ATTENDING!

JON HERDEGEN, P.E. – CITY ENGINEER  
612-548-3124 – JHERDEGEN@MSA-PS.COM

**Recurring**

Paid Chk# 000655E	DELTA DENTAL OF MN	7/7/2016	\$781.10	Dental insurance
Paid Chk# 000656E	FEDERAL TAXES	7/7/2016	\$7,641.23	SS, Federal & Medicare
Paid Chk# 000657E	MN REVENUE	7/7/2016	\$1,102.95	State taxes
Paid Chk# 000658E	MN REVENUE	7/7/2016	\$969.00	Water sales and use tax
Paid Chk# 000659E	MSRS	7/7/2016	\$2,378.65	HCSP & Voluntary retirement
Paid Chk# 000660E	PSN	7/7/2016	\$66.77	Monthly electronic payment fee
Paid Chk# 000661E	SELECTACCOUNT	7/7/2016	\$692.07	HSPA
Paid Chk# 018726	COLONIAL LIFE	7/7/2016	\$53.74	Life insurance
Paid Chk# 018727	COMCAST	7/7/2016	\$442.35	Telephone, Internet and cable
Paid Chk# 018728	RENEE EISENBEISZ	7/7/2016	\$73.78	Mileage and Notary record paym
Paid Chk# 018729	Holstad & Knaak, PLC	7/7/2016	\$5,200.00	
Paid Chk# 018730	NCBERS MINNESOTA	7/7/2016	\$48.00	
Paid Chk# 018731	PERA	7/7/2016	\$3,815.90	
Paid Chk# 018732	DEB SCHULZ	7/7/2016	\$36.50	Petty cash
Paid Chk# 018733	XCEL ENERGY	7/7/2016	\$77.33	
Paid Chk# 018735	DAVID OR ROZLYNN JOHNSON	7/12/2016	\$10,000.00	Façade improvement grant
Paid Chk# 018736	ATOMIC DATA, LLC	7/14/2016	\$942.52	
Paid Chk# 018737	DAVID BAILEY	7/14/2016	\$148.49	Hotel and lunch reimbursement
Paid Chk# 018738	INTERNATIONAL UNION OF OP. ENG	7/14/2016	\$170.00	
Paid Chk# 018739	Metropolitan Council	7/14/2016	\$17,320.31	
Paid Chk# 018740	SW/WC SERVICES COOPERATIVES	7/14/2016	\$11,701.50	
Paid Chk# 018741	TENNIS SANITATION LLC	7/14/2016	\$49.40	Garbage service PW garage & ci
Paid Chk# 018742	XCEL ENERGY	7/14/2016	\$4,397.61	
Paid Chk# 018743	FLEET ONE LLC	7/18/2016	\$1,550.34	Petrol
	Staff		\$22,473.56	

**Non-recurring**

Paid Chk# 018744	ABRAMS & SCHMIDT	7/21/2016	\$135.00	Legal fees
Paid Chk# 018745	ATOMIC DATA, LLC	7/21/2016	\$50.00	
Paid Chk# 018746	Cardmember Services	7/21/2016	\$284.47	Visa card
Paid Chk# 018747	CENTURY COLLEGE	7/21/2016	\$4,289.00	EMR Training paid by Lionsgran
Paid Chk# 018748	COMMERCIAL ASPHALT CO.	7/21/2016	\$366.26	Dura Drive
Paid Chk# 018749	DEPT OF EMPLOYMENT & ECON DEV	7/21/2016	\$762.00	Unemployment Rasset & Peterse
Paid Chk# 018750	DIETRICH ELECTRIC, INC	7/21/2016	\$230.33	Electrical inspections
Paid Chk# 018751	EHLERS	7/21/2016	\$1,327.50	Ria Lake Development
Paid Chk# 018752	ESS BROTHERS & SONS INC.	7/21/2016	\$212.00	Manhole Sealer
Paid Chk# 018753	FAIR OFFICE WORLD	7/21/2016	\$190.00	Drum for printer
Paid Chk# 018754	FIRE SAFETY USA, INC.	7/21/2016	\$45.00	Hose adapter
Paid Chk# 018755	FIRSTLAB	7/21/2016	\$58.95	Urine screening
Paid Chk# 018756	G & K SERVICES	7/21/2016	\$252.17	
Paid Chk# 018757	GE MARKETING	7/21/2016	\$1,191.89	Overpayment of water bill for
Paid Chk# 018758	GERLACH OUTDOOR POWER EQUIP.	7/21/2016	\$275.44	Equipment repairs
Paid Chk# 018759	GOPHER STATE ONE-CALL	7/21/2016	\$130.95	
Paid Chk# 018760	HAWKINS	7/21/2016	\$10.00	Chlorine cylinder
Paid Chk# 018761	HD SUPPLY WATERWORKS	7/21/2016	\$303.66	Water supplies
Paid Chk# 018762	HOFFMAN & MACNAMARA	7/21/2016	\$170.00	Pioneer park replacement
Paid Chk# 018763	JOHN BARTL HARDWARE	7/21/2016	\$177.25	Supplies
Paid Chk# 018764	JOHNSON/TURNER LEGAL	7/21/2016	\$450.00	Legal review of cell tower agr
Paid Chk# 018765	LEAGUE OF MN CITIES INS TRUST	7/21/2016	\$500.00	Claim against city
Paid Chk# 018766	LIBERTY NAPA OF NEWPORT	7/21/2016	\$329.35	Supplies
Paid Chk# 018767	MARCO INC.	7/21/2016	\$264.00	

Paid Chk# 018768	MENARDS - COTTAGE GROVE	7/21/2016	\$24.56	City hall repair
Paid Chk# 018769	MINNESOTA RURAL WATER ASSOC.	7/21/2016	\$963.00	Membership
Paid Chk# 018770	MN DEPT OF LABOR AND INDUSTRY	7/21/2016	\$303.50	2nd quarter building permit su
Paid Chk# 018771	MN OFFICE OF ADMIN. HEARINGS	7/21/2016	\$72.00	PERA & McArdell matter
Paid Chk# 018772	MSA PROFESSIONAL SERVICES, INC	7/21/2016	\$373.75	City engineering
Paid Chk# 018773	NEOPOST	7/21/2016	\$628.39	Quarterly contract fee and pos
Paid Chk# 018774	NORTHERN SAFETY TECH. INC.	7/21/2016	\$153.26	Safety light
Paid Chk# 018775	NORTHLAND TRUST SERVICES, INC	7/21/2016	\$14,462.50	Go> Bond 2011A
Paid Chk# 018776	RIVERTOWN MULTIMEDIA	7/21/2016	\$205.44	Notices
Paid Chk# 018777	RUMPCA COMPANIES INC.	7/21/2016	\$11,940.00	Mulch, house demo & sewer abon
Paid Chk# 018778	SAFE ASSURE CONSULTANTS INC.	7/21/2016	\$3,313.98	Safety training
Paid Chk# 018779	SAFE-FAST, INC.	7/21/2016	\$41.19	Gloves
Paid Chk# 018780	SERVPRO	7/21/2016	\$3,835.14	Cleaning and boarding up 1057
Paid Chk# 018781	SHAMROCK PIPE TOOLS	7/21/2016	\$42.00	Sewer supplies
Paid Chk# 018782	SOUTH SUBURBAN RENTAL, INC.	7/21/2016	\$57.00	LP Gas
Paid Chk# 018783	SOUTH WASHINGTON CTY COMM. ED.	7/21/2016	\$75.38	School gym rental
Paid Chk# 018784	TKDA	7/21/2016	\$3,295.44	City planning
Paid Chk# 018785	TWIN CITY SAW CO.	7/21/2016	\$38.92	Saw repair
Paid Chk# 018786	USA INFLATABLES	7/21/2016	\$130.00	Pioneer Day entertainment
Paid Chk# 018787	WAKOTA CAER	7/21/2016	\$40.00	Lunch for admin and council me
Paid Chk# 018788	WASHINGTON CTY PROPERTY RECORD	7/21/2016	\$46.00	Recording
Paid Chk# 018789	WASHINGTON CTY PUBLIC SAFETY	7/21/2016	\$2,884.56	Quarter 2 radios
Paid Chk# 018790	KEN OR PAULA ZARICH	7/21/2016	\$1,317.60	Overpaid water bill for 490 5t
			\$148,381.93	

## Cardmember Services

### JUL-16

Hanson	Tractor Supply	Couplers	\$ 46.40	yes
	Amazon.com	Rearview camera	\$ 121.13	yes
Eisenbeisz	Comcast Upware	Norton antivirus	\$ 5.30	yes
	L2G*WashCo	Food permit for Pioneer Day	\$ 79.00	yes
Yokiel	HACH Company	Chlorine	\$ 32.64	yes



# City of Newport, MN

## Financial Status Report

Period ended June 30, 2016

(Un-Audited)

Prepared by:  
Administration Department



## **Table of Contents**

Section 1 – Cash & Investment Report

Section 2 – Budget Control Summary

Section 3 – Cash Balances

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# Section 1 – Cash & Investment

**Purpose:**

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

**NEWPORT, MN**

07/13/16 11:23 AM

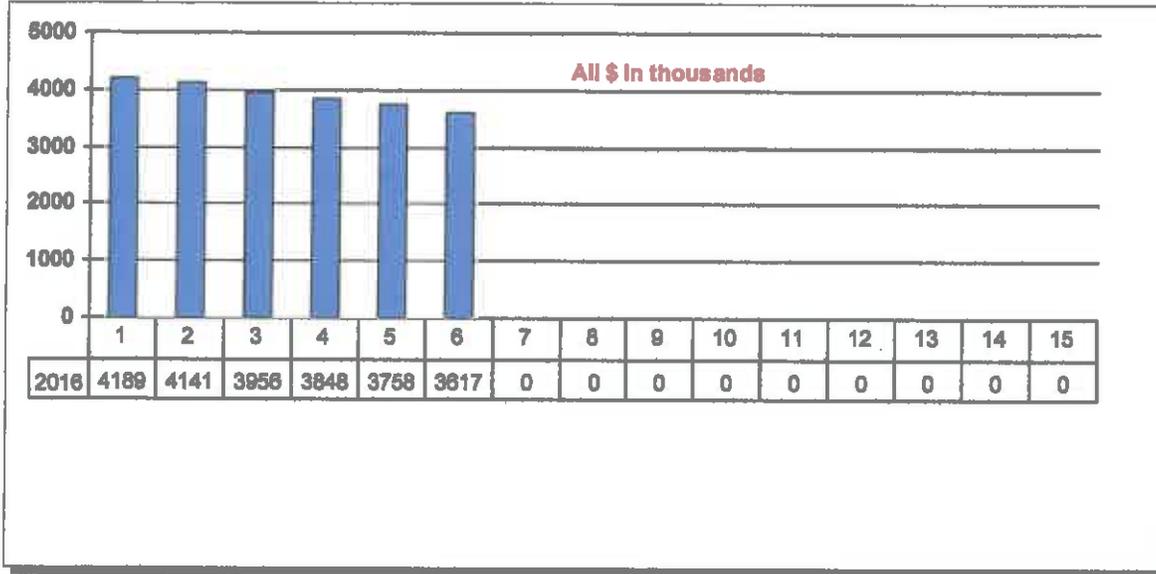
Page 1

**\*Check Reconciliation©**

**Central Bank**

**10100 CASH**

**June 2016**



**Account Summary**

Beginning Balance on 6/1/2016	\$3,765,375.74	Cleared	\$3,618,901.61
+ Receipts/Deposits	\$47,793.28	Statement	\$3,618,901.61
- Payments (Checks and Withdrawals)	\$194,267.41	Difference	\$0.00
Ending Balance as of 6/30/2016	\$3,618,901.61		

**Check Book Balance**

Active	G 101-10100	GENERAL FUND	\$209,483.00
Active	G 201-10100	PARKS SPECIAL FUND	\$67,153.45
Active	G 204-10100	HERITAGE PRESERVATIO	-\$217.17
Active	G 205-10100	RECYCLING	\$32,413.39
Active	G 206-10100	FIRE ENGINE	\$0.00
Active	G 208-10100	BUY FORFEITURE	\$1,309.18
Active	G 225-10100	PIONEER DAY	\$23,729.58
Active	G 270-10100	EDA	\$970,486.51
Active	G 301-10100	2010A G.O. CAPITAL IMP.	\$21,151.53
Active	G 303-10100	2012 STREET NORTH RAV	\$6,373.18
Active	G 305-10100	2013 STREET ASSESSME	\$20,106.27
Active	G 306-10100	2014 STREET ASSESSME	\$390,286.15
Active	G 307-10100	GO TIF 1994B	\$0.00
Active	G 308-10100	CERIFICATES OF INDEBT	\$0.00
Active	G 313-10100	2000B GO IMP BOND	\$0.00
Active	G 315-10100	2002A \$690,000 BOND	\$729.06
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$6,386.58
Active	G 321-10100	2006A EQUIP CERTIFICAT	\$0.00
Active	G 322-10100	2011A GO BONDS	\$70,272.32

Active	G 401-10100	EQUIPMENT REVOLVING	\$279,719.95
Active	G 402-10100	TAX INC DIST 1	\$0.00
Active	G 405-10100	T.H. HWY 61	\$91,867.95
Active	G 409-10100	2013 STREET RECON.	\$94,955.50
Active	G 410-10100	2014 STREET RECON.	\$77,462.96
Active	G 411-10100	BUILDING FUND	\$166,617.74
Active	G 416-10100	4TH AVENUE RAVINE	\$12,791.90
Active	G 417-10100	NORTH RAVINE	\$53,854.28
Active	G 422-10100	FEMA-17TH STREET & CE	\$34,965.61
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$0.00
Active	G 601-10100	WATER FUND	\$364,049.50
Active	G 602-10100	SEWER FUND	\$529,236.47
Active	G 603-10100	STREET LIGHT FUND	\$54,354.58
Active	G 604-10100	STORM WATER FUND	\$37,344.21
		Cash Balance	\$3,616,883.68

Beginng Balance	\$3,765,375.74
+ Total Deposits	\$47,793.28
- Checks Written	\$196,285.34
Check Book Balance	\$3,616,883.68
Difference	\$0.00

**City of Newport**  
**INVESTMENTS**  
**Jun-16**

<u>TYPE</u>	<u>BOUGHT DATE</u>	<u>MATURITY DATE</u>	<u># OF DAYS</u>	<u>COST</u>	<u>RATE</u>	<u>GASB #40 Val.</u>
<b>MORGAN STANLEY</b>						
AMEX Cent.	7/5/2013	7/5/2016	1,092	120,000	1.10%	120,000.00
ORIENTAL B&T	6/30/2015	12/30/2016	546	95,000	0.80%	95,092.15
GOLDMAN SACHS	3/18/2015	3/20/2017	730	90,000	0.95%	90,237.60
BMW CD	6/28/2013	6/28/2017	1,456	125,000	1.30%	125,601.25
CAPITAL ONE	7/1/2015	1/2/2018	860	95,000	1.35%	95,531.05
GOLDMAN SACHS	3/18/2015	3/19/2018	1,093	90,000	1.30%	90,709.20
AMEX Cent.	7/5/2013	7/5/2018	1,820	125,000	1.71%	125,953.75
SALLIE MAE BANK	11/5/2014	11/5/2018	1,456	129,000	1.85%	130,745.37
BARCLAYS BANK	7/6/2014	7/23/2019	1,820	125,000	2.11%	128,082.50
Bank of India	12/15/2015	12/16/2019	1,820	100,000	2.10%	102,510.00
Wells Fargo BK	4/8/2014	4/16/2021	2,548	120,000	1.29%	120,579.60
Accrued Interest	all CDs above					14,875.06
Sub-total Investments GASB 40						<u><u>1,239,917.53</u></u>
<b>CENTRAL BANK</b>						
Checking						<u><u>3,618,901.61</u></u>
Total Cash, Investments and CD's						<u><u>4,858,819.14</u></u>

## Section 2 – Budget Control Summary

**Purpose:**

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

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
FUND 101 GENERAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$130,266.04	-\$130,266.04	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 45000 Parks (GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 45100 Recreation (GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$130,266.04	-\$130,266.04	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$275,561.36	-\$275,561.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$298,097.00	\$135,450.93	\$162,646.07	54.56%	\$0.00	\$298,097.00	-\$298,097.00	0.34	-0.47
DEPT 41110 Mayor and Council	\$22,822.00	\$10,911.54	\$11,910.46	52.19%	\$0.00	\$22,822.00	-\$22,822.00	0.38	-0.34
DEPT 41410 Elections	\$5,300.00	\$0.00	\$5,300.00	100.00%	\$0.00	\$5,300.00	-\$5,300.00	0.00	-1.00
DEPT 41600 Professional Services	\$293,485.00	\$145,133.59	\$148,351.41	50.55%	\$0.00	\$293,485.00	-\$293,485.00	0.36	-0.44
DEPT 41910 Planning and Zoning	\$41,438.00	\$13,508.11	\$27,929.89	67.40%	\$0.00	\$41,438.00	-\$41,438.00	0.02	-0.31
DEPT 41940 City Hall Bldg	\$17,700.00	\$5,751.58	\$11,948.42	67.51%	\$0.00	\$17,700.00	-\$17,700.00	0.35	-0.65
DEPT 41950 Rental Inspection	\$0.00	\$861.84	-\$861.84	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42000 Police Department(GENERAL)	\$763,522.00	\$5,034.63	\$758,487.37	99.34%	\$0.00	\$763,522.00	-\$763,522.00	0.00	-0.07
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	\$199,404.00	\$56,657.87	\$142,746.13	71.59%	\$0.00	\$199,404.00	-\$199,404.00	0.35	-0.38
DEPT 42280 Fire Stations No. 1	\$10,200.00	\$2,820.80	\$7,379.20	72.35%	\$0.00	\$10,200.00	-\$10,200.00	0.10	-0.91
DEPT 42290 Fire Station No. 2	\$3,000.00	\$686.64	\$2,313.36	77.11%	\$0.00	\$3,000.00	-\$3,000.00	0.07	-0.43
DEPT 43000 PW Street (GENERAL)	\$393,790.00	\$107,701.23	\$286,088.77	72.65%	\$0.00	\$393,790.00	-\$393,790.00	0.19	-0.61
DEPT 43100 Public Works Garage	\$17,500.00	\$8,851.24	\$8,648.76	49.42%	\$0.00	\$17,500.00	-\$17,500.00	0.53	-0.48
DEPT 43160 Street Lighting	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43260 Composting	\$5,620.00	\$1,876.32	\$3,743.68	66.61%	\$0.00	\$5,620.00	-\$5,620.00	0.18	-0.48
DEPT 45000 Parks (GENERAL)	\$333,080.00	\$150,932.70	\$182,147.30	54.69%	\$0.00	\$333,080.00	-\$333,080.00	0.26	-0.46
DEPT 45100 Recreation (GENERAL)	\$3,200.00	\$388.35	\$2,811.65	87.86%	\$0.00	\$3,200.00	-\$3,200.00	0.05	-0.39
DEPT 45206 Parks Bldgs. & Warming Houses	\$14,280.00	\$7,235.19	\$7,044.81	49.33%	\$0.00	\$14,280.00	-\$14,280.00	0.32	-0.56
DEPT 45501 Library Bldg	\$24,752.00	\$8,763.23	\$15,988.77	64.60%	\$0.00	\$24,752.00	-\$24,752.00	0.36	-0.64
DEPT 45550 Heritage Pres. Committee	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49470 Street Lights	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49754 Railroad Tower	\$800.00	\$144.40	\$655.60	81.95%	\$0.00	\$800.00	-\$800.00	0.06	-0.44
DEPT 49985 Special Contributions	\$750.00	\$0.00	\$750.00	100.00%	\$0.00	\$750.00	-\$750.00	0.00	-1.00
DEPT 49995 Miscellaneous Contingency	\$22,500.00	\$2,865.00	\$19,635.00	87.27%	\$0.00	\$22,500.00	-\$22,500.00	0.06	-0.44
Total Expenditure Accounts	\$2,471,240.00	\$941,136.55	\$1,530,103.4	61.92%	\$0.00	\$2,471,240.00	-\$2,471,240.00	0.20	-0.42

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total FUND 101 GENERAL FUND	-\$2,471,240.00	-\$810,870.51	-	67.19%	\$0.00	-	\$2,471,240.00		
			\$1,660,369.4			\$2,471,240.00			
FUND 201 PARKS SPECIAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$20,037.56	-\$20,037.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$20,037.56	-\$20,037.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 201 PARKS SPECIAL FUND	\$0.00	\$20,037.56	-\$20,037.56	0.00%	\$0.00	\$0.00	\$0.00		
FUND 202 POLICE FORFEITURE FUND									
Revenue Accounts									
DEPT 42000 Police Department(GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 202 POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 204 HERITAGE PRESERVATION COMM									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$9,015.00	-\$9,015.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$9,015.00	\$9,015.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 204 HERITAGE PRESERVATION COM	\$0.00	-\$9,015.00	\$9,015.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 205 RECYCLING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7,808.53	-\$7,808.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Revenue Accounts	\$0.00	\$7,808.53	-\$7,808.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3,095.00	-\$3,095.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$3,095.00	\$3,095.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 205 RECYCLING	\$0.00	\$4,713.53	-\$4,713.53	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	\$0.98	-\$0.98	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.98	-\$0.98	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	\$0.98	-\$0.98	0.00%	\$0.00	\$0.00	\$0.00		
FUND 225 PIONEER DAY									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,356.48	-\$2,356.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$2,356.48	-\$2,356.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$500.00	-\$500.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

**\*Budget Control Summary**

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$500.00	\$500.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 225 PIONEER DAY	\$0.00	\$1,856.48	-\$1,856.48	0.00%	\$0.00	\$0.00	\$0.00		
FUND 270 EDA									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$188,065.39	-\$188,065.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$188,065.39	-\$188,065.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7,279.62	-\$7,279.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$7,279.62	\$7,279.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 270 EDA	\$0.00	\$180,785.77	-\$180,785.77	0.00%	\$0.00	\$0.00	\$0.00		
FUND 301 2010A G.O. CAPITAL IMP. PLAN									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$921.06	-\$921.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$921.06	-\$921.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1,410.00	-\$1,410.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$1,410.00	\$1,410.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 301 2010A G.O. CAPITAL IMP. PLAN	\$0.00	-\$488.94	\$488.94	0.00%	\$0.00	\$0.00	\$0.00		
FUND 303 2012 STREET NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4.73	-\$4.73	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$4.73	-\$4.73	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

**\*Budget Control Summary**

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 303 2012 STREET NORTH RAVINE	\$0.00	\$4.73	-\$4.73	0.00%	\$0.00	\$0.00	\$0.00		
FUND 305 2013 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5,946.39	-\$5,946.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5,946.39	-\$5,946.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$94,342.20	-\$94,342.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$94,342.20	\$94,342.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 305 2013 STREET ASSESSMENT	\$0.00	-\$88,395.81	\$88,395.81	0.00%	\$0.00	\$0.00	\$0.00		
FUND 306 2014 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$11,217.05	-\$11,217.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$11,217.05	-\$11,217.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$79,728.05	-\$79,728.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$79,728.05	\$79,728.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 306 2014 STREET ASSESSMENT	\$0.00	-\$68,511.00	\$68,511.00	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

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 308 CERIFICATES OF INDEBTEDNESS									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 308 CERIFICATES OF INDEBTEDNES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 313 2000B GO IMP BOND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 313 2000B GO IMP BOND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 315 2002A \$690,000 BOND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.54	-\$0.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.54	-\$0.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 2002A \$690,000 BOND	\$0.00	\$0.54	-\$0.54	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	-\$4,251.26	\$4,251.26	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	-\$4,251.26	\$4,251.26	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 316 PFA/TRLF REVENUE NOTE	\$0.00	-\$4,251.26	\$4,251.26	0.00%	\$0.00	\$0.00	\$0.00		
FUND 321 2006A EQUIP CERTIFICATE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 321 2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 322 2011A GO BONDS									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$697.31	-\$697.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$697.31	-\$697.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$105,752.50	-\$105,752.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$105,752.50	\$105,752.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 2011A GO BONDS	\$0.00	-\$105,055.19	\$105,055.19	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 EQUIPMENT REVOLVING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$42,683.90	-\$42,683.90	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$42,683.90	-\$42,683.90	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4,452.95	-\$4,452.95	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$4,452.95	\$4,452.95	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 401 EQUIPMENT REVOLVING	\$0.00	\$38,230.95	-\$38,230.95	0.00%	\$0.00	\$0.00	\$0.00		
FUND 402 TAX INC DIST 1									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49995 Miscellaneous Contingency	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 405 T.H. HWY 61									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$93.73	-\$93.73	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$93.73	-\$93.73	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$41,063.00	-\$41,063.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$41,063.00	\$41,063.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 405 T.H. HWY 61	\$0.00	-\$40,969.27	\$40,969.27	0.00%	\$0.00	\$0.00	\$0.00		
FUND 409 2013 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$70.63	-\$70.63	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$70.63	-\$70.63	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 409 2013 STREET RECON.	\$0.00	\$70.63	-\$70.63	0.00%	\$0.00	\$0.00	\$0.00		
FUND 410 2014 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$27.69	-\$27.69	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$27.69	-\$27.69	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$620.12	-\$620.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$620.12	\$620.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 410 2014 STREET RECON.	\$0.00	-\$592.43	\$592.43	0.00%	\$0.00	\$0.00	\$0.00		
FUND 411 BUILDING FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$32,603.81	-\$32,603.81	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$32,603.81	-\$32,603.81	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

**\*Budget Control Summary**

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 411 BUILDING FUND	\$0.00	\$32,603.81	-\$32,603.81	0.00%	\$0.00	\$0.00	\$0.00		
FUND 416 4TH AVENUE RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$9.52	-\$9.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$9.52	-\$9.52	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	\$9.52	-\$9.52	0.00%	\$0.00	\$0.00	\$0.00		
FUND 417 NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$40.06	-\$40.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$40.06	-\$40.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 417 NORTH RAVINE	\$0.00	\$40.06	-\$40.06	0.00%	\$0.00	\$0.00	\$0.00		
FUND 422 FEMA-17TH STREET & CEDAR LANE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$125,335.37	-\$125,335.37	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$125,335.37	-\$125,335.37	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5,105.00	-\$5,105.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$5,105.00	\$5,105.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 422 FEMA-17TH STREET & CEDAR L	\$0.00	\$120,230.37	-\$120,230.37	0.00%	\$0.00	\$0.00	\$0.00		
FUND 423 2011A EQUIPMENT CAPITAL									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 423 2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 601 WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$281.64	-\$281.64	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49400 Water Utilities (GENERAL)	\$0.00	\$126,464.77	-\$126,464.77	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$126,746.41	-\$126,746.41	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$308,806.00	\$137,792.15	\$171,013.85	55.38%	\$0.00	\$308,806.00	-\$308,806.00	0.29	-0.41
Total Expenditure Accounts	\$308,806.00	\$137,792.15	-\$171,013.85	55.38%	\$0.00	\$308,806.00	-\$308,806.00	0.29	-0.41
Total FUND 601 WATER FUND	-\$308,806.00	-\$11,045.74	-\$297,760.26	96.42%	\$0.00	-\$308,806.00	\$308,806.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$420.67	-\$420.67	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$0.00	\$167,408.51	-\$167,408.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$167,829.18	-\$167,829.18	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00

NEWPORT, MN

\*Budget Control Summary

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete	
DEPT 49450 Sewer (GENERAL)	\$444,083.00	\$286,238.95	\$157,844.05	35.54%	\$0.00	\$444,083.00	-\$444,083.00	0.53	-0.05	
DEPT 49460 Storm Water	\$1,500.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$1,500.00	-\$1,500.00	0.00	-0.25	
Total Expenditure Accounts	\$445,583.00	\$286,238.95	-\$159,344.05	35.76%	\$0.00	\$445,583.00	-\$445,583.00	0.47	-0.07	
Total FUND 602 SEWER FUND	-\$445,583.00	-\$118,409.77	-\$327,173.23	73.43%	\$0.00	-\$445,583.00	\$445,583.00			
FUND 603 STREET LIGHT FUND										
Revenue Accounts										
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$40.75	-\$40.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
DEPT 43160 Street Lighting	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
DEPT 49470 Street Lights	\$0.00	\$30,817.65	-\$30,817.65	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
Total Revenue Accounts	\$0.00	\$30,858.40	-\$30,858.40	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
Expenditure Accounts										
DEPT 43160 Street Lighting	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
DEPT 49470 Street Lights	\$58,449.00	\$21,825.68	\$36,623.32	62.66%	\$0.00	\$58,449.00	-\$58,449.00	0.40	-0.45	
Total Expenditure Accounts	\$58,449.00	\$21,825.68	-\$36,623.32	62.66%	\$0.00	\$58,449.00	-\$58,449.00	0.35	-0.40	
Total FUND 603 STREET LIGHT FUND	-\$58,449.00	\$9,032.72	-\$67,481.72	115.45%	\$0.00	-\$58,449.00	\$58,449.00			
FUND 604 STORM WATER FUND										
Revenue Accounts										
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$23.85	-\$23.85	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
DEPT 49460 Storm Water	\$0.00	\$19,433.17	-\$19,433.17	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
Total Revenue Accounts	\$0.00	\$19,457.02	-\$19,457.02	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
Expenditure Accounts										
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00	
DEPT 49460 Storm Water	\$19,475.00	\$24,692.72	-\$5,217.72	-26.79%	\$0.00	\$19,475.00	-\$19,475.00	0.19	-0.35	
Total Expenditure Accounts	\$19,475.00	\$24,692.72	\$5,217.72	-26.79%	\$0.00	\$19,475.00	-\$19,475.00	0.18	-0.32	
Total FUND 604 STORM WATER FUND	-\$19,475.00	-\$5,235.70	-\$14,239.30	73.12%	\$0.00	-\$19,475.00	\$19,475.00			

**NEWPORT, MN**

**\*Budget Control Summary**

Current Period: June 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
	-\$3,303,553.00	-\$855,222.97	\$2,448,330.0	- 74.11%	\$0.00	-	\$3,303,553.00		

FILTER: None

## Section 3 – Cash Balances

**Purpose:**

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

# NEWPORT, MN

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## \*Cash Balances

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### Current Period June 2016

Fund	2016 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entry			
<b>10100 Central Bank</b>								
101 GENERAL FUND	\$1,262,143.74	\$181,362.14	\$823,682.39	\$0.00	(\$279,297.00)	(\$131,043.49)	\$209,483.00	In Bal
201 PARKS SPECIAL F	\$47,115.89	\$37.56	\$0.00	\$0.00	\$20,000.00	\$0.00	\$67,153.45	In Bal
204 HERITAGE PRESE	\$8,797.83	\$0.00	\$9,015.00	\$0.00	\$0.00	\$0.00	(\$217.17)	In Bal
205 RECYCLING	\$27,698.86	\$7,808.53	\$3,095.00	\$0.00	\$1.00	\$0.00	\$32,413.39	In Bal
206 FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
208 BUY FORFEITURE	\$1,308.20	\$0.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,309.18	In Bal
225 PIONEER DAY	\$21,873.10	\$2,356.48	\$500.00	\$0.00	\$0.00	\$0.00	\$23,729.58	In Bal
270 EDA	\$791,103.74	\$7,611.39	\$8,728.62	\$0.00	\$180,500.00	\$0.00	\$970,486.51	In Bal
301 2010A G.O. CAPIT	\$20,651.47	\$16.06	\$1,410.00	\$0.00	\$1,894.00	\$0.00	\$21,151.53	In Bal
303 2012 STREET NO	\$6,368.45	\$4.73	\$0.00	\$0.00	\$0.00	\$0.00	\$6,373.18	In Bal
305 2013 STREET ASS	\$107,485.08	\$5,923.39	\$94,342.20	\$0.00	\$1,040.00	\$0.00	\$20,106.27	In Bal
306 2014 STREET ASS	\$457,763.15	\$11,710.05	\$79,728.05	\$0.00	\$541.00	\$0.00	\$390,286.15	In Bal
307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
308 CERIFICATES OF I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
313 2000B GO IMP BO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
315 2002A \$690,000 B	\$727.52	\$0.54	\$0.00	\$0.00	\$1.00	\$0.00	\$729.06	In Bal
316 PFA/TRLF REVEN	\$7,334.84	\$4.74	\$0.00	\$0.00	(\$953.00)	\$0.00	\$6,386.58	In Bal
321 2006A EQUIP CER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
322 2011A GO BONDS	\$174,657.51	\$52.31	\$105,752.50	\$0.00	\$1,315.00	\$0.00	\$70,272.32	In Bal
401 EQUIPMENT REV	\$241,488.00	\$183.90	\$4,452.95	\$0.00	\$42,501.00	\$0.00	\$279,719.95	In Bal
402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
405 T.H. HWY 61	\$132,837.22	\$93.73	\$41,063.00	\$0.00	\$0.00	\$0.00	\$91,867.95	In Bal
409 2013 STREET REC	\$94,884.87	\$70.63	\$0.00	\$0.00	\$0.00	\$0.00	\$94,955.50	In Bal
410 2014 STREET REC	\$78,165.39	\$27.69	\$730.12	\$0.00	\$0.00	\$0.00	\$77,462.96	In Bal
411 BUILDING FUND	\$134,012.93	\$103.81	\$0.00	\$0.00	\$32,501.00	\$0.00	\$166,617.74	In Bal
416 4TH AVENUE RAV	\$12,781.38	\$9.52	\$0.00	\$0.00	\$1.00	\$0.00	\$12,791.90	In Bal
417 NORTH RAVINE	\$53,814.22	\$40.06	\$0.00	\$0.00	\$0.00	\$0.00	\$53,854.28	In Bal
422 FEMA-17TH STRE	(\$85,264.76)	\$125,335.37	\$5,105.00	\$0.00	\$0.00	\$0.00	\$34,965.61	In Bal
423 2011A EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
601 WATER FUND	\$402,964.43	\$113,478.24	\$101,417.48	\$0.00	\$0.00	(\$50,975.69)	\$364,049.50	In Bal
602 SEWER FUND	\$637,894.24	\$178,282.18	\$237,297.66	\$0.00	\$0.00	(\$49,642.29)	\$529,236.47	In Bal
603 STREET LIGHT FU	\$48,145.86	\$31,710.40	\$21,439.72	\$0.00	(\$1.00)	(\$4,060.96)	\$54,354.58	In Bal
604 STORM WATER F	\$33,819.91	\$28,693.02	\$19,142.59	\$0.00	\$0.00	(\$6,026.13)	\$37,344.21	In Bal
	<u>\$4,720,573.07</u>	<u>\$694,917.45</u>	<u>\$1,556,902.28</u>	<u>\$0.00</u>	<u>\$44.00</u>	<u>(\$241,748.56)</u>	<u>\$3,616,883.68</u>	

## Section 4 – Revenue Summary

**Purpose:**

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

**NEWPORT, MN**  
**\*Revenue Summary**

FUND	Description	2016 YTD Budget	June 2016 Amt	2016 YTD Amt	YTD Balance	% of YTD Budget
101	GENERAL FUND	\$0.00	\$13,505.72	\$130,266.04	-\$130,266.04	0.00%
201	PARKS SPECIAL FUND	\$0.00	\$8.40	\$20,037.56	-\$20,037.56	0.00%
202	POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
205	RECYCLING	\$0.00	\$4.05	\$7,808.53	-\$7,808.53	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.16	\$0.98	-\$0.98	0.00%
225	PIONEER DAY	\$0.00	\$2,342.97	\$2,356.48	-\$2,356.48	0.00%
270	EDA	\$0.00	\$121.38	\$188,065.39	-\$188,065.39	0.00%
301	2010A G.O. CAPITAL IMP. PLA	\$0.00	\$2.65	\$921.06	-\$921.06	0.00%
303	2012 STREET NORTH RAVINE	\$0.00	\$0.80	\$4.73	-\$4.73	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$2,794.02	\$5,946.39	-\$5,946.39	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$2,060.81	\$11,217.05	-\$11,217.05	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	2000B GO IMP BOND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	2002A \$690,000 BOND	\$0.00	\$0.09	\$0.54	-\$0.54	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.80	-\$4,251.26	\$4,251.26	0.00%
321	2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	2011A GO BONDS	\$0.00	\$8.79	\$697.31	-\$697.31	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$34.98	\$42,683.90	-\$42,683.90	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$11.49	\$93.73	-\$93.73	0.00%
409	2013 STREET RECON.	\$0.00	\$11.88	\$70.63	-\$70.63	0.00%
410	2014 STREET RECON.	\$0.00	\$9.69	\$27.69	-\$27.69	0.00%
411	BUILDING FUND	\$0.00	\$20.84	\$32,603.81	-\$32,603.81	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$1.60	\$9.52	-\$9.52	0.00%
417	NORTH RAVINE	\$0.00	\$6.74	\$40.06	-\$40.06	0.00%
422	FEMA-17TH STREET & CEDAR	\$0.00	\$17,787.05	\$125,335.37	-\$125,335.37	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$0.00	\$1,644.30	\$126,746.41	-\$126,746.41	0.00%
602	SEWER FUND	\$0.00	\$2,450.11	\$167,829.18	-\$167,829.18	0.00%
603	STREET LIGHT FUND	\$0.00	\$575.35	\$30,858.40	-\$30,858.40	0.00%
604	STORM WATER FUND	\$0.00	\$376.02	\$19,457.02	-\$19,457.02	0.00%
		\$0.00	\$43,780.69	\$908,826.52	-\$908,826.52	0.00%

FILTER: None

## Section 5 – Expenditure Summary

**Purpose:**

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

**NEWPORT, MN**  
**\*Expenditure Summary**

FUND	Description	2016 YTD Budget	June 2016 Amt	2016 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$2,471,240.00	\$91,148.81	\$941,136.55	\$0.00	\$1,530,103.45	38.08%
201	PARKS SPECIAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.00	\$9,015.00	\$0.00	-\$9,015.00	0.00%
205	RECYCLING	\$0.00	\$650.00	\$3,095.00	\$0.00	-\$3,095.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAY	\$0.00	\$300.00	\$500.00	\$0.00	-\$500.00	0.00%
270	EDA	\$0.00	\$1,685.50	\$7,279.62	\$0.00	-\$7,279.62	0.00%
301	2010A G.O. CAPITAL IMP. PLA	\$0.00	\$0.00	\$1,410.00	\$0.00	-\$1,410.00	0.00%
303	2012 STREET NORTH RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$0.00	\$94,342.20	\$0.00	-\$94,342.20	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$0.00	\$79,728.05	\$0.00	-\$79,728.05	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	2000B GO IMP BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	2002A \$690,000 BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
321	2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	2011A GO BONDS	\$0.00	\$0.00	\$105,752.50	\$0.00	-\$105,752.50	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$0.00	\$4,452.95	\$0.00	-\$4,452.95	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	\$41,063.00	\$41,063.00	\$0.00	-\$41,063.00	0.00%
409	2013 STREET RECON.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
410	2014 STREET RECON.	\$0.00	\$330.00	\$620.12	\$0.00	-\$620.12	0.00%
411	BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
417	NORTH RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
422	FEMA-17TH STREET & CEDAR	\$0.00	\$0.00	\$5,105.00	\$0.00	-\$5,105.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$308,806.00	\$12,857.41	\$137,792.15	\$0.00	\$171,013.85	44.62%
602	SEWER FUND	\$445,583.00	\$32,250.92	\$286,238.95	\$0.00	\$159,344.05	64.24%
603	STREET LIGHT FUND	\$58,449.00	\$4,051.67	\$21,825.68	\$0.00	\$36,623.32	37.34%
604	STORM WATER FUND	\$19,475.00	\$1,691.42	\$24,692.72	\$0.00	-\$5,217.72	126.79%
		\$3,303,553.00	\$186,028.73	\$1,764,049.49	\$0.00	\$1,539,503.51	53.40%

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:

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

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## GL Yearly

Current Period: June 2016

FUND 101 GENERAL FUND	June 2016					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 101-10100 Cash	\$1,262,143.74	\$16,468.86	\$94,010.03	\$227,008.34	\$1,279,669.08	\$209,483.00
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	\$0.00	\$0.00	(\$0.48)
G 101-10401 Northland Securities	\$0.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.26
G 101-10402 CDARS/Central Bank	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
G 101-10406 Smith Barney	\$1,210,966.27	\$0.00	\$0.00	\$0.00	\$0.00	\$1,210,966.27
G 101-10410 Smith Barney MM	\$815.17	\$0.00	\$0.00	\$0.00	\$0.00	\$815.17
G 101-10450 Interest Receivable	\$4,837.28	\$0.00	\$0.00	\$0.00	\$0.00	\$4,837.28
G 101-10500 Taxes Receivable-Current	\$31,568.41	\$0.00	\$0.00	\$0.00	\$18,170.00	\$13,398.41
G 101-10700 Taxes Receivable-Delinquent	\$52,631.12	\$0.00	\$0.00	\$32,644.00	\$0.00	\$85,275.12
G 101-12300 Special Assess Rec-Deferred	\$0.00	\$0.00	\$0.00	\$622.00	\$0.00	\$622.00
G 101-13100 Due From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-13200 Due From Other Government	\$2,541.76	\$0.00	\$0.00	\$0.00	\$0.00	\$2,541.76
G 101-15500 Prepaid Items	\$12,100.42	\$0.00	\$0.00	\$0.00	\$12,100.00	\$0.42
<b>Total Asset</b>	<b>\$2,577,678.75</b>	<b>\$16,468.86</b>	<b>\$94,010.03</b>	<b>\$260,274.34</b>	<b>\$1,309,939.08</b>	<b>\$1,528,014.01</b>
<b>Liability</b>						
G 101-20200 Accounts Payable	(\$60,277.25)	\$0.00	\$0.00	\$246,771.00	\$186,494.00	(\$0.25)
G 101-20800 Due to Other Governments	(\$186,459.00)	\$0.00	\$0.00	\$186,459.00	\$0.00	\$0.00
G 101-21600 Accrued Wages & Salaries P	(\$16,523.21)	\$0.00	\$0.00	\$16,523.00	\$0.00	(\$0.21)
G 101-21701 Federal W/H Payable	(\$4,242.23)	\$5,256.43	\$5,256.43	\$36,558.87	\$33,804.99	(\$1,488.35)
G 101-21702 State Withholding Payable	(\$1,202.21)	\$2,215.79	\$2,215.79	\$15,547.87	\$14,346.11	(\$0.45)
G 101-21703 FICA Tax Withholding	(\$1,113.76)	\$7,490.52	\$7,490.52	\$51,647.46	\$49,588.18	\$945.52
G 101-21704 PERA	(\$4,916.00)	\$7,528.71	\$7,528.69	\$60,672.70	\$55,756.72	(\$0.02)
G 101-21705 Medica payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21706 Garnishment	\$0.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.40
G 101-21707 Union Dues	(\$179.63)	\$167.50	\$167.50	\$1,005.00	\$1,005.00	(\$179.63)
G 101-21708 United Way	(\$0.45)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.45)
G 101-21709 Medicare	(\$1,057.00)	\$1,751.88	\$1,751.88	\$13,472.16	\$12,461.99	(\$46.83)
G 101-21710 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21711 NPERS - Life	(\$0.12)	\$101.74	\$250.37	\$543.07	\$631.27	(\$88.32)
G 101-21712 HSA Employee	(\$0.13)	\$1,384.14	\$1,384.14	\$10,188.98	\$9,788.98	\$399.87
G 101-21713 Dental Family	(\$226.90)	\$160.74	\$160.80	\$1,125.18	\$1,125.38	(\$227.10)
G 101-21714 LTD Employee	(\$114.73)	\$222.68	\$222.74	\$1,783.11	\$1,560.08	\$108.30
G 101-21715 MSRS Employee	(\$127.17)	\$501.30	\$501.30	\$3,883.60	\$3,756.19	\$0.24
G 101-21716 Health Insurance	\$0.47	\$649.43	\$599.52	\$5,485.26	\$4,546.32	\$939.41
G 101-21717 MNBA Insurance	(\$85.77)	\$148.97	\$148.98	\$898.47	\$898.50	(\$85.80)
G 101-21719 Trad. Vol. Ret.-Employee	(\$277.58)	\$2,312.00	\$2,312.00	\$25,611.00	\$25,436.00	(\$102.58)
G 101-21720 Online fee payable	\$0.00	\$0.00	\$0.00	\$179.40	\$0.00	\$179.40
G 101-21721 Child Support	\$0.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.43
G 101-21722 Cobra Payment	\$0.44	\$2,492.00	\$1,946.80	\$20,372.30	\$15,988.10	\$4,384.64
G 101-21723 Insurance Recovery	(\$8,014.79)	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,014.79)
G 101-21724 Roth Vol. Ret.-Employee	\$0.00	\$1,544.00	\$1,544.00	\$11,733.00	\$11,530.00	\$203.00
G 101-22100 Escrow	\$0.24	\$449.78	\$944.84	\$5,212.12	\$5,845.84	(\$633.48)
G 101-22101 Library Sales	(\$372.90)	\$18.27	\$71.50	\$39.36	\$223.03	(\$556.57)
G 101-22102 Water Conservation Rebate	\$0.00	\$0.00	\$0.00	\$200.00	\$9,100.00	(\$8,900.00)
G 101-22200 Deferred Revenues	(\$52,631.13)	\$0.00	\$0.00	\$0.00	\$33,266.00	(\$85,897.13)
<b>Total Liability</b>	<b>(\$337,819.98)</b>	<b>\$34,395.88</b>	<b>\$34,497.80</b>	<b>\$715,911.91</b>	<b>\$477,152.68</b>	<b>(\$99,060.75)</b>
<b>Equity</b>						

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## GL Yearly

Current Period: June 2016

FUND 101	GENERAL FUND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
G 101-25300	Unreserved Fund Balance	(\$2,239,858.77)	\$91,148.81	\$13,505.72	\$1,307,059.23	\$496,153.72	(\$1,428,953.26)
	<b>Total Equity</b>	(\$2,239,858.77)	\$91,148.81	\$13,505.72	\$1,307,059.23	\$496,153.72	(\$1,428,953.26)
<b>Total 101</b>	<b>GENERAL FUND</b>	\$0.00	\$142,013.55	\$142,013.55	\$2,283,245.48	\$2,283,245.48	\$0.00

**NEWPORT, MN**  
**GL Yearly**

Current Period: June 2016

FUND 201	PARKS SPECIAL FUND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 201-10100 Cash	\$47,115.89	\$8.40	\$0.00	\$20,037.56	\$0.00	\$67,153.45
	<b>Total Asset</b>	\$47,115.89	\$8.40	\$0.00	\$20,037.56	\$0.00	\$67,153.45
<b>Liability</b>							
	G 201-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Liability</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equity</b>							
	G 201-25300 Unreserved Fund Balance	(\$47,115.89)	\$0.00	\$8.40	\$0.00	\$20,037.56	(\$67,153.45)
	<b>Total Equity</b>	(\$47,115.89)	\$0.00	\$8.40	\$0.00	\$20,037.56	(\$67,153.45)
<b>Total 201 PARKS SPECIAL FUND</b>		\$0.00	\$8.40	\$8.40	\$20,037.56	\$20,037.56	\$0.00

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## GL Yearly

Current Period: June 2016

FUND 204	HERITAGE PRESERVATION COMM	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 204-10100 Cash	\$8,797.83	\$0.00	\$0.00	\$0.00	\$9,015.00	(\$217.17)
	<b>Total Asset</b>	\$8,797.83	\$0.00	\$0.00	\$0.00	\$9,015.00	(\$217.17)
<b>Equity</b>							
	G 204-25300 Unreserved Fund Balance	(\$8,797.83)	\$0.00	\$0.00	\$9,015.00	\$0.00	\$217.17
	<b>Total Equity</b>	(\$8,797.83)	\$0.00	\$0.00	\$9,015.00	\$0.00	\$217.17
<b>Total 204 HERITAGE PRESERVATION COMM</b>		\$0.00	\$0.00	\$0.00	\$9,015.00	\$9,015.00	\$0.00

**NEWPORT, MN**  
**GL Yearly**

Current Period: June 2016

FUND 205	RECYCLING	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 205-10100 Cash	\$27,698.86	\$4.05	\$650.00	\$7,809.53	\$3,095.00	\$32,413.39
	<b>Total Asset</b>	\$27,698.86	\$4.05	\$650.00	\$7,809.53	\$3,095.00	\$32,413.39
<b>Equity</b>							
	G 205-25300 Unreserved Fund Balance	(\$27,698.86)	\$650.00	\$4.05	\$3,095.00	\$7,809.53	(\$32,413.39)
	<b>Total Equity</b>	(\$27,698.86)	\$650.00	\$4.05	\$3,095.00	\$7,809.53	(\$32,413.39)
<b>Total 205 RECYCLING</b>		\$0.00	\$654.05	\$654.05	\$10,904.53	\$10,904.53	\$0.00



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## GL Yearly

Current Period: June 2016

FUND 208	BUY FORFEITURE	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 208-10100 Cash	\$1,308.20	\$0.16	\$0.00	\$0.98	\$0.00	\$1,309.18
	<b>Total Asset</b>	\$1,308.20	\$0.16	\$0.00	\$0.98	\$0.00	\$1,309.18
<b>Equity</b>							
	G 208-25300 Unreserved Fund Balance	(\$1,308.20)	\$0.00	\$0.16	\$0.00	\$0.98	(\$1,309.18)
	<b>Total Equity</b>	(\$1,308.20)	\$0.00	\$0.16	\$0.00	\$0.98	(\$1,309.18)
<b>Total 208 BUY FORFEITURE</b>		\$0.00	\$0.16	\$0.16	\$0.98	\$0.98	\$0.00

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## GL Yearly

Current Period: June 2016

FUND 225	PIONEER DAY	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 225-10100 Cash	\$21,873.10	\$2,342.97	\$300.00	\$2,356.48	\$500.00	\$23,729.58
	<b>Total Asset</b>	\$21,873.10	\$2,342.97	\$300.00	\$2,356.48	\$500.00	\$23,729.58
<b>Liability</b>							
	G 225-20200 Accounts Payable	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
	<b>Total Liability</b>	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
<b>Equity</b>							
	G 225-25300 Unreserved Fund Balance	(\$21,873.13)	\$300.00	\$2,342.97	\$500.00	\$2,356.48	(\$23,729.61)
	<b>Total Equity</b>	(\$21,873.13)	\$300.00	\$2,342.97	\$500.00	\$2,356.48	(\$23,729.61)
<b>Total 225 PIONEER DAY</b>		\$0.00	\$2,642.97	\$2,642.97	\$2,856.48	\$2,856.48	\$0.00

NEWPORT, MN

GL Yearly

Current Period: June 2016

FUND 270	EDA	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 270-10100 Cash	\$791,103.74	\$121.38	\$1,685.50	\$188,188.48	\$8,805.71	\$970,486.51
	G 270-10500 Taxes Receivable-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Asset</b>	\$791,103.74	\$121.38	\$1,685.50	\$188,188.48	\$8,805.71	\$970,486.51
<b>Liability</b>							
	G 270-20200 Accounts Payable	(\$1,402.93)	\$0.00	\$0.00	\$1,403.00	\$0.00	\$0.07
	<b>Total Liability</b>	(\$1,402.93)	\$0.00	\$0.00	\$1,403.00	\$0.00	\$0.07
<b>Equity</b>							
	G 270-25300 Unreserved Fund Balance	(\$789,700.81)	\$1,685.50	\$121.38	\$8,805.71	\$189,591.48	(\$970,486.58)
	<b>Total Equity</b>	(\$789,700.81)	\$1,685.50	\$121.38	\$8,805.71	\$189,591.48	(\$970,486.58)
<b>Total 270 EDA</b>		\$0.00	\$1,806.88	\$1,806.88	\$198,397.19	\$198,397.19	\$0.00

**NEWPORT, MN**  
**GL Yearly**

Current Period: June 2016

FUND 301	2010A G.O. CAPITAL IMP. PLAN	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 301-10100 Cash	\$20,651.47	\$2.65	\$0.00	\$1,911.06	\$1,411.00	\$21,151.53
	G 301-10500 Taxes Receivable-Current	\$1,854.00	\$0.00	\$0.00	\$0.00	\$990.00	\$864.00
	<b>Total Asset</b>	\$22,505.47	\$2.65	\$0.00	\$1,911.06	\$2,401.00	\$22,015.53
<b>Equity</b>							
	G 301-25300 Unreserved Fund Balance	(\$22,505.47)	\$0.00	\$2.65	\$2,401.00	\$1,911.06	(\$22,015.53)
	<b>Total Equity</b>	(\$22,505.47)	\$0.00	\$2.65	\$2,401.00	\$1,911.06	(\$22,015.53)
<b>Total 301 2010A G.O. CAPITAL IMP. PLAN</b>		\$0.00	\$2.65	\$2.65	\$4,312.06	\$4,312.06	\$0.00

NEWPORT, MN

GL Yearly

Current Period: June 2016

FUND 303	2012 STREET NORTH RAVINE	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 303-10100 Cash	\$6,368.45	\$0.80	\$0.00	\$4.73	\$0.00	\$6,373.18
	G 303-10400 Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 303-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 303-12300 Special Assess Rec-Deferred	\$16,416.00	\$0.00	\$0.00	\$0.00	\$16,416.00	\$0.00
	<b>Total Asset</b>	\$22,784.45	\$0.80	\$0.00	\$4.73	\$16,416.00	\$6,373.18
<b>Liability</b>							
	G 303-22200 Deferred Revenues	(\$16,416.00)	\$0.00	\$0.00	\$16,416.00	\$0.00	\$0.00
	<b>Total Liability</b>	(\$16,416.00)	\$0.00	\$0.00	\$16,416.00	\$0.00	\$0.00
<b>Equity</b>							
	G 303-25300 Unreserved Fund Balance	(\$6,368.45)	\$0.00	\$0.80	\$0.00	\$4.73	(\$6,373.18)
	<b>Total Equity</b>	(\$6,368.45)	\$0.00	\$0.80	\$0.00	\$4.73	(\$6,373.18)
<b>Total 303 2012 STREET NORTH RAVINE</b>		\$0.00	\$0.80	\$0.80	\$16,420.73	\$16,420.73	\$0.00

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## GL Yearly

Current Period: June 2016

FUND 305	2013 STREET ASSESSMENT	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 305-10100 Cash	\$107,485.08	\$2,794.02	\$0.00	\$6,963.39	\$94,342.20	\$20,106.27
	G 305-10400 Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 305-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 305-10500 Taxes Receivable-Current	\$1,016.00	\$0.00	\$0.00	\$0.00	\$1,016.00	\$0.00
	G 305-12200 Special Assess Rec-Delinque	\$16.00	\$0.00	\$0.00	\$0.00	\$16.00	\$0.00
	G 305-12300 Special Assess Rec-Deferred	\$219,551.00	\$0.00	\$0.00	\$0.00	\$219,551.00	\$0.00
	<b>Total Asset</b>	\$328,068.08	\$2,794.02	\$0.00	\$6,963.39	\$314,925.20	\$20,106.27
<b>Liability</b>							
	G 305-22200 Deferred Revenues	(\$219,567.00)	\$0.00	\$0.00	\$219,567.00	\$0.00	\$0.00
	<b>Total Liability</b>	(\$219,567.00)	\$0.00	\$0.00	\$219,567.00	\$0.00	\$0.00
<b>Equity</b>							
	G 305-25300 Unreserved Fund Balance	(\$108,501.08)	\$0.00	\$2,794.02	\$95,358.20	\$6,963.39	(\$20,106.27)
	<b>Total Equity</b>	(\$108,501.08)	\$0.00	\$2,794.02	\$95,358.20	\$6,963.39	(\$20,106.27)
<b>Total 305 2013 STREET ASSESSMENT</b>		\$0.00	\$2,794.02	\$2,794.02	\$321,888.59	\$321,888.59	\$0.00

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Current Period: June 2016

FUND 306	2014 STREET ASSESSMENT	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 306-10100 Cash	\$457,763.15	\$2,060.81	\$0.00	\$16,436.05	\$83,913.05	\$390,286.15
	G 306-10400 Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 306-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 306-10500 Taxes Receivable-Current	\$490.00	\$0.00	\$0.00	\$0.00	\$994.00	(\$504.00)
	G 306-12200 Special Assess Rec-Delinque	\$3,663.00	\$0.00	\$0.00	\$0.00	\$3,663.00	\$0.00
	G 306-12300 Special Assess Rec-Deferred	\$616,836.00	\$0.00	\$0.00	\$82,787.00	\$0.00	\$699,623.00
	<b>Total Asset</b>	\$1,078,752.15	\$2,060.81	\$0.00	\$99,223.05	\$88,570.05	\$1,089,405.15
<b>Liability</b>							
	G 306-22200 Deferred Revenues	(\$620,499.00)	\$0.00	\$0.00	\$0.00	\$79,124.00	(\$699,623.00)
	<b>Total Liability</b>	(\$620,499.00)	\$0.00	\$0.00	\$0.00	\$79,124.00	(\$699,623.00)
<b>Equity</b>							
	G 306-25300 Unreserved Fund Balance	(\$458,253.15)	\$0.00	\$2,060.81	\$84,907.05	\$16,436.05	(\$389,782.15)
	<b>Total Equity</b>	(\$458,253.15)	\$0.00	\$2,060.81	\$84,907.05	\$16,436.05	(\$389,782.15)
<b>Total 306 2014 STREET ASSESSMENT</b>		\$0.00	\$2,060.81	\$2,060.81	\$184,130.10	\$184,130.10	\$0.00







NEWPORT, MN

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Current Period: June 2016

FUND 315	2002A \$690,000 BOND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 315-10100 Cash	\$727.52	\$0.09	\$0.00	\$1.54	\$0.00	\$729.06
	G 315-12200 Special Assess Rec-Delinque	\$1,105.00	\$0.00	\$0.00	\$0.00	\$1,105.00	\$0.00
	<b>Total Asset</b>	\$1,832.52	\$0.09	\$0.00	\$1.54	\$1,105.00	\$729.06
<b>Liability</b>							
	G 315-22200 Deferred Revenues	(\$1,105.00)	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00
	<b>Total Liability</b>	(\$1,105.00)	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00
<b>Equity</b>							
	G 315-25300 Unreserved Fund Balance	(\$727.52)	\$0.00	\$0.09	\$0.00	\$1.54	(\$729.06)
	<b>Total Equity</b>	(\$727.52)	\$0.00	\$0.09	\$0.00	\$1.54	(\$729.06)
<b>Total 315 2002A \$690,000 BOND</b>		\$0.00	\$0.09	\$0.09	\$1,106.54	\$1,106.54	\$0.00

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## GL Yearly

Current Period: June 2016

FUND 316	PFA/TRLF REVENUE NOTE	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 316-10100 Cash	\$7,334.84	\$0.80	\$0.00	\$4.74	\$953.00	\$6,386.58
	G 316-12100 SA Recievable -Current	\$3,885.28	\$0.00	\$0.00	\$0.00	\$3,303.00	\$582.28
	G 316-12200 Special Assess Rec-Delinque	\$717.12	\$0.00	\$0.00	\$11,095.00	\$0.00	\$11,812.12
	G 316-12300 Special Assess Rec-Deferred	\$8,999.68	\$0.00	\$0.00	\$9,060.00	\$0.00	\$18,059.68
	<b>Total Asset</b>	\$20,936.92	\$0.80	\$0.00	\$20,159.74	\$4,256.00	\$36,840.66
<b>Liability</b>							
	G 316-22200 Deferred Revenues	(\$9,716.80)	\$0.00	\$0.00	\$0.00	\$20,155.00	(\$29,871.80)
	<b>Total Liability</b>	(\$9,716.80)	\$0.00	\$0.00	\$0.00	\$20,155.00	(\$29,871.80)
<b>Equity</b>							
	G 316-25300 Unreserved Fund Balance	(\$11,220.12)	\$0.00	\$0.80	\$4,256.00	\$4.74	(\$6,968.86)
	<b>Total Equity</b>	(\$11,220.12)	\$0.00	\$0.80	\$4,256.00	\$4.74	(\$6,968.86)
<b>Total 316 PFA/TRLF REVENUE NOTE</b>		\$0.00	\$0.80	\$0.80	\$24,415.74	\$24,415.74	\$0.00



NEWPORT, MN

GL Yearly

Current Period: June 2016

FUND 322	2011A GO BONDS	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 322-10100 Cash	\$174,657.51	\$8.79	\$0.00	\$1,367.31	\$105,752.50	\$70,272.32
	G 322-10500 Taxes Receivable-Current	\$1,286.00	\$0.00	\$0.00	\$0.00	\$670.00	\$616.00
	<b>Total Asset</b>	\$175,943.51	\$8.79	\$0.00	\$1,367.31	\$106,422.50	\$70,888.32
<b>Equity</b>							
	G 322-25300 Unreserved Fund Balance	(\$175,943.51)	\$0.00	\$8.79	\$106,422.50	\$1,367.31	(\$70,888.32)
	<b>Total Equity</b>	(\$175,943.51)	\$0.00	\$8.79	\$106,422.50	\$1,367.31	(\$70,888.32)
<b>Total 322 2011A GO BONDS</b>		\$0.00	\$8.79	\$8.79	\$107,789.81	\$107,789.81	\$0.00

NEWPORT, MN

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Current Period: June 2016

FUND 401	EQUIPMENT REVOLVING	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 401-10100 Cash	\$241,488.00	\$34.98	\$0.00	\$42,684.90	\$4,452.95	\$279,719.95
	<b>Total Asset</b>	\$241,488.00	\$34.98	\$0.00	\$42,684.90	\$4,452.95	\$279,719.95
<b>Equity</b>							
	G 401-25300 Unreserved Fund Balance	(\$241,488.00)	\$0.00	\$34.98	\$4,452.95	\$42,684.90	(\$279,719.95)
	<b>Total Equity</b>	(\$241,488.00)	\$0.00	\$34.98	\$4,452.95	\$42,684.90	(\$279,719.95)
<b>Total 401 EQUIPMENT REVOLVING</b>		\$0.00	\$34.98	\$34.98	\$47,137.85	\$47,137.85	\$0.00



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## GL Yearly

Current Period: June 2016

FUND 405	T.H. HWY 61	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 405-10100 Cash	\$132,837.22	\$11.49	\$41,063.00	\$93.73	\$41,063.00	\$91,867.95
	G 405-13200 Due From Other Government	(\$0.18)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.18)
	<b>Total Asset</b>	\$132,837.04	\$11.49	\$41,063.00	\$93.73	\$41,063.00	\$91,867.77
<b>Equity</b>							
	G 405-25300 Unreserved Fund Balance	(\$132,837.04)	\$41,063.00	\$11.49	\$41,063.00	\$93.73	(\$91,867.77)
	<b>Total Equity</b>	(\$132,837.04)	\$41,063.00	\$11.49	\$41,063.00	\$93.73	(\$91,867.77)
<b>Total 405 T.H. HWY 61</b>		\$0.00	\$41,074.49	\$41,074.49	\$41,156.73	\$41,156.73	\$0.00

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Current Period: June 2016

FUND 409	2013 STREET RECON.	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 409-10100 Cash	\$94,884.87	\$11.88	\$0.00	\$70.63	\$0.00	\$94,955.50
	G 409-10400 Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 409-10406 Smith Barney	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 409-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 409-12300 Special Assess Rec-Deferred	\$0.00	\$0.00	\$0.00	\$249,717.00	\$0.00	\$249,717.00
	<b>Total Asset</b>	\$94,884.87	\$11.88	\$0.00	\$249,787.63	\$0.00	\$344,672.50
<b>Liability</b>							
	G 409-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 409-22200 Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$249,717.00	(\$249,717.00)
	<b>Total Liability</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$249,717.00	(\$249,717.00)
<b>Equity</b>							
	G 409-25300 Unreserved Fund Balance	(\$94,884.87)	\$0.00	\$11.88	\$0.00	\$70.63	(\$94,955.50)
	<b>Total Equity</b>	(\$94,884.87)	\$0.00	\$11.88	\$0.00	\$70.63	(\$94,955.50)
<b>Total 409 2013 STREET RECON.</b>		\$0.00	\$11.88	\$11.88	\$249,787.63	\$249,787.63	\$0.00

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**GL Yearly**

Current Period: June 2016

FUND 410	2014 STREET RECON.	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 410-10100 Cash	\$78,165.39	\$9.69	\$330.00	\$137.69	\$840.12	\$77,462.96
	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
	<b>Total Asset</b>	\$78,165.39	\$9.69	\$330.00	\$137.69	\$840.12	\$77,462.96
<b>Liability</b>							
	G 410-20200 Accounts Payable	(\$110.00)	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00
	<b>Total Liability</b>	(\$110.00)	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00
<b>Equity</b>							
	G 410-25300 Unreserved Fund Balance	(\$78,055.39)	\$330.00	\$9.69	\$840.12	\$247.69	(\$77,462.96)
	<b>Total Equity</b>	(\$78,055.39)	\$330.00	\$9.69	\$840.12	\$247.69	(\$77,462.96)
<b>Total 410 2014 STREET RECON.</b>		\$0.00	\$339.69	\$339.69	\$1,087.81	\$1,087.81	\$0.00

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**GL Yearly**

Current Period: June 2016

FUND 411	BUILDING FUND	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 411-10100 Cash	\$134,012.93	\$20.84	\$0.00	\$32,604.81	\$0.00	\$166,617.74
	<b>Total Asset</b>	\$134,012.93	\$20.84	\$0.00	\$32,604.81	\$0.00	\$166,617.74
<b>Liability</b>							
	G 411-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Liability</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equity</b>							
	G 411-25300 Unreserved Fund Balance	(\$134,012.93)	\$0.00	\$20.84	\$0.00	\$32,604.81	(\$166,617.74)
	<b>Total Equity</b>	(\$134,012.93)	\$0.00	\$20.84	\$0.00	\$32,604.81	(\$166,617.74)
<b>Total 411 BUILDING FUND</b>		\$0.00	\$20.84	\$20.84	\$32,604.81	\$32,604.81	\$0.00

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Current Period: June 2016

FUND 416	4TH AVENUE RAVINE	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 416-10100 Cash	\$12,781.38	\$1.60	\$0.00	\$10.52	\$0.00	\$12,791.90
	G 416-13200 Due From Other Government	\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
	<b>Total Asset</b>	\$12,781.85	\$1.60	\$0.00	\$10.52	\$0.00	\$12,792.37
<b>Liability</b>							
	G 416-20700 Due to Other Funds	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
	<b>Total Liability</b>	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
<b>Equity</b>							
	G 416-25300 Unreserved Fund Balance	(\$12,782.10)	\$0.00	\$1.60	\$0.00	\$10.52	(\$12,792.62)
	<b>Total Equity</b>	(\$12,782.10)	\$0.00	\$1.60	\$0.00	\$10.52	(\$12,792.62)
<b>Total 416 4TH AVENUE RAVINE</b>		\$0.00	\$1.60	\$1.60	\$10.52	\$10.52	\$0.00

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Current Period: June 2016

FUND 417	NORTH RAVINE	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 417-10100 Cash	\$53,814.22	\$6.74	\$0.00	\$40.06	\$0.00	\$53,854.28
	G 417-12300 Special Assess Rec-Deferred	\$0.00	\$0.00	\$0.00	\$18,762.00	\$0.00	\$18,762.00
	G 417-13200 Due From Other Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Asset</b>	\$53,814.22	\$6.74	\$0.00	\$18,802.06	\$0.00	\$72,616.28
<b>Liability</b>							
	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	\$0.00	\$0.00	\$0.00	\$0.00	\$18,762.00	(\$18,762.00)
	<b>Total Liability</b>	\$0.18	\$0.00	\$0.00	\$0.00	\$18,762.00	(\$18,761.82)
<b>Equity</b>							
	G 417-24400 Fund Balance For Encumbra	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
	G 417-25300 Unreserved Fund Balance	(\$53,814.65)	\$0.00	\$6.74	\$0.00	\$40.06	(\$53,854.71)
	<b>Total Equity</b>	(\$53,814.40)	\$0.00	\$6.74	\$0.00	\$40.06	(\$53,854.46)
<b>Total 417 NORTH RAVINE</b>		\$0.00	\$6.74	\$6.74	\$18,802.06	\$18,802.06	\$0.00

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Current Period: June 2016

FUND 422	FEMA-17TH STREET & CEDAR LAN	June 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
	G 422-10100 Cash	(\$85,264.76)	\$17,787.05	\$0.00	\$125,335.37	\$5,105.00	\$34,965.61
	<b>Total Asset</b>	(\$85,264.76)	\$17,787.05	\$0.00	\$125,335.37	\$5,105.00	\$34,965.61
<b>Equity</b>							
	G 422-25300 Unreserved Fund Balance	\$85,264.76	\$0.00	\$17,787.05	\$5,105.00	\$125,335.37	(\$34,965.61)
	<b>Total Equity</b>	\$85,264.76	\$0.00	\$17,787.05	\$5,105.00	\$125,335.37	(\$34,965.61)
<b>Total 422 FEMA-17TH STREET &amp; CEDAR LANE</b>		\$0.00	\$17,787.05	\$17,787.05	\$130,440.37	\$130,440.37	\$0.00



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Current Period: June 2016

FUND 601	WATER FUND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
G 601-10100 Cash		\$402,964.43	\$2,605.38	\$12,940.80	\$131,336.95	\$170,251.88	\$364,049.50
G 601-11500 Accounts Receivable		\$57,948.00	\$0.00	\$0.00	\$31,108.00	\$30,898.00	\$58,158.00
G 601-12300 Special Assess Rec-Deferred		\$11,587.38	\$0.00	\$0.00	\$0.00	\$10,719.00	\$868.38
G 601-15500 Prepaid Items		\$818.13	\$0.00	\$0.00	\$0.00	\$818.00	\$0.13
G 601-16100 Land		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-16200 Building and Improvements		\$123,291.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,291.00
G 601-16300 Improvements other building		\$2,962,267.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,962,267.40
G 601-16400 Equipment		\$608,916.08	\$0.00	\$0.00	\$0.00	\$0.00	\$608,916.08
G 601-16410 Accumulated dep. Equip.		(\$1,934,795.19)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,934,795.19)
G 601-16500 Construction in Progress		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21720 Online fee payable		\$0.24	\$71.76	\$41.86	\$855.19	\$963.54	(\$108.11)
G 601-26100 Contributions From City		(\$0.15)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.15)
<b>Total Asset</b>		\$2,232,997.32	\$2,677.14	\$12,982.66	\$163,300.14	\$213,650.42	\$2,182,647.04
<b>Liability</b>							
G 601-20200 Accounts Payable		(\$11,745.33)	\$0.00	\$0.00	\$11,745.00	\$0.00	(\$0.33)
G 601-21500 Accrued Interest Payable		(\$6,611.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,611.00)
G 601-21600 Accrued Wages & Salaries P		(\$16,401.09)	\$0.00	\$0.00	\$5,625.00	\$319.00	(\$11,095.09)
G 601-21701 Federal W/H Payable		(\$0.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.22)
G 601-21702 State Withholding Payable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21703 FICA Tax Withholding		(\$182.28)	\$0.00	\$0.00	\$182.00	\$0.00	(\$0.28)
G 601-21704 PERA		(\$220.92)	\$0.00	\$0.00	\$221.00	\$0.00	\$0.08
G 601-21707 Union Dues		(\$0.17)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.17)
G 601-21708 United Way		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21709 Medicare		(\$42.78)	\$0.00	\$0.00	\$43.00	\$0.00	\$0.22
G 601-21711 NPERS - Life		(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
G 601-21712 HSA Employee		(\$0.11)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.11)
G 601-21714 LTD Employee		\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 601-21715 MSRS Employee		(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 601-21718 Water sales tax payable		\$0.00	\$0.00	\$0.00	\$0.00	\$302.12	(\$302.12)
G 601-22510 General Obligation Bonds Pa		(\$488,805.00)	\$0.00	\$0.00	\$9,117.00	\$0.00	(\$479,688.00)
G 601-22550 Premium on Bonds Payable		(\$14,393.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,393.00)
G 601-99999 Utility Overpayments		\$0.02	\$11.63	\$919.22	\$7,221.56	\$12,878.90	(\$5,657.32)
<b>Total Liability</b>		(\$538,402.01)	\$11.63	\$919.22	\$34,154.56	\$13,500.02	(\$517,747.47)
<b>Equity</b>							
G 601-25300 Unreserved Fund Balance		(\$1,694,595.31)	\$12,857.41	\$1,644.30	\$193,055.25	\$163,359.51	(\$1,664,899.57)
<b>Total Equity</b>		(\$1,694,595.31)	\$12,857.41	\$1,644.30	\$193,055.25	\$163,359.51	(\$1,664,899.57)
<b>Total 601 WATER FUND</b>		\$0.00	\$15,546.18	\$15,546.18	\$390,509.95	\$390,509.95	\$0.00

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Current Period: June 2016

FUND 602	SEWER FUND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
G 602-10100 Cash		\$637,894.24	\$2,450.11	\$32,250.92	\$190,122.14	\$298,779.91	\$529,236.47
G 602-11500 Accounts Receivable		\$92,690.40	\$0.00	\$0.00	\$266.00	\$0.00	\$92,956.40
G 602-12300 Special Assess Rec-Deferred		\$11,587.30	\$0.00	\$0.00	\$0.00	\$10,719.00	\$868.30
G 602-13100 Due From Other Funds		\$0.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.29
G 602-15500 Prepaid Items		\$18,138.13	\$0.00	\$0.00	\$0.00	\$18,138.00	\$0.13
G 602-16100 Land		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-16200 Building and Improvements		\$417,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$417,170.00
G 602-16300 Improvements other building		\$1,950,830.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950,830.15
G 602-16400 Equipment		\$770,269.75	\$0.00	\$0.00	\$0.00	\$0.00	\$770,269.75
G 602-16410 Accumulated dep. Equip.		(\$1,311,552.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,311,552.22)
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)
<b>Total Asset</b>		\$2,587,027.68	\$2,450.11	\$32,250.92	\$190,388.14	\$327,636.91	\$2,449,778.91
<b>Liability</b>							
G 602-20200 Accounts Payable		(\$11,696.70)	\$0.00	\$0.00	\$11,697.00	\$0.00	\$0.30
G 602-21500 Accrued Interest Payable		(\$10,150.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,150.00)
G 602-21600 Accrued Wages & Salaries P		(\$16,401.24)	\$0.00	\$0.00	\$7,258.00	\$1,952.00	(\$11,095.24)
G 602-21701 Federal W/H Payable		\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08
G 602-21702 State Withholding Payable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-21703 FICA Tax Withholding		(\$182.28)	\$0.00	\$0.00	\$182.00	\$0.00	(\$0.28)
G 602-21704 PERA		(\$221.00)	\$0.00	\$0.00	\$221.00	\$0.00	\$0.00
G 602-21707 Union Dues		\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 602-21709 Medicare		(\$42.75)	\$0.00	\$0.00	\$43.00	\$0.00	\$0.25
G 602-21711 NPERS - Life		(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 602-21712 HSA Employee		\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
G 602-21714 LTD Employee		(\$0.35)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.35)
G 602-21715 MSRS Employee		(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 602-22510 General Obligation Bonds Pa		(\$748,195.00)	\$0.00	\$0.00	\$21,234.00	\$0.00	(\$726,961.00)
G 602-22550 Premium on Bonds Payable		(\$13,871.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,871.00)
<b>Total Liability</b>		(\$800,759.88)	\$0.00	\$0.00	\$40,635.00	\$1,952.00	(\$762,076.88)
<b>Equity</b>							
G 602-25300 Unreserved Fund Balance		(\$1,786,267.80)	\$32,250.92	\$2,450.11	\$327,636.91	\$229,071.14	(\$1,687,702.03)
<b>Total Equity</b>		(\$1,786,267.80)	\$32,250.92	\$2,450.11	\$327,636.91	\$229,071.14	(\$1,687,702.03)
<b>Total 602 SEWER FUND</b>		\$0.00	\$34,701.03	\$34,701.03	\$558,660.05	\$558,660.05	\$0.00

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Current Period: June 2016

FUND 603	STREET LIGHT FUND	June 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 603-10100 Cash	\$48,145.86	\$575.35	\$4,051.67	\$34,909.02	\$28,700.30	\$54,354.58
	G 603-10401 Northland Securities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 603-10406 Smith Barney	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	G 603-11500 Accounts Receivable	\$16,432.47	\$0.00	\$0.00	\$0.00	\$852.00	\$15,580.47
	G 603-12200 Special Assess Rec-Delinque	(\$0.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.24)
	G 603-15500 Prepaid Items	\$87.00	\$0.00	\$0.00	\$0.00	\$87.00	\$0.00
	<b>Total Asset</b>	\$64,665.09	\$575.35	\$4,051.67	\$34,909.02	\$29,639.30	\$69,934.81
<b>Liability</b>							
	G 603-20200 Accounts Payable	(\$3,480.24)	\$0.00	\$0.00	\$3,480.00	\$0.00	(\$0.24)
	G 603-20700 Due to Other Funds	(\$0.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.48)
	G 603-21600 Accrued Wages & Salaries P	(\$245.00)	\$0.00	\$0.00	\$245.00	\$0.00	\$0.00
	G 603-21703 FICA Tax Withholding	(\$15.00)	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00
	G 603-21704 PERA	(\$18.00)	\$0.00	\$0.00	\$18.00	\$0.00	\$0.00
	G 603-21709 Medicare	(\$4.00)	\$0.00	\$0.00	\$4.00	\$0.00	\$0.00
	<b>Total Liability</b>	(\$3,762.72)	\$0.00	\$0.00	\$3,762.00	\$0.00	(\$0.72)
<b>Equity</b>							
	G 603-25300 Unreserved Fund Balance	(\$60,902.37)	\$4,051.67	\$575.35	\$29,639.30	\$38,671.02	(\$69,934.09)
	<b>Total Equity</b>	(\$60,902.37)	\$4,051.67	\$575.35	\$29,639.30	\$38,671.02	(\$69,934.09)
<b>Total 603 STREET LIGHT FUND</b>		\$0.00	\$4,627.02	\$4,627.02	\$68,310.32	\$68,310.32	\$0.00

NEWPORT, MN

GL Yearly

Current Period: June 2016

FUND 604 STORM WATER FUND	June 2016					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 604-10100 Cash	\$33,819.91	\$376.02	\$1,691.42	\$29,709.03	\$26,184.73	\$37,344.21
G 604-10401 Northland Securities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-10402 CDARS/Central Bank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-10450 Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-11500 Accounts Receivable	\$12,996.80	\$0.00	\$0.00	\$0.00	\$4,284.00	\$8,712.80
G 604-12100 SA Recievable -Current	\$1,623.93	\$0.00	\$0.00	\$31,448.00	\$33,072.00	(\$0.07)
G 604-12200 Special Assess Rec-Delinque	\$3,328.00	\$0.00	\$0.00	\$28,120.00	\$0.00	\$31,448.00
G 604-12300 Special Assess Rec-Deferred	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-15500 Prepaid Items	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	\$0.00
G 604-16400 Equipment	\$191,491.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191,491.00
G 604-16410 Accumulated dep. Equip.	(\$1,596.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,596.00)
G 604-16500 Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Asset</b>	\$241,823.64	\$376.02	\$1,691.42	\$89,277.03	\$63,700.73	\$267,399.94
<b>Liability</b>						
G 604-20200 Accounts Payable	(\$220.00)	\$0.00	\$0.00	\$220.00	\$0.00	\$0.00
G 604-20700 Due to Other Funds	\$0.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.19
G 604-21500 Accrued Interest Payable	(\$2,389.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,389.00)
G 604-21600 Accrued Wages & Salaries P	(\$362.00)	\$0.00	\$0.00	\$362.00	\$0.00	\$0.00
G 604-21703 FICA Tax Withholding	(\$22.00)	\$0.00	\$0.00	\$22.00	\$0.00	\$0.00
G 604-21704 PERA	(\$27.00)	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00
G 604-21709 Medicare	(\$5.00)	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00
G 604-22510 General Obligation Bonds Pa	(\$188,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$188,000.00)
G 604-22550 Premium on Bonds Payable	(\$7,067.00)	\$0.00	\$0.00	\$7,590.00	\$0.00	\$523.00
<b>Total Liability</b>	(\$198,091.81)	\$0.00	\$0.00	\$8,226.00	\$0.00	(\$189,865.81)
<b>Equity</b>						
G 604-25300 Unreserved Fund Balance	(\$43,731.83)	\$1,691.42	\$376.02	\$35,580.73	\$69,383.03	(\$77,534.13)
<b>Total Equity</b>	(\$43,731.83)	\$1,691.42	\$376.02	\$35,580.73	\$69,383.03	(\$77,534.13)
<b>Total 604 STORM WATER FUND</b>	\$0.00	\$2,067.44	\$2,067.44	\$133,083.76	\$133,083.76	\$0.00
<b>Report Total</b>	\$0.00	\$268,212.91	\$268,212.91	\$4,856,112.65	\$4,856,112.65	\$0.00

**RESOLUTION NO. 2016-29**

**A RESOLUTION ACCEPTING DONATIONS FOR THE PERIOD OF JUNE 1 – JULY 18, 2016**

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

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

<b>Individual/Business</b>	<b>Donated Item</b>	<b>Donated Amount</b>	<b>Donated Date</b>
St. Paul Park Newport Lions	Monetary - Fire Department for 1st Responder Training	\$4,400	06/20/2016
Briana Stenvick	Books for the Library and Community Center	Estimated - \$80	06/23/2016
Corb Hopkins	Paintings for City Hall and the Library and Community Center and Coolers for Public Works	Estimated - \$508	07/14/2016

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

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

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

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

VOTE:

Geraghty	_____
Ingemann	_____
Sumner	_____
Rahm	_____
Lund	_____

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

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



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: July 18, 2016

SUBJECT: Planning Commission Start Time

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## **BACKGROUND**

In 2013, the City Council approved an amendment to the Planning Commission Guide to change the start time from 7:00 p.m. to 6:00 p.m. Given that the City Planner typically has another meeting the same night as our Planning Commission meetings, she needs to leave by 7:00 p.m. Since the Planning Commission will begin discussing the Comp Plan this fall at their meetings, staff recommended changing the start time to 5:30 p.m. so that the Planner can be present for the majority of the meetings. The Planning Commission discussed this at their July 14, 2016 meeting and agreed to change the start time to 5:30 p.m.

## **RECOMMENDATION**

It is recommended that the City Council approve Resolution No. 2016-30 amending the Planning Commission meeting time and policy guide.

**RESOLUTION NO. 2016-30**

**A RESOLUTION AMENDING THE PLANNING COMMISSION MEETING TIME AND POLICY GUIDE**

**WHEREAS**, The Newport City Council adopted a Planning Commission Policy Guide on August 5, 2010; and

**WHEREAS**, The Planning Commission Policy Guide clarifies the Planning Commission’s duties, responsibilities, governmental procedures, and meeting times; and

**WHEREAS**, The Newport City Council wishes to amend the meeting times from 6:00 p.m. to 5:30 p.m. in the Planning Commission Policy Guide.

**NOW, THEREFORE BE IT RESOLVED**, That the City Council hereby approves the amended Planning Commission meeting time and Policy Guide.

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

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

VOTE:	Geraghty	_____
	Ingemann	_____
	Sumner	_____
	Rahm	_____
	Lund	_____

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

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

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# NEWPORT PLANNING & ZONING COMMISSION POLICY GUIDE



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## SECTION 1. SUMMARY OVERVIEW

The Planning and Zoning Commission of the City of Newport, Minnesota provides an open forum opportunity for citizen input and administrative review to guide in the creation, interpretation, and enforcement of local zoning ordinances and land use regulations under its jurisdiction. Minnesota State Statutes vest the local Planning Commission with certain mandatory duties. In addition, State Statute allows the City Council to prescribe additional duties in local ordinances. In most instances, unless noted in statute or ordinance, the Planning Commission serves in an advisory capacity only and makes summary recommendations to the City Council for final review and approval.

The Planning Commission recommends enforcement of, or changes to, zoning regulations and ordinances, and assists in the preparation of a Comprehensive Land Use Plan for the City. The Comprehensive Land Use Plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive land use planning, on a 10-year cycle, is mandatory for cities inside the seven- county metropolitan area. This Comprehensive Land Use Plan is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. A Comprehensive Land Use Plan is an effective public policy document that can help a community:

- Protect property rights and values.
- Preserve important natural resources, agricultural, and other open lands.
- Identify issues, stay ahead of trends, and accommodate change.
- Foster sustainable economic development.
- Create an opportunity for residents to participate in guiding the community's future.
- Ensure that growth makes the community better, not just bigger.
- Provide an opportunity to consider future implications of today's decisions.
- Enable other public and private agencies to plan their activities in harmony with the municipality's plans.

## SECTION 2. PURPOSE

The purpose of this document is to outline the planning policy, define general duties, provide an operational set of governance procedures, and to establish a basic code of conduct for the Planning Commission of the City of Newport, Minnesota.

## SECTION 3. POLICY

It shall be the policy of the City of Newport to appoint Planning Commissioners and to operate and maintain a Planning Commission review board in order to discharge the City's normal duties and responsibilities in accordance with Minnesota Statutes and City Ordinances.

**SECTION 4. ADOPTION OF POLICY, WORK PROCEDURE & REPORT OF ACTIVITIES**

The Planning Commission, subject to City Council approval, shall adopt this policy and governance procedures, as outlined in this document, to be undertaken in its normal work activities within the exercise of its delegated powers and the performance of its official duties. Subject to City Council approval, this policy may be revised from time to time. Periodic reports of the Planning Commission’s activities, meeting minutes, public hearings, resolutions, and recommendations shall be regularly submitted by the City’s Administrative staff to the City Council for its review and disposition.

**SECTION 5. ANNUAL POLICY REVIEW**

Upon adoption, this policy shall be reviewed annually by the Planning Commission, and provided to newly appointed Commission members at the start of their respective terms. After policy approval, any changes or amendments agreed to by a supermajority vote of the Planning Commission shall be recommended to the City Council for adoption. In addition, the City Council may review this policy and adopt amendments as needed.

**SECTION 6. PLANNING COMMISSION, APPOINTMENT OF MEMBERS**

The Planning Commission shall consist of five (5) voting members appointed by City Council. The City Council shall review applications when vacancies exist and appoint Planning Commission members for a term of three (3) years, to be staggered in their terms of appointment.

- A. Positions for the Planning Commission shall be appropriately posted on the City’s main website, City Hall’s public bulletin board, or in other customary City official communication publications.
- B. The City Council shall review all applications for the Planning Commission and make appointments in accordance with its procedures.
- C. All Planning Commission members shall be residents of the City at the time of their appointment and during their tenure on the Commission.
- D. Planning Commission members who change their primary residence out of the boundaries of the City limits during their appointment term, or can no longer perform their official duties, shall suitably notify the Planning Commission and the City Council of such disqualification and must relinquish their position on the Planning Commission.
- E. Three consecutive unexcused absences from Commission meetings shall be deemed to constitute a resignation. The Chairperson shall report such absences to the City Council, which will make an appointment to fill the vacancy for the unexpired portion of the term.
- F. Planning Commission members are not bound by term limits, and upon request and good standing may, at the discretion of City Council, be appointed to serve in consecutive Commission terms.

**SECTION 7. ELECTION OF PLANNING COMMISSION OFFICERS**

Officers of the Planning Commission shall consist of a Chairperson and a Vice-Chairperson duly elected by the Planning Commission at the first meeting of the year. The terms for the Chairperson and Vice-Chairperson are one calendar year in length. Once the Vice-Chairperson has fulfilled his / her one-year term, he / she will then become Chairperson and the Commission shall make nominations for, and appoint, a new Vice-Chairperson.

## **SECTION 8. DUTIES OF PLANNING COMMISSION MEMBERS**

The Planning Commission members make up the governance body of the Commission. The duties and powers of the Planning Commission members shall be as follows:

### **A. Chairperson (Chair):**

1. To preside at all meetings of the Planning Commission.
2. To call special meetings of the Planning Commission in accordance with this policy guide.
3. To sign documents of the Planning Commission.
4. To see that all actions of the Planning Commission are properly taken.
5. To cancel or postpone any regularly scheduled meetings, as appropriate.
6. To invoke a reasonable time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
7. To provide for the selection of spokespersons to represent groups of persons with common interests during public meetings and hearings.
8. To order an end to disorderly conduct and direct law enforcement to remove disorderly persons from Planning Commission meetings or hearings.
9. To schedule a second official public hearing meeting or other continued meeting, in the event that a meeting or public hearing cannot be concluded by a reasonable hour in the judgment of the Chairperson.
10. The Chairperson has the responsibility to facilitate discussion by the Planning Commission. This may occur in a variety of ways, including:
  - a. Interpret and apply rules of procedure.
  - b. Decide whether motions are properly made.
  - c. Decide whether motions are in order.
  - d. Decide whether questions of special privilege ought to be granted.
  - e. Decide when to recognize speakers.
  - f. Call for motions or recommend motions.
  - g. Enforce speaking procedures.

### **B. Vice-Chairperson (Vice-Chair):**

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties, and be subject to all the responsibilities, of the Chairperson.

### **C. Planning Commission Members:**

1. The general duties of the Planning Commission members are, but are not limited to:
  - a. Read the agenda to familiarize themselves with the business before the Commission meeting.
  - b. Make motions and calling (parliamentary) questions.
  - c. Ask clarifying questions.
  - d. Recommend policies and procedures.
  - e. Serve on special committees.
  - f. Fill in as temporary Chairperson or Vice-Chairperson.
  - g. Vote on agenda items, procedures, or resolutions before the Commission.
2. The Planning Commission members are expected to be impartial and apply the zoning ordinances and land use regulations equally among petitioners and applicants.

3. All members are expected to attend all called Planning Commission meetings or to give notice to the Chairperson in advance of any planned absences.
4. All members are to refrain from all activities that suggest favoritism or improprieties.
- D. Secretarial duties to be delegated to City's Administrative staff:
  1. To give or serve all notices required by law or by this policy guide
  2. To prepare the agenda for all meetings of the Planning Commission
  3. To inform the Planning Commission of correspondence relating to business of the Commission and to attend to such correspondence
  4. To be custodian of Planning Commission records
  5. To handle funds allocated to the Planning Commission in accordance with its directives, the law, and City regulations
  6. To take the minutes of all meetings of the Planning Commission for typing and filing into the appropriate minute book by City Staff
  7. To provide a record of minutes, recommendations, and resolutions to the City Council

### **SECTION 9. COMMISSION VACANCIES**

If a vacancy occurs among the members of this Planning Commission by any reason of death, resignation, disqualification, disability, or otherwise, notice of such vacancy shall be given to the City Council by the acting Chairperson or Vice-Chairperson of the Planning Commission.

- A. Resignations shall be made in writing to the Acting Planning Commission Chairperson and the City Council, stating the effective date of the resignation.
- B. Vacancies for Planning Commission members shall be appropriately posted on the City's main website, City Hall's public bulletin board, or in other customary City official communication publications.
- C. City staff shall then see that new appointments are made within a reasonable time by the City Council.

### **SECTION 10. REGULAR MONTHLY MEETINGS**

Regular monthly meetings of the Planning Commission shall be held at the Newport City Hall or other officially designated location at ~~65:00-30~~ PM on the second (2<sup>nd</sup>) Thursday of each month. At such meetings, the Planning Commission may consider all matters properly brought before the Planning Commission.

- A. Notifications for Planning Commission meetings shall be appropriately posted on the City's main website, City Hall's public bulletin board, or in other customary City official communication publications.
- B. A regular meeting may be cancelled or rescheduled by the Planning Commission at any prior meeting by the Acting Chairperson as long as there is no major business or public hearing scheduled before the Commission for that upcoming meeting.
- C. Any regular meeting falling upon a holiday shall be cancelled if not rescheduled.

**SECTION 11. MEETINGS AND THE OPEN MEETING LAW**

In accordance with the Minnesota Open Meeting Law, all official meetings of the Planning Commission shall be open to the general public for review and participation.

- A. An "official" Planning Commission meeting is any gathering, or simultaneous communication (via e-mail, telephone, or otherwise), between a quorum of Commission members for the purpose of considering the public business of the Planning Commission.
- B. Informal gatherings and communications, such as site visits, conference telephone calls, and electronic messages, may constitute an official meeting without proper public notification.
- C. The Planning Commission may exclude the public from its meeting only in certain very limited cases identified in the Minnesota Open Meeting Law.

**SECTION 12. SPECIAL MEETINGS**

Special meetings of the Planning Commission may be called by the Chairperson or Mayor, whom shall designate the time, place, and purpose of the meeting. Notice of special meetings must conform to the Minnesota Open Meeting Law.

- A. Written notice (by U.S. mail) of special meetings thereof shall be delivered to all Planning Commission members not less than three (3) days in advance of the special meeting except in the case of an emergency.
- B. An emergency meeting may be called by telephone at less than three days notice, but not less than one day notice (24 hours) by the Mayor only.
- C. Notice of all emergency meetings must be immediately posted on the City's website or City Hall's bulletin board as a minimum.

**SECTION 13. MEETING QUORUM**

In order for any Planning Commission meeting to be called to order, a quorum of three (3) Commission members must be present. During the course of a meeting, at least three (3) members must be present to consider and take action on any matter before the Commission.

In the absence of the Chairperson and Vice-Chairperson, the remaining members shall elect a Temporary Chairperson for the purpose of that respective meeting.

**SECTION 14. RULES OF PROCEDURE FOR PLANNING COMMISSION MEETINGS**

All meetings of the Planning Commission shall be conducted in accordance with the following Rules of Order. Any rule of order not covered by these meeting rules shall be governed by the most recent published edition of Robert's Rule of Order of Standard Parliamentary Procedure.

- A. Any resolution or motion, except a motion to adjourn, postpone, reconsider, table, or call the previous question, shall be reduced to writing if requested by the Chairperson.
- B. Any resolution or motion may be withdrawn at any time before action is taken on it.
- C. When a question is under debate, no other motion shall be entertained except a motion to: table, call for the question, act on the question, postpone, refer to committee, or amend. Motions shall take precedence in that order and the first two (table, call to question) shall be without debate.

- D. All motions shall be carried by a simple majority vote of the members present, except call for a motion to call the question, which must be carried by a two-third vote of the members present.
- E. Any member of the Commission may call for a roll call vote on any issue.
- F. Only members recognized by the Chairperson can make motions.
- G. Speaking without recognition of the Chairperson shall be cause for another member to call "point of order" and the member speaking out of turn must relinquish the floor.
- H. "Call for the question" or "previous question" is a motion and must be seconded. It is not debatable and must be voted upon immediately. A two-thirds majority is necessary to call the previous question. If the two-thirds majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.
- I. "Question" is not a motion but only an indication to the Chairperson that the person making statement is ready to have the motion or question put to a vote.
- J. The Chairperson may direct that a motion be divided into two or more separate parts that can be voted on separately, if this is requested by a Planning Commissioner.
- K. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chairperson; however, all members shall be allowed to speak in their turn. Each member, while speaking, shall avoid all personal, indecorous, or sarcastic language.
- L. These rules shall not be repealed, waived, or amended except by a simple majority vote of the Commission.
- M. Any member may appeal to the City Planning Commission as a whole from a ruling of the Chairperson. If the appeal is seconded, the appealing member may speak first on the reason for his/her appeal. General discussion can then take place on the appeal before a vote. The appeal shall be sustained if it is approved by a simple majority of the members present.
- N. If a motion is unnecessary, unsuitable for consideration, and/or proposed at an inopportune time for the purpose of delaying or embarrassing others, the Chairperson may rule the motion out of order on her/his own initiative.

**SECTION 15. REGULAR PROCEEDINGS**

- A. At any meeting of the Planning Commission, the following shall be the regular order of business:
  - 1. Call to Order
  - 2. Roll Call of Meeting Participants
  - 3. Approval of the Minutes of the Preceding Meeting(s)
  - 4. Appointments with Commission
  - 5. Staff Reports and Other Business
  - 6. Committee Reports/City Council Actions
  - 7. Adjournment
- B. The order of business may be varied by the Chairperson, but no public hearings shall be held at an earlier time or place than specified in the notice of hearing.
- C. The following procedures will normally be observed for matters before the Planning Commission, except for public hearings, which follow the procedures detailed in Section 19. However, they may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business:

1. City staff presents report and makes recommendation (if any).
  2. The Planning Commission may ask questions regarding the staff presentation and report (if any).
  3. Proponents of the agenda item may make a presentation (if any).
  4. Any opponents may make presentations (if any).
  5. Applicant may make rebuttal of any points not previously covered (if any).
  6. Planning Commission may ask any questions it may have of the proponents, opponents, or staff (if any), and then takes a vote.
- D. Each formal action of the Planning Commission required by law, rules, regulations, or policy shall be embodied in a formal vote duly entered in full upon the meeting minutes after an affirmative vote as provided in Section 5 hereof and may be accompanied by written findings of fact.
- E. Unless agreed to by a 2/3 vote of the Planning Commission, no agenda items shall be taken up at a Planning Commission meeting after 10:00 PM.

#### **SECTION 16. MEETING AGENDA AND RULES FOR SUBMISSION**

- A. Purpose. The Agenda of the Planning Commission meeting is required and serves two important functions. First, it focuses Planning Commission deliberations by determining what matters will be considered at the meeting, when each matter will be considered, and the context in which each matter will be considered. Second, it serves as the public's only guide to what will be considered at the meeting, how the matter be dealt with, who will participate in the discussion, and when public comment may be made. The Agenda should be prepared so as to best achieve these functions.
- B. Deadlines. The Agenda shall be prepared by City Administrative staff and shall be closed at noon five business days (5) prior to the meeting date.
- C. Submissions. Any Planning Commission member can place an item on the Agenda by instructing the City staff responsible for agenda preparation. No item shall be placed on the Agenda unless the item is expressed in such a way as to clearly show the subject matter involved.
- D. Delivery of Agenda to Members. At least three (3) calendar days before the day of the meeting, City staff shall provide each Commission member a meeting Agenda and all materials related to items on the Agenda (e.g., petitions, applications, plans, staff report, written comments received).
- E. Agenda Additions During Regular Meetings. Additional items may be added to the Agenda at a Planning Commission meeting subject to approval by a simple majority vote of the members present. The additional Agenda items may be discussed, but no action may be taken if any member objects.
1. If a new item of business proposed to be added to the Agenda requires staff review (such as conditional use permits (CUPs), ordinance amendments, preliminary subdivision plans, and subdivision review procedures and guidelines), involves quasi-judicial procedures (such as a request for a hardship variance from Subdivision or Zoning Ordinance standards), or involves substantive matters of potential public interest (such as the Comprehensive Land Use Plan, or other major policies), the Commission may add the item to the Agenda only for purposes of referring it to the staff or a Commission committee, or scheduling it for consideration at a later public meeting (as appropriate).

- F. Discussions Limited to Agenda. The Commission may not discuss the substance of any matter or take any final action on any item except at a meeting where the item is included on the distributed or properly amended Agenda.
- G. Order and Form of the Agenda. The Agenda organization shall generally conform to preceding Section 15. In addition, the Agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Planning Commission responsibilities. Items of business likely to attract the attendance of many interested persons (such as those involving notice to adjoining property owners and those involving other public notice) should generally be placed early on the Agenda, thereby, minimizing the time citizens must wait for consideration of the item that brought them to the meeting. The Agenda should identify (by name and/or role/and or resolution number) the leading agenda participants at each step of the Planning Commission's review and indicate the step at which interested persons will have the opportunity to comment on the item.

**SECTION 17. VOTING AND RECOMMENDATIONS**

At all meetings of the Planning Commission, each Commission member attending, with the exception of the City Council liaison member, shall be entitled to cast one vote on matters before the Planning Commission.

- A. Votes shall be cast by open voice vote, except when a roll call vote has been approved. When a roll call vote is taken, each Planning Commission member has up to one minute to cast their vote or abstain from voting.
- B. In the event that any Planning Commission member shall have a conflict of interest, as determined by either self-disclosure or on advice from the City Attorney, concerning a matter then before the Planning Commission, he/she shall disclose his/her interest and be disqualified from voting upon the matter only, and the staff administrative secretary shall so record in the minutes that no vote was cast by such member.
- C. The affirmative vote of a simple majority of members in attendance shall be necessary for the adoption of any resolution or other voting matter, unless specifically required by a 2/3 vote.
- D. The results of any vote tally shall be recorded by the City Administrative staff, listing those voting Aye and those voting Nay.
- E. All final recommendations shall be sent to the City Council by means of written meeting minutes, and shall include in the record the division of votes on each recommendation or resolution.

**SECTION 18. MEETING MINUTES**

- A. Purpose. The minutes of the Planning Commission's meetings represent the official record of the Commission's deliberations and actions. As such, they record the Planning Commission's vote on actions and the reasons for the vote. The minutes also communicate background on the Planning Commission's recommendations to the City Council, provide perspective on issues, and provide a historical record of Commission proceedings. Furthermore, State law requires the Commission to keep full and accurate minutes of all official meetings, and requires that those minutes be retained and be available for public inspection by any person subject to the State Public Records Law and the City records retention schedule.

- B. Duties of Staff Preparing Minutes. City Administrative staff shall prepare minutes of all Planning Commission meetings. The meeting minutes shall state:
  - 1. Which members were present and absent, and whether absent members were excused or not excused.
  - 2. A summary of staff and committee reports and recommendations, applicants' presentations, public comments, and the Planning Commission's discussion on each item.
  - 3. The content of each principal motion before the Planning Commission, the identity of the person who made and seconded the motion, and the record of the vote on the motion (identifying the vote count and, unless the vote was unanimous, the names of those voting for or against the motion). If the motion called for or recommended adoption of an ordinance or resolution, or the acceptance of a report, the minutes shall also include a copy of the ordinance, resolution, or report.

**SECTION 19. PUBLIC HEARINGS**

- A. A public hearing is a noticed, official hearing, the express and limited purpose of which is to provide an equitable opportunity for the public to speak on matters before the Planning Commission.
- B. For certain matters considered by the Planning Commission, a requirement that the Planning Commission conduct a public hearing is prescribed by State Statute, the City's Municipal Code of Ordinances, or by City policy. The Planning Commission, however, may elect to conduct a public hearing that is not specifically required, if the Planning Commission determines that due to the unique nature of the matter, a hearing is advisable.
- C. The Planning Commission may neither deliberate nor take a substantive vote during a public hearing, but may ask questions of speakers for the sake of clarification.
- D. The Planning Commission, upon resuming their regular meeting after the close of the public hearing, may take action upon the matter discussed at the public hearing.
- E. Conduct of Persons Before the Planning Commission:
  - 1. During all public hearings required by State law or City ordinance, members of the public shall be given reasonable opportunity to speak. In order to promote meeting efficiency, the Chairperson may discourage duplicative testimony and may place reasonable time limits on the amount of time that individuals have to speak. Comments should be addressed to the item before the Planning Commission. Where a comment is irrelevant, inflammatory, disruptive or prejudicial, the Chairperson may instruct the Planning Commission to "disregard" the comment, which nevertheless remains in the public record.
  - 2. During all regular and special meetings of the Planning Commission, the public may be present, but shall remain silent unless specifically invited by the Chairperson to provide comment.
  - 3. During all proceedings, members of the public have the obligation to remain in civil order. Any conduct which interferes with reasonable rights of another to provide comment, or which interferes with the proper execution of Commission affairs, may be ruled by the Chairperson as "out-of-order" and the offending person directed to remain silent. Once, having been so directed, if a person persists in disruptive conduct, the Chairperson may order the person to leave the Planning Commission meeting or hearing. Where the person fails to comply with an order to leave, the Chairperson may then call upon civil authority to

physically remove the individual from the chamber for the duration of the hearing or deliberation on that item.

4. The Chairperson of the Planning Commission may impose additional limits or rules upon members of the public as permitted by Section 15.

F. Additional Rules of Procedure for Public Hearings:

1. Public Hearing Format. Public hearings shall be conducted in the following manner:

- a. The Chairperson calls the public hearing to order and declares the time of opening.
- b. It is the intent of the Planning Commission to open all public hearings at the predetermined and published time. From a practical standpoint, not all hearings can be opened at their designated time. The Chairperson may delay the start of a hearing until the business at hand is acted upon, in any manner, by the Planning Commission. However, in no circumstances can a hearing be opened prior to the predetermined and published time.
- c. The Chairperson or his/her delegate reads from the hearing notice, the details on the hearing sufficient to provide the public a general understanding of the purpose and procedures for the hearing, and the fact that the hearing is their exclusive or primary opportunity to provide input to the City on the subject.
- d. Staff and/or a consultant may make a presentation or report on the subject matter for the hearing.
- e. The applicant (if any) may make a presentation or report on the subject matter for the hearing.
- f. The Chairperson asks Planning Commission members if they have questions of the staff or consultant, if any.
- g. The Chairperson requests a motion and second to open the public hearing.
- h. The Chairperson announces that input will be received from the citizens, requesting that each speaker provide a name and address, noting any applicable time limits for comment from individual members of the public, any other applicable rules, and explaining the procedure for enforcement of such rules.
- i. After members of the public have spoken, the Chairperson requests a motion to:
  - i. Close the public hearing, and the Planning Commission votes on the motion. Once the vote is taken, the hearing is closed for the record.
  - ii. Continue a public hearing. If the Planning Commission votes to continue the hearing, the Chairperson shall, in consultation with City staff, select and announce a time and date certain for the continued public hearing. No additional publication or notice requirements are needed if a hearing is continued to a later date. However, no public hearing may be continued more than once without re-notice and publishing the time, date, and location of the hearing.
- j. The Planning Commission addresses the subject matter through deliberation, questions to citizens and staff, and reactions and statement of position on the subject.
- k. If the public hearing has been closed, the Planning Commission may take action on the application before them. The Commission may formulate a recommendation which outlines the parameters under which an approval would be granted. The reasons and conditions shall be stated in the motion or resolution for approval or denial.

- I. Continuation of an action may occur in the event insufficient information is present to make a decision. The Planning Commission shall delineate the missing information before continuing the item.

**SECTION 20. COMMITTEES**

- A. The Chairperson may appoint ad hoc committees unless the City Council shall otherwise direct. The Chairperson shall be an additional voting member of all committees. The Chairperson may appoint a Planning Commission member to chair each ad hoc committee.
- B. All committees shall report back to the Planning Commission with recommendations.
- C. Nothing in the foregoing shall be construed as waiving the ability of the Planning Commission at any time to increase or curtail the duties of any committee and/or to direct or control its actions.

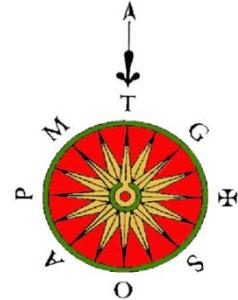
**SECTION 21. AMENDMENTS**

This policy on general governance, rules of procedure, and duties and responsibilities may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting. All amendments are subject to City Council review and approval before they take effect.

# Pathfinder CRM, LLC

Cultural Resource Management & Heritage Preservation Consultants

319 South Division Avenue  
PO Box 503  
Spring Grove, Minnesota 55974-0503  
507-498-3810 800-206-8704 (toll free)  
www.pathfindercrm.com



**TO:** Deb Hill, City Administrator, City of Newport  
**FROM:** Robert Vogel, Preservation Planner  
**DATE:** May 16, 2016  
**RE:** Proposal to Provide the City of Newport with Historic Preservation Consultant Services in 2017-2018

I am pleased to provide this proposal to continue providing the City of Newport with historic preservation services. As you know, our current two-year contract expires on December 31, 2016. It has been my privilege to serve as Newport's historic preservation planner since 1993 and I would like very much to negotiate another two-year agreement.

The scope of services being proposed would explicitly address the historic preservation program areas defined in the city's heritage preservation ordinance (§1140) and the preservation element of the comprehensive plan. There are no important changes from past contracts; even the fee schedule remains the same from 2015-2016. Under the proposed retainer agreement I will provide the city with approximately 180 hours of professional service annually. The retainer fee does not cover work paid for by state or federal grants, for which I bill the City at the hourly rate specified in the contract.

Robert C. Vogel, doing business as Pathfinder CRM, LLC, proposes to provide the City with the following historic preservation consultant services in calendar years 2017-2018:

- A. Serve as the City's Preservation Planner, subject to the administrative supervision of the City Administrator.
- B. Advise the City on all matters relating to heritage preservation, including heritage resource identification and evaluation, designation of heritage landmarks, design review and compliance, preservation planning, and public education.
- C. Staff the Heritage Preservation Commission and attend all regular and special meetings of the commission.
- D. Attend meetings of the City Council, Planning Commission, and Park Board as needed.

- E. Provide City officials with information and training in historic preservation.
- F. Assist the City staff in reviewing applications for city permits in relation to heritage preservation resources.
- G. Revise and update the Heritage Preservation section of the Newport Comprehensive Plan.
- H. Prepare the annual report and other documentation required for maintaining the City's Certified Local Government status under the National Historic Preservation Act.
- I. Provide public education in the form of presentations, tours, publications, etc.
- J. Prepare grant applications.
- K. Maintain the registry of Newport Heritage Landmarks.
- L. Compile a comprehensive inventory of historic buildings, structures, sites, objects, and districts worthy of preservation.
- M. Provide historic property owners with information and technical advice on the preservation, protection and use of privately owned heritage resources.
- N. Perform such other tasks as authorized by the City Administrator.

Compensation for the services outlined above would be on an annual basis. The proposed annual retainer fee is nine thousand dollars (\$9,000.00), to be paid in two lump sums, the first fee payment due on January 1, 2017 and the second on January 1, 2018. For the work authorized under paragraph N (i.e., grant funded work or special projects), I propose to bill the city on an hourly basis at the rate of eighty-five dollars (\$85.00) per hour, plus direct expenses.

Pathfinder CRM, LLC is a full service cultural resource management firm with a multi-disciplined professional staff that includes historians, architects, archaeologists, and planners. Since I founded the company in 1978, we have specialized in local government historic preservation planning. Our client list encompasses over one hundred local units of government and we have successfully completed nearly a thousand projects. I currently staff the heritage preservation commissions in the cities of Chatfield, Edina, and Farmington. A copy of my resume with references is available on request.

I would be happy to meet with you and members of the city council to answer questions regarding this proposal and to further discuss the scope of services, deliverables, and fees. Thank you for giving me the opportunity to submit this proposal.

**CITY OF NEWPORT  
HERITAGE PRESERVATION PROGRAM  
HIGHLIGHTS 1992 TO 2015**

**1992**

- Adopted first preservation ordinance
- Created Heritage Preservation Commission (first meeting held on September 23)
- Compiled information about Newport historic buildings and sites

**1993**

- Hired Robert C. Vogel as HPC consultant
- Developed initial program goals and objectives
- Initiated Certified Local Government application process
- Held monthly HPC meetings
- First HPC celebration of National Preservation Week (now Preservation Month)
- Newport Library sign

**1994**

- First HPC annual meeting (an open house for city and state officials)
- City preservation program certified by the United States Department of the Interior
- First successful Certified Local Government grant application
- HPC information booth at Pioneer Day
- General fund budget established for preservation program
- Picture postcard project

**1995**

- HPC visited the new Minnesota History Center
- Initial HPC involvement in planning for the Wakota Bridge project
- Comprehensive survey of historic buildings and sites worthy of preservation (CLG grant project)

**1996**

- CLG grant for development of curricula and classroom materials for teaching with local history and historic sites (joint project with City of Cottage Grove)
- Publication of informational brochure about Newport heritage preservation sites
- Increase in use of government access cable TV for public education & outreach

- Newport HPC one of the cosponsors of the first information sharing network established by Twin Cities area preservation commissions

## **1997**

- Legislative forum as part of HPC annual meeting
- Strategic planning establishes long-range heritage preservation goals
- Heritage Education Project (classroom resource kit modules developed as part of CLG grant project)
- “Day in the Life of Newport” photography event (400+ photographs taken May 1)

## **1998**

- HPC moves to bi-monthly regular meetings
- CLG grant for preparation of landmark designation studies
- Work with FEMA to restore storm damage to historic buildings and sites

## **1999**

- CLG grant for preparation of additional landmark designation studies
- Reconnaissance survey to identify all buildings within city limits constructed prior to 1940
- Major amendments to city preservation ordinance (to implement comprehensive planning goals)
- Fall historic sites tour
- Comprehensive preservation plan developed (part of comprehensive land use plan)

## **2000**

- Millennium Time Capsule project
- Initial archaeological assessment of the Mill Pond site
- Development of preservation plans for WPA river overlooks
- Preservation workshop for city council and staff
- HPC participation in Red Rock commuter rail planning

## **2001**

- HPC members appointed to Wakota Bridge/Highway 61 aesthetics committee
- Work with Planning Commission to ensure revisions to zoning ordinance are sympathetic to heritage preservation
- First study of voluntary, non-regulatory programs for enhancing the historic character of residential and commercial areas

- First Newport Heritage Landmark designations made under revised preservation ordinance

## **2002**

- Heritage of Newport Women project completed (CLG grant project)
- HPC sponsored initiative for new street signs (with historic street names)
- Photographic record of Wakota Bridge/Highway 61 construction
- Education partnership with Washington County Historical Society
- Adaptive use feasibility study of Newport Library

## **2003**

- Local history display case at Newport Library (cooperative agreement with Washington County Historical Society)
- Wakota Bridge/Highway 61 aesthetics
- First annual preservation award (now the Betty Haugen Memorial Heritage Preservation Award) presented to Newport Model RR Club during National Preservation Month

## **2004**

- Planning for rehabilitation of WPA riverfront overlook parks
- Study of historic landscapes and landscape architecture resources (CLG grant project)
- Newport representatives lead first “tiny towns” planning workshop as part of National Alliance of Preservation Commissions national meeting in Indianapolis

## **2005**

- Rehabilitation of Grove Street Overlook (WPA “lookout” at end of 10<sup>th</sup> Street) completed
- Preservation concept plan for Mill Pond site
- Work with Park Board to develop and implement master plan for parks that balances historic preservation and recreation needs
- Historic preservation page on city website

## **2006**

- Heritage site interpretation plan (CLG grant project)
- Newport participation in National Alliance of Preservation Commissions forum on preservation planning in “tiny towns” held in Baltimore
- Master plans for WPA river overlooks

## **2007**

- Review & update of comprehensive preservation plan
- Newport HPC participation in National Trust for Historic Preservation conference
- Celebration of Minnesota statehood sesquicentennial
- Development of strategic plan and restoration concept for Newport Library

## **2008**

- Revised and updated heritage preservation section of city comprehensive plan adopted by city council
- Two special joint meetings with Park Board

## **2009**

- Study of heritage resources associated with the Mississippi River (CLG grant)
- HPC riverfront inspection tour
- Initiative to create incentives for maintaining and restoring older buildings

## **2010**

- Heritage resources disaster management plan (CLG grant project)
- Plan for preservation of hedge in Pioneer Memorial Park
- Joint planning workshop with Park Board
- Publication of first Newport Preservation Month poster

## **2011**

- Civil War Sesquicentennial “Muster in Pioneer Park” celebration
- Initial planning for Newport Veterans’ Memorial
- Management plans for city-owned heritage landmarks (CLG grant project)

## **2012**

- Newport heritage resources inventory reorganized & updated
- Exploration of adaptive use alternatives for Newport Library
- Planning and initial fundraising for veterans’ memorial
- Coordination of volunteer landscaping improvements at Newport Library

## **2013**

- Provided city officials and the public with information, education, and training in historic preservation

- Updated Newport heritage resources inventory
- Coordinated fundraising and construction of the plaza for the Newport Veterans' Memorial

## **2014**

- Provided city officials and the public with information, education, and training in historic preservation
- Updated the Newport heritage resources inventory of buildings, structures, sites, objects and districts that meet established criteria for historical, architectural, archaeological and cultural significance
- Began compiling photo-documentation on all buildings over 50 years old
- Developed plans for repair and restoration of stone walls at WPA overlooks

## **2015**

- Completed audit of the city heritage preservation program
- Worked with the Planning Commission to develop strategies to encourage preservation of Newport's historic residential neighborhoods
- Completed a year-long historical and architectural study of the former Loren Johnson residence, 331 7<sup>th</sup> Street (CLG grant project)
- Certified roof repairs at the historic Train Tower for compliance with historic preservation standards
- Initiated public history lecture series at Newport Library

Note: Since 1993, no significant heritage resource has been destroyed by any activity permitted, licensed, financed, or supported by the City of Newport.

**CITY OF NEWPORT  
CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT  
FEDERAL FISCAL YEAR 2015**

The City of Newport created its historic preservation program by ordinance in 1992 and has been a Certified Local Government (CLG) under the National Historic Preservation Act of 1966, as amended, since 1993. This report summarizes historic preservation activities during the period from October 1, 2014 to September 30, 2015 (FY 2015).

**Heritage Preservation Commission**

The Newport Heritage Preservation Commission (HPC) is a citizen advisory panel appointed by the city council to advise it on all matters relating to historic preservation. By ordinance, the HPC consists of not more than five voting members who are residents of the city and serve three-year terms of office. The following individuals served on the HPC during FY 2015: Linda Michie (chairperson), JoAnn Bailey, Beverly Bartl, and Fred Leimbeck; Mary Ann Newman, formerly a member of the city's Park Board, was appointed to the HPC to fill the vacant seat. City Council Member Bill Sumner was the HPC's city council liaison, serving as an ex-officio, non-voting member of the commission for the second straight year.

The HPC was staffed by Robert C. Vogel, who has been the city's preservation planner since 1992. He meets the Secretary of the Interior's professional qualifications standards in history and architectural history.

**National Register of Historic Places**

No properties within the city limits have been listed in the National Register of Historic Places. No properties were nominated to the National Register during FY 2015.

**Local Designations**

The Newport Heritage Landmark program is a form of overlay zoning used to protect significant heritage resources from the adverse effects of activities planned, regulated, financed, or assisted by the City of Newport. Properties are determined eligible by the HPC, which is solely responsible for initiating the designation process. No properties were designated Newport Heritage Landmarks in FY 2015. The following properties have been designated Newport Heritage Landmarks:

- Historic Amstrong-Yelland House (Dilaram Cottage), 280 Second Avenue
- CM&StP Railroad Switching Tower, 600 Seventh Avenue
- Red Rock Cemetery, end of Cemetery Road
- Historic Kaposia Mission Building (Kavanaugh Log Cabin), on grounds of Newport United Methodist Church, 1596 Eleventh Avenue
- Eyah-Shah (Red Rock), on grounds of Newport United Methodist Church, 1596 Eleventh Avenue

- Historic James H. Huginin House, 597 Fourth Avenue
- Historic F. A. Marko Riverfront, 121 Tenth Street

The following properties have been evaluated as eligible for designation as Newport Heritage Landmarks:

- Historic J. V. Bailey House (Bailey Nurseries Office), 1325 Bailey Road
- Historic Farmers Terminal State Bank (Central Bank), 2104 Hastings Avenue
- Historic Grove Street Overlook), Mississippi River at end of Tenth Street (
- Historic WPA Overlook, Mississippi River at end of Twelfth Street
- Historic WPA Overlook, Mississippi River at end of Park Place
- Mill Pond Site, Mississippi River
- Newport Elementary School, 851 Sixth Avenue
- Historic Charles A. Parker House, 295 Seventh Avenue
- Pioneer Memorial Park, Fourth Avenue and Sixth Street
- Main Street Steamboat Landing, Mississippi River at end of Sixth Street
- Newport Village Hall, 600 Seventh Avenue
- Newport Cemetery, north side of Highway 10-61
- Acker House, 615 Fourth Street

City policy with respect to the Newport Heritage Landmark program is set forth in the preservation element of the Newport Comprehensive Plan (2008, revised).

### **Design Review**

By ordinance, the HPC reviews development plans and applications for building permits for their effects on properties which have been designated or determined eligible for designation as Newport Heritage Landmarks. By ordinance, design review applies the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. One project required a certificate of appropriateness in FY 2015: a COA for reroofing the Historic CMStP&P Railway Switching Tower was approved administrative by the city's preservation planner on July 22, 2015. In addition, the HPC and its staff reviewed and commented on several community development projects, as well as private undertakings involving historic buildings and sites not designated as heritage landmarks.

No significant historic resource was destroyed or damaged during FY 2015 as a result of any project funded, permitted or otherwise supported by the City of Newport.

### **Historic Resources Survey and Inventory**

The city's heritage resources survey has been ongoing since the early 1990s. 100% of the city has been surveyed at the reconnaissance level for above-ground resources and all primary buildings that were constructed prior to circa 1950 (approximately 300 standing structures) have been visually inspected. Slightly over 10% of the city's land area has been systematically surveyed for archaeological resources. The Newport heritage resources inventory contains data on over one hundred historic buildings, structures, and sites which have been documented by

survey and evaluated for historical significance and integrity. The inventory files are maintained by the city's preservation planner and a computerized inventory catalog is being developed. No previously undocumented historic resources were identified by survey during FY 2015.

### **Public Participation and Records Keeping**

The HPC holds regular bi-monthly meetings (with special meetings as necessary) and met six times during FY 2015. All of the commission meetings were conducted in accordance with city policy and complied with the Minnesota Open Meeting Law. HPC meetings are cablecast live on the city's government access cable television channel. Minutes of meetings, reports and official correspondence are part of the permanent record of city government operations. All HPC records are maintained in accordance with Minnesota Statutes §138.17 and are available for public inspection.

### **Other Activities**

The city historic preservation program made significant progress toward its major goals and objectives in FY 2015 by:

- Holding bi-monthly regular meetings of the HPC and televising the meetings on the city's government access cable television channel.
- Sponsoring public education activities during Preservation Month (May), including an official proclamation, a public lecture at the Newport Library, and presentation of the annual Betty Haugen Memorial Heritage Preservation Award to the Newport Library Board in recognition of the board's efforts to rehabilitate and reuse the historic library building.
- Sponsoring public education activities during the annual Pioneer Day community festival held in Pioneer Memorial Park on August 9, 2015.
- Sponsoring a series of public history presentations at the Newport Public Library.
- Providing city officials and the public with information, education and training in historic preservation.
- Implementing the management plans for city-owned heritage landmarks.
- Implementing the heritage resources disaster management plan.
- Advising city officials on preservation matters relating to the city's acquisition of the historic Mill Pond locality.
- Completing an intensive historical and architectural survey of the Loren Johnson House, 331 Seventh Street, previously believed to have been associated with pioneer William R. Brown (a Certified Local Government grant funded project).
- Revising, reorganizing, and updating the city's heritage resources inventory database.
- Working closely with the city public works department to ensure that heritage preservation resources were given consideration in planning for public facilities.
- Establishing specific goals and objectives with measurable outcomes as part of the HPC's 2015 work plan.

**Assurances**

1. I hereby certify that the Newport Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section III.D of the "Minnesota Certified Local Government Procedures Manual" issued by the Minnesota State Historic Preservation Office.
2. I hereby certify that the Newport Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding commission records.

\_\_\_\_\_  
Local Government Official

October 18, 2015  
\_\_\_\_\_ Date

**SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS UNDER  
MINNESOTA STATUTES SECTION 299A.465**

This Settlement Agreement and Release of Claims under Minn. Stat. § 299A.465 is made by and between Sean M. McARDell, (“Employee”) and the City of Newport, Minnesota (“Employer”).

**I. RECITALS**

1. Employee was employed by the Employer as a police officer;
2. Employee allegedly sustained injuries in the line of duty in the nature of a shoulder injury;
3. Employee was awarded Police and Fire Plan duty disability benefits by the Public Employees Retirement Association (PERA), pursuant to Minn. Stat. § 353.656, Subd. 1;
4. Employee alleges he is entitled to continuation of healthcare benefits in accordance with Minn. Stat. § 299A.465, as a result of his alleged line-of-duty disability;
5. Employer denies that the Employee is entitled to continuation of healthcare benefits in accordance with Minn. Stat. § 299A.465;
6. Employer denies that Employee sustained an in-the-line of duty disability; and
7. The parties desire to fully and finally settle any and all issues, differences, and actual and potential claims or causes of action between them pertaining to Employee’s claims under Minn. Stat. § 299A.465.

**II. CONSIDERATION**

In full and final settlement and release of all claims, Employer agrees to pay Employee the sum of \$115,000.00, as compensation for all claims Employee has or claims to have against Employer under Minn. Stat. § 299A.465. The parties agree that such sum represents the Employer’s monthly liability to Employee under Minn. Stat. § 299A.465 until Employee reaches the age of 65. Employee agrees that the money he is receiving is a full and fair payment and sufficient consideration for the release of said claims. Employer makes no representations to Employee as to the proper tax treatment of any payments to Employee under this Release. Employee is responsible for payment of all applicable federal and state and any other taxes related to the settlement payment.

**III. WAIVER AND RELEASE**

1. In consideration for the settlement payment, Employee hereby irrevocably and unconditionally waives and releases Employer from any and all claims, controversies, causes of action, damages, costs, attorneys’ fees, or liabilities of any nature, known and unknown relative

to his potential rights under Minn. Stat. § 299A.465, including but not limited to claims existing at any time up to and including the date of this Release, and further agrees not to commence suit based upon any of the foregoing. The claims released by this agreement specifically include any and all claims pursuant to Minn. Stat. § 299A.465, including, but not limited to, claims for continuation of healthcare insurance coverage in accordance with Minn. Stat. § 299A.465, or otherwise, claims for the cost of health insurance coverage, reimbursement of out-of-pocket medical expenses, and reimbursement of out-of-pocket insurance costs.

2. Employee also releases and discharges Employer from any and all liability for any and all damages, actions, or claims – regardless of whether they are known or unknown, direct or indirect, asserted or unasserted – arising out of, or relating to, his separation from employment with the City of Newport, to the extent such claims are waivable.

3. The parties further explicitly agree that this Release is not intended to waive, or otherwise affect in any way, the Employee’s Minnesota workers’ compensation rights, if any, or his Public Employees Retirement Association (PERA) Police and Fire Plan pension rights under Minn. Stat. § 353.656, subd. 1.

#### **IV. ADDITIONAL UNDERSTANDINGS, AGREEMENTS, AND REPRESENTATIONS**

1. The parties understand that the term “Employer,” as used in this Release of Claims, includes the City of Newport and its elected officials, divisions, officers, directors, agents, employees, insurers, and legal counsel.

2. It is understood and agreed that this Settlement Agreement and Release represent the compromise of doubtful and disputed claims and that this settlement is not to be construed as an admission of liability on the part of the Employer. The Employer denies liability and the parties intend to avoid litigation. Employee agrees that this Release is not an admission by Employer of any violation of Employee’s rights or of any statutory violation.

3. Employee agrees that this Release of Claims binds Employee and also binds Employee’s heirs, executors, administrators, assigns, agents, partners, and successors in interest. Employee represents that no right, claim or cause of action covered by this Release has been assigned or been given to someone else.

4. This Agreement is public data. To the extent allowed by law, all other personnel data relating to Employee is private personnel data.

5. This Release contains the entire understanding between the Employer and Employee and supersedes all other agreements and understandings relating to the subject matter of this Release. This agreement shall not be modified, amended or terminated unless such modification, amendment, or termination is executed and agreed to in writing by Employer and Employee. The invalidity or partial invalidity of any portion of this Release shall not invalidate the remainder thereof, and said remainder shall remain in full force and effect.

6. Employee represents and certifies that he (a) has read this Release carefully; (b) understands its provisions; (c) has had an opportunity to consult with an attorney; (d) has not been influenced to sign this Release by any statement or representation by Employer not contained in this Release; and (e) enters into this Settlement Agreement and Release of Claims knowingly and voluntarily.

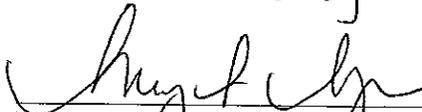
7. The parties agree that the settlement payment (\$115,000.00) represents the Employer's monthly obligation to Employee (\$319.45 for 360 months), starting on December 4, 2015 (the date of PERA's in-line-of duty determination) until Employee reaches the age of 65 on June 14, 2045. Employee does not object to and shall not contest Employer's rights to pursue reimbursement pursuant to Minn. Stat. § 299A.465, subd. 4.

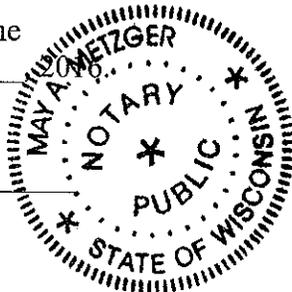
**ACCEPTED AND AGREED.**

IN WITNESS WHEREOF, the undersigned has affixed his signature to this **SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS**, this 6 day of July, 2016.

  
Sean M. McArdell, Employee

Subscribed and sworn to before me  
this 6 day of July

  
Notary Public exp 08-29-17



IN WITNESS WHEREOF, the undersigned have affixed their signatures to this **SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS**, this \_\_\_\_ day of \_\_\_\_\_, 2016.

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
As to form, City Attorney

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public



# MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: July 12, 2016

SUBJECT: Agreement with MNDOT for 1<sup>st</sup> Street Vacation Compensation

---

**Background:** In December of 2015, the City of Newport vacated 1<sup>st</sup> Street in order for BNSF and MNDOT to close the railroad grade crossing. MNDOT offered to pay the City \$50,000 for the value of the land for the closure.

**Discussion:** There was discussion on whether the City should move forward with using the funds for the placement of utilities under the crossing for future development east of the tracks and for possible looping to the east side of Highway 61. Due to the estimated cost of extending the utilities (\$280,000) and the unknown of when or if they would be needed, it was recommended that it was not good timing for this improvement. Legal Council has approved the agreement as to form.

**Recommendation:** Staff recommends adoption of the agreement.



**Minnesota Department of Transportation**

**Office of Freight and Commercial Vehicle Operations**

Mail Stop 470  
395 John Ireland Blvd.  
St. Paul, MN 55155-1899

Tel: 651/215-6330  
Fax: 651/366-3720

June 14, 2016

Phone: 651/366-3671  
jim.weatherhead@state.mn.us

City of Newport  
Deb Hill, City Administrator  
596 7<sup>th</sup> Ave  
Newport, MN 55055

RE: State Project: 82-00144  
Location: 1<sup>st</sup> Street; between the BNSF and 7<sup>th</sup> Ave, City of Newport,  
Washington County , Minnesota  
Agreement: 1025899  
Project: Vacate 1<sup>st</sup> street in coordination with railroad grade crossing closure of  
BNSF crossing US DOT 0611338T

Dear Ms. Hill:

Enclosed is a copy of the above referenced agreement to vacate a portion 1<sup>st</sup> Street in the City of Newport.

There are two pages that must be signed and completed by the City of Newport:

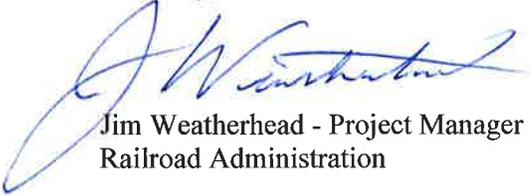
The main signature page (page 3) requires two signatures of city officials; signed, with title and date included.

The Resolution Page. (page 4) You may use the one provided or submit one of your own. In either case, the resolution should be certified or attested to by an appropriate official.

Please contact me before making any changes, additions or deletions to this agreement. Sign the agreement as instructed above, and return to this office for further processing. A fully executed copy will be returned to you.

Please give me a call if you have any questions, comments or concerns.

Sincerely,



Jim Weatherhead - Project Manager  
Railroad Administration

Enclosure: Agreement No.1025899 (electronically)

cc: File(eDocs)

An Equal Opportunity Employer



AGREEMENT NO	1025899
DATED	
USDOT NO:	061138T
STATE PROJECT	82-00144
FUNDS	STATE
Street vacation associated with Railroad/Highway Grade Crossing Closure 1 <sup>st</sup> Street (aka 2 <sup>nd</sup> Ave; aka Hastings Ave) City of Newport, Washington County, Mn	

**THIS AGREEMENT**, made and entered into by and between the **CITY OF NEWPORT**, (City), and the **STATE OF MINNESOTA** through its **COMMISSIONER OF TRANSPORTATION**, (State),

**RECITALS:**

1. Pertaining to 1<sup>st</sup> Street as now established, between the BNSF tracks and 7<sup>th</sup> Ave in the City of Newport, Washington County, MN; and
2. In association of the elimination of a grade crossing under a separate agreement with BNSF Railroad and the City of St. Paul Park, the City in cooperation with the State will permanently vacate a portion of roadway described as 1st Street as now established, between the BNSF tracks and 7th Ave and located in the City of Newport.
3. The State, pursuant to Minnesota Statute Section 161.20 is authorized to enter into an agreement with the Company for the work.

**CONTRACT:**

**1. EXHIBITS**

- 1.1 The State’s “Standard Clauses for Railroad-Highway Agreements” (Standard Clauses) is attached and incorporated as Exhibit “A.” Except as expressly modified, all of the terms and conditions set forth in the Standard Clauses are incorporated into this Agreement.
- 1.2 Exhibit “B”, the location print is attached and incorporated into this Agreement.

**2. WORK BY CITY**

**2.1** The City or its assigned agent, at City expense, agrees to file appropriate documents with Washington County that shall permanently vacate a portion of roadway described as 1st Street as now established, between the BNSF tracks and 7th Ave and depicted on Exhibit "B" of this agreement.

**2.2** The City will construct permanent barricades or take suitable mitigation to prevent vehicles from entering the vacated portion of 1<sup>st</sup> street from 7<sup>th</sup> Ave.

**3. LUMP SUM COST**

**4.1** The State agrees to pay to the City of Newport a **LUMP SUM PAYMENT of \$50,000.00** upon state certification that the portion of roadway described as 1st Street between the BNSF tracks and 7th Ave. has been vacated as stipulated in this agreement.

**4. MODIFICATIONS OF STANDARD CLAUSES (EXHIBIT "A")**

The following clauses of the "STANDARD CLAUSES" are modified as follows in the context of this Agreement:

**7. WORK REPORTS** – deleted in its entirety.

**8. REIMBURSEMENT** - deleted in its entirety, as this provision does not apply to a lump sum agreement.

**10. COST SHARING** - deleted in its entirety.

**12. OVERRUN OF ESTIMATED COSTS WITH NO WORK CHANGES** - deleted in its entirety, as this provision does not apply to a lump sum agreement..

**(The remainder of this page has been left blank intentionally)**

**CITY OF NEWPORT:**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

\*\*\*\*\*

**STATE OF MINNESOTA:**

**COMMISSIONER OF TRANSPORTATION**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Manager, Railroad Administration Section

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ SWIFT: \_\_\_\_\_

**APPROVED:  
DEPARTMENT OF ADMINISTRATION**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Authorized Signature

RESOLUTION

BE IT RESOLVED, that the City of Newport enter into an agreement with the Commissioner of Transportation for the permanent vacation the north half of 1st Street as now established, between the BNSF tracks and 7th Ave the City of Newport, Washington County, Minnesota.

BE IT FURTHER RESOLVED, that the \_\_\_\_\_ and \_\_\_\_\_  
(Title) (Title)

be and they are hereby authorized to execute said agreement and any amendments thereto for and on behalf of the City of Newport.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

STATE OF MINNESOTA            )  
  )ss CERTIFICATION  
CITY OF NEWPORT                )

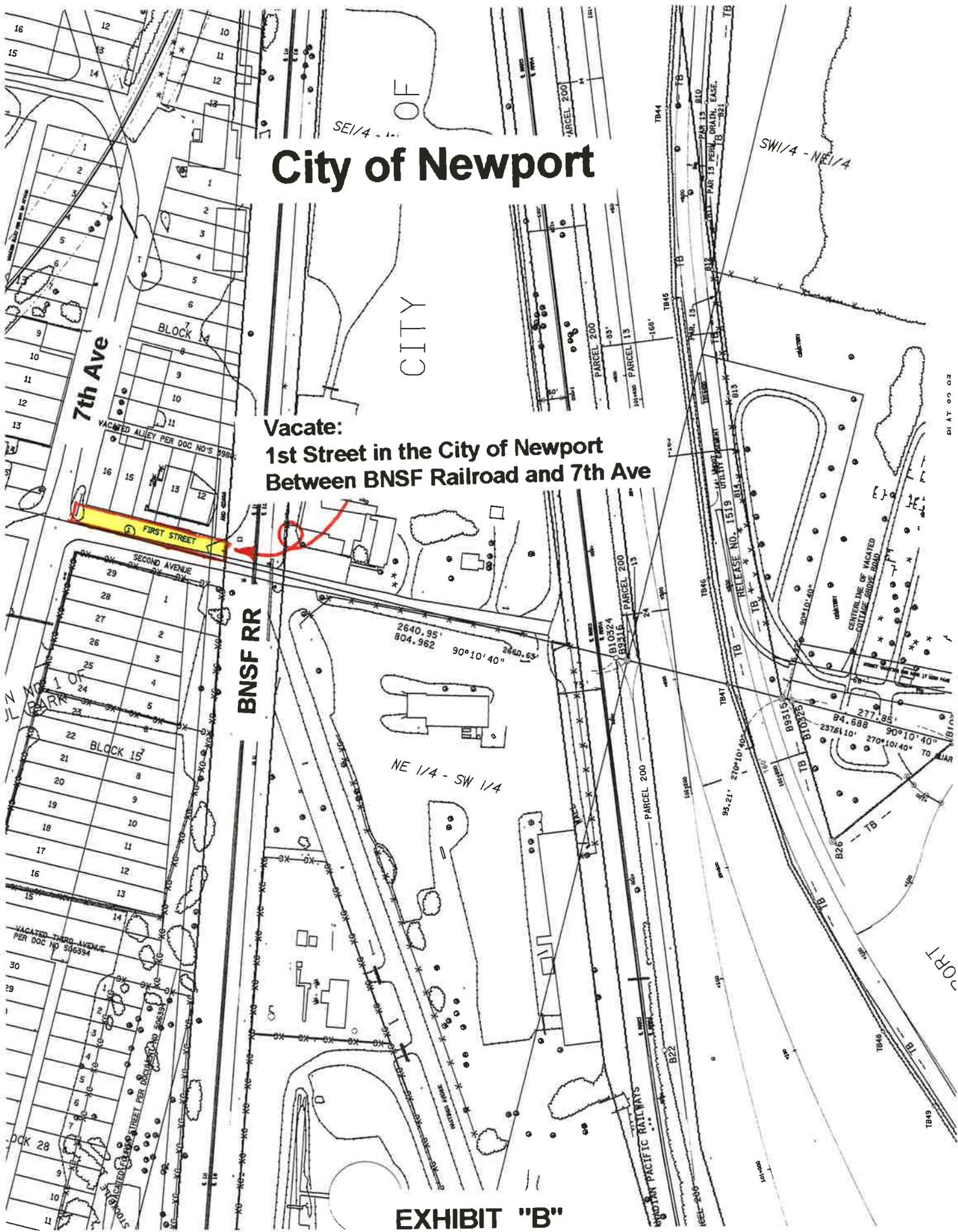
I hereby certify that the foregoing Resolution is a true and correct copy of a Resolution presented to and adopted by the City Council at a duly authorized meeting thereof held in the City Hall in Newport, Minnesota, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, as disclosed by the records of said City council in my possession.

By: \_\_\_\_\_

Title: \_\_\_\_\_

# City of Newport

**Vacate:**  
**1st Street in the City of Newport**  
**Between BNSF Railroad and 7th Ave**



**EXHIBIT "B"**

## EXHIBIT "A"

### STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION

#### STANDARD CLAUSES FOR RAILROAD-HIGHWAY AGREEMENTS

##### **1. EFFECTIVE DATE**

This Agreement will become effective upon the date State obtains all signatures required by Minnesota Statutes Section 16C.05 (Subd. 2).

##### **2. CANCELLATION**

The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Agency. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Agency will be entitled to payment, determined on a pro rata basis for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Local Agency notice of the lack of funding within a reasonable time of the State's receiving that notice.

##### **3. GOVERNING LAW, JURISDICTION, AND VENUE**

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, will be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

##### **4. COMMISSIONER'S OFFICIAL CAPACITY**

The Commissioner of Transportation of the State of Minnesota is acting in an official capacity only and is not personally responsible or liable to the Local Agency or to any person or persons whomsoever for any claims, damages, actions, or causes of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance or completion of the project.

##### **5. DATA DISCLOSURE**

Under Minnesota Statutes Section 270C.65, and other applicable law, the Local Agency consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Agency to file state tax returns and pay delinquent state tax liabilities, if any.

## 6. ELIGIBILITY OF COSTS

Pursuant to Minnesota Rule 8830.3300, the provisions contained in Federal-Aid Policy Guide, Chapter 1, Subchapter G, Part 646, Subpart B and Chapter 1, Subchapter B, Part 140, Subpart I, apply to railway-highway project, regardless of the method of financing the project.

## 7. WORK REPORTS

The Local Agency will furnish the State's Engineer in charge of the project:

- a. "Form 21191, Minnesota Department of Transportation, Daily Utility Report", or equivalent approved by the State's engineer showing the number of people on payroll, classification, and total hours worked, and equipment used, at a time mutually agreed upon by the Local Agency and the State.
- b. Full detailed information as to progress of work and amount of labor and material used as of the time of request.

The Local Agency will, make other reports, keep other records and perform other work in such manner a time as may be necessary to enable State to collect and obtain available federal aid.

## 8. REIMBURSEMENT

The State will reimburse the Local Agency for actual expenses incurred performing the work set forth in this Agreement. Payments will be made in accordance with the following:

- a. State will make payments in accordance with Minnesota Statutes §16A.124.
- b. Invoices for labor and materials ("partial invoices") may be submitted on a periodic basis during the term of the project, but not more frequently than once per month. These valid partial invoices will be paid 30 days from the date they are received by the Office of Freight and Commercial Vehicle Operations, Railroad Administration Section.
- c. Partial invoices that are not approved due to disputed items will be returned to the Local Agency with a request for an explanation for any disputed items. If the dispute is resolved, the State shall pay the Local Agency within 30 days of receiving a corrected invoice. The State may pay the non-disputed portion of any disputed invoice.
- d. Final invoices must be submitted within 120 days of the completion of the reimbursable railroad work. Invoices submitted after this date, and less than one (1) year after the last activity on the project will not be paid, unless good cause is shown for the delay in the submission of the invoice. In accordance with federal regulations, 23 CFR 140.922, any final invoice received more than one (1) year after the last reimbursable railroad work will not be paid.
- e. Partial invoices must be based on actual (not estimated) costs incurred. Partial invoices need not be itemized, but State must be able to substantiate costs by checking the Local Agency's records. The final invoice will be a detailed, itemized statement of all items of work performed by the Local Agency, as shown in the appropriate exhibit or exhibits attached to this Agreement, and shall be marked "Final Invoice".
- f. Payment of the final invoice will be made after State inspects and approves the work. Subsequently, the final invoice will be forwarded for audit by the State, in accordance with the requirements of state and federal laws and regulation. The Local Agency will keep account of its work in such a way that accounts may be readily audited. In the event that any amount previously paid to the Local Agency is in excess of the actual cost determined by audit, the Local Agency, upon notice from the State, will within 30 days pay to the State the difference.

Conversely, in the event that any amount previously paid to the Local Agency is less than the actual costs determined by audit, the State shall pay the actual costs due within 30 days of the determination of the actual costs of the work.

- g. All invoices shall be addressed as follows:

Mn/DOT Office of Freight and Commercial Vehicle Operations  
M.S. 470, Rail Administration Section  
395 John Ireland Boulevard  
St. Paul, MN 55155-1899

## **9. WORKERS' COMPENSATION**

The Local Agency certifies that it is in compliance with workers' compensation insurance coverage required by Minnesota Law, or Federal Law if the Local Agency is subject to Federal Law which preempts the Minnesota Law. The Local Agency will require its contractors to present proof of coverage under the Minnesota Workers Compensation Act. The Local Agency's employees and agents will not be considered State employees. Any claims arising under workers compensation laws and any claims made by a third party as a consequence of the acts or omissions of the Local Agency, its agents, employees or contractors are in no way the responsibility of the State.

## **10. COST-SHARING**

If the cost of a project is being shared by the State and other parties, each party should receive a bill setting forth its proportional share of the costs whenever a project billing is submitted.

## **11. INSPECTION, STANDARDS OF PERFORMANCE**

The Local Agency, and Local Agency if applicable, will permit the State to inspect and approve the work performed under this Agreement during the regular working hours of the Local Agency without prior notice. The State may refuse to approve any and all work performed under this Agreement for failure to comply with applicable standards for work of that type. If the State fails to approve the work performed under this Agreement, the State may refuse to make any further payments under this Agreement until the work at issue is performed in accordance with acceptable standards for work of this type and said work is approved by the State.

The Local Agency, and Local Agency if applicable, warrants that it will perform all work under this Agreement in a workmanlike and timely manner in accordance with all applicable standards for work of the type at issue. Should the work fail to be performed in a timely manner or in accordance with applicable standards, the State may immediately suspend further payments under this Agreement and the Local Agency must repay all funds expended on unsatisfactory work.

## **12. OVERRUN OF ESTIMATED COSTS WITH NO WORK CHANGES**

If it appears to the Local Agency, at any time subsequent to the date of this Agreement and prior to the final completion of such work, that the actual cost of the project will exceed the estimated cost, the Local Agency must send written request for approval to the State. The request will explain the reasons for the additional costs and the amount of the costs. If State approves such request, State will encumber additional funds and then issue a notice to proceed. Any additional expenses incurred by the Local Agency prior to receiving notice to proceed may not be reimbursed by State.

### **13. STATE AUDITS**

Under Minnesota Statutes Section 16.C.05, subd. 5, the Local Agency's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after an appropriate State official certifies the Local Agency's completion of the construction required under this Agreement.

### **14. DATA PRACTICES**

Government Data Practices. Local Agency and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Local Agency under this Agreement. The civil remedies of Minnesota Statutes Section §13.08 apply to the release of the data governed by the Minnesota Government Data Practices Act by either Local Agency or the State. If Local Agency receives a request to release the data referred to in this Clause, Local Agency must immediately notify State. State will give Local Agency instructions concerning the release of the data to the requesting party before the data is released.

### **15. NONDISCRIMINATION**

If the Local Agency enters into a contract with a contractor, to perform all or any portion of the Local Agency's work set forth in this Agreement, the Local Agency for itself, its assigns and successors in interest, agrees that it will not discriminate in its choice of contractors and will include all of the nondiscrimination provisions in this agreement and as set forth in "Appendix A" attached hereto and made a part hereof.

### **16. AMENDMENTS, WAIVER, MERGER, AND COUNTERPARTS**

Any amendments to this Agreement must be in writing and executed by the same parties who executed the original Agreement, or their successors in office. Failure of a party to enforce any provision of this Agreement will not constitute or be construed as, a waiver of such provision or of the right to enforce such provision. This Agreement contains all prior negotiations and agreements between the Local Agency and the State. No other understandings, whether written or oral, regarding the subject matter of this Agreement will be deemed to exist or to bind either or both of the parties. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.

*The Remainder of this page left blank intentionally*

## APPENDIX A

### Non-Discrimination Provisions of Title VI of the Civil Rights Act of 1964

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

- (1) **Compliance with Regulations:** The Contractor will comply with Regulations of the Department of Transportation relative to nondiscrimination in federally-assisted programs of the Federal Highway Administration (Title 49, Code of Federal Regulation, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The contractor, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the ground of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix “A”, “B” and “C”.
- (3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligation under this contract and the Regulations relative to discrimination on the ground of race, color or national origin.
- (4) **Information and Reports:** The contractor will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for noncompliance:** In the event of contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to,
  - (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The contractor will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State to enter into such litigation to protect the interests of the State, and in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: July 18, 2016

SUBJECT: Liquor License at Opinion Brewing

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## BACKGROUND

In May, the City Council approved On-Sale, Sunday On-Sale, and Off-Sale liquor licenses for Opinion Brewing for July 1, 2016 - June 30, 2017. The On-Sale and Sunday On-Sale licenses were issued to them with the understanding that they were operating a bowling alley. However, staff were recently informed that they demolished all of their bowling lanes to put up a stage and dance floor. Sgt. Osterman confirmed that they do not have operational bowling lanes on July 18, 2016.

Per Section 500.04, Subd. 2 and 3 of the City Code On-Sale licenses may only be issued to hotels, clubs, restaurants, bowling centers, or exclusive liquor stores and Sunday On-Sale licenses can only be issued to hotels, restaurants, or bowling centers with facilities for serving at least 30 guests at a time. These are State Statutes as well. Please note that a club is an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization.

Given that Opinion Brewing is no longer a bowling alley, both the On-Sale and Sunday On-Sale liquor licenses needs to be re-issued to them as a restaurant. Per MN Statutes 340A.101, Subd. 25, a restaurant is an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for guests as prescribed by the appropriate license issuing authority.

Opinion Brewing has a food license from the County (see attached) for the following foods:

1. Prepackaged food that receives heat treatment and is served in the package
2. Frozen pizza that is heated and served
3. A continental breakfast such as rolls, coffee, juice, milk, and cold cereal
4. Any beverage

The license also states that they need to have cleaning for eating, drinking, or cooking utensils when the only food served is prepared off-site.

## DISCUSSION

The City Council will need to hold a review hearing at their July 21, 2016 regarding the On-Sale and Sunday On-Sale licenses for Opinion Brewing.

The Council will need to discuss a couple items. The first is whether or not Opinion Brewing meets the definition of a restaurant. Based on staff's review, they do not since they do not prepare the food on the premises. The second is whether or not to re-issue the liquor licenses as a restaurant if the City Council believes they meet the State definition of a restaurant or to suspend or revoke them if they don't meet the definition.

Staff informed the owners of Opinion Brewing, Derrick and Autumn Lehrke, that they have two options. The first is to reinstall at least one bowling lane so that it is operational. If they do this, they can be considered a bowling alley and the licenses can stay as is. The second is to expand their business so that they meet the State definition of a restaurant.

Please note that eventually, Opinion Brewing will need to become a restaurant because a brew pub license can only be issued to restaurants per State Statutes. There will be a public hearing on August 4, 2016 for this amendment.



# License To Operate

Department of Public Health and Environment  
14949 62nd Street North PO Box 6  
Stillwater MN 55082-0006  
Office: 651-430-6655 Facsimile: 651-430-6730

Establishment: **Opinion Brewing Company**  
License Number: **4330**

License Type	Units	Valid Period
Additional Facility-Bar	1	1/1/2016 - 12/31/2016
Deli/Fast Food/Coffee Shop < 18 Employees	1	1/1/2016 - 12/31/2016

Site Address: **374 21st Street** Owner: **Opinion Brewing Company LLC**  
**Newport MN 55055** Address **11640 Lockridge Ave**  
 Phone: **651-459-7511** **Cottage Grove MN 55033**

Opinion Brewing Company is hereby licensed and authorized to operate in Washington County, is subject to all provisions and conditions of the applicable Ordinances, and said license is revocable for violations thereof.

This License is conditional by attached General and Specific Conditions and the conditions must be posted with the License.

Dated: June 21, 2016

Kristofer Keller  
Program Manager

**THIS LICENSE MUST BE POSTED and is NON-TRANSFERABLE**



## License Conditions

Department of Public Health and Environment  
14949 62nd Street North PO Box 6  
Stillwater MN 55082-0006  
Office: 651-430-6655 Facsimile: 651-430-6730

Establishment: **Opinion Brewing Company**  
License Number: **4330**

This license is not transferable as to person or place. The Department requires notification for change of ownership.

Plans and specifications must be submitted to this Department for review and approval thirty (30) days prior to new construction, expansion, remodeling and/or alterations

Inspections shall be made by this Department as frequently as it may deem necessary to ensure compliance.

Application for a license renewal must be made to this Department prior to expiration of the existing license.

License is subject to all the requirements in the change of ownership letter dated 3/10/2014.

This establishment is authorized to serve only the following foods: 1. Prepackaged food that receives heat treatment and is served in the package; 2. Frozen pizza that is heated and served; 3. A continental breakfast such as rolls, coffee, juice, milk and cold cereal; 4. Any beverage such as soft drinks, coffee, alcoholic or nonalcoholic drinks; 5. Cleaning for eating, drinking, or cooking utensils, when the only food served is prepared off-site. Any deviation from the above allowed foods would require the facilities to be upgraded and approval by this Department is required.

**THIS LICENSE MUST BE POSTED and is NON-TRANSFERABLE**



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

## Memorandum

<b>To:</b>	Newport City Council	<b>Reference:</b>	Planning and Zoning Actions for Potential Development near Catherine Drive
<b>Copies To:</b>	<hr/> Deb Hill, City Administrator <hr/> Renee Eisenbeisz, Executive Analyst <hr/> Bruce Hanson, Public Works Director <hr/> Jon Herdegen, City Engineer <hr/>	<b>Project No.:</b>	16021.000
<b>From:</b>	<hr/> Sherri Buss, RLA AICP, City Planner <hr/>	<b>Routing:</b>	<hr/> <hr/>
<b>Date:</b>	<hr/> July 14, 2016 <hr/>		

The Council will discuss moving forward with potential development in the Catherine Drive area that would include the extension of municipal services to serve that area at its meeting on July 21. Some planning and zoning actions need to be completed in order to support the proposed development:

1. Repeal the moratorium on development
2. Determine the zoning district and proposed densities for the area.
  - The current zoning ordinance permits development at R-1 densities if municipal services are provided.
  - The area would need to be rezoned if densities higher than current R-1 densities or multifamily development are desired.
3. If the area will be rezoned, complete a Comprehensive Plan Amendment and obtain approval by the Metropolitan Council for the rezoning and utility extension

The extension of municipal services could serve an area of up to 160 acres (shown on the attached figure as the Proposed Utility Service Area). The Reiling parcel and city-owned parcel that a developer is currently discussing with the city include approximately 53 acres of that area.

### 1. Development Moratorium

- The City Council placed a one-year moratorium on subdivision approval and rezoning over the 160-acre Proposed Utility Service Area on December 17, 2015.
- The Council will need to repeal the moratorium before the City can accept applications for rezoning or subdivision.
- City staff need to complete a brief report (the “study” that was identified in the ordinance) to summarize the actions completed during the moratorium to study the extension of

sewer and water services to the area, consider rezoning and planning issues, and city conclusions about the future of the area to fulfill the requirements of the moratorium.

## 2. Zoning/Potential Rezoning

- The Proposed Utility Service Area is currently zoned RE (Residential Estates). Parcels in the RE district may be developed at a minimum size of 2 acres without municipal services, or must be developed at R-1 densities if sewer and water are available. The minimum lot size currently permitted in the R-1 District is 9,100 (4-5 units per acre).
- If the City Council determines that the area should be rezoned to permit higher densities or multifamily uses, Metro Council policies require that the minimum density be 10 units per acre. (All rezoning and Comprehensive Plan amendments completed after January 1, 2016 need to comply with the Metro Council's Thrive 2040 policies. The Council requires that communities classified as Urban, like Newport, zone areas proposed for new development or redevelopment at a minimum density of 10 units per acre.)
- The process to rezone (completing a zoning amendment) would include:
  - Identify the boundaries of the area to be rezoned
  - Identify the existing or a new zoning classification desired for the area
  - Determine if the city will initiate the rezoning or require a proposed developer to apply for rezoning
  - The Planning Commission will review the proposed zoning amendment, hold a public hearing on the rezoning, and make a recommendation to the Council
  - The City Council will review the PC's recommendation. A 2/3 vote in favor by the Council is required to approve the zoning amendment.
- All of the existing Residential Districts (RE, R-1, 2 or 3) would need revisions in order to meet the Metro Council's 10 units per acre minimum requirement. Each of the existing zoning districts currently permits some minimum densities below that level. The City may need to consider creating a new Residential zoning classification for this area if densities higher than the R-1 densities are desired.

## 3. Comprehensive Plan Amendment

- If the Council approves rezoning the area, the City will need to complete a Comprehensive Plan amendment for approval by the Metropolitan Council.
- City staff must prepare required maps and application form, including the proposed land use and zoning changes and current and proposed sewer staging. The application for the Comprehensive Plan amendment must address a variety of issues such as impacts on regional systems, stormwater management, and any projected changes in water use.
- The Planning Commission needs to recommend that the City apply for the Comprehensive Plan Amendment to the City Council. This could be done at the same time as the recommendation for rezoning.
- The City Council must pass a resolution authorizing the amendment submittal to the Metro Council.
- The City must distribute the proposed amendment to adjacent jurisdictions for review and comment. They have up to 60 days to provide comments to the City.
- After the City receives comments from adjacent jurisdictions, the application may be submitted to the Metro Council. The Metro Council has 60 days to review. If the Council determines that only administrative review by staff is needed, the review can be completed in 15 days. In order to qualify for administrative review, the size of the area to



be rezoned cannot be larger than 100 acres, and the proposed amendment must comply with all Metro Council policies.)

### **Options, Next Steps and Council Decisions**

There are several options for next steps for planning and zoning actions depending on the Council's vision for the future of the Proposed Utility Service Area:

1. Permit development of the Reiling and City-owned parcels at R-1 densities under current ordinance requirements:
  - Repeal the development moratorium with a requirement that the area
  - Adopt a resolution that sewer and water services will be provided to some or all of this area. The zoning ordinance requires that parcels provided sewer and water must be developed to meet R-1 District requirements.
  - Accept and review developer application for proposed subdivision

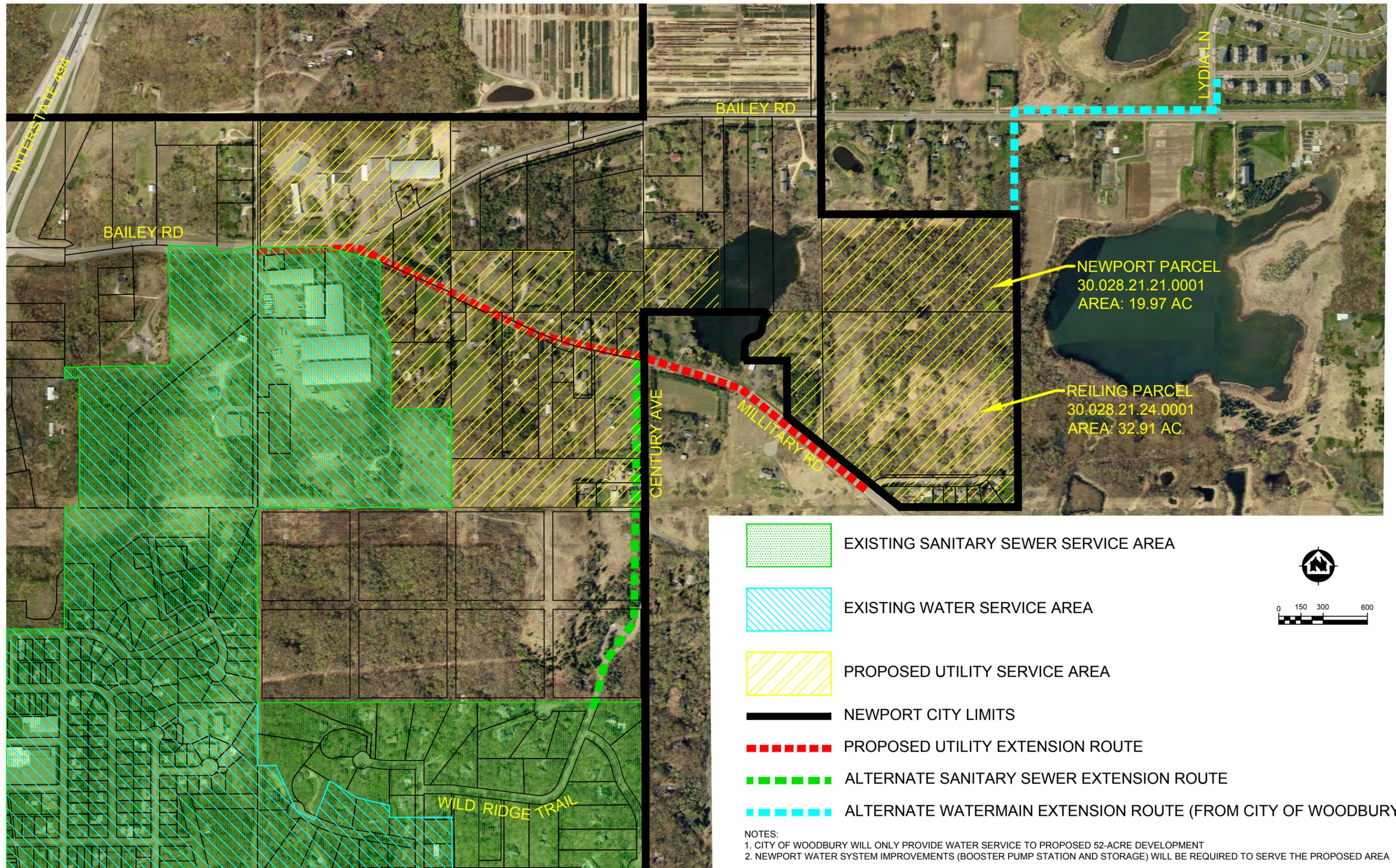
Or

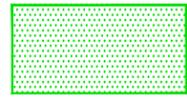
2. Rezone the Reiling/City parcels or a larger area proposed for municipal services to permit higher densities
  - Determine the boundaries of the area to be rezoned and proposed densities
  - Complete the steps required for rezoning
  - Complete the Comprehensive Plan Amendment application and obtain Metro Council approval
  - Repeal the development moratorium
  - Accept and review a developer application for proposed subdivision

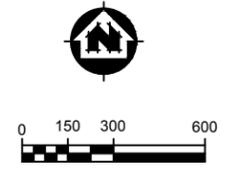
Estimated time to complete these steps: 4-5 months minimum from the date when the Council determines the boundary of the area to be rezoned and proposed zoning.

The steps and time estimates do not include the engineering work that will be needed to develop plans and extend services to the area.





-  EXISTING SANITARY SEWER SERVICE AREA
-  EXISTING WATER SERVICE AREA
-  PROPOSED UTILITY SERVICE AREA
-  NEWPORT CITY LIMITS
-  PROPOSED UTILITY EXTENSION ROUTE
-  ALTERNATE SANITARY SEWER EXTENSION ROUTE
-  ALTERNATE WATERMAIN EXTENSION ROUTE (FROM CITY OF WOODBURY)



NOTES:  
 1. CITY OF WOODBURY WILL ONLY PROVIDE WATER SERVICE TO PROPOSED 52-ACRE DEVELOPMENT  
 2. NEWPORT WATER SYSTEM IMPROVEMENTS (BOOSTER PUMP STATION AND STORAGE) WILL BE REQUIRED TO SERVE THE PROPOSED AREA

PROJECT NO.:	SCALE: AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE:	DRAWN BY:				
F.B.:	CHECKED BY:				

I HEREBY CERTIFY THAT THIS PLAN, REPORT, OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
 Date \_\_\_\_\_ License No. \_\_\_\_\_

**MSA**  
 TRANSPORTATION • MUNICIPAL DEVELOPMENT • ENVIRONMENTAL  
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UTILITY EXTENSION  
 CATHERINE DRIVE  
 NEWPORT, MN

UTILITY SERVICE AREAS

FILE NO.  
 SHEET  
 2



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: July 18, 2016

SUBJECT: Planning Commission Vacancy

---

## **BACKGROUND**

The City received a letter from Matt Prestegaard announcing his resignation from the Planning Commission effective July 1, 2016. Mr. Prestegaard resigned due to a move. Mr. Prestegaard's term goes through December 31, 2017.

## **DISCUSSION**

The City placed an advertisement for the vacancy on the website and Facebook page, and also sent information to the South Washington County Bulletin. To date, the City has received three letters of interest for this seat from Brandon Leyde, Davin Lorentz, and Saengmany Ratsabout. Their letters are attached. The City Council will be conducting interviews at 5:00 p.m. on Thursday, July 21, 2016. Please note that Mr. Ratsabout requested to be interviewed first because he has another commitment in St. Paul. This will also be on the regular agenda for the City Council to discuss and appoint one of the three.

## **RECOMMENDATION**

It is recommended that the City Council provide direction on the Planning Commission vacancy.

**SAENGMANY RATSABOUT, M.A., M.L.S**  
612 13th Street, Newport, MN 55055

May 17, 2016

City of Newport  
Newport City Hall  
597 7th Avenue  
Newport, MN 55055

RE: City of Newport Planning Commission

Dear Council Members,

I am pleased to submit this letter and the attached documents to express my interest in the Commissioner position with Newport Planning Commission. In my 15 years of experience with diverse and underrepresented communities, I have held a strong record of successfully developing and managing multiple programs and projects. I believe I have the skills, experience, and leadership that are necessary to fully participate as a Commissioner with Newport Planning Commission.

As an Administrator at my current profession, I have a proven background that includes highly successful initiatives related to inclusion, community engagement and outreach. My educational background includes a BA in Anthropology, MA In Southeast Asian Studies and Master in Liberal Studies. One of my strengths is in creating strong partnerships and community engagement and I have demonstrated that through my entire professional career.

I am active on several community and government organizations board of directors. Mostly notably is my appointment by Minnesota Governor Mark Dayton to the State Council on Asian Pacific Minnesotans. In this role, I serve and advise the Governor's office and Legislatures on issues and policy affecting Minnesota's Asian Pacific community.

Thank you for your time and consideration. I look forward to the opportunity to further discuss the strengths I can bring to the Planning Commission and the City of Newport.

With my very best regards,

A handwritten signature in black ink, appearing to read 'Saengmany Ratsabout', written in a cursive style.

Saengmany Ratsabout

**SAENGMANY RATSAABOUT, M.A., M.L.S**  
612 13th Street, Newport, MN 55055

**EXPERIENCE**

**Administrative Associate**

2013 - Present

*University of Minnesota, Twin Cities - Immigration History Research Center*  
Minneapolis, MN

- Supervise program staff by providing direction, mentorship, and professional growth opportunities.
- Manage complex projects including budget development and alignment.
- Implement new and innovative initiatives by identifying program goals, objectives, and outcomes.
- Manage and evaluate program progress by analyzing data, tracking work plans and developing close connections to program staff.
- Generate financial reports and programmatic outcomes narratives to account for measurable program success and sustainability.
- Identify local and national funding opportunities.
- Demonstrated track record of success in fundraising and writing grant proposals.
- Manage donor database using Microsoft Access and Excel.
- Facilitate open forums with community members, partners, and constituents to develop relevant programming.
- Develop and create communication tools to inform and cultivate long-lasting partnerships.
- Multifaceted communication ability including presentations at local, national, and international conferences, workshops, and radio interviews.
- Provide expert knowledge on subject areas that include refugee resettlement, global migration, integration programs, and community development.
- Manage content development and design of online presence through web-development and social media

**Senior Administrator**

2010 – 2013

*University of Minnesota, Twin Cities- Association for Asian American Studies*  
Minneapolis, MN

- Coordinated and managed conference submissions of proposals to the Association for Asian American Studies Annual National Conference, including working with technical support personnel to develop an effective and efficient online submission process.
- Effectively performed alongside the Board of Directors to carry out organizational mission and daily business.
- Created a new format for the organization's monthly electronic digest, efficiently sharing news and events with a larger audience.
- Designed organization's website, including creating an online job board, and maintain content updates.

**Program Coordinator**

2009 – 2013

*University of Minnesota, Twin Cities - Asian American Studies Program*  
Minneapolis, MN

- Created initiatives between the Asian American Studies (AAS) Program, the University of Minnesota,

and Asian American students, communities, and organizations.

- Lead funding efforts in obtaining resources for the continuation and sustainability of programming through successful grant writing.

***Program Coordinator***

2008 – 2009

*Northwest Hennepin Human Services Council*

Brooklyn Center, MN

- Managed a multi-year 1.2 million dollar federal block grant promoting chemical health outreach and engagement in immigrant and refugee communities.
- Managed contracts with community-based organizations and consultants to coordinate grant activities and community engagement.

***Adjunct Lecturer***

2007 – 2008

*Saint Cloud State University - Ethnic Studies Department*

Saint Cloud, MN

**Courses taught:**

- Introduction to Ethnic Studies
- Introduction to Asian American Studies
- Topics in Asian Homelands and Diaspora Communities

**EDUCATION**

Master of Liberal Studies – Refugee Resettlement

University of Minnesota, Minneapolis, MN

Master of Arts – Southeast Asian Studies

University of Wisconsin-Madison, Madison, WI

Bachelor of Arts – Anthropology

Saint Cloud State University, Saint Cloud, MN

**GRANT WRITING SUCCESS**

**National Endowment for Humanities: Humanities in the Public Square** - To support public programming that engage diverse public audiences across the state in ongoing public reflections on immigration's role in sharing American Life. Support collaboration with humanities scholars and community organizations to produce public forums, programs and educational resources that discuss a wide range of multigenerational immigration histories in Minnesota. January 2016, \$148,015

**National Endowment for Humanities: Digital Implementation** - To support the expansion of Immigrant Stories Digital Storytelling Project that engages recent immigrant and refugee communities as they create and share digital video narratives about their lives and experiences. During the implementation phase, the project work collaboratively with national stakeholders to develop an easy-to-use, web-based framework to produce these digital stories, which would be publicly available via the Minnesota Digital Library and the Digital Public Library of America. September 2015, \$324,121

**University of Minnesota, University Libraries** - Sub-recipient of the John S. and James L. Knight Foundation grant for the Digital Public Libraries of America to implement, coordinate, and collect stories of recent

immigrants and refugees in Immigrant Stories. July 2014, \$75,000

**Minnesota State Arts Board - Connect Lao traditional storytellers and students to modern technologies and emerging techniques to preserve traditional stories to reach diverse audiences and encourage the sharing of such stories and traditions. March 2012, \$75,000**

**National Gender & Equity Campaign - A multi-year fellowship awarded to the Lao Assistance Center of Minnesota to increase organizational capacity and actively shape and strengthen the community's infrastructure to encourage participation in social justice. December 2008, \$225,000**

**ORGANIZATIONAL AND PROFESSIONAL AFFILIATIONS**

**Board Member - Appointed by Minnesota Governor Mark Dayton  
State Council on Asian Pacific Minnesotans - St. Paul, MN**

**Advisory Board Member  
Asian Economic Development Organization - St. Paul, MN**

**Member  
Association for Asian American Studies - Urbana, IL**

**Executive Board Member - Secretary  
Center for Lao Studies - San Francisco, CA**

**Advisory Board Member  
Saint Paul Foundation, Asian Pacific Endowment Fund - St. Paul, MN**

**Member  
The Thailand, Laos, and Cambodia Studies Group (TLC) – Philadelphia, PA**

**Board Member  
Laotian American National Alliance - Washington, DC**

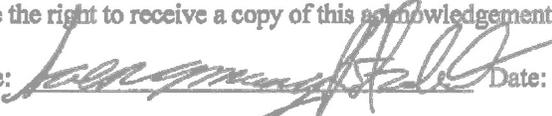


**Applicant Statement and Acknowledgements**

I certify that the information contained in this application is correct, and I have not omitted or misstated any information. I understand that falsification or omission of information may disqualify me from further consideration for volunteering and may lead to my dismissal if discovered at a later date. I agree to immediately notify the City of Newport if I should be convicted of a felony or any crime while my application is pending, or during my period of volunteering.

I authorize all persons, schools, employers and law enforcement authorities to release any information concerning my background, including all information contained in this application. I hereby release any said persons, school, employers, and law enforcement authorities from all liability in responding to inquiries in connection with my application.

I understand that I am required to abide by all rules and regulations set forth by the City of Newport. I also understand that I have the right to receive a copy of this acknowledgement should I request one.

Applicant's Signature:  Date: 5/17/16

Parent/Guardian's Signature (required if under 18): \_\_\_\_\_

Amended October 17, 2013

**CITY OF NEWPORT  
VOLUNTEER POLICY**

By signing this document, I Saengmany Katsabout, am acknowledging  
(printed name)  
that I have received and read a copy of the City of Newport's Citizen Volunteer Policy and fully understand and agree to the provisions of the Policy. Furthermore, I understand that the City bears no legal obligations to any parties who are injured while performing volunteer services.

Signature

Date

To Whom It May Concern,

My name is Brandon S. Leyde. I have been a Newport resident for about 3 years now. I am extremely interested in the Heritage Preservation Committee and the Planning Committee. Over my time in Newport I have found that there is so much natural and esthetic history in this town. It needs to be preserved for the future residents of this great city. I look forward to talking with you and giving my endless ideas about how to save and cherish the history of Newport, MN.

Proud resident of Newport

Brandon Scott Leyde

A handwritten signature in black ink, appearing to read 'B. S. Leyde', written in a cursive style.

615 6<sup>th</sup> St Newport, MN



Hello,

My name is DAVID Lorentz and I am interested in joining the planning committee. I have lived in Newport since May of 2013. My France and I have a baby due at the end of October and are looking to root down here. I would like to help shape our community the best I can.

Thank you,

DAVID Lorentz  
806 High St  
Newport MN 55055  
(31 years old)



## CITY OF NEWPORT 2016 ANNUAL APPOINTMENTS

- |  |                                  |
|--|----------------------------------|
| 1) MAYOR PRO TEM (Until 12/31/2016):   | Tom Ingemann                     |
| 2) OFFICIAL NEWSPAPER:   | South Washington County Bulletin |
| 3) OFFICIAL DEPOSITORIES:  | Central Bank                     |
| 4) CITY ADMINISTRATOR / CLERK / TREASURER:   | Debora Hill                      |
| 5) CITY ATTORNEY:  | Holstad & Knaak PLC              |
| 6) CITY AUDITOR:   | Jim Eichten (MMKR)               |
| 7) CITY ENGINEER:  | MSA                              |
| 8) CITY HERITAGE PRESERVATION CONSULTANT:  | Robert Vogel                     |
| 9) CITY PLANNING PROFESSIONAL:   | Sherri Buss (TKDA)               |
| 10) BUILDING INSPECTOR:  | City of Cottage Grove            |
| 11) PLUMBING/HEATING INSPECTOR:  | City of Cottage Grove            |
| 12) ELECTRICAL INSPECTOR:  | William Dietrich                 |
| 13) FIRE MARSHAL:  | Steven Wiley                     |
| 14) WEED INSPECTOR:  | Tim Geraghty                     |
| 15) ASST. WEED INSPECTOR:  | Bruce Hanson                     |
| 16) CIVIL DEFENSE DIRECTOR:  | Steven Wiley                     |
| 17) RESPONSIBLE AUTHORITY TO ADMINISTER<br>REQUIREMENTS FOR COLLECTION, STORAGE,<br>USE, AND DISSEMINATION OF DATA | Renee Eisenbeisz                 |

**COUNCIL ADVISORY BOARDS (3-Year Terms)**

18) PLANNING COMMISSION:

Expiration Date:

- |  |            |
|--|------------|
| a. Anthony Mahmood                       | 12-31-2016 |
| b. Kevin Haley                           | 12-31-2016 |
| c.                                       | 12-31-2017 |
| d. Marvin Taylor                         | 12-31-2017 |
| e. David Tweeten                         | 12-31-2017 |
| f. <u>Tom Ingemann (Council Liaison)</u> | 12-31-2016 |

19) PARK BOARD:

Expiration Date:

- |                                      |            |
|--------------------------------------|------------|
| a. Anita Perkins                     | 12-31-2018 |
| b. Emily White                       | 12-31-2018 |
| c. Heidi Tweeten                     | 12-31-2017 |
| d. Paul Hansen                       | 12-31-2016 |
| e. John Graber                       | 12-31-2018 |
| f. <u>Dan Lund (Council Liaison)</u> | 12-31-2016 |

20) LIBRARY ADVISORY COMMITTEE:

Expiration Date:

- |                                      |            |
|--------------------------------------|------------|
| a. Nancy Wetsel                      | 12-31-2016 |
| b. Jo Bailey                         | 12-31-2016 |
| c. Beverly Bartl                     | 12-31-2016 |
| d. Pam Geraghty                      | 12-31-2017 |
| e. Corb Hopkins                      | 12-31-2017 |
| f. <u>Dan Lund (Council Liaison)</u> | 12-31-2016 |

21) HERITAGE PRESERVATION COMMISSION:

Expiration Date:

- |   |            |
|---|------------|
| a. Linda Michie                         | 12-31-2016 |
| b. Fred Leimbek                         | 12-31-2016 |
| c. Beverly Bartl                        | 12-31-2017 |
| d. Jo Bailey                            | 12-31-2017 |
| e. Mary Ann Newman                      | 12-31-2017 |
| f. <u>Bill Sumner (Council Liaison)</u> | 12-31-2016 |

## COUNCIL APPOINTED COMMITTEES

22) NEWPORT / BAILEY SCHOOL FOREST GOVERNANCE COMMITTEE:	Expiration Date:
a. Tim Geraghty	Indefinite
b. Matt Yokiel	Indefinite
c. Laura Duffey	Indefinite
d. Marge Meconis	Indefinite
23) RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD (1-Year Term):	Expiration Date:
a. Tom Ingemann (Ex-Officio Member)	12-31-2016
24) SOUTH WASHINGTON COUNTY CABLE COMMISSION (1-Year Term):	Expiration Date:
a. Virginia Keenan	12-31-2016
b. Barb Wilcziek (Alternate)	12-31-2016
c. <u>Tracy Rahm (Council Liaison)</u>	12-31-2016
25) RED ROCK CORRIDOR COMMISSION: (1-Year Term)	Expiration Date:
a. <u>Tracy Rahm (Council Liaison)</u>	12-31-2016
b. <u>Dan Lund (Council Liaison Alternate)</u>	12-31-2016
26) NEWPORT FIRE RELIEF ASSOCIATION (EX-OFFICIO MEMBERS)	
a. Tom Ingemann	12-31-2016
b. Deb Hill	12-31-2016
27) WASHINGTON COUNTY SHERIFF'S OFFICE LIAISON	
1. Tim Geraghty	12-31-2017
2. Deb Hill	12-31-2017
28) CITY APPROVED SOCIAL MEDIA OUTLETS	
a. Facebook	Indefinite
b. Twitter	Indefinite
c. You Tube	Indefinite



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# Memo

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

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

**Subject:** Engineer’s Report

**Date:** July 14, 2016 – For the July 21<sup>st</sup> City Council Meeting

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## 2017 Street and Utility Improvements

The City held two separate Improvement Hearings for the Sanitary Sewer Lateral Lining (Project A) and Street and Utility Improvement (Project B) projects on July 12<sup>th</sup> at 5:30 pm and 6:30 pm respectively. The minutes for these hearings are included in the Council Packets for your reference and review. The next step in the MS 429 process will be for the Council to Order the Improvement. Enclosed in your packets are two separate draft resolutions specific to each project so the Council may consider the project separately.

**Request Action:** Consider draft resolutions Ordering the Improvement for Project A and Project B.

We have arranged for Mark Norgaard with LMK Technologies, manufacturer of the later service liner, to attend the Council workshop on August 4<sup>th</sup> following the Council Meeting. Mark will conduct a short presentation and be available to answer any questions regarding the materials and installation process.

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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](http://www.msa-ps.com)

Page 1 of 1

# RESOLUTION NO. 2016-31

## A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS – PROJECT A

**WHEREAS**, a resolution of the City Council adopted the 16<sup>th</sup> day of June, 2016, fixed a date for a council hearing on Improvement No. 2017-01, the improvement of the streets included with the City's Capital Improvement Plan for the year 2017 as shown in "Exhibit 1" by regrading and improving the road surfaces, watermain, sanitary sewer, and stormwater conveyance system, as described in the Engineer's original feasibility report entitled "Feasibility Study for 2017 Street and Utility Improvement Project" dated June 13, 2016 and

**WHEREAS**, the proposed improvement has been divided into two separate projects as follows based on similar scopes of work:

Project A: Sanitary Sewer Lateral Lining  
Project B: Street and Utility Improvements

And,

**WHEREAS**, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing for Project A was held thereon the 12<sup>th</sup> day of July 2016 at 5:30 pm, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. Such an improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such an improvement, Project A, is hereby ordered.
3. MSA Professional Services, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for making of such improvements to be constructed in 2017 as described in the project feasibility study.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

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

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

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

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

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

# RESOLUTION NO. 2016-32

## A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS – PROJECT B

**WHEREAS**, a resolution of the City Council adopted the 16<sup>th</sup> day of June, 2016, fixed a date for a council hearing on Improvement No. 2017-01, the improvement of the streets included with the City's Capital Improvement Plan for the year 2017 as shown in "Exhibit 1" by regrading and improving the road surfaces, watermain, sanitary sewer, and stormwater conveyance system, as described in the Engineer's original feasibility report entitled "Feasibility Study for 2017 Street and Utility Improvement Project" dated June 13, 2016 and

**WHEREAS**, the proposed improvement has been divided into two separate projects as follows based on similar scopes of work:

Project A: Sanitary Sewer Lateral Lining  
Project B: Street and Utility Improvements

**WHEREAS**, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing for Project b was held thereon the 12<sup>th</sup> day of July 2016 at 6:30 pm, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. Such an improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such an improvement, Project B, is hereby ordered.
3. MSA Professional Services, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for making of such improvements to be constructed in 2017 as described in the project feasibility study.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

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

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

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

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

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