



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING  
NEWPORT CITY HALL  
JUNE 16, 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 June 02, 2016 Regular City Council Meeting
  - B. **Resolution No. 2016-20** – Accepting donations for the Period of March 29 – May 31
  - C. List of Bills in the Amount of \$92,722.50
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
  - A. Pay Study
  - B. MWF Properties – 150 Red Rock Crossing
    1. Memo from Sherri Buss
    2. **Resolution No. 2016-21** – Red Rock Square CUP
    3. Letter from MWF Properties – Chris Stokka
  - C. Bicycle Race
  - D. Liquor Entertainment License – Opinion Brewing
  - E. Pioneer Day Liquor License, St. Paul Park – Newport Lions Club
  - F. MRCCA Comments
    1. Memo from Sherri Buss
  - G. Lot Coverage
    1. Memo from Sherri Buss
    2. **Resolution No. 2016-22** – Approving an Ordinance Amendment for Lot Coverage

Agenda for 05-19-16

10. ATTORNEY’S REPORT

11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

12. FIRE CHIEF’S REPORT

13. ENGINEER’S REPORT

A. **Public Hearing** – To receive public opinion on the adequacy and effectiveness of the Storm Water Pollution Prevention Program (SWPPP)

1. Presentation from Jon Herdegen

B. **Feasibility Study** - 2017 Street Improvement and Utility Projects

1. – **Resolution No. 2016-23** – Receiving Feasibility Study Report Ordering Hearings

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- |                                     |               |           |
|-------------------------------------|---------------|-----------|
| 1. Planning Commission Meeting      | June 9, 2016  | 6:00 p.m. |
| 2. City Council Meeting             | June 16, 2016 | 5:30 p.m. |
| 3. City Council Meeting             | July 7, 2016  | 5:30 p.m. |
| 4. Heritage Preservation Commission | July 13, 2016 | 5:00 p.m. |



**City of Newport  
City Council Minutes  
June 2, 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; Fritz Knaak, City Attorney; Larry Osterman, Sergeant; Jon Herdegen, City Engineer

**4. ADOPT AGENDA**

**Admin. Hill** – I will be adding a message about an HPC request.

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

**5. ADOPT CONSENT AGENDA**

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

- A. Minutes of the May 19, 2016 Regular City Council Meeting
- B. Minutes of the April 21, 2016 City Council Workshop Meeting
- C. Liquor License for Booya
- D. List of Bills in the Amount of \$94,622.28

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

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

**7. MAYOR'S REPORT**

**Mayor Geraghty** – On May 19 the City Council met in closed session to discuss potential pending litigation and at that closed the meeting there was a proposal presented to the Council that came from a mediation service that was conducted. In the end, the Council decided to make a lump sum payout of \$115,000 to former officer Sean McCardell for a claim regarding health insurance coverage. The original demand was \$298,000 and the Council in the end decided to settle the case for the \$115,000. Does anybody else want to add anything further?

**Councilman Ingemann** – It was not a unanimous vote.

**Councilman Sumner** – There was a lot of discussion about this and it was of great concern to most members of the Council and upon advice from multiple attorneys, it was decided to take this course of action. It was not an easy choice and it certainly wasn't unanimous and it wasn't a decision that was made with happy hearts.

**Mayor Geraghty** – Right and I just want to make it clear that there was no fault on the part of the City at all it was related to a statute regarding health insurance coverage that police officers are entitled to if they're injured on-duty. We just felt it was in the best interest of the City to settle this claim.

## 8. COUNCIL REPORTS

**Councilman Sumner** – I did attend the meat raffle and gave a donation directly to the Chief. It's going to providing much needed supplies for our firefighters who we greatly support and I will continue to go there.

**Councilman Lund** – I attended the Park Board Meeting and the Park Board made a couple of interesting suggestions. I was asking for their input on a list of many capital improvements we could make to the parks and what they considered to be at the top of the list given the relative expense and value to the City. They came back with the fence up at Loveland ball fields as being their suggested priority and they voted unanimously for the lowering of the fence at the 10<sup>th</sup> Street Overlook to make it more fishing friendly.

**Mayor Geraghty** – Do you at some point want to bring that forward to the Council?

**Councilman Sumner** – Bruce is that something that the Council should vote on?

**Mayor Geraghty** – I do have some concerns about that. We are being forced not to put in a pier because it's not handicapped accessible and we had complaints about the cost of that fence going in and now you want to make modifications and that site down there is not handicapped accessible. I'm in kind of in a quandary why we would promote that when it's not handicapped accessible.

**Councilman Lund** – Well I have heard no indication that we have a responsibility to make every trail handicapped accessible.

**Mayor Geraghty** – Well no but we're being asked to make another one handicapped accessible, another fishing point in the City of Newport. We can bring it up for separate discussion but I think there are some issues that we want to talk about on that. I thought someone complained about the cost of that fence.

**Councilman Lund** – My understanding is that it is something that Public Works could handle. You have an expert welder in-house that could handle fencing modifications correct?

**Supt. Hansen** – Depending on what we're going to do with it, yes.

**Councilman Lund** – Okay well let's put it on the agenda for another meeting then.

## 9. ADMINISTRATOR'S REPORT

A. Newport Business Center - Conditional Use Permit

1. Memo from Deb Hill

2. **Resolution No. 2016-19** – Approving a Two-Year extension to the Existing Conditional Use Permit

**Councilman Lund** – Is the normal period for a conditional use period 1 year?

**Admin. Hill** – You're supposed to start some sort of construction within a 1 year time frame.

**Mayor Geraghty** – Right but is a normal extension a 2 year extension or can we do a 1 year extension?

**Ms. Buss** – It's really up to you. It's not unusual when people are trying to market a property like this to need a little more time. Your ordinance gives people a year from the date of the Conditional Use Permit is approved to get something in the ground.

**Councilman Sumner** – Can we do 1 and have him apply again if necessary? Is there any advantage to that?

**Ms. Buss** – As long as he doesn't let the time pass so that's why this is in front of you now because if it's not approved fairly soon the time period passes and then he would have to come back and apply for a whole new Conditional Use Permit.

**Councilman Lund** – My preference would be a year just in case there are changing circumstances we may want to change it if there's other development in the area or something else that comes up.

**Mayor Geraghty** – If it does lapse he has to go through the whole process again?

**Ms. Buss** – Yes.

**Councilman Sumner** – This will force him to keep it on his radar and keep working on it and it's not to say we couldn't grant a 2<sup>nd</sup> extension.

**Admin. Hill** – You can only have up to 2 years and then you have to reapply after that.

**Councilman Sumner** – So we could do the 2 year in yearly increments?

**Admin. Hill** – Yes.

**Councilman Sumner** – I'll make that suggestion. I request that we modify the request from a 2 year to a 1 year time period.

**Motion by Sumner, seconded by Lund to adopt Resolution 2016-19 with a Modification that it be a 1-year Extension of the Existing Conditional Use Permit Resolution No. 2015-20. With 5 Ayes, 0 Nays, the motion carried.**

- B. Fleet One LLC – Recurring Bill Pay
  - 1. Memo from Deb Schulz

**Motion by Sumner, seconded by Rahm, to authorize using Recurring Bill Pay through Fleet One LLC. With 5 Ayes, 0 Nays, the motion carried.**

- B. MRCCA Review Update

Sherri Buss, TKDA Planner, presented on this item as outlined in the June 2, 2016 City Council Meeting packet.

**Councilman Ingemann** – I didn't see anything in the letter where the DNR was going to make sure that the funds were available to enforce all of these brand new ordinances.

**Ms. Buss** – There was one point in time a couple of years ago when the DNR commissioners said that they were going to go to the legislature and ask for funds to help local governments to implement these new rules and that has never happened.

**Councilman Ingemann** – I guess they can put all the rules in effect but I don't see them being enforced either because there's no money.

**Ms. Buss** – Yes and there are new rules in here, I haven't mentioned them but for every time someone asks for a variance or a conditional use permit in this district, we will need to let the DNR know what you've done in terms of requiring people to address the primary conservation areas and do mitigation for anything that's caused by the variance. A whole new set of things that will apply to property owners and we're supposed to "report" to the DNR which will be yet another burden for you.

**Councilman Ingemann** – Another unfunded mandate I guess.

**Ms. Buss** – If I saw that there was a huge benefit to the resource I think a lot of local governments would see this differently but many people are complaining about the same sorts of things. St. Paul is planning to take this on pretty big time because people just don't see the benefit for all of the new regulation.

**Councilman Sumner** – So all of the comments will be aggregated and sent to a single judge down at the office of administrative hearing and he will make a determination?

**Ms. Buss** – Yes.

**Councilman Sumner** – Does he have a background in this area or does it make any difference?

**Attorney Knaak** – This one does and he has been around a long time.

**Councilman Lund** – I have concerns about asking the DNR to take over the enforcement action. We have a lot of properties that may potentially be developed on the river and I understand that from the staff's perspective, it's very burdensome to have to deal with this enforcement requirement but if we hand that over to the DNR, we might regret it. My preference would be to take anything that suggests that the DNR step in the City's shoes and do enforcement out of there.

**Mayor Geraghty** – Are there areas where we may want them to do enforcement? If we have to do it I'm not sure it'll get done.

**Councilman Sumner** – Will we be held in contempt if we don't comply?

**Councilman Lund** – Yeah if someone complains and we're not doing it, certainly we can be forced to do more but if we turn it over to the DNR we're subject to however they interpret the law.

**Councilman Ingemann** – Sherri how far does this proposed thing go? Does it go to the east side of highway 61?

**Ms. Buss** – No not that far. It includes all of the river parcels and about half way over to 61. So is the consensus to take out any reference to the DNR doing enforcement and just leaving that out?

**Councilman Lund** – This is a huge chunk of our City so I don't think we want to send people to the DNR.

**Councilman Sumner** – Again the rip-rap it talks about the DNR and the watershed district. We have a fairly comfortable working relationship with the watershed district so if we could have them....

**Ms. Buss** – If you want to take DNR and leave it with the watershed district we can do that.

**Councilman Sumner** – Are people in agreement with that?

**Councilman Ingemann** – I wouldn't have any problems with it.

**Councilman Sumner** – Can other things be looked at by the watershed district as opposed to the DNR?

**Ms. Buss** – I'm not sure if they would want to look at the very small, you might have a better sense of that than me. If it's 10,000 square feet of new impervious surface it's probably easier for you to look at it.

**Engineer Herdegen** – We always send it to the watershed as a courtesy and typically we haven't gotten extensive comments back from them. We'll dig a little bit deeper than they do but I think as a standard practice we'll continue to share any permits or permit reviews with them.

**Councilman Lund** – So if we asked to DNR to do mapping that's giving up probably the majority of the control because once that mapping happens then it'll be required to enforce it according to the DNR's mapping?

**Ms. Buss** – It could be, if you really want to take on the responsibility of all that mapping that's up to you guys.

**Councilman Ingemann** – That's a lot of money.

**Councilman Lund** – Well we're asking them to give us money to handle that responsibility and I think that's a much better solution than asking them to do it.

**Councilman Sumner** – Having them provide the plan is one thing but....

**Councilman Lund** – Well if they do it and you want to cut down a tree on 4<sup>th</sup> avenue they say "no"...

**Councilman Sumner** – Just having them map it doesn't prevent that.

**Councilman Lund** – Well they decide where the canopy was and if your box elder tree was a part of their canopy then you have to leave it up. I think leaving it in the City's control to make those reasonable interpretations might be better.

**Councilman Sumner** – Wouldn't another agency have to include box elders and other junky trees as well?

**Councilman Lund** – To the extent that there's room for interpretation I'd rather have it be our interpretation.

**Ms. Buss** – You can do the interpretation yourself. They're not saying that if they give you maps of where the bluff lands are that you're going to have to use those maps. You can make some changes yourself if you want to. You can decide what is "priority vegetation".

**Councilman Lund** – We're talking about a worst case scenario though right? Where we get sued and someone is asking us to enforce the state statute and if our policy has been to use the DNR maps and we say that we want to change it, we'll need a lot of gun behind that decision.

**Ms. Buss** – The way they've envisioned this process is that you as a City will adopt a set of things called "primary conservation areas".

**Councilman Lund** – But if the DNR is deciding what those are for the whole area, how are we going to be able to say "no" and disagree with the DNR?

**Ms. Buss** – It's a fine point but I don't think it's what we're asking them to do, we're asking them to map shore land areas, bluff lands, and plant species but if you're uncomfortable with the idea of taking maps from the DNR we can take it out of there. If you guys would rather pay to do all of that yourselves that's fine.

**Councilman Lund** – We wouldn't rather pay for it we'd rather ask them to pay for it which is an alternative in here. I don't think it's an equally helpful suggestion to have them do it than for them to pay for us to find our own expert to do it.

**Councilman Sumner** – Who provides those kinds of mapping services?

**Engineer Herdegen** – I don't have the full scope of what the mapping services are but we can do that mapping.

**Ms. Buss** – The tough part will be with some of the vegetative community things where there will need to be some actual fieldwork done for people to identify things in the field and map them. Some things like the shore line district or even bluffs might be tricky but maybe it's doable. If somebody were to identify the top of the bluff line through the City how much survey work is that?

**Engineer Herdegen** – Well for instance, those Johnson Mosley properties we identified the bluff line there and essentially you have to take enough survey shots to identify where the slope turns from 9% to 18%. For those two parcels that were 200 feet long, we had a good day and a half of survey work out there.

**Councilman Lund** – That's the kind of thing we should put in here that it's so impossible to figure out the bluff line that no one can expect to pay for it whether it's the DNR or us. It's just a completely unpractical regulation.

**Ms. Buss** – Well in fact the DNR has mapped what they're calling the "bluff line". That's the one feature that they have mapped here and it's the one I was thinking about in terms of the cost of the data here because they did actually do that mapping because so many communities said that they wanted consistency about what is the bluff line through this corridor. Out of all of these categories it's the only one that they've done.

**Councilman Lund** – How do they propose to do this mapping without going on private property?

**Ms. Buss** – They haven't been specific about that. They're leaving that up to you by saying that you will need to figure out how to map shorelines, major tributaries, major vegetation, native plant communities, and a whole list of things.

**Councilman Lund** – Let's get that in there that it's impossible to enforce because we don't have the property rights to be marching around the whole area.

**Mayor Geraghty** – So can you mail a letter out by Monday?

**Ms. Buss** – I can mail it out by the 16<sup>th</sup>. It's just going to take a lot of time for someone to do this and if it's not done consistently throughout the corridor, some communities may be identifying lots of native vegetation and other communities may not. There's a lot of judgments to be made here that's the hard part of all of this but if you'd rather that we say that the DNR should pay for the mapping we can change the language here and say that if you're going to give us this responsibility, the DNR needs to give the City the funds to do the mapping.

**Councilman Lund** – Could we add in there that we don't think the mapping is possible without infringing on the property rights of land owners along the bluff line?

**Councilman Rahm** – Whatever we say is fine here but this is going to go to an administrative law judge and they're going to approve it. You know what's going to happen.

**Ms. Buss** – If enough communities talk about some of the things like the requirement to go down to 10,000 square feet rather than what's in the PCA rules, it might matter. There are so many rules that people have to meet already related to storm water management, you city has very good storm water rules. Do you want me to revise it and have it come back to you at the next meeting?

**Mayor Geraghty** – Send it to Deb for Council comment and give a date.

**Ms. Buss** – The second issue is one that just came up yesterday and I would like to get your opinions on this. It has to do with the picture that is up on the screen. You have a resident by the name of Daniel Richardson who lives on Cedar Lane who has an opportunity to save an old caboos. He currently has as many accessory structures as he is allowed on his property, he has 2. This would require some sort of variance, it would be a little difficult to rationalize that unless we have something strong to work from that said you wanted to save historic

structures or you could change your ordinance like some communities have done to allow an exemption for accessory structures if they meet a historic purpose. I wasn't quite sure how to respond to him, if I respond as the ordinance says, I would have to say no you can't have this on your property because it is a third accessory structure. I don't know what your feelings are about historic structures whether you think it's a strong goal for the City to help preserve things like this so it would be worth amending the ordinance to allow another accessory structure or not. I also think there are some questions about neighbors and what happens if he moves away and this caboose is still there. I wanted to just run this by you for a couple minutes to see how you would react rather than suggest to him that he apply for a variance or an ordinance change if you really don't want to go there.

**Councilman Rahm** – No.

**Mayor Geraghty** – It would go nice next to out tower out here.

**Councilman Lund** – That was my thought exactly.

**Daniel Richardson, 1485 Cedar Lane** – It's something that I've looked into in the past. Just being in Newport, a rail town, I thought it would be good for the area. No it would not be a bed and breakfast; it would be what more commonly called a "man cave". During the summer it would have electricity to it, that's it. It's not like someone would live in there. 3 out of 4 of the immediate neighbors I was with this weekend and they talked about it and said that it was a cool idea but I understand City ordinances and things of that nature and thought why not ask. If the City says "no" that's the end of it not a problem. Before I spent any money I figured I'd pursue this avenue.

**Councilman Ingemann** – How would you get it in float it in on the river?

**Daniel Richardson, 1485 Cedar Lane** – No bring it in on an axle. I would have to build a foundation, it's sitting on rails, railroad ties, and concrete right now and I would have to do the exact same thing in my yard.

**Councilman Rahm** – Okay so we let you bring in a rail car and someone else finds this really nice boat somewhere and puts it in someone's front yard.... That's the thing that concerns me not that I don't want you to have a "man cave" it's just that is this the kind of stuff we want to park in Newport? One of the things we're trying to do here is clean up the town, clean up the image and improve things. Things like this in my opinion do not meet that objective. If we had a park that had a train and a caboose that would be fine but I'm afraid this opens the door to all kinds of junk people want to bring into town and that's not what I stand for.

**Mayor Geraghty** – I think you got the answer.

**Daniel Richardson, 1485 Cedar Lane** – That's fine.

**Admin. Hill** – To piggyback on the historic preservation, I got an email from Bob Vogel asking about the pavers for the Veterans' Memorial that we have and he said that he has quite a few names of civil war vets who were Newport residents but don't have pavers. I believe that the City at one point paid for a lot of pavers for civil war veterans. He would like to reach out to veterans organizations so if the Council were to direct the HPC to coordinate this they could have a plan soon.

**Mayor Geraghty** – I would say go for it.

## 10. ATTORNEY'S REPORT

**Attorney Knaak** – Mr. Mayor you've already touched on one item that I was concerned about, the other would be on the Prosecution Report. I regret that I did not get information from the county until Tuesday; we had some technical problems so you'll be getting that at the next meeting.

11. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT – Nothing to report.

## 12. FIRE CHIEF'S REPORT

**Chief Wiley** – Thank you to Council member Sumner and Council member Ingemann for coming to the meat raffle, we had a good turnout again, it was real crowded at the Cloverleaf and really good support from the community. The only other thing I have is our gambling permit for the upcoming Booya, we just need to get it approved this evening to get it in 30 days ahead of the event.

**Councilman Ingemann** – It's in the Consent Agenda.

**Chief Wiley** – No this is the gambling one, the liquor permit made it into the agenda, the gambling one because we couldn't complete this one until the meat raffle one was closed by the state and with the holiday in there and there was a delay.

**Motion by Ingemann, seconded by Rahm, to approve the Gambling Permit for Booya. With 5 Ayes, 0 Nays, the motion carried.**

**Councilman Sumner** – Any fire activity or rescues?

**Chief Wiley** – May was a relatively busy month. We had a number of semis that were parked behind a heavy metal truck driving training center by the Quade property caught on fire last week.

**Councilman Sumner** – How was the access to that with the gates and so forth?

**Chief Wiley** – It was fine we went in on the west side of the building there's the iron gate there which right on the other side of that is where the vehicles were parked.

**Councilman Ingemann** – Can you still cross the railroad tracks or is there still a big gap?

**Chief Wiley** – You can cross the tracks, we have a code to the roller gates so access isn't an issue for the fire dept.

## 13. ENGINEER'S REPORT

**Engineer Herdegen** – I did speak with the contractor that we had for the 15<sup>th</sup> and Cedar improvements, he's still ready to go for that.

14. **SUPERINTENDENT OF PUBLIC WORKS REPORT** – Nothing to report.

## 15. NEW / OLD BUSINESS

**Admin. Hill** – Raceway to Fun closed today.

**Councilman Lund** – The Governor is at the River Oaks Golf Course tonight for a DFL fundraiser. I know not everyone is affiliated with the DFL but I think it would be good to get as many people there as possible.

## 16. ADJOURNMENT

**Motion by Geraghty, seconded by Sumner to adjourn the regular City Council meeting at 6:19 p.m. With 5 Ayes, 0 Nays, the motion carried.**

City Council Minutes of 06-02-16

Upcoming Meetings and Events:

- |                                     |               |           |
|-------------------------------------|---------------|-----------|
| 1. Planning Commission Meeting      | June 9, 2016  | 6:00 p.m. |
| 2. City Council Meeting             | June 16, 2016 | 5:30 p.m. |
| 3. City Council Meeting             | July 7, 2016  | 5:30 p.m. |
| 4. Heritage Preservation Commission | July 13, 2016 | 5:00 p.m. |

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

Respectfully Submitted,

Andrew Brunick  
Administrative Intern/Administrative Assistant

**RESOLUTION NO. 2016-20**

**A RESOLUTION ACCEPTING DONATIONS FOR THE PERIOD OF MARCH 29, 2016 – MAY 31, 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>
Kathryn Roby	Books for the Library and Community Center	\$300.00	05/31/2015
Denise Fullmer	Books for the Library and Community Center	\$50.00	05/24/2016
Denise Fullmer	Books for the Library and Community Center	\$50.00	5/17/2016
Kathryn Roby	Books for the Library and Community Center	\$75.00	05/08/2016
Denise Fullmer	DVDs for the Library and Community Center	\$120.00	4/19/2016
Darren B.G.	Books for the Library and Community Center	\$100.00	4/31/2016

**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 16th day of June, 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

**Recurring Bills**

Paid Chk# 000644E	DELTA DENTAL OF MN	6/2/2016	\$781.10	Dental insurance
Paid Chk# 000645E	FEDERAL TAXES	6/8/2016	\$7,768.62	SS, Federal & Medicare
Paid Chk# 000646E	MN REVENUE	6/8/2016	\$1,145.52	State taxes
Paid Chk# 000647E	MSRS	6/8/2016	\$1,978.65	HCSP & Voluntary retirement
Paid Chk# 000648E	PSN	6/8/2016	\$84.71	Electronic payment fee
Paid Chk# 000649E	SELECTACCOUNT	6/8/2016	\$692.07	HSPA
Paid Chk# 018648	COLONIAL LIFE	6/2/2016	\$53.74	Peterson life insurance
Paid Chk# 018649	COMCAST	6/2/2016	\$245.72	Library and Fire Internet and
Paid Chk# 018650	FLEET ONE LLC	6/2/2016	\$1,193.46	Petrol
Paid Chk# 018651	Holstad & Knaak, PLC	6/2/2016	\$5,200.00	Legal fees
Paid Chk# 018652	Metropolitan Council	6/2/2016	\$17,320.31	
Paid Chk# 018653	NCPERS MINNESOTA	6/2/2016	\$48.00	Life insurance
Paid Chk# 018656	ATOMIC DATA, LLC	6/8/2016	\$881.52	Monthly IT and support
Paid Chk# 018657	COMCAST	6/8/2016	\$171.90	Public Works Internet and cabl
Paid Chk# 018658	DEBORA HILL	6/8/2016	\$72.85	Mileage reimbursement
Paid Chk# 018659	INTERNATIONAL UNION OF OP. EN	6/8/2016	\$167.50	PW Union dues
Paid Chk# 018660	ON SITE SANITATION	6/8/2016	\$423.00	Port o potty
Paid Chk# 018661	PERA	6/8/2016	\$3,805.39	Reitirement
Paid Chk# 018662	JAMIE SMITH	6/8/2016	\$25.05	Library storage
Paid Chk# 018663	SW/WC SERVICES COOPERATIVES	6/8/2016	\$11,701.50	Health insurance
Paid Chk# 018664	XCEL ENERGY	6/8/2016	\$2,324.89	Natural gas and electricity
Paid Chk# 018692	TENNIS SANITATION LLC	6/16/2016	\$49.40	City Hall and PW garbage servi
	Staff		\$22,607.85	

**Non-Recurring Bills**

Paid Chk# 018665	ABRAMS & SCHMIDT	6/16/2016	\$30.00	Legal fees
Paid Chk# 018666	ADVANCED SPORTSWEAR	6/16/2016	\$102.50	Reflection and embroidery
Paid Chk# 018667	DAVID BOROWIAK	6/16/2016	\$300.00	Band for Pioneer Day deposit
Paid Chk# 018668	Cardmember Services	6/16/2016	\$903.88	Visa bill
Paid Chk# 018669	FAIR OFFICE WORLD	6/16/2016	\$825.00	Floor mats
Paid Chk# 018670	FIRE SAFETY USA, INC.	6/16/2016	\$100.00	Hose Tester Repair
Paid Chk# 018671	FIRST IMPRESSION GROUP	6/16/2016	\$650.00	Printing newsletter
Paid Chk# 018672	FIRSTLAB	6/16/2016	\$117.90	Urine testing
Paid Chk# 018673	G & K SERVICES	6/16/2016	\$335.97	Uniform cleaning
Paid Chk# 018674	GERTENS	6/16/2016	\$137.70	Mulch
Paid Chk# 018675	GOPHER STATE ONE-CALL	6/16/2016	\$122.85	Dig marking
Paid Chk# 018676	HAWKINS	6/16/2016	\$5.00	Chlorine Cylinder

Paid Chk# 018677	INSTRUMENTAL RESEARCH, INC.	6/16/2016	\$36.00 Coliform Bacteria
Paid Chk# 018678	KENNEDY & GRAVEN, CHARTERED	6/16/2016	\$1,354.35 McArdell Claim
Paid Chk# 018679	LIBERTY NAPA OF NEWPORT	6/16/2016	\$334.53 Supplies
Paid Chk# 018680	MCCULLOUGH & SON WELL DRILL	6/16/2016	\$1,464.00 Well for 731 7th Avenue
Paid Chk# 018681	MCFOA	6/16/2016	\$36.00 Dues
Paid Chk# 018682	MENARDS - COTTAGE GROVE	6/16/2016	\$29.43 Library repair
Paid Chk# 018683	METROPOLITAN AREA MGMT ASSC	6/16/2016	\$20.00 Conference
Paid Chk# 018684	MN DEPT OF LABOR AND INDUSTR	6/16/2016	\$30.00 Pressure vessels
Paid Chk# 018685	MN FIRE SERVICE CERT. BOARD	6/16/2016	\$240.00 Certifications
Paid Chk# 018686	MSA PROFESSIONAL SERVICES, IN	6/16/2016	\$2,470.25 City engineering
Paid Chk# 018687	OXYGEN SERVICE CO.	6/16/2016	\$45.88 Oxygen supplies
Paid Chk# 018688	RIVERTOWN MULTIMEDIA	6/16/2016	\$470.80 Hearing notice and consumer co
Paid Chk# 018689	RUMPCA COMPANIES INC.	6/16/2016	\$100.00 Mulch
Paid Chk# 018690	SAVE THE STRAYS	6/16/2016	\$600.00 April and May payment
Paid Chk# 018691	SWEEPER SERVICES, LLC	6/16/2016	\$176.75 Broom gauge
Paid Chk# 018693	TKDA	6/16/2016	\$2,606.04 City planning
Paid Chk# 018694	UNIFORMS UNLIMITED, INC.	6/16/2016	\$334.92 Fire uniforms
			\$92,722.50



# City of Newport, MN

## Financial Status Report

Period ended May 31, 2016

(Un-Audited)

Prepared by:  
Administration Department



## **Table of Contents**

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# Section 1 – Cash & Investment

**Purpose:**

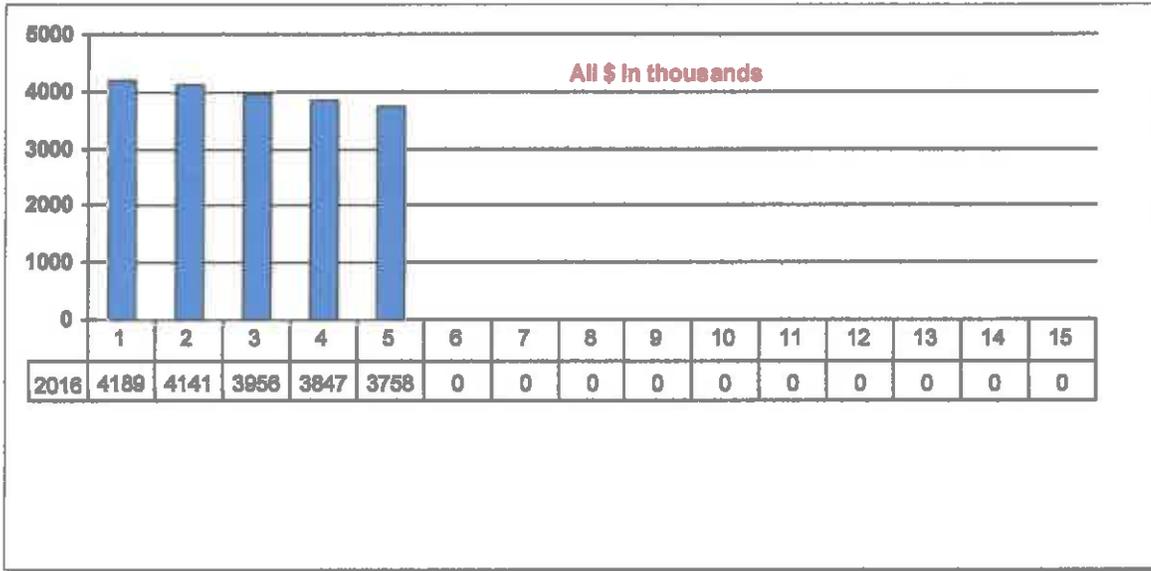
This report provides a detailed view of current cash, investments and rates of return for the specified time period. City funds are maintained in accordance with the City's Investment Policy which defines the manner in which the City accounts for and protects cash and investments.



**NEWPORT, MN**

**\*Check Reconciliation©**

**Central Bank  
10100 CASH  
May 2016**



**Account Summary**

Beginning Balance on	5/1/2016	\$3,913,023.94	Cleared	\$3,765,375.74
+ Receipts/Deposits		\$90,613.11	Statement	\$3,765,375.74
- Payments (Checks and Withdrawals)		\$238,261.31	Difference	\$0.00
Ending Balance as of	5/31/2016	\$3,765,375.74		

**Check Book Balance**

Active	G 101-10100	GENERAL FUND	\$562,204.17
Active	G 201-10100	PARKS SPECIAL FUND	\$47,145.05
Active	G 204-10100	HERITAGE PRESERVATIO	-\$217.17
Active	G 205-10100	RECYCLING	\$33,058.34
Active	G 206-10100	FIRE ENGINE	\$0.00
Active	G 208-10100	BUY FORFEITURE	\$1,309.02
Active	G 225-10100	PIONEER DAY	\$21,686.61
Active	G 270-10100	EDA	\$791,550.63
Active	G 301-10100	2010A G.O. CAPITAL IMP.	\$21,149.88
Active	G 303-10100	2012 STREET NORTH RAV	\$6,372.38
Active	G 305-10100	2013 STREET ASSESSME	\$17,311.25
Active	G 306-10100	2014 STREET ASSESSME	\$388,185.34
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	\$727.97
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$6,385.78
Active	G 321-10100	2006A EQUIP CERTIFICAT	\$0.00
Active	G 322-10100	2011A GO BONDS	\$70,263.53

Active	G 401-10100	EQUIPMENT REVOLVING	\$237,183.97
Active	G 402-10100	TAX INC DIST 1	\$0.00
Active	G 405-10100	T.H. HWY 61	\$132,919.48
Active	G 409-10100	2013 STREET RECON.	\$94,943.62
Active	G 410-10100	2014 STREET RECON.	\$77,783.27
Active	G 411-10100	BUILDING FUND	\$134,095.90
Active	G 416-10100	4TH AVENUE RAVINE	\$12,789.30
Active	G 417-10100	NORTH RAVINE	\$53,847.54
Active	G 422-10100	FEMA-17TH STREET & CE	\$17,178.56
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$0.00
Active	G 601-10100	WATER FUND	\$374,384.92
Active	G 602-10100	SEWER FUND	\$559,037.28
Active	G 603-10100	STREET LIGHT FUND	\$57,831.90
Active	G 604-10100	STORM WATER FUND	\$38,659.61
		Cash Balance	\$3,757,788.11

Begining Balance	\$3,913,023.94	
+ Total Deposits	\$90,713.11	
- Checks Written	\$245,904.94	
		Check Book Balance
		\$3,757,832.11
		Difference
		\$44.00

**City of Newport**  
**INVESTMENTS**  
**May-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%	120,111.60
ORIENTAL B&T	6/30/2015	12/30/2016	546	95,000	0.80%	95,073.15
GOLDMAN SACHS	3/18/2015	3/20/2017	730	90,000	0.95%	90,197.10
BMW CD	6/28/2013	6/28/2017	1,456	125,000	1.30%	125,606.25
CAPITAL ONE	7/1/2015	1/2/2018	860	95,000	1.35%	95,402.80
GOLDMAN SACHS	3/18/2015	3/19/2018	1,093	90,000	1.30%	90,510.30
AMEX Cent.	7/5/2013	7/5/2018	1,820	125,000	1.71%	125,540.00
SALLIE MAE BANK	11/5/2014	11/5/2018	1,456	129,000	1.85%	130,277.10
BARCLAYS BANK	7/6/2014	7/23/2019	1,820	125,000	2.11%	127,125.00
Bank of India	12/15/2015	12/16/2019	1,820	100,000	2.10%	101,623.00
Wells Fargo BK	4/8/2014	4/16/2021	2,548	120,000	1.29%	120,626.40
Accrued Interest	all CDs above					11,968.54
Sub-total Investments GASB 40						<u><u>1,234,061.24</u></u>
<b>CENTRAL BANK</b>						
Checking						<u><u>3,765,375.74</u></u>
Total Cash, Investments and CD's						<u><u>4,999,436.98</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: May 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
<b>FUND 101 GENERAL FUND</b>									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$116,760.32	-\$116,760.32	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	\$116,760.32	-\$116,760.32	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$61.36	-\$61.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$298,097.00	\$115,416.30	\$182,680.70	61.28%	\$0.00	\$298,097.00	-\$298,097.00	0.30	-0.51
DEPT 41110 Mayor and Council	\$22,822.00	\$9,107.95	\$13,714.05	60.09%	\$0.00	\$22,822.00	-\$22,822.00	0.35	-0.38
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	\$130,855.23	\$162,629.77	55.41%	\$0.00	\$293,485.00	-\$293,485.00	0.33	-0.47
DEPT 41910 Planning and Zoning	\$41,438.00	\$11,351.85	\$30,086.15	72.61%	\$0.00	\$41,438.00	-\$41,438.00	0.02	-0.32
DEPT 41940 City Hall Bldg	\$17,700.00	\$4,502.64	\$13,197.36	74.56%	\$0.00	\$17,700.00	-\$17,700.00	0.29	-0.72
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	\$3,886.13	\$759,635.87	99.49%	\$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	\$50,328.61	\$149,075.39	74.76%	\$0.00	\$199,404.00	-\$199,404.00	0.31	-0.42
DEPT 42280 Fire Stations No. 1	\$10,200.00	\$2,508.56	\$7,691.44	75.41%	\$0.00	\$10,200.00	-\$10,200.00	0.08	-0.92
DEPT 42290 Fire Station No. 2	\$3,000.00	\$598.34	\$2,401.66	80.06%	\$0.00	\$3,000.00	-\$3,000.00	0.06	-0.44
DEPT 43000 PW Street (GENERAL)	\$393,790.00	\$93,952.23	\$299,837.77	76.14%	\$0.00	\$393,790.00	-\$393,790.00	0.17	-0.62
DEPT 43100 Public Works Garage	\$17,500.00	\$7,372.94	\$10,127.06	57.87%	\$0.00	\$17,500.00	-\$17,500.00	0.43	-0.58
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	\$1,073.66	\$4,546.34	80.90%	\$0.00	\$5,620.00	-\$5,620.00	0.10	-0.57
DEPT 45000 Parks (GENERAL)	\$333,080.00	\$125,633.99	\$207,446.01	62.28%	\$0.00	\$333,080.00	-\$333,080.00	0.21	-0.51
DEPT 45100 Recreation (GENERAL)	\$3,200.00	\$0.00	\$3,200.00	100.00%	\$0.00	\$3,200.00	-\$3,200.00	0.00	-0.44
DEPT 45206 Parks Bldgs. & Warming Houses	\$14,280.00	\$7,031.11	\$7,248.89	50.76%	\$0.00	\$14,280.00	-\$14,280.00	0.31	-0.56
DEPT 45501 Library Bldg	\$24,752.00	\$7,282.07	\$17,469.93	70.58%	\$0.00	\$24,752.00	-\$24,752.00	0.30	-0.70
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	\$117.93	\$682.07	85.26%	\$0.00	\$800.00	-\$800.00	0.05	-0.45
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	\$574,807.74	\$1,896,432.26	76.74%	\$0.00	\$2,471,240.00	-\$2,471,240.00	0.17	-0.45



NEWPORT, MN

\*Budget Control Summary

Current Period: May 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	-\$458,047.42	-	81.46%	\$0.00	-	\$2,471,240.00		
			\$2,013,192.5			\$2,471,240.00			
FUND 201 PARKS SPECIAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$29.16	-\$29.16	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$29.16	-\$29.16	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 201 PARKS SPECIAL FUND	\$0.00	\$29.16	-\$29.16	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	\$7,804.48	-\$7,804.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



NEWPORT, MN

\*Budget Control Summary

Current Period: May 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	\$7,804.48	-\$7,804.48	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,445.00	-\$2,445.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$2,445.00	\$2,445.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 205 RECYCLING	\$0.00	\$5,359.48	-\$5,359.48	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	\$0.82	-\$0.82	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.82	-\$0.82	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	\$0.82	-\$0.82	0.00%	\$0.00	\$0.00	\$0.00		
FUND 225 PIONEER DAY									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$13.51	-\$13.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$13.51	-\$13.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$200.00	-\$200.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



NEWPORT, MN

\*Budget Control Summary

Current Period: May 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	\$200.00	\$200.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 225 PIONEER DAY	\$0.00	-\$186.49	\$186.49	0.00%	\$0.00	\$0.00	\$0.00		
FUND 270 EDA									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7,444.01	-\$7,444.01	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$7,444.01	-\$7,444.01	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5,594.12	-\$5,594.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$5,594.12	\$5,594.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 270 EDA	\$0.00	\$1,849.89	-\$1,849.89	0.00%	\$0.00	\$0.00	\$0.00		
FUND 301 2010A G.O. CAPITAL IMP. PLAN									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$918.41	-\$918.41	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$918.41	-\$918.41	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	-\$491.59	\$491.59	0.00%	\$0.00	\$0.00	\$0.00		
FUND 303 2012 STREET NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3.93	-\$3.93	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$3.93	-\$3.93	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: May 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	\$3.93	-\$3.93	0.00%	\$0.00	\$0.00	\$0.00		
FUND 305 2013 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3,152.37	-\$3,152.37	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$3,152.37	-\$3,152.37	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	-\$91,189.83	\$91,189.83	0.00%	\$0.00	\$0.00	\$0.00		
FUND 306 2014 STREET ASSESSMENT									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$9,156.24	-\$9,156.24	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$9,156.24	-\$9,156.24	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	-\$70,571.81	\$70,571.81	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: May 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	\$0.45	-\$0.45	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.45	-\$0.45	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

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 2002A \$690,000 BOND	\$0.00	\$0.45	-\$0.45	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	-\$4,252.06	\$4,252.06	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	-\$4,252.06	\$4,252.06	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 316 PFA/TRLF REVENUE NOTE	\$0.00	-\$4,252.06	\$4,252.06	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	\$688.52	-\$688.52	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$688.52	-\$688.52	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

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$105,752.50	\$105,752.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 2011A GO BONDS	\$0.00	-\$105,063.98	\$105,063.98	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 EQUIPMENT REVOLVING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$148.92	-\$148.92	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$148.92	-\$148.92	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	-\$4,304.03	\$4,304.03	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	\$82.24	-\$82.24	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$82.24	-\$82.24	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: May 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 405 T.H. HWY 61	\$0.00	\$82.24	-\$82.24	0.00%	\$0.00	\$0.00	\$0.00		
FUND 409 2013 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$58.75	-\$58.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$58.75	-\$58.75	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	\$58.75	-\$58.75	0.00%	\$0.00	\$0.00	\$0.00		
FUND 410 2014 STREET RECON.									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$18.00	-\$18.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$18.00	-\$18.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$290.12	-\$290.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$290.12	\$290.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 410 2014 STREET RECON.	\$0.00	-\$272.12	\$272.12	0.00%	\$0.00	\$0.00	\$0.00		
FUND 411 BUILDING FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$82.97	-\$82.97	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$82.97	-\$82.97	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



NEWPORT, MN

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Current Period: May 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	\$82.97	-\$82.97	0.00%	\$0.00	\$0.00	\$0.00		
FUND 416 4TH AVENUE RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7.92	-\$7.92	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$7.92	-\$7.92	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	\$7.92	-\$7.92	0.00%	\$0.00	\$0.00	\$0.00		
FUND 417 NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$33.32	-\$33.32	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$33.32	-\$33.32	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	\$33.32	-\$33.32	0.00%	\$0.00	\$0.00	\$0.00		
FUND 422 FEMA-17TH STREET & CEDAR LANE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$107,548.32	-\$107,548.32	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$107,548.32	-\$107,548.32	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**

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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
Total Expenditure Accounts	\$0.00	\$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	\$102,443.32	-\$102,443.32	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	\$235.64	-\$235.64	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49400 Water Utilities (GENERAL)	\$0.00	\$124,866.47	-\$124,866.47	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$125,102.11	-\$125,102.11	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$308,806.00	\$124,934.74	\$183,871.26	59.54%	\$0.00	\$308,806.00	-\$308,806.00	0.27	-0.43
Total Expenditure Accounts	\$308,806.00	\$124,934.74	-\$183,871.26	59.54%	\$0.00	\$308,806.00	-\$308,806.00	0.27	-0.43
Total FUND 601 WATER FUND	-\$308,806.00	\$167.37	-\$308,973.37	100.05%	\$0.00	-\$308,806.00	\$308,806.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$354.00	-\$354.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$0.00	\$165,025.07	-\$165,025.07	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$165,379.07	-\$165,379.07	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



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Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance	2016 Adopted Budget	2016 Forecast	Variance at Completion	2016 YTD Perf	2016 Est to Complete
DEPT 49450 Sewer (GENERAL)	\$444,083.00	\$253,988.03	\$190,094.97	42.81%	\$0.00	\$444,083.00	-\$444,083.00	0.45	-0.13
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	\$253,988.03	-\$191,594.97	43.00%	\$0.00	\$445,583.00	-\$445,583.00	0.40	-0.14
Total FUND 602 SEWER FUND	-\$445,583.00	-\$88,608.96	-\$356,974.04	80.11%	\$0.00	-\$445,583.00	\$445,583.00		
FUND 603 STREET LIGHT FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$33.92	-\$33.92	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	\$30,249.13	-\$30,249.13	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$30,283.05	-\$30,283.05	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	\$17,774.01	\$40,674.99	69.59%	\$0.00	\$58,449.00	-\$58,449.00	0.34	-0.52
Total Expenditure Accounts	\$58,449.00	\$17,774.01	-\$40,674.99	69.59%	\$0.00	\$58,449.00	-\$58,449.00	0.30	-0.45
Total FUND 603 STREET LIGHT FUND	-\$58,449.00	\$12,509.04	-\$70,958.04	121.40%	\$0.00	-\$58,449.00	\$58,449.00		
FUND 604 STORM WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$19.13	-\$19.13	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$0.00	\$19,061.87	-\$19,061.87	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$19,081.00	-\$19,081.00	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 49460 Storm Water	\$19,475.00	\$23,001.30	-\$3,526.30	-18.11%	\$0.00	\$19,475.00	-\$19,475.00	0.16	-0.37
Total Expenditure Accounts	\$19,475.00	\$23,001.30	\$3,526.30	-18.11%	\$0.00	\$19,475.00	-\$19,475.00	0.15	-0.35
Total FUND 604 STORM WATER FUND	-\$19,475.00	-\$3,920.30	-\$15,554.70	79.87%	\$0.00	-\$19,475.00	\$19,475.00		



**NEWPORT, MN**

**\*Budget Control Summary**

Current Period: May 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	-\$713,294.93	\$2,590,258.0	78.41%	\$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**  
**\*Cash Balances**

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Current Period May 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	\$164,893.28	\$753,383.61	\$0.00	(\$3,797.00)	(\$107,652.24)	\$562,204.17	In Bal	
201 PARKS SPECIAL F	\$47,115.89	\$29.16	\$0.00	\$0.00	\$0.00	\$0.00	\$47,145.05	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	\$7,804.48	\$2,445.00	\$0.00	\$0.00	\$0.00	\$33,058.34	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	\$0.82	\$0.00	\$0.00	\$0.00	\$0.00	\$1,309.02	In Bal	
225 PIONEER DAY	\$21,873.10	\$13.51	\$200.00	\$0.00	\$0.00	\$0.00	\$21,686.61	In Bal	
270 EDA	\$791,103.74	\$7,490.01	\$7,043.12	\$0.00	\$0.00	\$0.00	\$791,550.63	In Bal	
301 2010A G.O. CAPIT	\$20,651.47	\$13.41	\$1,410.00	\$0.00	\$1,895.00	\$0.00	\$21,149.88	In Bal	
303 2012 STREET NO	\$6,368.45	\$3.93	\$0.00	\$0.00	\$0.00	\$0.00	\$6,372.38	In Bal	
305 2013 STREET ASS	\$107,485.08	\$3,129.37	\$94,342.20	\$0.00	\$1,039.00	\$0.00	\$17,311.25	In Bal	
306 2014 STREET ASS	\$457,763.15	\$9,649.24	\$79,728.05	\$0.00	\$501.00	\$0.00	\$388,185.34	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	\$0.45	\$0.00	\$0.00	\$0.00	\$0.00	\$727.97	In Bal	
316 PFA/TRLF REVEN	\$7,334.84	\$3.94	\$0.00	\$0.00	(\$953.00)	\$0.00	\$6,385.78	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	\$43.52	\$105,752.50	\$0.00	\$1,315.00	\$0.00	\$70,263.53	In Bal	
401 EQUIPMENT REV	\$241,488.00	\$148.92	\$4,452.95	\$0.00	\$0.00	\$0.00	\$237,183.97	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	\$82.24	\$0.00	\$0.00	\$0.00	\$0.00	\$132,919.46	In Bal	
409 2013 STREET REC	\$94,884.87	\$58.75	\$0.00	\$0.00	\$0.00	\$0.00	\$94,943.62	In Bal	
410 2014 STREET REC	\$78,165.39	\$18.00	\$400.12	\$0.00	\$0.00	\$0.00	\$77,783.27	In Bal	
411 BUILDING FUND	\$134,012.93	\$82.97	\$0.00	\$0.00	\$0.00	\$0.00	\$134,095.90	In Bal	
416 4TH AVENUE RAV	\$12,781.38	\$7.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,789.30	In Bal	
417 NORTH RAVINE	\$53,814.22	\$33.32	\$0.00	\$0.00	\$0.00	\$0.00	\$53,847.54	In Bal	
422 FEMA-17TH STRE	(\$85,264.76)	\$107,548.32	\$5,105.00	\$0.00	\$0.00	\$0.00	\$17,178.56	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	\$110,884.49	\$96,119.29	\$0.00	\$0.00	(\$43,344.71)	\$374,384.92	In Bal	
602 SEWER FUND	\$637,894.24	\$175,832.07	\$212,685.06	\$0.00	\$0.00	(\$42,003.97)	\$559,037.28	In Bal	
603 STREET LIGHT FU	\$48,145.86	\$31,135.05	\$18,012.81	\$0.00	\$0.00	(\$3,436.20)	\$57,831.90	In Bal	
604 STORM WATER F	\$33,819.91	\$28,317.00	\$18,381.11	\$0.00	\$0.00	(\$5,096.19)	\$38,659.61	In Bal	
	<u>\$4,720,573.07</u>	<u>\$647,224.17</u>	<u>\$1,408,475.82</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$201,533.31)</u>	<u>\$3,757,788.11</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	May 2016 Amt	2016 YTD Amt	YTD Balance	% of YTD Budget
101	GENERAL FUND	\$0.00	\$36,983.25	\$116,760.32	-\$116,760.32	0.00%
201	PARKS SPECIAL FUND	\$0.00	\$6.30	\$29.16	-\$29.16	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	\$7,796.42	\$7,804.48	-\$7,804.48	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.18	\$0.82	-\$0.82	0.00%
225	PIONEER DAY	\$0.00	\$2.90	\$13.51	-\$13.51	0.00%
270	EDA	\$0.00	\$95.03	\$7,444.01	-\$7,444.01	0.00%
301	2010A G.O. CAPITAL IMP. PLA	\$0.00	\$2.83	\$918.41	-\$918.41	0.00%
303	2012 STREET NORTH RAVINE	\$0.00	\$0.85	\$3.93	-\$3.93	0.00%
305	2013 STREET ASSESSMENT	\$0.00	\$2.31	\$3,152.37	-\$3,152.37	0.00%
306	2014 STREET ASSESSMENT	\$0.00	\$51.90	\$9,156.24	-\$9,156.24	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	\$0.10	\$0.45	-\$0.45	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.85	-\$4,252.06	\$4,252.06	0.00%
321	2006A EQUIP CERTIFICATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	2011A GO BONDS	\$0.00	\$9.39	\$688.52	-\$688.52	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$31.71	\$148.92	-\$148.92	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$17.77	\$82.24	-\$82.24	0.00%
409	2013 STREET RECON.	\$0.00	\$12.69	\$58.75	-\$58.75	0.00%
410	2014 STREET RECON.	\$0.00	\$10.40	\$18.00	-\$18.00	0.00%
411	BUILDING FUND	\$0.00	\$17.93	\$82.97	-\$82.97	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$1.71	\$7.92	-\$7.92	0.00%
417	NORTH RAVINE	\$0.00	\$7.20	\$33.32	-\$33.32	0.00%
422	FEMA-17TH STREET & CEDAR	\$0.00	\$2.30	\$107,548.32	-\$107,548.32	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER FUND	\$0.00	\$15,983.65	\$125,102.11	-\$125,102.11	0.00%
602	SEWER FUND	\$0.00	\$26,908.07	\$165,379.07	-\$165,379.07	0.00%
603	STREET LIGHT FUND	\$0.00	\$4,388.83	\$30,283.05	-\$30,283.05	0.00%
604	STORM WATER FUND	\$0.00	\$3,736.22	\$19,081.00	-\$19,081.00	0.00%
		\$0.00	\$96,070.79	\$589,545.83	-\$589,545.83	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 emended. 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	May 2016 Amt	2016 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$2,471,240.00	\$129,057.14	\$574,807.74	\$0.00	\$1,896,432.26	23.26%
201	PARKS SPECIAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$5.00	\$9,015.00	\$0.00	-\$9,015.00	0.00%
205	RECYCLING	\$0.00	\$0.00	\$2,445.00	\$0.00	-\$2,445.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAY	\$0.00	\$200.00	\$200.00	\$0.00	-\$200.00	0.00%
270	EDA	\$0.00	\$3,365.00	\$5,594.12	\$0.00	-\$5,594.12	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	\$4,452.95	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
409	2013 STREET RECON.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
410	2014 STREET RECON.	\$0.00	\$0.00	\$290.12	\$0.00	-\$290.12	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	\$14,210.26	\$124,934.74	\$0.00	\$183,871.26	40.46%
602	SEWER FUND	\$445,583.00	\$29,160.71	\$253,988.03	\$0.00	\$191,594.97	57.00%
603	STREET LIGHT FUND	\$58,449.00	\$4,105.07	\$17,774.01	\$0.00	\$40,674.99	30.41%
604	STORM WATER FUND	\$19,475.00	\$1,250.11	\$23,001.30	\$0.00	-\$3,526.30	118.11%
		\$3,303,553.00	\$185,806.24	\$1,302,840.76	\$0.00	\$2,000,712.24	39.44%

FILTER: None

## Section 6 – Balance Sheets

**Purpose:**

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

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



# NEWPORT, MN

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## GL Yearly

Current Period: May 2016

FUND 101 GENERAL FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 101-10100 Cash	\$1,262,143.74	\$40,196.11	\$133,234.30	\$210,219.48	\$910,159.05	\$562,204.17
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>\$40,196.11</b>	<b>\$133,234.30</b>	<b>\$243,485.48</b>	<b>\$940,429.05</b>	<b>\$1,880,735.18</b>
<b>Liability</b>						
G 101-20200 Accounts Payable	(\$60,277.25)	\$0.00	\$0.00	\$246,771.00	\$186,459.00	\$34.75
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)	\$5,311.28	\$5,311.28	\$31,302.44	\$28,548.56	(\$1,488.35)
G 101-21702 State Withholding Payable	(\$1,202.21)	\$2,205.20	\$2,205.20	\$13,332.08	\$12,130.32	(\$0.45)
G 101-21703 FICA Tax Withholding	(\$1,113.76)	\$7,301.02	\$7,301.02	\$44,156.94	\$42,097.66	\$945.52
G 101-21704 PERA	(\$4,916.00)	\$7,458.37	\$7,458.35	\$53,143.99	\$48,228.03	(\$0.04)
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	\$837.50	\$837.50	(\$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)	\$1,707.62	\$1,707.62	\$11,720.28	\$10,710.11	(\$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)	\$53.74	\$74.88	\$441.33	\$380.90	\$60.31
G 101-21712 HSA Employee	(\$0.13)	\$1,384.14	\$1,384.14	\$8,804.84	\$8,404.84	\$399.87
G 101-21713 Dental Family	(\$226.90)	\$0.00	\$160.80	\$964.44	\$964.58	(\$227.04)
G 101-21714 LTD Employee	(\$114.73)	\$445.36	\$222.74	\$1,560.43	\$1,337.34	\$108.36
G 101-21715 MSRS Employee	(\$127.17)	\$501.30	\$501.30	\$3,382.30	\$3,254.89	\$0.24
G 101-21716 Health Insurance	\$0.47	\$649.43	\$599.52	\$4,835.83	\$3,946.80	\$889.50
G 101-21717 MNBA Insurance	(\$85.77)	\$148.97	\$148.98	\$749.50	\$749.52	(\$85.79)
G 101-21719 Trad. Vol. Ret.-Employee	(\$277.58)	\$1,912.00	\$1,912.00	\$23,299.00	\$23,124.00	(\$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	\$2,450.00	\$1,946.80	\$17,880.30	\$14,041.30	\$3,839.44
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	\$1,534.00	\$1,544.00	\$10,189.00	\$9,986.00	\$203.00
G 101-22100 Escrow	\$0.24	\$1,120.00	\$750.00	\$4,762.34	\$4,901.00	(\$138.42)
G 101-22101 Library Sales	(\$372.90)	\$18.00	\$7.50	\$21.09	\$151.53	(\$503.34)
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>\$34,367.93</b>	<b>\$33,403.63</b>	<b>\$681,516.03</b>	<b>\$442,619.88</b>	<b>(\$98,923.83)</b>
<b>Equity</b>						



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

Current Period: May 2016

FUND 101 GENERAL FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
G 101-25300 Unreserved Fund Balance	(\$2,239,858.77)	\$129,565.70	\$37,491.81	\$940,375.42	\$482,328.00	(\$1,781,811.35)
<b>Total Equity</b>	(\$2,239,858.77)	\$129,565.70	\$37,491.81	\$940,375.42	\$482,328.00	(\$1,781,811.35)
<b>Total 101 GENERAL FUND</b>	\$0.00	\$204,129.74	\$204,129.74	\$1,865,376.93	\$1,865,376.93	\$0.00



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

Current Period: May 2016

FUND 201 PARKS SPECIAL FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 201-10100 Cash	\$47,115.89	\$6.30	\$0.00	\$29.16	\$0.00	\$47,145.05
<b>Total Asset</b>	\$47,115.89	\$6.30	\$0.00	\$29.16	\$0.00	\$47,145.05
<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	\$6.30	\$0.00	\$29.16	(\$47,145.05)
<b>Total Equity</b>	(\$47,115.89)	\$0.00	\$6.30	\$0.00	\$29.16	(\$47,145.05)
<b>Total 201 PARKS SPECIAL FUND</b>	\$0.00	\$6.30	\$6.30	\$29.16	\$29.16	\$0.00



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

Current Period: May 2016

FUND 204	HERITAGE PRESERVATION COMM	May 2016					Balance
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	
<b>Asset</b>							
	G 204-10100 Cash	\$8,797.83	\$0.00	\$5.00	\$0.00	\$9,015.00	(\$217.17)
	<b>Total Asset</b>	\$8,797.83	\$0.00	\$5.00	\$0.00	\$9,015.00	(\$217.17)
<b>Equity</b>							
	G 204-25300 Unreserved Fund Balance	(\$8,797.83)	\$5.00	\$0.00	\$9,015.00	\$0.00	\$217.17
	<b>Total Equity</b>	(\$8,797.83)	\$5.00	\$0.00	\$9,015.00	\$0.00	\$217.17
<b>Total 204 HERITAGE PRESERVATION COMM</b>		\$0.00	\$5.00	\$5.00	\$9,015.00	\$9,015.00	\$0.00



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

Current Period: May 2016

FUND 205 RECYCLING

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 205-10100 Cash	\$27,698.86	\$7,796.42	\$0.00	\$7,804.48	\$2,445.00	\$33,058.34
<b>Total Asset</b>	\$27,698.86	\$7,796.42	\$0.00	\$7,804.48	\$2,445.00	\$33,058.34
<b>Equity</b>						
G 205-25300 Unreserved Fund Balance	(\$27,698.86)	\$0.00	\$7,796.42	\$2,445.00	\$7,804.48	(\$33,058.34)
<b>Total Equity</b>	(\$27,698.86)	\$0.00	\$7,796.42	\$2,445.00	\$7,804.48	(\$33,058.34)
<b>Total 205 RECYCLING</b>	\$0.00	\$7,796.42	\$7,796.42	\$10,249.48	\$10,249.48	\$0.00



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

Current Period: May 2016

FUND 206 FIRE ENGINE

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 206-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Asset</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equity</b>						
G 206-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Equity</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 206 FIRE ENGINE</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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

Current Period: May 2016

FUND 208 BUY FORFEITURE

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 208-10100 Cash	\$1,308.20	\$0.18	\$0.00	\$0.82	\$0.00	\$1,309.02
<b>Total Asset</b>	\$1,308.20	\$0.18	\$0.00	\$0.82	\$0.00	\$1,309.02
<b>Equity</b>						
G 208-25300 Unreserved Fund Balance	(\$1,308.20)	\$0.00	\$0.18	\$0.00	\$0.82	(\$1,309.02)
<b>Total Equity</b>	(\$1,308.20)	\$0.00	\$0.18	\$0.00	\$0.82	(\$1,309.02)
<b>Total 208 BUY FORFEITURE</b>	\$0.00	\$0.18	\$0.18	\$0.82	\$0.82	\$0.00



# NEWPORT, MN

## GL Yearly

Current Period: May 2016

FUND 225 PIONEER DAY

### May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 225-10100 Cash	\$21,873.10	\$2.90	\$200.00	\$13.51	\$200.00	\$21,686.61
<b>Total Asset</b>	\$21,873.10	\$2.90	\$200.00	\$13.51	\$200.00	\$21,686.61
<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)	\$200.00	\$2.90	\$200.00	\$13.51	(\$21,686.64)
<b>Total Equity</b>	(\$21,873.13)	\$200.00	\$2.90	\$200.00	\$13.51	(\$21,686.64)
<b>Total 225 PIONEER DAY</b>	\$0.00	\$202.90	\$202.90	\$213.51	\$213.51	\$0.00



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

Current Period: May 2016

FUND 270 EDA

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 270-10100 Cash	\$791,103.74	\$105.83	\$3,375.80	\$7,567.10	\$7,120.21	\$791,550.63
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	\$105.83	\$3,375.80	\$7,567.10	\$7,120.21	\$791,550.63
<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)	\$3,375.80	\$105.83	\$7,120.21	\$8,970.10	(\$791,550.70)
<b>Total Equity</b>	(\$789,700.81)	\$3,375.80	\$105.83	\$7,120.21	\$8,970.10	(\$791,550.70)
<b>Total 270 EDA</b>	\$0.00	\$3,481.63	\$3,481.63	\$16,090.31	\$16,090.31	\$0.00



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

Current Period: May 2016

FUND 301 2010A G.O. CAPITAL IMP. PLAN	May 2016					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 301-10100 Cash	\$20,651.47	\$2.83	\$0.00	\$1,908.41	\$1,410.00	\$21,149.88
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	\$2.83	\$0.00	\$1,908.41	\$2,400.00	\$22,013.88
<b>Equity</b>						
G 301-25300 Unreserved Fund Balance	(\$22,505.47)	\$0.00	\$2.83	\$2,400.00	\$1,908.41	(\$22,013.88)
<b>Total Equity</b>	(\$22,505.47)	\$0.00	\$2.83	\$2,400.00	\$1,908.41	(\$22,013.88)
<b>Total 301 2010A G.O. CAPITAL IMP. PLAN</b>	\$0.00	\$2.83	\$2.83	\$4,308.41	\$4,308.41	\$0.00



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

Current Period: May 2016

FUND 303 2012 STREET NORTH RAVINE

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 303-10100 Cash	\$6,368.45	\$0.85	\$0.00	\$3.93	\$0.00	\$6,372.38
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	\$0.85	\$0.00	\$3.93	\$16,416.00	\$6,372.38
<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	\$0.85	\$0.00	\$3.93	(\$6,372.38)
<b>Total Equity</b>	(\$6,368.45)	\$0.00	\$0.85	\$0.00	\$3.93	(\$6,372.38)
<b>Total 303 2012 STREET NORTH RAVINE</b>	\$0.00	\$0.85	\$0.85	\$16,419.93	\$16,419.93	\$0.00



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

Current Period: May 2016

FUND 305 2013 STREET ASSESSMENT

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 305-10100 Cash	\$107,485.08	\$2.31	\$0.00	\$4,168.37	\$94,342.20	\$17,311.25
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>	<b>\$328,068.08</b>	<b>\$2.31</b>	<b>\$0.00</b>	<b>\$4,168.37</b>	<b>\$314,925.20</b>	<b>\$17,311.25</b>
<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>	<b>(\$219,567.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$219,567.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equity</b>						
G 305-25300 Unreserved Fund Balance	(\$108,501.08)	\$0.00	\$2.31	\$95,358.20	\$4,168.37	(\$17,311.25)
<b>Total Equity</b>	<b>(\$108,501.08)</b>	<b>\$0.00</b>	<b>\$2.31</b>	<b>\$95,358.20</b>	<b>\$4,168.37</b>	<b>(\$17,311.25)</b>
<b>Total 305 2013 STREET ASSESSMENT</b>	<b>\$0.00</b>	<b>\$2.31</b>	<b>\$2.31</b>	<b>\$319,093.57</b>	<b>\$319,093.57</b>	<b>\$0.00</b>



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

Current Period: May 2016

FUND 306 2014 STREET ASSESSMENT

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 306-10100 Cash	\$457,763.15	\$51.90	\$0.00	\$14,335.24	\$83,913.05	\$388,185.34
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	\$51.90	\$0.00	\$97,122.24	\$88,570.05	\$1,087,304.34
<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	\$51.90	\$84,907.05	\$14,335.24	(\$387,681.34)
<b>Total Equity</b>	(\$458,253.15)	\$0.00	\$51.90	\$84,907.05	\$14,335.24	(\$387,681.34)
<b>Total 306 2014 STREET ASSESSMENT</b>	\$0.00	\$51.90	\$51.90	\$182,029.29	\$182,029.29	\$0.00



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

Current Period: May 2016

FUND 307 GO TIF 1994B

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 307-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Asset</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equity</b>						
G 307-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Equity</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 307 GO TIF 1994B</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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

Current Period: May 2016

FUND 308 CERIFICATES OF INDEBTEDNESS	May 2016					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 308-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 308-10500 Taxes Receivable-Current	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
G 308-10700 Taxes Receivable-Delinquent	\$0.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30
<b>Total Asset</b>	\$0.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.33
<b>Liability</b>						
G 308-22200 Deferred Revenues	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
<b>Total Liability</b>	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
<b>Equity</b>						
G 308-25300 Unreserved Fund Balance	(\$0.03)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.03)
<b>Total Equity</b>	(\$0.03)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.03)
<b>Total 308 CERIFICATES OF INDEBTEDNESS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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

Current Period: May 2016

FUND 313 2000B GO IMP BOND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 313-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 313-12200 Special Assess Rec-Delinque	(\$0.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.07)
<b>Total Asset</b>	(\$0.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.07)
<b>Liability</b>						
G 313-22200 Deferred Revenues	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
<b>Total Liability</b>	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
<b>Equity</b>						
G 313-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Equity</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 313 2000B GO IMP BOND</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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

Current Period: May 2016

FUND 315 2002A \$690,000 BOND

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 315-10100 Cash	\$727.52	\$0.10	\$0.00	\$0.45	\$0.00	\$727.97
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	\$0.10	\$0.00	\$0.45	\$1,105.00	\$727.97
<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	\$0.10	\$0.00	\$0.45	(\$727.97)
<b>Total Equity</b>	(\$727.52)	\$0.00	\$0.10	\$0.00	\$0.45	(\$727.97)
<b>Total 315 2002A \$690,000 BOND</b>	\$0.00	\$0.10	\$0.10	\$1,105.45	\$1,105.45	\$0.00



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

Current Period: May 2016

**FUND 316 PFA/TRLF REVENUE NOTE**

**May 2016**

	<b>Begin Yr</b>	<b>MTD Debits</b>	<b>MTD Credits</b>	<b>YTD Debits</b>	<b>YTD Credits</b>	<b>Balance</b>
<b>Asset</b>						
G 316-10100 Cash	\$7,334.84	\$0.85	\$0.00	\$3.94	\$953.00	\$6,385.78
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	\$0.85	\$0.00	\$20,158.94	\$4,256.00	\$36,839.86
<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	\$0.85	\$4,256.00	\$3.94	(\$6,968.06)
<b>Total Equity</b>	(\$11,220.12)	\$0.00	\$0.85	\$4,256.00	\$3.94	(\$6,968.06)
<b>Total 316 PFA/TRLF REVENUE NOTE</b>	\$0.00	\$0.85	\$0.85	\$24,414.94	\$24,414.94	\$0.00



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

Current Period: May 2016

FUND 321 2006A EQUIP CERTIFICATE

May 2016

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



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

Current Period: May 2016

FUND 322 2011A GO BONDS

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 322-10100 Cash	\$174,657.51	\$9.39	\$0.00	\$1,358.52	\$105,752.50	\$70,263.53
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	\$9.39	\$0.00	\$1,358.52	\$106,422.50	\$70,879.53
<b>Equity</b>						
G 322-25300 Unreserved Fund Balance	(\$175,943.51)	\$0.00	\$9.39	\$106,422.50	\$1,358.52	(\$70,879.53)
<b>Total Equity</b>	(\$175,943.51)	\$0.00	\$9.39	\$106,422.50	\$1,358.52	(\$70,879.53)
<b>Total 322 2011A GO BONDS</b>	\$0.00	\$9.39	\$9.39	\$107,781.02	\$107,781.02	\$0.00



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

Current Period: May 2016

FUND 401 EQUIPMENT REVOLVING

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 401-10100 Cash	\$241,488.00	\$31.71	\$4,452.95	\$148.92	\$4,452.95	\$237,183.97
<b>Total Asset</b>	\$241,488.00	\$31.71	\$4,452.95	\$148.92	\$4,452.95	\$237,183.97
<b>Equity</b>						
G 401-25300 Unreserved Fund Balance	(\$241,488.00)	\$4,452.95	\$31.71	\$4,452.95	\$148.92	(\$237,183.97)
<b>Total Equity</b>	(\$241,488.00)	\$4,452.95	\$31.71	\$4,452.95	\$148.92	(\$237,183.97)
<b>Total 401 EQUIPMENT REVOLVING</b>	\$0.00	\$4,484.66	\$4,484.66	\$4,601.87	\$4,601.87	\$0.00



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

Current Period: May 2016

FUND 402 TAX INC DIST 1

**May 2016**

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



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

Current Period: May 2016

FUND 405 T.H. HWY 61

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 405-10100 Cash	\$132,837.22	\$17.77	\$0.00	\$82.24	\$0.00	\$132,919.46
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	\$17.77	\$0.00	\$82.24	\$0.00	\$132,919.28
<b>Equity</b>						
G 405-25300 Unreserved Fund Balance	(\$132,837.04)	\$0.00	\$17.77	\$0.00	\$82.24	(\$132,919.28)
<b>Total Equity</b>	(\$132,837.04)	\$0.00	\$17.77	\$0.00	\$82.24	(\$132,919.28)
<b>Total 405 T.H. HWY 61</b>	\$0.00	\$17.77	\$17.77	\$82.24	\$82.24	\$0.00



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

Current Period: May 2016

FUND 409 2013 STREET RECON.

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 409-10100 Cash	\$94,884.87	\$12.69	\$0.00	\$58.75	\$0.00	\$94,943.62
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	\$12.69	\$0.00	\$249,775.75	\$0.00	\$344,660.62
<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	\$12.69	\$0.00	\$58.75	(\$94,943.62)
<b>Total Equity</b>	(\$94,884.87)	\$0.00	\$12.69	\$0.00	\$58.75	(\$94,943.62)
<b>Total 409 2013 STREET RECON.</b>	\$0.00	\$12.69	\$12.69	\$249,775.75	\$249,775.75	\$0.00



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

Current Period: May 2016

FUND 410 2014 STREET RECON.

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 410-10100 Cash	\$78,165.39	\$10.40	\$0.00	\$128.00	\$510.12	\$77,783.27
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	\$10.40	\$0.00	\$128.00	\$510.12	\$77,783.27
<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)	\$0.00	\$10.40	\$510.12	\$238.00	(\$77,783.27)
<b>Total Equity</b>	(\$78,055.39)	\$0.00	\$10.40	\$510.12	\$238.00	(\$77,783.27)
<b>Total 410 2014 STREET RECON.</b>	\$0.00	\$10.40	\$10.40	\$748.12	\$748.12	\$0.00



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

Current Period: May 2016

FUND 411 BUILDING FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 411-10100 Cash	\$134,012.93	\$17.93	\$0.00	\$82.97	\$0.00	\$134,095.90
<b>Total Asset</b>	\$134,012.93	\$17.93	\$0.00	\$82.97	\$0.00	\$134,095.90
<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	\$17.93	\$0.00	\$82.97	(\$134,095.90)
<b>Total Equity</b>	(\$134,012.93)	\$0.00	\$17.93	\$0.00	\$82.97	(\$134,095.90)
<b>Total 411 BUILDING FUND</b>	\$0.00	\$17.93	\$17.93	\$82.97	\$82.97	\$0.00



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

Current Period: May 2016

FUND 416 4TH AVENUE RAVINE

**May 2016**

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 416-10100 Cash	\$12,781.38	\$1.71	\$0.00	\$7.92	\$0.00	\$12,789.30
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	\$1.71	\$0.00	\$7.92	\$0.00	\$12,789.77
<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	\$1.71	\$0.00	\$7.92	(\$12,790.02)
<b>Total Equity</b>	(\$12,782.10)	\$0.00	\$1.71	\$0.00	\$7.92	(\$12,790.02)
<b>Total 416 4TH AVENUE RAVINE</b>	\$0.00	\$1.71	\$1.71	\$7.92	\$7.92	\$0.00



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

Current Period: May 2016

FUND 417 NORTH RAVINE

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 417-10100 Cash	\$53,814.22	\$7.20	\$0.00	\$33.32	\$0.00	\$53,847.54
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	\$7.20	\$0.00	\$18,795.32	\$0.00	\$72,609.54
<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	\$7.20	\$0.00	\$33.32	(\$53,847.97)
<b>Total Equity</b>	(\$53,814.40)	\$0.00	\$7.20	\$0.00	\$33.32	(\$53,847.72)
<b>Total 417 NORTH RAVINE</b>	\$0.00	\$7.20	\$7.20	\$18,795.32	\$18,795.32	\$0.00



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

Current Period: May 2016

FUND 422 FEMA-17TH STREET & CEDAR LAN		May 2016					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>							
G 422-10100 Cash		(\$85,264.76)	\$2.30	\$0.00	\$107,548.32	\$5,105.00	\$17,178.56
	<b>Total Asset</b>	(\$85,264.76)	\$2.30	\$0.00	\$107,548.32	\$5,105.00	\$17,178.56
<b>Equity</b>							
G 422-25300 Unreserved Fund Balance		\$85,264.76	\$0.00	\$2.30	\$5,105.00	\$107,548.32	(\$17,178.56)
	<b>Total Equity</b>	\$85,264.76	\$0.00	\$2.30	\$5,105.00	\$107,548.32	(\$17,178.56)
<b>Total 422 FEMA-17TH STREET &amp; CEDAR LANE</b>		\$0.00	\$2.30	\$2.30	\$112,653.32	\$112,653.32	\$0.00



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

Current Period: May 2016

FUND 423 2011A EQUIPMENT CAPITAL

May 2016

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



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Current Period: May 2016

FUND 601 WATER FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 601-10100 Cash	\$402,964.43	\$17,473.92	\$14,590.81	\$128,731.57	\$157,311.08	\$374,384.92
G 601-11500 Accounts Receivable	\$57,948.00	\$0.00	\$0.00	\$31,108.00	\$0.00	\$89,056.00
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	\$367.82	\$239.20	\$783.43	\$921.68	(\$138.01)
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	\$17,841.74	\$14,830.01	\$160,623.00	\$169,769.76	\$2,223,850.56
<b>Liability</b>						
G 601-20200 Accounts Payable	(\$11,745.33)	\$0.00	\$0.00	\$11,298.00	\$0.00	(\$447.33)
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	\$2,941.00	\$319.00	(\$13,779.09)
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	\$0.00	\$0.00	(\$488,805.00)
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	\$9.72	\$1,248.06	\$7,209.93	\$11,959.68	(\$4,749.73)
<b>Total Liability</b>	(\$538,402.01)	\$9.72	\$1,248.06	\$21,894.93	\$12,580.80	(\$529,087.88)
<b>Equity</b>						
G 601-25300 Unreserved Fund Balance	(\$1,694,595.31)	\$14,213.27	\$15,986.66	\$161,547.84	\$161,715.21	(\$1,694,762.68)
<b>Total Equity</b>	(\$1,694,595.31)	\$14,213.27	\$15,986.66	\$161,547.84	\$161,715.21	(\$1,694,762.68)
<b>Total 601 WATER FUND</b>	\$0.00	\$32,064.73	\$32,064.73	\$344,065.77	\$344,065.77	\$0.00



# NEWPORT, MN

## GL Yearly

Current Period: May 2016

FUND 602 SEWER FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 602-10100 Cash	\$637,894.24	\$26,911.08	\$29,163.72	\$187,672.03	\$266,528.99	\$559,037.28
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>	<b>\$2,587,027.68</b>	<b>\$26,911.08</b>	<b>\$29,163.72</b>	<b>\$187,938.03</b>	<b>\$295,385.99</b>	<b>\$2,479,579.72</b>
<b>Liability</b>						
G 602-20200 Accounts Payable	(\$11,696.70)	\$0.00	\$0.00	\$11,135.00	\$0.00	(\$561.70)
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	\$0.00	(\$9,143.24)
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	\$0.00	\$0.00	(\$748,195.00)
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>	<b>(\$800,759.88)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,839.00</b>	<b>\$0.00</b>	<b>(\$781,920.88)</b>
<b>Equity</b>						
G 602-25300 Unreserved Fund Balance	(\$1,786,267.80)	\$29,163.72	\$26,911.08	\$295,385.99	\$206,777.03	(\$1,697,658.84)
<b>Total Equity</b>	<b>(\$1,786,267.80)</b>	<b>\$29,163.72</b>	<b>\$26,911.08</b>	<b>\$295,385.99</b>	<b>\$206,777.03</b>	<b>(\$1,697,658.84)</b>
<b>Total 602 SEWER FUND</b>	<b>\$0.00</b>	<b>\$56,074.80</b>	<b>\$56,074.80</b>	<b>\$502,163.02</b>	<b>\$502,163.02</b>	<b>\$0.00</b>



**NEWPORT, MN**  
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**FUND 603 STREET LIGHT FUND**

**May 2016**

	<b>Begin Yr</b>	<b>MTD Debits</b>	<b>MTD Credits</b>	<b>YTD Debits</b>	<b>YTD Credits</b>	<b>Balance</b>
<b>Asset</b>						
G 603-10100 Cash	\$48,145.86	\$4,389.09	\$4,105.33	\$34,333.67	\$24,647.63	\$57,831.90
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>	<b>\$64,665.09</b>	<b>\$4,389.09</b>	<b>\$4,105.33</b>	<b>\$34,333.67</b>	<b>\$25,586.63</b>	<b>\$73,412.13</b>
<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>	<b>(\$3,762.72)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,762.00</b>	<b>\$0.00</b>	<b>(\$0.72)</b>
<b>Equity</b>						
G 603-25300 Unreserved Fund Balance	(\$60,902.37)	\$4,105.33	\$4,389.09	\$25,586.63	\$38,095.67	(\$73,411.41)
<b>Total Equity</b>	<b>(\$60,902.37)</b>	<b>\$4,105.33</b>	<b>\$4,389.09</b>	<b>\$25,586.63</b>	<b>\$38,095.67</b>	<b>(\$73,411.41)</b>
<b>Total 603 STREET LIGHT FUND</b>	<b>\$0.00</b>	<b>\$8,494.42</b>	<b>\$8,494.42</b>	<b>\$63,682.30</b>	<b>\$63,682.30</b>	<b>\$0.00</b>



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

Current Period: May 2016

FUND 604 STORM WATER FUND

May 2016

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 604-10100 Cash	\$33,819.91	\$3,736.48	\$1,250.37	\$29,333.01	\$24,493.31	\$38,659.61
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	\$0.00	\$33,072.00	(\$31,448.07)
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	\$3,736.48	\$1,250.37	\$57,453.01	\$62,009.31	\$237,267.34
<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	\$0.00	\$0.00	(\$7,067.00)
<b>Total Liability</b>	(\$198,091.81)	\$0.00	\$0.00	\$636.00	\$0.00	(\$197,455.81)
<b>Equity</b>						
G 604-25300 Unreserved Fund Balance	(\$43,731.83)	\$1,250.37	\$3,736.48	\$33,889.31	\$29,969.01	(\$39,811.53)
<b>Total Equity</b>	(\$43,731.83)	\$1,250.37	\$3,736.48	\$33,889.31	\$29,969.01	(\$39,811.53)
<b>Total 604 STORM WATER FUND</b>	\$0.00	\$4,986.85	\$4,986.85	\$91,978.32	\$91,978.32	\$0.00
<b>Report Total</b>	\$0.00	\$321,865.86	\$321,865.86	\$3,944,764.74	\$3,944,764.74	\$0.00

**Jun-16**

Hanson	Verizon Wireless	Telephone supplies	\$53.55	yes
Eisenbeisz	Comcast Upware	Norton Antivirus for the Library	\$5.30	yes
Wiley	Valorebooks.com	Training books	\$ 234.89	yes
	NFPA Fire Protect	Supplies	\$ 113.95	yes
	Amazon Marketplace	Training books	\$ 46.28	yes
Yokiel	Tractor Supply Co.	Herbicide	\$ 79.99	yes
	Tractor Supply Co.	Herbicide	\$ 79.99	yes
	Tractor Supply Co.	Supplies	\$ 13.98	yes
	Tractor Supply Co.	Supplies	\$ 163.97	yes
	Twin City Saw & Service	Repairs	\$ 111.98	yes



# MEMO

TO: Newport City Council  
FROM: Deb Hill, City Administrator  
DATE: June 16, 2016  
SUBJECT: Compensation Study

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**Background:** Last January Council was presented with a compensation study results performed by Springsted Inc. The Council at that time decided not to adopt any portion of the study nor make any salary adjustments.

**Discussion:** Upon further review of the results, there appeared to be internal inequities. Attorney Knaak was asked to offer an opinion and determine if any action was warranted (attached). In his letter, Knaak states that *a sex-based difference in categories of employees will be inferred in cases in which no valid explanation for the differences can be made by the City for the differences.* His recommendation is to bring salary disparities into compliance as soon as possible. There are three individuals that have inequities in compensation when compared to other job classes. One is currently compensated at a level that is below the proposed amount for their position and the other two are three grades higher than another class yet they are being compensated less.

The salary schedule (which includes hourly rate), current pay information, Attorney Knaak's memo, the original study document plus the corrected addendum are attached.

**Recommendation:** The following are two options for council consideration:

1. Raise the compensation of the Assistant Librarian \$1375 per year (per study recommendation), raise the compensation of the Accountant and Assistant to the City Administrator in Grade 10 to step 4.

The wage financial impact would be \$2954 for the rest of 2016 along with a one-time adjustment of \$3158 each for the Accountant and Assistant to the City Administrator to make up for the prior two years as this has been past practice. The total impact is \$9271. Adjusting for current salary budgets, total impact for the general fund for 2016 is \$5557.

2. Utilize the compensation study's grade/step salary schedule by placing all non-union employees into the salary schedule grid. Each employee would go up a step on their work anniversary date each year if performance is deemed satisfactory.

The wage financial impact would be \$4190 for the remainder of 2016 plus the two adjustments of \$6316 which totals \$10,506. Adjusting for current salary budgets, total impact for the general fund for 2016 is \$6660.

Summary of Estimated Impacts - Correction

Corrections received by SI 2/1/2016

Dept	Empl	Title	Grade	Group	Hours	Yrs of Svc	2016 Salary	Opt 2 - Next Step				Opt 3 - Yrs of Svc		
Library	JS	Library and Comm Center Coord	4	PT	1040	3	\$ 13,000	\$ 14,375	\$ 1,375	10.6%	\$ 14,375	\$ 1,375	10.6%	
Public Works	JJ	Maintenance Operator	7	Local #49	2080	12	\$ 57,803	\$ 57,803	\$ -	0.0%	\$ 57,803	\$ -	0.0%	
Public Works	DM	Maintenance Operator	7	Local #49	2080	3	\$ 57,803	\$ 57,803	\$ -	0.0%	\$ 57,803	\$ -	0.0%	
Public Works	NP	Maintenance Operator	7	Local #49	2080	3	\$ 57,803	\$ 57,803	\$ -	0.0%	\$ 57,803	\$ -	0.0%	
Public Works	DS	Maintenance Operator	7	Local #49	2080	15	\$ 57,803	\$ 57,803	\$ -	0.0%	\$ 57,803	\$ -	0.0%	
Public Works	JL	Maintenance Mechanic/Operator	8	Local #49	2080	11	\$ 57,803	\$ 58,517	\$ 714	1.2%	\$ 60,126	\$ 2,323	4.0%	
Admin	RE	Asst to the City Administrator	10	Non	2080	5	\$ 56,659	\$ 57,409	\$ 750	1.3%	\$ 60,610	\$ 3,951	7.0%	
Admin	DS	Accountant	10	Non	2080	3	\$ 56,659	\$ 57,409	\$ 750	1.3%	\$ 57,409	\$ 750	1.3%	
Public Works	MY	Asst Superintendent - Public Works	13	Non	2080	1	\$ 67,891	\$ 68,375	\$ 484	0.7%	\$ 68,375	\$ 484	0.7%	
Public Works	BH	Superintendent - Public Works	16	Non	2080	39	\$ 90,293	\$ 90,770	\$ 477	0.5%	\$ 95,831	\$ 5,538	6.1%	
Admin	DH	City Administrator	18	Non	2080	3	\$ 91,208	\$ 91,501	\$ 293	0.3%	\$ 91,501	\$ 293	0.3%	
<b>TOTALS:</b>							<b>\$ 664,725</b>	<b>\$ 669,569</b>	<b>\$ 4,844</b>	<b>0.7%</b>	<b>\$ 679,440</b>	<b>\$ 14,715</b>	<b>2.2%</b>	

Group	Current Salary	Opt 2 Impact	Opt 3 Impact
PT	\$ 13,000	\$ 1,375	\$ 1,375
Local #49	\$ 289,015	\$ 714	\$ 2,323
Non	\$ 362,710	\$ 2,755	\$ 11,017
<b>Total</b>	<b>\$ 664,725</b>	<b>\$ 4,844</b>	<b>\$ 14,715</b>
<b>Impact as % of current:</b>		<b>0.7%</b>	<b>2.2%</b>



Springsted Incorporated  
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Saint Paul, MN 55101-2887  
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www.springsted.com

## MEMORANDUM

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

FROM: Julie Urell

DATE: January 14, 2016

SUBJECT: Addendum to 2015 Compensation Study

### Introduction

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

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

### Assumptions

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

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

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

2016 Salary Schedule – 2.5% adjustment

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

Findings

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

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

Summary of Estimated Impacts

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

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

### Findings (cont.)

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

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

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

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



# Final Report

City of Newport, Minnesota

Classification and Compensation Study

December, 2015

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### *Mission Statement*

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



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## LETTER OF TRANSMITTAL

December 31, 2015

Ms. Deb Hill  
City Administrator  
City of Newport, Minnesota  
596 7<sup>th</sup> Avenue  
Newport, Minnesota 55055

Re: Classification and Compensation Study Final Report

Dear Ms. Hill:

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

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

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

Respectfully submitted,

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

Julie Urell, Assistant Vice President  
Consultant

## 1. Introduction

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

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

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

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

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

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

## 2. Methodology

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

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

### 3. Findings and Recommendations

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

#### **Evaluation of the Current Compensation Program**

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

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

#### **Pay Philosophy**

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

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

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

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

### **Defining and Evaluating Job Classes**

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

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

All job classes were reviewed to determine those positions that can be exempted from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004.<sup>1</sup> The recommended FLSA designation is included on the final job descriptions provided to the City.

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

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

### **Development of a Salary Schedule**

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

### **Survey Results**

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

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

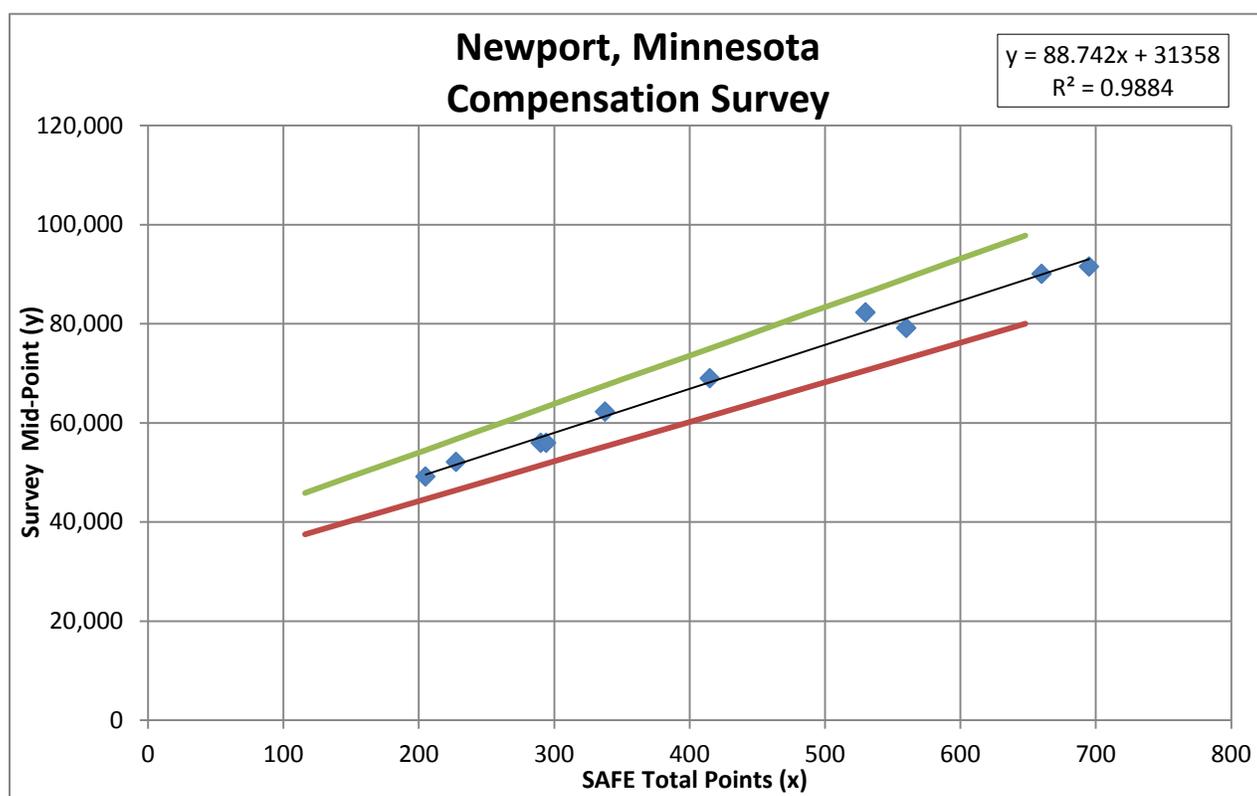
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<sup>1</sup> *Of significance, the U.S. Department of Labor has proposed changes to FLSA White Collar Exemptions that will likely take effect sometime in 2016. The proposal seeks to increase the minimum salary requirement for exemption from \$455/week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

### Designing the Pay Plan

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

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



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

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

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

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

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

## 4. Implementation<sup>1</sup>

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

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

### Implementation Option 1

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

#### Option 1 - Move to Min

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

### Implementation Option 2

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

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

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

### **Full time – All**

#### Option 2 - Next Step

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

### **Full time – Non Union**

#### Option 2 - Next Step

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

### **Full time – Union**

#### Option 2 - Next Step

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

### **Implementation Option 3**

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

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

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

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

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

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

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

## 5. On-Going Administration

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

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

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

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

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

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

## 6. Recommendations

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

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

## Appendix I Summary of 2015 Salary Survey Results

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

## Appendix I Summary of 2015 Salary Survey Results

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

## Appendix II 2015 Compensation Plan

### Full Time

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

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

### Part Time (1.0 Full Time Equivalent)

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

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

## Appendix III Position Grade Assignments

### Full Time

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

### Part Time (.5 Full Time Equivalent)

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

## Appendix IV Fringe Benefit Comparison

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

## Appendix IV Fringe Benefit Comparison

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

## Appendix IV Fringe Benefit Comparison

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

### Newport Full-Time Pay Grid Non-Union Staff

	1	2	3	4	5	6	7	8	9
A1	\$32,186	\$33,071	\$33,981	\$34,915	\$35,875	\$36,862	\$37,875	\$38,917	\$39,987
A1	\$15.47	\$15.90	\$16.34	\$16.79	\$17.25	\$17.72	\$18.21	\$18.71	\$19.22
B2	\$34,117	\$35,055	\$36,019	\$37,010	\$38,028	\$39,073	\$40,148	\$41,252	\$42,386
B2	\$16.40	\$16.85	\$17.32	\$17.79	\$18.28	\$18.79	\$19.30	\$19.83	\$20.38
C3	\$36,164	\$37,159	\$38,180	\$39,230	\$40,309	\$41,418	\$42,557	\$43,727	\$44,929
C3	\$17.39	\$17.85	\$18.35	\$18.86	\$19.38	\$19.91	\$20.46	\$21.02	\$21.60
D4	\$38,334	\$39,388	\$40,473	\$41,584	\$42,728	\$43,903	\$45,110	\$46,351	\$47,625
D4	\$18.43	\$18.94	\$19.48	\$19.99	\$20.54	\$21.11	\$21.69	\$22.28	\$22.90
E5	\$40,634	\$41,751	\$42,900	\$44,079	\$45,292	\$46,537	\$47,817	\$49,132	\$50,483
E5	\$19.54	\$20.07	\$20.62	\$21.19	\$21.77	\$22.37	\$22.99	\$23.62	\$24.27
F6	\$43,072	\$44,256	\$45,474	\$46,724	\$48,009	\$49,329	\$50,686	\$52,080	\$53,512
F6	\$20.71	\$21.28	\$21.86	\$22.46	\$23.08	\$23.72	\$24.37	\$25.04	\$25.73
G7	\$45,656	\$46,912	\$48,202	\$49,527	\$50,889	\$52,289	\$53,727	\$55,204	\$56,722
G7	\$21.95	\$22.55	\$23.17	\$23.81	\$24.47	\$25.14	\$25.83	\$26.54	\$27.27
H8	\$48,396	\$49,727	\$51,094	\$52,499	\$53,943	\$55,427	\$56,951	\$58,517	\$60,126
H8	\$23.27	\$23.91	\$24.56	\$25.24	\$25.93	\$26.65	\$27.38	\$28.13	\$28.91
I9	\$51,299	\$52,710	\$54,159	\$55,649	\$57,179	\$58,751	\$60,367	\$62,027	\$63,733
I9	\$24.66	\$25.34	\$26.04	\$26.75	\$27.49	\$28.25	\$29.02	\$29.82	\$30.64
J10	\$54,377	\$55,872	\$57,409	\$58,988	\$60,610	\$62,277	\$63,989	\$65,749	\$67,557
J10	\$26.14	\$26.86	\$27.60	\$28.36	\$29.14	\$29.94	\$30.76	\$31.61	\$32.48
K11	\$57,640	\$59,225	\$60,854	\$62,527	\$64,247	\$66,014	\$67,829	\$69,694	\$71,611
K11	\$27.71	\$28.47	\$29.26	\$30.06	\$30.89	\$31.74	\$32.61	\$33.51	\$34.43
L12	\$61,098	\$62,778	\$64,505	\$66,278	\$68,101	\$69,974	\$71,898	\$73,875	\$75,907
L12	\$29.37	\$30.19	\$31.01	\$31.86	\$32.74	\$33.64	\$34.57	\$35.52	\$36.49
M13	\$64,764	\$66,545	\$68,375	\$70,255	\$72,187	\$74,172	\$76,212	\$78,308	\$80,462
M13	\$31.14	\$31.99	\$32.87	\$33.78	\$34.71	\$35.66	\$36.64	\$37.65	\$38.68
N14	\$68,650	\$70,538	\$72,478	\$74,471	\$76,519	\$78,623	\$80,785	\$83,007	\$85,289
N14	\$33.00	\$33.91	\$34.85	\$35.80	\$36.79	\$37.80	\$38.84	\$39.91	\$41.00
O15	\$72,769	\$74,770	\$76,826	\$78,939	\$81,110	\$83,340	\$85,637	\$87,987	\$90,407
O15	\$34.99	\$35.95	\$36.94	\$37.95	\$39.00	\$40.07	\$41.17	\$42.30	\$43.45
P16	\$77,135	\$79,256	\$81,436	\$83,675	\$85,976	\$88,341	\$90,770	\$93,266	\$95,831
P16	\$37.08	\$38.10	\$39.15	\$40.23	\$41.33	\$42.47	\$43.64	\$44.84	\$46.07
Q17	\$81,763	\$84,011	\$86,322	\$88,696	\$91,135	\$93,641	\$96,216	\$98,862	\$101,581
Q17	\$39.31	\$40.39	\$41.50	\$42.64	\$43.81	\$45.02	\$46.26	\$47.53	\$48.84
R18	\$86,669	\$89,052	\$91,501	\$94,018	\$96,603	\$99,260	\$101,989	\$104,794	\$107,676
R18	\$41.67	\$42.81	\$43.99	\$45.20	\$46.44	\$47.72	\$49.03	\$50.38	\$51.77
S19	\$91,869	\$94,395	\$96,991	\$99,659	\$102,399	\$105,215	\$108,109	\$111,082	\$114,136
S19	\$44.17	\$45.38	\$46.63	\$47.91	\$49.23	\$50.58	\$51.98	\$53.40	\$54.87
T20	\$97,381	\$100,059	\$102,811	\$105,638	\$108,543	\$111,528	\$114,595	\$117,746	\$120,984
T20	\$46.82	\$48.11	\$49.43	\$50.79	\$52.18	\$53.62	\$55.09	\$56.61	\$58.17

### Newport Part-Time Pay Grid Non-Union Staff

	1	2	3	4	5	6	7	8	9
<b>A1</b>	23,550.60	24,198.24	24,863.69	25,547.45	26,250.00	26,971.88	27,713.60	28,475.73	29,258.81
<b>A1</b>	11.32	11.63	11.95	12.28	12.62	12.97	13.32	13.69	14.07
<b>B2</b>	24,963.64	25,650.14	26,355.52	27,080.29	27,825.00	28,590.19	29,376.42	30,184.27	31,014.34
<b>B2</b>	12.00	12.33	12.67	13.02	13.38	13.75	14.12	14.51	14.91
<b>C3</b>	26,461.45	27,189.14	27,936.85	28,705.11	29,494.50	30,305.60	31,139.00	31,995.33	32,857.20
<b>C3</b>	12.72	13.07	13.43	13.80	14.18	14.57	14.97	15.38	15.80
<b>D4</b>	28,049.14	28,820.49	29,613.06	30,427.42	31,264.17	32,123.93	33,007.34	33,915.04	34,847.71
<b>D4</b>	13.49	13.86	14.24	14.63	15.03	15.44	15.87	16.31	16.75
<b>E5</b>	29,732.09	30,549.72	31,389.84	32,253.06	33,140.02	34,051.37	34,987.78	35,949.95	36,938.57
<b>E5</b>	14.29	14.69	15.09	15.51	15.93	16.37	16.82	17.28	17.76
<b>F6</b>	31,516.02	32,382.71	33,273.23	34,188.24	35,128.42	36,094.45	37,087.05	38,106.94	39,154.89
<b>F6</b>	15.15	15.57	16.00	16.44	16.89	17.35	17.83	18.32	18.82

Dept	Title	Grade	Group	Hours	2016 Salary
Library	Library and Comm Center Coord	4	PT	1040	\$13,000
Public Works	Maintenance Operator	7	Local #49	2080	\$57,803
Public Works	Maintenance Operator	7	Local #49	2080	\$57,803
Public Works	Maintenance Operator	7	Local #49	2080	\$57,803
Public Works	Maintenance Operator	7	Local #49	2080	\$57,803
Public Works	Maintenance Mechanic/Operator	8	Local #49	2080	\$57,803
Admin	Asst to the City Administrator	10	Non	2080	\$56,659
Admin	Accountant	10	Non	2080	\$56,659
Public Works	Asst Superintendent - Public Works	13	Non	2080	\$67,891
Public Works	Superintendent - Public Works	16	Non	2080	\$90,293
Admin	City Administrator	18	Non	2080	\$91,208

The contingency line in the 2016 budget included an additional \$12,500 for possible wage adjustments from the compensation study – this would cover either option.

Staff is looking for direction on any wage adjustments.



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651.292.4400  
tkda.com

## Memorandum

<b>To:</b>	Newport City Council	<b>Reference:</b>	Red Rock Square CUP Request
<b>Copies To:</b>	Deb Hill, City Administrator		
	MWF Properties, LLC, Applicant		
	Washington County RRA, owner		
	Jon Herdegen, MSA, City Engineer	<b>Project No.:</b>	16020.005
<b>From:</b>	Sherri Buss, RLA AICP, City Planner	<b>Routing:</b>	
<b>Date:</b>	June 13, 2016		

**SUBJECT:** Red Rock Square -- Application for a Conditional Use Permit (CUP) for a Multifamily Residential Use

**MEETING DATE:** June 16, 2016

**LOCATION:** 150 Red Rock Crossing

**APPLICANT:** MWF Properties, LLC  
7645 Lyndale Ave South  
Minneapolis, MN 55423

**OWNERS:** Washington County Regional Rail Authority  
11660 Myeron Road North  
Stillwater, MN 55082

**CURRENT ZONING:** MX-3 (Transit-Oriented Design) District

**60-DAY PERIOD:** July 10, 2016

**ITEMS REVIEWED:** Application, site plans, and supplemental information, submitted May 11, 2016.

### BRIEF DESCRIPTION OF THE REQUEST

The applicant, MWF Properties, LLC, has submitted an application to develop a 42-unit apartment building on a site located in the MX-3 Zoning District, adjacent to the Newport Transit Station. The site is currently vacant. The site plan includes the building, a parking lot, "tot lot"

and some open space. The proposed use requires a CUP in the MX-3 District. The housing is proposed to be “workforce” housing that serves workers and families with incomes that meet state program requirements.

## **CONDITIONAL USE PERMIT REQUEST**

### **BACKGROUND**

The applicant is requesting a Conditional Use Permit (CUP) to develop a 42-unit apartment building in the MX-3 Zoning District. The Zoning Ordinance requires that multifamily uses that include more than 8 units in the MX-3 District obtain a Conditional Use Permit.

The site plan shows the proposed building, which has a footprint of 19,614 square feet, a surface parking lot, and a proposed “tot lot” and open space. The site access is proposed from Red Rock Crossing, and will share a common access with the Transit Station parking lot. The building plans show a first floor that will be used as a parking garage (partially below grade), and three floors of apartments. The proposed development includes 24 two-bedroom and 18 three bedroom apartment units. The submittals include the site plan, building plans building elevations, proposed materials, lighting plan, landscape plan, and a stormwater analysis.

The proposed use needs to meet the general standards in the Zoning Ordinance that apply to all conditional uses in Newport, as well as the specific use and design standards that apply in the MX-3 District. This staff report evaluates the request based on both the general and specific standards for conditional uses.

### **EVALUATION OF THE REQUEST: GENERAL ORDINANCE CRITERIA FOR CONDITIONAL USES**

Section 1310.10 of the code permits the city to grant a CUP when the use is consistent with the Zoning Ordinance and Comprehensive Plan, the eight criteria listed below, and the ordinance standards for the specified use. If the City approves the CUP, it may impose reasonable conditions and safeguards to protect the health, safety and welfare of the community.

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the appropriate zoning district.
2. The proposed use is consistent with the Newport Comprehensive Plan.
3. The proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions and parking facilities on adjacent streets and land.
4. The potential effects of the proposed use on surrounding properties, including valuation, aesthetics and scenic views, land uses, and character and integrity of the neighborhood.
5. The potential impacts of the proposed use on governmental facilities and services, including roads, sanitary sewer, water and police and fire.

6. The potential impacts on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.
7. The City may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the City and other governmental bodies having jurisdiction in the City.
8. In permitting a new conditional use, the City may impose additional conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole.

The sections below address the factors that the City uses to determine if the proposed project meets the criteria for approval.

**1. Zoning District**

The proposed use is permitted with a CUP in the MX-3 District. If the CUP is approved, the proposed use will be consistent with the Zoning Ordinance requirement.

**2. Comprehensive Plan**

The land use plan included in the 2030 Comprehensive Plan specified Business Park and Industrial uses in the area where the Newport Transit Station is located and on the surrounding parcels. The land use plan was amended after the Washington County Regional Rail Authority (RRA) purchased the parcels in the area for a commuter rail station, and its consultants proposed that the area be developed with Transit-Oriented uses to support the Transit Station and related redevelopment. The City amended its land use plan based on the master plan that the County and its consultants developed for the area. The amended plan designated the area around the station as an MX-3 Transit-Oriented Design District.

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

**3. Dimensional Standards, Setbacks, and Requirements**

The dimensional standards and setbacks in the MX-3 district that apply to the proposed site plan are the following:

<u>Ordinance Requirement</u>	<u>Proposed Plan</u>
Minimum lot area: None	1.33 acres
Minimum lot depth: None	268 feet
Minimum lot width: 30 feet	214 feet
Maximum lot coverage (buildings): None	34%%
Structure setbacks: Front yard: 0 ft.	20.7 ft.
Side yard: 5 ft.	14.8 and 26.5 ft.
Rear yard: 20 ft.	45 ft.
Parking setbacks: Front yard: 20 ft.	134 ft.
Side yard: 5 ft.	0
Rear yard: 5 ft.	20 ft.
Maximum building height: 4 stories	4 stories
Public utilities required, including sewer	Yes

The proposed site plan needs to be revised to provide a 5-foot setback between the parking lot and parcel boundary. The Planner has included the revision requirement in the proposed conditions.

#### **4. Traffic and Roadways**

The site plan indicates that one driveway will provide access to and from the site from Red Rock Crossing. The driveway will be shared with the adjacent Transit Station. Red Rock Crossing will provide access from both facilities to Maxwell Avenue (County Road 38).

The City Engineer submitted the following comments regarding the site access:

- The proposed parking lot entrance access a private street/driveway. The applicant shall obtain written permission from the Washington County Regional Rail Authority to eliminate the existing driveway apron shown on the plans and construct the proposed driveway entrance onto the private driveway.

The Planner included the Engineer's comment in the proposed conditions.

The Planner requested comments on the project from the County's Transportation Department staff on May 12. The County submitted its comments to the City on June 1; the comments related to roadways and site access included the following:

- An access easement into the site from Red Rock Crossing will be granted to the property owner
- Washington County is investigating the appropriate boundary of an easement to accommodate the existing sidewalk

#### **5. Parking Requirements**

Parking Requirements. Section 1330.06 of the Zoning Ordinance includes standards for parking and section 1350.18-19 includes specific standards for the MX Districts. The ordinance requires the following:

- All off-street parking areas and driveways shall be constructed with a concrete, asphalt, or similar durable and dustless surface.
- Off-street parking spaces shall be a minimum of 9 feet wide by eighteen feet deep. Access drives and aisles shall be a minimum of 24 feet wide for two-way traffic.
- Multifamily uses in the MX-3 District:
  - Minimum: 1.5 parking spaces per dwelling unit, plus 10% for guest parking
  - Maximum 2.5 spaces per dwelling unit plus 10% for guest
- Surface parking lots in the MX-3 District shall be located at the side or rear of buildings and not in the front yard area. Surface parking lots and driveway access may not make up more than 25% of lot frontage.
- Bicycle parking shall be provided as a component of all parking facilities at a ratio of one bicycle space per 20 automobile spaces, or a minimum of two bicycle parking spaces, whichever is greater.

The proposed apartment building includes 24 two-bedroom units and 18 three-bedroom units (42 total units). Based on the ordinance, the project should provide between 69 and 105 parking spaces. The plan includes 53 spaces within the parking garage and 23 spaces in the surface lot—a total of 76 parking spaces. No bicycle parking spaces are identified on the plans.

The site plan indicates that the parking areas will be paved and curbed. The site plan indicates that standard B 612 curb will surround the lots, and that the driveways conform to the ordinance requirement. The proposed automobile parking, paving and curb meet the minimum ordinance requirements. The Planner included a condition that the applicant shall revise the plans to show a minimum of 3-4 bicycle parking spaces.

## **6. Utilities**

The City Engineer and Public Works Director reviewed the proposed project, and requested that the following conditions be required for project approval:

- A minor modification to the exiting water main at the northwest corner of the site has been proposed. We do not oppose this modification. However, an additional 45° bend shall be installed at the property line prior to the plug for future access.
- All public utilities, including water main at the northwest corner and storm sewer catch basin along Maxell Avenue, shall be contained within a dedicated utility easement of requisite size (minimum 10 feet from either side of pipe/structure centerline) for future maintenance purposes. The plans shall be updated to show the required easement.
- The driveway for the underground parking garage appears to encroach on the 10-foot drainage and utility easement on the south property line. We do not oppose this encroachment. However, if the driveway pavement or curb conflict with any existing or future utility maintenance, the improvements will be removed and replaced at no cost to the City.
- All utility construction shall be installed in accordance with City standard. City staff shall be notified no less than 48 hours prior to the installation and connection for all utilities.

The Planner included the Engineer and Public Works Director's recommended conditions for utilities in the proposed conditions for the project.

The County's comment letter noted that "The existing fiber optic line that provides technology to the transit station will be relocated at the expense of Washington County."

## **7. Exterior Storage Requirements**

Section 1350.18 requires that open storage is prohibited in the MX-3 District. The Planner has included a proposed condition for the CUP that requires that storage at the site shall be within the building.

## **8. Refuse and Recycling**

Section 1350.18 requires that all refuse and recycling containers be stored in the principle structure or a fully enclosed accessory structure. The Planner has included a proposed condition for the CUP that refuse and recycling containers shall be stored within the building.

## **9. Utility Equipment—Screening Requirements**

The ordinance requires that all roof equipment must be screened from public view unless designed as an integral part of the building. If any utility equipment will be added to the structures, it must meet the ordinance requirement. The equipment and screening should be shown on the final building plans and elevations that the applicant submits to the City.

## **10. Lighting**

The application included a lighting plan. The lighting on the site must meet the requirements of Subdivision 13 of Section 1330.05 of the ordinance to be “of a downcast, cutoff type, concealing the light source from view and preventing glare from spilling into residential areas.” The applicant submitted a lighting plan (sheet E000) and samples of lighting types that will be used on the site (sheet E001). The lighting plan meets the minimum ordinance standards.

## **11. Signs**

The application states that the existing Transit Station monument sign will be removed. The signage for Red Rock Square will be pin-mounted letters at the northwest corner of the ground level of the building (facing the intersection of Red Rock Crossing and Maxwell). The proposed sign is shown on sheet A500. In the MX-3 District, wall signs may be up to 150 total square feet in size or 5% of the building wall area, whichever is less. The proposed sign meets the minimum ordinance requirements for wall signs.

The Engineer suggested the following condition for the existing sign: “The Transit Station monument sign shall be removed and relocated as directed by the Washington County Regional Rail Authority. The Planner included the proposed condition for the project.

The County’s comment letter stated that “The existing monument sign on the property will be relocated at the expense of Washington County and the developer in close consultation with the City of Newport.”

## **12. Stormwater Management**

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

1. The preliminary plans and stormwater management plan have been shared with the South Washington Watershed District. Given that the proposed project complies with the conditions of the regional stormwater management plan prepared for the Newport Transit Station site, that the plan indicates less than 80% impervious coverage, and has no more than 25% directly connected impervious coverage, the Watershed District had no additional comments regarding the application.
2. Applicable storm water BMP’s shall be in-place prior to beginning any construction-related activities. Particular emphasis shall be made to areas sloping directly toward stormwater management facilities.

The Planner included the Engineer’s proposed condition in the conditions for project approval.

## **EVALUATION OF MX-3 DISTRICT REQUIREMENTS**

### **1. Open Space Requirements**

Section 1350.19 (C) requires that developers provide a minimum of 10% of residential project sites as open space, with the following design requirements:

- The open space may be designed as a square, plaza, terrace, or green, with a variety of landscaped and paved surfaces and seating areas.
- All required open space shall be accessible to users of the building and shall be improved with seating, plantings and amenities.

The project plan sheet A200 label an area called “tot lot” and another area called “dedicated outdoor amenity space.” The areas total the minimum 10% open space. The landscape plan shows a few trees in the space, and label the tot lot as “open space.”

The plans do not show seating, amenities, or the components of the “tot lot” or open space area as required by the zoning ordinance. The plans do not describe the likely demographics of the residents of the building, discuss their needs for open space or play facilities, and how these will be met on the site. The nearest city park is more than ¼ mile away (Lions Park) and access would require children or families to cross Maxwell Avenue/21 Street (a county road with significant truck traffic) with no controlled pedestrian crossing.

The Planner has included a proposed condition that the applicants modify the plans to show the proposed seating, plantings and amenities in the “tot lot” and designated open space area to meet the ordinance requirements. The applicant shall submit the revised plan to the City for review by the City’s Park Board. The Park Board shall provide recommendations to the applicant and Council so that the open space areas address the needs of building residents and the City’s ordinance requirements.

## **2. MX-3 District Building Exterior Materials**

Section 1350.18 includes the performance standards for buildings in MX districts:

- Primary and accessory buildings shall be uniform in design and materials on all sides of a structure facing a public street, having extensive visual exposure from a public street, or adjacent to a residential zoning district.
- Exterior surfaces shall be faced with or a combination of brick, stone, architecturally-textured concrete products, wood veneer, glass, decorative pre-cast panels, or equivalent or better products. Metal materials may only be used as trim.
- The ordinance permits the city to approve alternative materials if the materials are consistent with the ordinance they would enhance the appearance of the building, and would be in harmony with adjacent buildings and the surrounding district.

The materials shown on sheet A500 include siding (material not specified), rock face, metal roofing over entries, vinyl windows, smooth face block, and asphalt shingles. The applicant has provided examples of the proposed materials, which are available at City Hall for review prior to the meeting on June 9.

The Planning Commission reviewed the proposed exterior building materials.

## **3. MX District Design Standards--Site and Building Design**

The ordinance includes a variety of requirements for circulation and site design. Many of the requirements are discussed in detail in the *Red Rock Gateway Area Design Guidelines* adopted as part of the Zoning Ordinance by the City in 2012. A copy of the *Design Guidelines* is attached for Commission review.

Specific zoning ordinance requirements and *Design Guidelines* requirements include the following that apply to this project:

- Internal sidewalk connections between buildings and site facilities. The sidewalks must have a hard surface and meet Public Works Department standards.
- External sidewalk connections to provide connections from buildings to the public sidewalk system and nearby trails and parks. Sidewalks and trails are required along all street frontages.
- No blank walls are permitted to face public streets, walkways, or public open spaces. Buildings should have a well-defined front façade and entry that faces the primary street. The first floor should include design elements that enhance the street, such as changes in materials and color, lighting, street furniture, and landscaping.
- Buildings shall be designed so that the first floor street façade along all streets includes the use of clear glass windows and doors arranged so that the uses are visible from and/or accessible to the street on at least 25% of the length of the first floor street frontage.
- Expanses of blank walls shall not exceed 20 continuous feet in length. A blank wall is a façade that does not contain clear glass windows or doors or sufficient ornamentation, decoration, or articulation.
- At intersections, buildings shall have front and side facades aligned at or near the front property line.
- Entrances shall be clearly visible and identifiable from the street and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features.
- At least one or more operable pedestrian entrances per building shall be provided; at least two of the following are required:
  - When a lot abuts a public street right-of-way, at least one entrance shall be provided along all building facades fronting all public rights-of-way
  - When a lot abuts an existing or proposed public open space system, multi-use trail, or greenway, entrance(s) shall be provided on the building façade closest to the public open space, multi-use trail, or greenway
  - When abutting a sidewalk in the rail station area, an entrance(s) shall be provided on the building façade closest to the station area sidewalk.

The MX District Design requirements and guidelines are listed below, with bullets that evaluate the proposed development based on the ordinance and Design Guidelines:

- Providing a mix of uses
  - The proposed development is a residential use only. It does not provide a mix of uses.
- Efficient use of land, including incorporating higher densities and providing parking in an efficient manner
  - The project includes higher densities and provides most parking within the structure, rather than surface lots.
- Connectivity and circulation, so that uses within the Red Rock Gateway Area are connected with each other and with other City neighborhoods
  - The project includes sidewalks that connect with Red Rock Crossing, the Transit Station, and local trails
- Architectural interest at a human scale, including interest on the first floor
  - The building design includes two colors of rock face concrete block on the first floor, and the minimum amount of windows required by the ordinance. The design includes the minimum number of street trees between the first floor and street areas that are required by the ordinance. The Commission discussed

whether the design meets the intent and requirements of the MX-3 District. Since this is the first project reviewed in the MX-3 District, the design will set a precedent for how the City will apply the Design Guidelines within the MX-3 District in the future.

- Sensitivity to adjacent neighborhoods
  - The building design is oriented to the interior of the site.
- Providing facilities for pedestrians and bicycles, lively public spaces and streets
  - The project includes sidewalks, but provides no bicycle facilities.
- Respect for local ecology—integrate sustainable building and site design, responsible stormwater management, and provide landscaped green areas
  - The building design includes some sustainable features. The site plans include stormwater design acceptable to the Engineer. The landscape plan includes non-native species and is not consistent with species lists in the Design Guidelines (discussed below).

#### **4. Landscape Plan**

Landscape design requirements in the ordinance and *Design Guidelines* include:

- At least one (1) over-story tree per fifty 50 of lot frontage.
- A minimum of 1 tree for every 1,000 square feet of non-impervious surface on the lot
- All landscape materials shall be appropriate to the site in terms of hardiness, salt-tolerance, and sun or shade tolerance. Trees shall be at least 25% overstory deciduous and at least 25% coniferous. All deciduous trees shall be long-lived, hardwood species.
- Areas of the land not covered by structures or pavement shall be landscaped with sod, mulch or rock materials
- The Design Guidelines include a list of recommended street tree species that are native, hardy and non-invasive. The list was developed and approved by the Planning Commission when the Guidelines were approved.

The proposed landscape plan generally meets the minimum requirements of the ordinance and design guidelines, except that the planting list is not consistent with the *Design Guidelines*. The following tree species should be replaced with species specified in the *Design Guidelines*:

- Renaissance Reflection Birch (*Betula papyrifera* 'Renaissance reflection'). *Betula* species are not on the recommended list for the MX-3 District. Morton arboretum comments indicate that this species is not tolerant of drought (an issue in this district due to high bedrock).
- Skyline Honeylocust (*Gleditsia triacanthos* 'Skyline'). *Gleditsia* are not on the recommended list for the MX-3 District. This species has a variety of disease problems that affect its longevity.
- Colorado spruce (*Picea pungens*). This species is sensitive to drought and disease, particularly in urban conditions. Due to a common canker infection, it loses branches from the bottom up, and becomes unattractive over the long-term, particularly in city conditions.

*Relationship to the adjacent railroad spur line.* A railroad spur line that connects the rail lines to the east of the site to Newport Cold Storage is adjacent to the site to the south.

Approximately one train per day uses the spur line. The Planning Commission should discuss whether the landscape plan should include a fence, hedge or other barrier to separate the family-oriented residential use from the rail spur for safety.

The County's comment letter states that "there shall be no landscaping allowed in county right-of-way without permission from Washington County. The planner included a condition that the applicant shall obtain the County's approval for landscaping in the right-of-way in the proposed conditions for approval.

## **FINDINGS FOR THE CONDITIONAL USE PERMIT REQUEST**

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the MX-3 Zoning District.
2. The proposed use is consistent with the amended 2030 Newport Comprehensive Plan. The Planning Commission has proposed conditions that require that the applicant make changes to the plans to be consistent with the MX-3 Zoning District standards and Design Guidelines.
3. The conditions for approval of the proposed use include requirements for development and operation of the site so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential impacts of stormwater runoff, traffic conditions, and parking facilities.
4. The project will develop a vacant site. It may provide users for the Transit Station. Other adjacent properties are vacant and the project is consistent with uses proposed for the area.
5. The conditions for approval of the proposed use include requirements that address potential negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The project will not impact sensitive environmental features.
7. The City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole and assure that the proposed use will be consistent with the requirements of the zoning ordinance and adopted *Design Guidelines* for the MX-3 zoning district.

With proposed conditions, the request meets the minimum ordinance requirements for a Conditional Use Permit.

## **PLANNING COMMISSION PUBLIC HEARING AND DISCUSSION**

The Planning Commission held a public hearing on the proposed development at its meeting on June 9. The Commission heard verbal comments from two persons:

- An adjacent business owner who expressed strong negative concerns about the proposed use, and stated that it is a "square peg in a round hole" and will not be compatible with adjacent industrial and commercial uses. He predicted ongoing complaints from future tenants about noise, odors, and adjacent industrial uses.
- Barbara Dacy, Washington HRA, who spoke in favor of the proposed development.

The Commission discussed the proposed development at length, and noted the following:

- One commissioner noted that the amended Comprehensive Plan and master plan and subsequent zoning were created by Washington County based on commuter rail service to the site. The zoning was not changed when the transit mode changed to a bus. He expressed strong concerns that the zoning for the site should be reconsidered, and that the transit station is unlikely to encourage additional residential development on the site.
- He also noted that Newport has a large stock of affordable housing, and that the Comprehensive Plan supports diversifying the City's housing stock and adding market rate housing.
- Commissioners noted that the design of the development is not consistent with the design guidelines for the MX-3 Transit-Oriented district because it is oriented to the interior of the site, does not have a strong street presence or support an active, vibrant pedestrian character. It does not include a mix of uses, and will not serve as a strong "gateway" to the neighborhood.
- Members noted that the development does not meet the Open Space requirements of the MX-3 District, and added conditions to require modification of the plans to address the requirements.
- Other Commissioners suggested that with changes to the conditions, the development may meet the minimum requirements, and that it may be difficult to get anything better on the site. Commissioners noted that the use and density meet the zoning district requirements, and one Commissioner stated that while it is a risk, the City hopes that this will help to bring other development to the area.
- Members asked for a condition that requires the developer to reduce the parking lot and add to the open space area. They suggested that the islands be removed from the parking lot, that the developer reduce the number of visitor parking spaces the minimum required, and that the developer and county work together to use the transit facility lot as shared parking for the housing development.
- Members stated that development of quality open space and play areas on the site is critical due to the isolation of this site from other open space in the City. Making this site livable for the future tenants within the context of an industrial area is important.

Planning Commission members expressed reservations about the proposed development, recommended changes to the conditions, and concluded that with the changes, the development may meet the minimum ordinance requirements. The Commission voted 3-1 to recommend that the Council approve the Red Rock Crossing project, with the conditions.

#### **ACTION REQUESTED FOR THE CUP REQUEST:**

The City Council can take any of the following actions related to the request:

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

#### **PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission recommends that the City Council approve a Conditional Use Permit for the Red Rock Square development, located at 150 Red Rock Crossing, with the following conditions:

1. The Applicant shall submit Final Plans that are substantially in conformance with the plans that were submitted to the City on May 11, 2016. The Plans shall include revisions and information required in these conditions. The final plans shall be approved prior to approval of a building permit.
2. The applicant shall revise the site plan to provide a five (5)-foot setback between the parking lot and parcel boundary.
3. The applicant shall obtain written permission from the Washington County Regional Rail Authority to eliminate the existing driveway apron shown on the plans and construct the new driveway entrance onto the private driveway that serves the Newport Transit Station.
4. The applicant shall revise the plans to show 3-4 bicycle parking spaces.
5. The applicant shall install an additional 45° bend at the existing water main at the northwest corner of the site at the property line prior to the plug for future access.
6. The applicant shall revise the plans to include a dedicated utility easement, a minimum of 10 feet from either side of the pipe/structure centerline for all public utilities for future maintenance purposes.
7. If the driveway pavement or curb conflict with any existing or future utility maintenance, the improvements will be removed and replaced at no cost to the City.
8. The applicant shall construct and install all utilities in accordance with City standards. The applicant shall notify City staff no less than 48 hours prior to the installation and connection of all utilities.
9. All storage on the site shall be within the building.
10. All refuse and recycling containers shall be stored within the building.
11. All roof equipment shall be screened from public view unless it is designed as an integral part of the building.
12. Applicable storm water BMP's shall be in-place prior to beginning any construction-related activities, particularly within areas that slope directly toward stormwater management facilities.
13. The applicant shall modify the plans to reduce the area of surface parking and expand the open space within the development. The applicant shall consider reducing the number of surface parking spaces to the minimum required by the ordinance, eliminate the planted islands in the lot, and seek options to share parking areas, particularly for visitors, with the Transit Station.
14. The applicant shall modify the plans to show the proposed seating, plantings and amenities in the "tot lot" and designated open space area to meet the ordinance requirements. The applicant shall submit the revised plan to the City for review by the

City's Park Board and Planning Commission. The Park Board shall provide recommendations to the Planning Commission and City Council.

15. The applicant shall revise the plans to better meet the ordinance requirements and Design Guidelines that require architectural interest at the pedestrian scale and design that contributes to lively public spaces and streets.
16. The applicant shall replace the three tree species identified on the landscape plan that are not recommended in the City's Design Guidelines with species that are recommended in the Guidelines. The revised plan shall be submitted to City staff for review and approval.
17. The applicant shall obtain County approval for any landscaping in the County's right-of-way.
18. The applicant shall pay all fees and escrow associated with this application.

## RESOLUTION NO. 2016-21

### A RESOLUTION APPROVING A CONDITIONAL USE PERMIT REQUESTED BY MWF PROPERTIES, 7645 LYNDALE AVENUE SOUTH, MINNEAPOLIS, MN 55423, FOR PROPERTY LOCATED AT 150 RED ROCK CROSSING, NEWPORT, MN 55055

**WHEREAS**, MWF Properties, 7645 Lyndale Avenue South, Minneapolis, MN 55423 has submitted a request for a Conditional Use Permit to permit a new 42-unit apartment building that would be four stories in height on a parcel adjacent to the Newport Transit Station.

**WHEREAS**, the property is located at 150 Red Rock Crossing, Newport, MN 55055 and is more fully legally described as follows:

LOT 2 BLOCK 1 NEWPORT STATION ADDITION

**WHEREAS**, The described property is zoned Transit-Oriented Design (MX-3); and

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

**WHEREAS**, Following publication, posted, and mailed notice thereof, the Newport Planning Commission held a Public Hearing on June 09, 2016; and whereas the Planning Commission recommended approval of the project with conditions; and

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

1. The proposed use is designated in Section 1350 of the development code as a conditional use in the MX-3 Zoning District.
2. The proposed use is consistent with the amended 2030 Newport Comprehensive Plan.
3. The conditions for approval of the proposed use include requirements for development and operation of the site so that the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the potential impacts of stormwater runoff, traffic conditions, and parking facilities.
4. The project will develop a vacant site. It may provide users for the Transit Station. Other adjacent properties are vacant and the project is consistent with uses proposed for the area.
5. The conditions for approval of the proposed use include requirements that address potential negative impacts governmental facilities and services, including roads, sanitary sewer, water and police and fire,

and require that the applicant modify the plans to comply with the requirements of the Zoning Ordinance and the City's adopted Design Guidelines for the MX-3 Transit-Oriented Development District.

6. The project will not impact sensitive environmental features.
7. The City has adopted conditions which it considers necessary to protect the best interest of the surrounding area or community as a whole and assure that the proposed use will be consistent with the requirements of the zoning ordinance and adopted *Design Guidelines* for the MX-3 zoning district.

**NOW, THEREFORE, BE IT RESOLVED That the Newport City Council Approves** a Conditional Use Permit for a new 42-unit apartment building that would be four stories in height on a parcel adjacent to the Newport Transit Station with the following conditions:

1. The Applicant shall submit Final Plans that are substantially in conformance with the plans that were submitted to the City on May 11, 2016. The Plans shall include revisions and information required in these conditions. The final plans shall be approved prior to approval of a building permit.
2. The applicant shall revise the site plan to provide a five (5)-foot setback between the parking lot and parcel boundary.
3. The applicant shall obtain written permission from the Washington County Regional Rail Authority to eliminate the existing driveway apron shown on the plans and construct the new driveway entrance onto the private driveway that serves the Newport Transit Station.
4. The applicant shall revise the plans to show 3-4 bicycle parking spaces.
5. The applicant shall install an additional 45° bend at the existing water main at the northwest corner of the site at the property line prior to the plug for future access.
6. The applicant shall revise the plans to include a dedicated utility easement, a minimum of 10 feet from either side of the pipe/structure centerline for all public utilities for future maintenance purposes.
7. If the driveway pavement or curb conflict with any existing or future utility maintenance, the improvements will be removed and replaced at no cost to the City.
8. The applicant shall construct and install all utilities in accordance with City standards. The applicant shall notify City staff no less than 48 hours prior to the installation and connection of all utilities.
9. All storage on the site shall be within the building.
10. All refuse and recycling containers shall be stored within the building.
11. All roof equipment shall be screened from public view unless it is designed as an integral part of the building.
12. Applicable storm water BMP's shall be in-place prior to beginning any construction-related activities, particularly within areas that slope directly toward stormwater management facilities.
13. The applicant shall modify the plans to reduce the area of surface parking and expand the open space within the development. The applicant shall consider reducing the number of surface parking spaces to the minimum required by the ordinance, eliminate the planted islands in the lot, and seek options to share parking areas, particularly for visitors, with the Transit Station.
14. The applicant shall modify the plans to show the proposed seating, plantings and amenities in the "tot lot" and designated open space area to meet the ordinance requirements. The applicant shall submit the revised plan to the City for review by the City's Park Board and Planning Commission. The Park Board shall provide recommendations to the Planning Commission and City Council.

15. The applicant shall revise the plans to better meet the ordinance requirements and Design Guidelines that require architectural interest at the pedestrian scale and design that contributes to lively public spaces and streets.
16. The applicant shall replace the three tree species identified on the landscape plan that are not recommended in the City's Design Guidelines with species that are recommended in the Guidelines. The revised plan shall be submitted to City staff for review and approval.
17. The applicant shall obtain County approval for any landscaping in the County's right-of-way.
18. The applicant shall pay all fees and escrow associated with this application.

Adopted this 16<sup>th</sup> day of June, 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

6/13/2016

Chris Stokka  
MWF Properties  
7645 Lyndale Avenue South  
Minneapolis, MN 55423



**RE: Red Rock Square – Conditional Use Permit Hearing**

Members of the City Council,

MWF Properties would like to thank you for your consideration of our proposed 42-unit Red Rock Square Family Housing Development. Since our establishment in 1999, MWF has prided itself on working with communities to provide quality affordable housing that is well managed, aesthetically pleasing, environmentally conscious, and built to last. We look forward to discussing more of our company history and the proposed Red Rock Square development with you at the Council Hearing on June 16<sup>th</sup>.

We wanted to write this letter in advance of the City Council hearing to formally address some of the items that were discussed at the Planning and Zoning Commission hearing. Although the PUD application was recommended by a 3-1 vote, we would still like the opportunity to respond to any comments in an effort to work with the community to improve the project. These comments and our responses are as follows:

1. **Would like to see less parking and more green space** – We will modify the site plan to remove the parking ‘islands’ which will add more green space. We will also work with the transit station to see if we can utilize some of their parking, allowing our parking to be reduced further.
2. **Would like to see more detail on open/community space** – Throughout the site plan approval process we will provide more detailed open/community space plans that are acceptable to the City.
3. **Questions about adding fence on the south side of the property between the site and rail spur** – A fence south of the property line will be added.
4. **Questions about the building layout** – The building layout was based on master plan concepts presented to us in the past as well as what we believe is the most desirable layout for this area. The small size of the site and shallow bedrock does limit the options for what we can do on the first floor but we are open to working with the City on modifications that will make the proposal more pedestrian friendly yet still viable for this housing development.

Thank you again for your consideration. We look forward to discussing this further with you on June 16<sup>th</sup>.  
Sincerely,

MWF Properties, Inc.

A handwritten signature in blue ink, appearing to be "MWF", written over the printed name "MWF Properties, Inc.".



# MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: June 16, 2016

SUBJECT: Ragnar Relay

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**Background:** The Ragnar Relay from Winona to Minneapolis will hold its 11<sup>th</sup> run on August 11<sup>th</sup> and 12<sup>th</sup>, 2016. The runners in this event plan on going through Newport on the 12<sup>th</sup>. (See attached letter and race route information.)

**Discussion:** Race organizers have informed staff that there will be no garbage to pick up and will not need traffic coordination as all runners abide by road signs and traffic lights. There will be a pit stop for the runners at the Lutheran Church.

**Recommendation:** Staff recommends that Council permit the Ragnar Relay to 'run through' the City of Newport.

May 22, 2016  
City of New Port  
Police/Parks Department  
Deb Hill  
596 7<sup>th</sup> Ave  
New Port, MN 55055

To Whom It May Concern:

I am writing this letter on behalf of Ragnar Relay Great River from Provo, Utah. We are currently organizing the 11th year of the Ragnar Relay from Winona to Minneapolis.

This letter is to inform you and request approval of teams running on the highlighted streets/roads near/through New Port. They will run on the path or against traffic on shoulders when a path is not available. The runners will be in this area from 5:00 am on to 3:00 pm on Saturday, August 13th. This event will start in Winona, MN on Friday, August 12th and end in Minneapolis on Saturday, August 13th. There will be approximately 400 teams consisting of 12 people to a team. Runners will be anywhere from ¼ mile apart to possibly several miles apart, but will run against traffic and obey all traffic signs.

I am also contacting the County and State Authorities from both Minnesota and Wisconsin as well.

The route can be found at:

<http://maps.google.com/maps/ms?msid=205826967582080600743.0004a75834cb7065963c3&msa=0&ll=44.73893,-92.422485&spn=1.008627,2.554321>

More info about the event can be found at [www.ragnarrelay.com](http://www.ragnarrelay.com)

Please let me know if you have any questions or concerns or if there are any permitting processes that I need to follow in order to obtain permission for this event.

Thank you for your time and consideration!

Sincerely,

Mary Anderson  
Anderson Race Management  
4047 Camberwell Dr N  
Eagan, MN 55123  
651-688-9143  
[mary@andersonraces.com](mailto:mary@andersonraces.com)

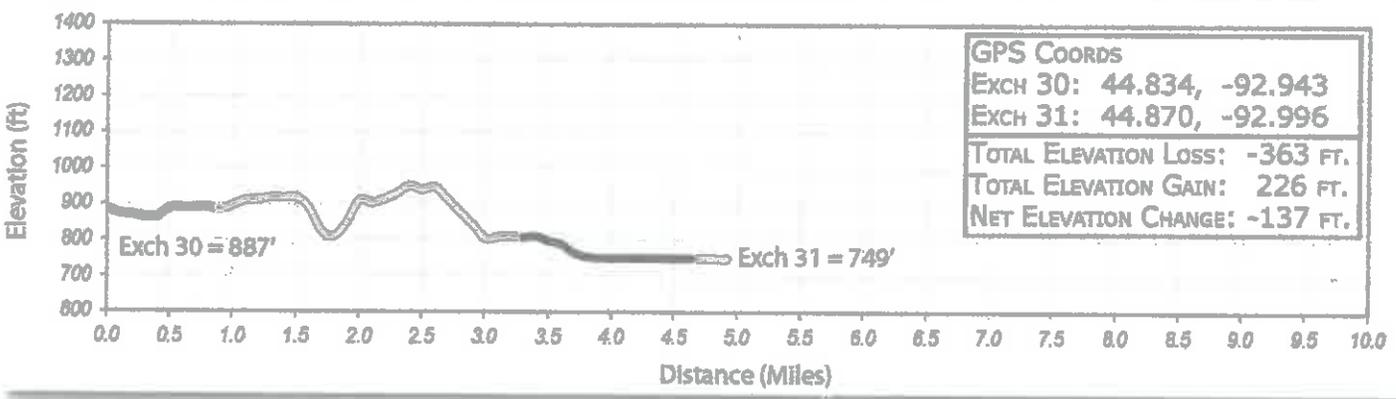
# LEG 31 -- 5.0 MILES -- MODERATE



## LEG LEGEND:

- |     |   |     |  |
|-----|---|-----|--|
| 0.0 | Depart Exchange 30 heading west on 80th Street running WITH traffic on sidewalk | 4.7 | CROSSING HASTINGS AVENUE<br>Turn LEFT (N) onto 9th Ave |
| 0.8 | Turn RIGHT (N) onto Harwood Ave S   | 4.8 | Turn RIGHT (E) onto 13th Street                        |
| 1.9 | Turn LEFT (W) onto 70th Street S  | 4.9 | Turn LEFT onto 10th Street                             |
| 3.4 | Turn RIGHT (NW) onto Hastings Ave and run AGAINST traffic on the path           | 5.0 | Arrive at Exchange 31                                  |
| 4.6 | Turn RIGHT (E) onto Tibbett Plaza USE CAUTION WHEN                              |     |  |

Exchange 31 Address  
Newport Lutheran Church  
900 15th Street  
Newport, MN 55055



# LEG 32 -- 3.2 MILES -- EASY



**LEG NOTES:**

Vars and runners will be separated when crossing Hwy 10 and on I-494.

**Van Directions:**

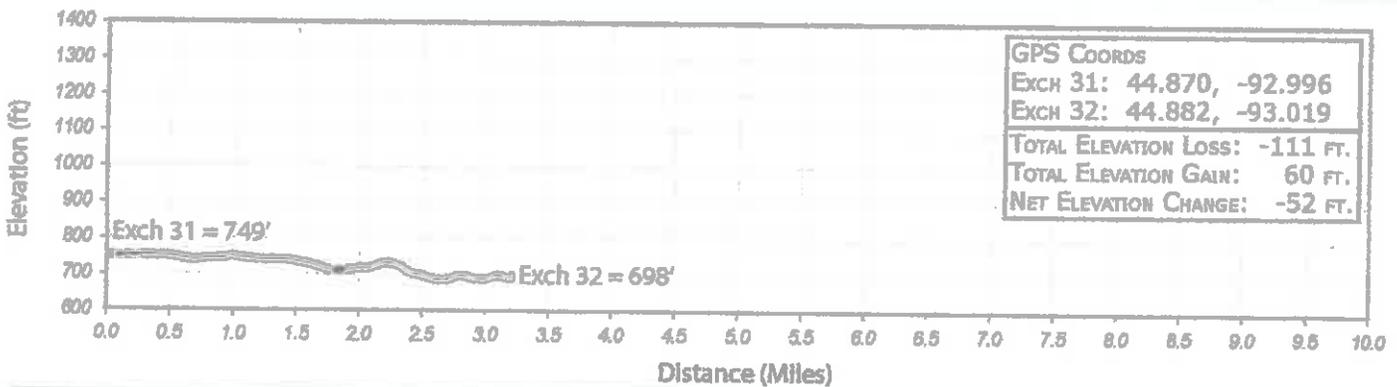
- 0.0 Depart Exchange 31 heading north on 10th Ave
- 0.2 Turn LEFT onto Glen Road
- 0.8 Turn LEFT onto 7th Avenue
- 1.1 Turn LEFT onto 20th Street
- 1.3 Turn RIGHT onto Maxwell Avenue
- 1.8 Turn LEFT to merge onto I-494
- 2.4 Take the first exit towards Hardmen Avenue
- 2.6 Turn RIGHT onto Hardmen Avenue
- 2.7 Turn RIGHT onto Verderosa Avenue
- 3.1 Arrive at Exchange 32

**LEG LEGEND:**

- 0.0 Depart Exchange 31 heading south on 10th Avenue and run WITH traffic
- 0.1 Turn RIGHT onto 13th Street and run AGAINST traffic
- 0.2 Turn LEFT (S) onto 9th Avenue
- 0.3 Turn RIGHT (W) onto 12th Street
- 0.4 Turn LEFT (S) onto running trail that crosses over Hwy 10
- 0.7 Exit running path and turn RIGHT onto 12th Street and run WITH traffic
- 0.8 Turn LEFT (N) onto 7th Avenue and run AGAINST traffic
- 1.5 Turn LEFT (W) onto 20th Street
- 1.8 Turn RIGHT (N) onto 1st Avenue

- 1.9 Turn RIGHT (NE) onto 21st Street
- 2.3 Turn LEFT (N) onto Maxwell Avenue and run WITH traffic on the sidewalk
- 2.5 Turn Left (W) onto running path that parallels I-494 over the Mississippi River
- 2.9 After crossing river follow running path as it turns back towards the river
- 3.1 Turn RIGHT (S) onto Verderosa Avenue and run AGAINST traffic
- 3.2 Arrive at Exchange 32

**Exchange 32 Address**  
Soil Launch under I-494  
Access at the end of Verderosa Avenue



City of NEWPORT

APPLICATION FOR LIQUOR ENTERTAINMENT

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

Application Date: 6/7/16

It is unlawful to permit dancing, singing, concerts with music for hire, or the use of any musical instruments with or without charge outside of any building on the same premises where intoxicating or 3.2 percent malt beverages are licensed to be sold, without a Liquor Entertainment License being first issued. All Liquor Entertainment Licenses shall be issued by the Clerk-Administrator upon approval by the City Council.

Before issuance of a Liquor Entertainment License, the Clerk-Administrator or designee may determine that property owners within an area to be potentially impacted by the proposed special event be notified that the City Council will consider the issuance of the Liquor Entertainment License at least ten days prior to the City Council meeting.

**Applicant and Business Information**

Applicant's Name: Autumn Lehle  
Business Name: Opinion Brewing  
Business Address: 374 21st Street, Newport, MN Business Phone: 651.459.7511

**Entertainment Information**

Describe the entertainment that will take place: 10 Bands - Indoor/Outdoor  
~~last~~ last outside band will be done by 7:30pm - everything  
inside our fenced/secured area - alcohol inside or secured area outside  
Date of Entertainment: 6/26/16 Hours of Entertainment: 2p - 9:30p

**Applicant Statement and Acknowledgement**

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and such rules and regulations as the City of Newport may from time to time prescribe.

Applicant/Agent Printed Name: Autumn Lehle Signature: [Signature]

For Office Use

Approved by the City Council: \_\_\_\_\_

\_\_\_\_\_  
Tim Geraghty, Mayor

\_\_\_\_\_  
Deb Hill, City Administrator



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

Name of organization Saint Paul Park-Newport Lions Club Date organized 1955 Tax exempt number 2973349

Address P.O. Box 262 City Newport State MN Zip Code 55125

Name of person making application Andy Fuenfingger Business phone \_\_\_\_\_ Home phone 651-274-4190

Date(s) of event August 14, 2016 Type of organization  Club  Charitable  Religious  Other non-profit

Organization officer's name Greg Langbehn City Cottage Grove State MN Zip Code 55016

Organization officer's name Andy Fuenfingger City Gray Cloud State MN Zip Code 55071

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State MN Zip Code \_\_\_\_\_

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State MN Zip Code \_\_\_\_\_

Location where permit will be used. If an outdoor area, describe.  
City Park - Pioneer Day

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
St. Paul Park - Newport Lions  
P.O. Box 262  
Newport, MN 55125

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Great American ETS Insurance Company  
\$2,000,000 APPROVAL (Attached)

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

City of Newport  
 City or County approving the license  
Waived - \$200  
 Fee Amount  
N/A  
 Date Fee Paid

\_\_\_\_\_  
 Date Approved  
 \_\_\_\_\_  
 Permit Date  
 \_\_\_\_\_  
 City or County E-mail Address  
 \_\_\_\_\_  
 City or County Phone Number

Debra Office  
 Signature City Clerk or County Official

\_\_\_\_\_  
 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**  
**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

# INSURED MEMBER GENERAL LIABILITY DECLARATIONS CERTIFICATE

Insurance Company: GREAT AMERICAN F&S INSURANCE COMPANY

Address: RICHMOND, VA

Policy Number: PL 3717684

Certificate Number: 0355-XX

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

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

## INSURED MEMBER AND ADDRESS

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

Coverage Effective Date: 11/18/15  
Coverage Expiration Date: 10/31/16  
Both At 12:01 AM At The Address Of  
The Insured Member.

Insured Operations: Fraternal Meetings

Location: Various

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

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

**Additional Insured: City of Newport**  
596 7<sup>th</sup> Ave.  
Newport, MN 55055

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

Dated At Richmond, Virginia  
11/18/2015

*John W. Frazier*

John W. Frazier, Authorized Representative

SSERPG-01-GI. (01/05)

Page 1 of 2

**SPORTS & SPECIAL EVENT RISK PURCHASING GROUP, INC.**



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

June 2, 2016

Administrative Law Judge Eric L. Lipman  
Office of Administrative Hearings  
600 North Robert Street  
PO Box 64620  
St. Paul, MN 55164-0620

Re: City of Newport Comments on Proposed Mississippi River Corridor Critical Area (MRCCA) Rules  
TKDA Project No. 15482.000

Dear Judge Lipman:

The City of Newport is submitting its comments to you on the proposed MRCCA Rules. The City previously commented several times on the draft rules between 2010 and 2015. While some of Newport's comments and other communities' comments on the draft rules were addressed in the proposed rules, some significant issues remain that are of high concern to the City.

- 1. The City is concerned about the elements of the proposed rules that will require 1) new local permits, 2) new and complicated mapping, monitoring and enforcement by local governments and 3) that these new mandates will create significant costs with no demonstrated resource benefits that will be borne by local residents, businesses and tax payers.** The City sees no justification for the proposed permits in the rationale and purpose for the new rules, and believes that the new requirements will not result in improved resource management because many of the requirements and standards in the rules are vague, unnecessarily duplicate existing regulations, and will result in inconsistencies in interpretation and enforcement throughout the corridor.

Specifically, the City sees no purpose requiring the proposed new local permits, mapping, and requirements that are proposed to regulate the following:

- Intensive vegetation clearing activities (6106.0150, Subp. 4)
- Rock riprap, retaining walls, and other erosion control structures
- Land alteration and storm water management (6106.0160, Subp 5)
- Protection of Primary Conservation Areas required for new subdivisions

***Intensive vegetation clearing permit.*** 1) The City believes that existing Shoreland Management regulations address these issues sufficiently. The rationale and purpose for the new rules does not provide a justification for the new permit requirements.

2) The local permit conditions are vague or impossible to apply—requiring that “native plant communities removed are replaced with vegetation the provides equivalent biological and ecological functions” without any standard for determining what is

“equivalent,” and requiring that “Vegetation species, composition, density, and diversity must be guided by nearby patches of native plant communities.” In many older, fully-developed communities like Newport there may be no “nearby” patches of native plant communities, and those that exist are may be very poor in quality and should not serve as models for replacement plans.

3) The regulations require a maintenance plan (Subd. 6, item 3) but include no provision for monitoring or enforcing the plan. Without monitoring and enforcement for the long-term, restoration plans are not likely to be successful, and the restoration required by permits will be useless.

The DNR should eliminate the new permit requirement, or provide the following to local governments 1) a clear rationale regarding the need for the new permit, and why existing Shoreland Management vegetative cutting and clearing standards are not sufficient to achieve the purposes of the rules; 2) a model permit and standards for local governments to use with clear, quantitative standards that can be used corridor-wide for determining violations and replacement requirements; 3) clear, quantitative standards that do not rely on vague definitions or the existence of “nearby patches” of native plant communities, which may not exist in many sections of the corridor, 4) requirements and standards for monitoring and enforcement.

***Rock riprap, retaining walls, and other erosion control structures.*** Permits for these structures should be managed through existing permitting processes. The rules provide no justification for a new and separate permit process for such structures in the MRCCA.

***Land alteration and storm water management permit.*** Like most communities in the corridor, Newport is an MS4 community, and has completed an approved MS4 permit and adopted a stormwater ordinance and standards that meet the MPCA’s requirements. The city has an existing permit and enforcement process for stormwater management and land alteration. The permit standards, and process address the MPCA’s requirements for the Mississippi River’s status as an impaired water. The rules provide no justification for an additional stormwater permit and higher standards within the MRCCA.

***Proposed stormwater management standard.*** The proposed rules require a permit for all development that creates new or fully reconstructs impervious surface of more than 10,000 square feet on parcels that abut a public water body, wetland or natural drainage way. (6106.0160, Subp.7). In some cases, replacement of a driveway would trigger this requirement. The threshold for creation of new impervious surface is one acre under the current MPCA requirements, and the City’s MS4 permit. The rationale for the MRCCA rules does not given a rationale for the significantly higher standard than the one required by the MPCA through the MS4 permit process.

The City recommends that the existing MS4 permit requirement is reasonable and sufficient to protect resources in the MRCCA District. The proposed rule should be changed to be consistent with the MS4 Permit requirements.

***Identification and establishment of Primary Conservation Areas (PCA).*** The proposed rules require that local governments identify “primary conservation areas” within the MRCCA. The areas must include shore impact zones, bluff impact zones, floodplains, wetlands, gorges, areas of confluence with tributaries, natural drainage routes, unstable soils and bedrock, native plant communities, public river corridor view areas, scenic views and vistas, and cultural and historic properties, significant existing vegetation stands, tree canopies, and other resources identified in local government plans. Local government will need to identify all of these areas and create and continuously update maps of the PCA’s so that they can be used to complete required plans and to evaluate permit and subdivision applications in the MRCCA.

Identification and mapping of these areas will be a time-consuming and costly effort for many local governments. Smaller communities like Newport do not have in-house GIS mapping capabilities, and will be required to contract for services to complete and maintain the required mapping for PCA’s. It also does not have in-house staff to complete the field work necessary to identify many of the features listed. The DNR does have in-house GIS capabilities and field staff with those capabilities. The City suggests the following:

- The DNR should provide funding to local governments to complete the required field work and mapping, or the DNR should complete the field work and mapping analysis needed to identify the PCA’s throughout the corridor, and provide this mapped information as guidance to all cities for the cities to use to develop permits or requirements for the PCA’s, so that the accuracy and quality of the data and PCA’s are consistent throughout the corridor.
- The DNR should ensure that it complies with private property rights in completing all surveying and mapping.
- Some of the categories are not defined in the new rules. There is no definition for “significant existing vegetation” or “natural drainage routes”; “tree canopy”, etc. The rules do not indicate if “wetlands” means jurisdictional wetlands under the Wetland Conservation Act, wetlands identified in the National Wetland Inventory maps, or something else. If local communities must define the terms and have freedom to map the PCA’s based on their own definitions, the PCA’s will not be consistent among communities, and permit requirements will not be consistent across the MRCCA.

The City recommends that if inventory and mapping of additional features to identify PCA’s is necessary, the State of Minnesota should provide funding to local to local governments to cover the costs of the new mandates that will require extensive field work and mapping. The PCA’s should include only elements that can be clearly defined, so that the PCA’s are consistent throughout the MRCCA and permit requirements are equitable.

- **Subdivision of land—protection of Primary Conservation Areas required (6106.0170).** The MRCCCA rules propose that when subdivision occurs the developer must set-aside a portion of the area within the Primary Conservation Area identified on the property and dedicated open space, and that native vegetation communities be restored within that area. Community’s experience with similar protected areas that have been required for “conservation” or “open space” subdivisions have resulted in the protection of small, disconnected open space areas that provide no habitat or natural resource benefits, and that are compromised over the long term due to the behaviors of adjacent land owners and lack of monitoring and enforcement by homeowner’s associations and organizations charged with monitoring conservation easements.

This requirement will also create conflicts with the City’s Park and Open Space dedication requirements. It will place a priority on dedication of the primary conservation areas as park and open space areas, and may limit the City’s ability to require the dedication of park and open space areas outside the primary conservation areas that meet its long-term park and trail plans as a part of development.

The City of Newport already owns and maintains a large amount of public park and open space areas. The City does not have the resources to manage additional small patches of open space and restored vegetation that do not serve the public interest or support the City’s adopted park and trails plans. The Trust for Public Land is no longer interested in accepting conservation easements for small patches of open space, and Washington County and the DNR have indicated that they will not do so.

Primary Conservation Areas such as wetlands, bluffs, steep slopes and floodways have protection under current rules, and do not need to be dedicated as permanent open space in order to be protected from development. The rules should be revised to indicate that the City may consider the other resources that are proposed for in the definition of PCA’s for dedication, but should give the City the flexibility to determine whether these areas are already adequately protected or needed, so that open space dedication and resources can be better applied elsewhere to meet the City’s adopted park, trail and open space plans.

- 2. The City appreciates the Flexibility provisions included in the proposed Rules.** The City appreciates the inclusion of Subpart 6 in the proposed rules that states that local governments may adopt standards in their ordinances that are not in strict conformity with the Rules. The City anticipates requesting flexibility from the setback requirements in light of the location of existing sewer and water infrastructure that may make it difficult to develop some parcels or replace some structures to comply with the proposed setback requirements in the rules.

**The city requests that the DNR obtain State funding for new MRCCA-Mandated Activities**

Administrative Law Judge Eric L. Lipman  
Office of Administrative Hearings  
Comments on Proposed MRCCA Rules  
June 16, 2016  
Page 5

**that are required for local governments before the rules are adopted.** At the August 19, 2014 meeting on the proposed rules, DNR Commissioner Landwehr indicated that the DNR would make a budget request to the Legislature for funds to assist with the implementation of the proposed rules. The DNR requested that City's provide an estimate of costs to implement the rules, and the City complied with this request. The City believes that the new mandates for local governments in the rules should only be adopted if there is new funding for local governments to support implementation of the rules.

Thank you for considering Newport's comments on the proposed MRCCA Rules. If you have questions about these comments, please contact City Administrator Deb Hill at 651.556.4600.

Sincerely,

Tim Geraghty  
Mayor

Cc: Deb Hill, City Administrator  
Newport City Council and Planning Commission Members

## Memorandum

<b>To:</b>	Newport City Council	<b>Reference:</b>	MRCCA Proposed Rules – City Comments and Process
<b>Copies To:</b>	Deb Hill, Newport City Administrator		
	Andy Brunick, Intern	<b>Project No.:</b>	16021.000
<b>From:</b>	Sherri Buss	<b>Routing:</b>	
<b>Date:</b>	June 13, 2016		

The Minnesota DNR is in the final, formal step of the process to adopt proposed rules for the Mississippi River Critical Area, which includes the portion of Newport that is near to the Mississippi River.

The City commented on the draft rules several times during their development between 2010 and 2014. The proposed rules addressed some of the issues the City identified, but not all of them.

The Planner has revised the comment letter that would be submitted to the Administrative Law Judge with comments on the proposed rules, based on the Council's comments at the June 2 meeting, as follows:

- Removed the references to DNR completing mapping or permitting on the City's behalf
- Emphasized the need for the DNR to obtain funding for local governments to address the new unfunded mandates in the MRCCA rules
- Included a statement that the DNR should ensure that field work and mapping comply with private property rights.

The letter needs to be submitted to the judge shortly after the last public hearing on June 16.

### **Request for Council Action**

Staff request that the Council review the attached letter, provide comments or changes, and approve the letter for submission to the Administrative Law Judge. The letter and a copy of the proposed rules may be placed on the City's website.



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

## Memorandum

<b>To:</b>	Newport City Council	<b>Reference:</b>	Lot Coverage Standards for Non-Residential Districts—Ordinance Amendment
<b>Copies To:</b>	<hr/> Deb Hill, City Administrator <hr/> Andy Brunick, Administrative Intern <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/> June 13, 2016 <hr/>		

A draft ordinance amendment for Section 1350 of the Zoning Ordinance is attached. It includes the recommended changes to the lot coverage requirements based on the discussions at the April and May Planning Commission meetings, and the Public Hearing the Commission held on June 9.

### Background

The City recently updated the Residential Districts Chapter of the Zoning Ordinance to include standards for maximum lot coverage in those districts:

- 20% in the RE and R1A Districts
- 25% in Shoreland Districts
- 35% in the R1, R2, and R3 Districts

Based on some recent development requests in the Business and Industrial Districts, staff suggested that the Planning Commission review and update the requirements for coverage in the Nonresidential Districts. The current coverage requirements in the nonresidential districts are for “building coverage” rather than “lot coverage.”

The “building coverage” standard is an old one, and dates back to an era when there were minimal stormwater requirements and no park dedication standards in the ordinance. The building coverage standard was an effort to preserve green space on sites with business and industrial uses. Few cities still have building coverage standards in their zoning ordinances. The Planner reviewed zoning ordinances of adjacent communities and St. Paul, and discussed the standards used staff from those communities. Two current approaches to managing coverage on parcels are common:

- A lot coverage standard, that includes all impervious surfaces in the maximum lot coverage permitted.

- No standard for lot or building coverage for business, commercial, or industrial districts in the zoning ordinance, and instead, a reliance on stormwater management standards to determine coverage on each site.

### **Examples from Other Communities**

The Planning Commission reviewed the ordinances of adjacent communities regarding lot coverage requirements included the following:

#### Woodbury

- Maximum lot coverage in Business and Industrial Districts – 70%
- Maximum lot coverage in the City’s Gateway District – 70% with a potential increase to 75% if the site plan included a public park and transit station with parking facilities

#### Rosemount

- Maximum lot coverage in Downtown District – 90%
- Maximum lot coverage in Commercial and Institutional Districts – 75%
- Maximum lot coverage in Industrial Districts – 70%

#### Inver Grove Heights

- Maximum lot coverage in Mixed Use Districts – 75%
- Maximum lot coverage in Business Districts – 75-100%
- Maximum lot coverage in Shopping Center District – 85%
- Maximum building coverage in Industrial District—30%

#### South St. Paul

- Maximum lot coverage in General Business Districts – 85%
- Maximum lot coverage in other districts determined by stormwater management requirements

#### Maplewood

- Maximum lot coverage in Neighborhood Commercial Districts – 85%
- Maximum lot coverage in other nonresidential districts – must meet stormwater management requirements. City Planning staff noted that the City’s stormwater management standards are generally more strict than the Watershed District standards.

#### Cottage Grove

- Requires that a proportion of the total development site in non-residential districts have a minimum percentage of open space (defined as “areas that are not covered by a building or other impervious surface, and must be planted with trees, shrubs, flowers, native plant species or similar plantings and covered with sod, landscape rock or mulch.” The proportion of open space required in the nonresidential districts includes:
  - 30% minimum open space in Agriculture, Neighborhood Business and B-1 Districts
  - 25% minimum open space in other Business Districts
  - 15-20% minimum open space in Industrial Districts
  - Up to 8% of the “open space” can be landscaped areas in parking lots in nonresidential districts

### **Discussion with City Engineer**

The Planner discussed the lot coverage issue with the City Engineer and asked for his recommendations regarding 1) whether there should be a maximum lot coverage requirement in the zoning ordinance or a reliance on stormwater standards, and 2) the maximum coverage he would recommend. Jon Herdegen's responded as follows:

- He suggested that it would be a good idea to have a maximum lot coverage standard in the zoning ordinance for nonresidential districts to provide a starting point for applicants and to stream-line reviews. He likes the idea of having a general standard as a requirement and starting point for all applicants.
- He recommended a maximum 70% lot coverage for the non-residential districts. His later comments clarified that he wants potential projects and applicants in the nonresidential districts to understand that the lot coverage maximum identified in the ordinance is a starting point, and that each site will be required to meet the City's stormwater standards.

### **Planning Commission Recommendations**

The Commission reviewed the information from adjacent communities, the City Engineer comments, and current City standards. The Commission recommended that the ordinance include a lot coverage maximum of 80% in the MX-1 District (current standard) and 75% in the other non-residential districts.

The Planning Commission modified the text in the ordinance to address the Engineer's comments by adding a reference from the standards on the table to a note that "coverage permitted on individual sites will be determined based on compliance with the City's stormwater management standards."

The draft ordinance was presented at a public hearing at the Planning Commission meeting on June 9. The Commission heard questions but no other comments from the public.

### **Request for Council Action**

Staff request that the Council approve the proposed amendment to the City's lot coverage requirements.

Approval of the amendment will allow some currently-proposed business expansions in Newport to occur that would have required a variance under the existing, outdated building coverage standards.

## RESOLUTION NO. 2016-22

### A RESOLUTION APPROVING AN ORDINANCE AMENDMENT TO THE LOT COVERAGE STANDARDS, SECTION 1350 NON-RESIDENTIAL DISTRICTS

**WHEREAS**, The City of Newport finds it necessary to amend in the *Newport Code of Ordinances* to include lot coverage standards that are consistent with the City’s current stormwater management requirements; and

**WHEREAS**, The Planning Commission held a public hearing on this Ordinance Amendment at its regularly scheduled meeting of Thursday, June 09, 2016, and recommended that the Council approve the Ordinance Amendment; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Newport City Council approves the Ordinance Amendment to amend the present language found in *Chapter 13, Section 1350.14 Non-Residential Districts*, of the *Newport City Code of Ordinances* and replace with:

#### Section 1350 - Non-Residential Districts

#### 1350.14 Dimensional Requirements for lots and structures in non-residential districts

##### A. Non-residential district requirements

Requirements	MX-1	MX-2	MX-3	MX-4	B-1 and B-2	I-1	I-2	I-S
Minimum lot area in square feet	2,400	4,000	None	2,400	15,000	30,000	30,000	30,000
Minimum lot depth in feet	80	100	None	80	150	200	200	200
Minimum lot width in feet	30	40	30	30	100	100	100	100
Maximum lot coverage by all impervious surfaces, except Single-Family residential uses	80%§	75%§	75%§	75%§	75%§	75%§	75%§	75%§
Maximum lot coverage by all impervious surfaces (%)—Single-Family residential uses	35%	35%	35%	35%	NA	NA	NA	NA
<i>Structure setback standards***</i>								
Minimum front yard setback	0	10**	0	0	20	20	20	50
Minimum front yard if across collector or minor	10	10**	10	10	50	50	50	100

<b>Requirements</b>	<b>MX-1</b>	<b>MX-2</b>	<b>MX-3</b>	<b>MX-4</b>	<b>B-1 and B-2</b>	<b>I-1</b>	<b>I-2</b>	<b>I-S</b>
street from any residential district								
Minimum side yard	0	5	5	5	10	20	20	50
Minimum side yard if adjacent to any residential district	10	10	10	10	50	50	50	100
Minimum rear yard	20	20	20	20	20	20	20	50
Minimum rear yard if adjacent to any residential district	20	20	20	20	50	50	50	100
<i>Parking and driving aisle setback in feet</i>								
Minimum front yard	20	Not allowed	Not allowed	20	20	20	20	20
Minimum front yard if across collector or minor street from any R district	50	Not allowed	Not allowed	50	50	50	50	50
Minimum side yard	5	5	5	5	5	5	5	5
Minimum side yard for multifamily, commercial, or industrial uses if adjacent to any R district	20	20	20	30	30	30	30	30
Minimum rear yard	5	5	5	5	5	5	5	5
Minimum rear yard if adjacent to any R district	10	10	10	50	50	50	50	50
Maximum building height in feet*	40 3-sty	28 2-sty	See table B.,below	40	40	40	40	40
Maximum height of storage tank in IS district								55
Public utilities required, including sewer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

\*Maximum height may be increased upon issuance of a Conditional Use Permit. The setback requirements for increases in height adjacent to single-family residential uses included in this chapter apply.

\*\* See section 1300.08 Exceptions to Front Yard Setbacks

\*\*\*Structure setbacks for the MX-1 and MX-2 are as noted by the dimensional provisions unless otherwise specifically approved in a development plan as outlined in a Planned Unit Development.

§ Lot coverage permitted on individual sites will be determined based on compliance with City's stormwater management standards.

Resolution No. 2016-22

Adopted this 16<sup>th</sup> day of June, 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



# 2015 Annual Report



Above: Decision makers in the Forest Lake area learn about stormwater projects, issues and opportunities at a workshop led by EMWREP and Minnesota Extension.

## Members of the East Metro Water Resource Education Program:

Brown's Creek Watershed • Carnelian-Marine-St. Croix Watershed •  
Comfort Lake-Forest Lake Watershed • Cottage Grove • Dellwood • Forest Lake  
Grant • Lake Elmo • Middle St. Croix Watershed • Newport • Oak Park Heights  
Ramsey-Washington Metro Watershed • Rice Creek Watershed • South Washington Watershed  
Stillwater • St. Paul Park • Valley Branch Watershed • Willernie • West Lakeland  
Woodbury • Washington Conservation District • Washington County



## East Metro Water Resource Education Program: 2015-16 Partner Update

**Background:** The East Metro Water Resource Education Program (EMWREP) is a local government partnership formed in 2006 to conduct education about the impacts of non-point source pollution on local lakes, rivers, streams, wetlands and groundwater resources and to engage people in projects that will help to protect and improve water quality in the region. In addition to educating the public, EMWREP also provides training for city, county and watershed staff and local elected officials.

**Partnership Structure:** EMWREP partners sign a three-year contract to participate in the program, which is hosted by the Washington Conservation District. Funding levels vary based on city size and watershed district taxable market value. Programming is guided by a steering committee comprised of representatives from each of the 22 partner organizations, which meets twice a year to review program budget and activities. Currently, EMWREP staff includes Angie Hong, full-time education specialist and coordinator for the program, Jenn Radtke, half-time education assistant, and Wendy Griffin, a Washington Conservation District natural resource specialist who provides 200 hours of support per year for rural outreach and education.

### Summary of program activities:

1. **Public education:** EMWREP uses many strategies to educate the general public about stormwater pollution and other issues affecting the quality of surface and groundwater resources, and to publicize partner programs and activities. In 2015, EMWREP contributed 73 press releases and news columns to 18 area newspapers, in addition to producing educational content for city newsletters, social media, and on-line news sites. EMWREP staff attended more than 20 community events and participated in the planning and program development for several regional water education initiatives as well. [Activities taking place within Newport:](#)
  - [Newport Community Buckthorn Pull – Oct. 24](#)
  - [Newspaper articles: South Washington County Bulletin](#)
  - [City newsletters: Newport](#)

In 2015, EMWREP also conducted the following special education projects:

- Continued outreach with Homeowners' Associations
- Provided education about groundwater and water conservation
- Worked to build relationships with lake associations
- Engaged citizens in watershed activities and plan updates
- Supported water education for area youth
- Helped WaterShed Partners develop a new metro-wide water education initiative

During 2016, special education activities planned include:

- Family-friendly neighborhood nature events designed to educate and connect people with their local resources – will include pond-dipping and guided hikes (multiple communities)
- Community clean-up events in the fall – EMWREP will engage local residents, volunteers, and community groups to rake leaves out of streets and storm sewers as part of the new WaterShed Partners metro-wide education initiative (multiple communities)
- Continuing to develop relationships with Lake Associations and Homeowners' Associations

2. **Blue Thumb Program:** EMWREP uses Blue Thumb – Planting for Clean Water

([www.BlueThumb.org](http://www.BlueThumb.org)) tools and resources to conduct public education and enhance outreach efforts, as well as promote watershed cost-share programs, conduct targeted outreach for neighborhood raingarden projects, and teach educational workshops for homeowners. The program was developed by the Rice Creek Watershed District in 2006 and is now led by Metro Blooms.

- In 2015, EMWREP conducted raingarden design workshops in Bayport and Marine on St. Croix, and held raingarden maintenance workshops in Lake Elmo and Stillwater. We also coordinated neighborhood parties in Stillwater and Oakdale.
- In January 2015, we conducted a survey of 433 BMP participants and workshop attendees from 2010-2015. 82 people responded. In April, we mailed a maintenance reminder postcard to several hundred properties in the BMP database.
- For 2015, BMP program staff reported:
  - 292 site visits
  - 31 new projects installed; 14 from previous yrs installed
  - 97.5lb of phosphorus (P) captured by projects installed in 2015
  - 19,389lb of total suspended solids (TSS) captured by all projects in 2015
  - [See maps for locations of site visits and projects installed in Newport](#)
- In 2016, EMWREP plans to:
  - Conduct urban landscaping workshops in Forest Lake, Lake Elmo and Cottage Grove and rural landscaping workshops in Scandia and Denmark Twp.
  - Work with developers to offer eco-landscaping packages
  - Partner with SCRA to develop training opportunities for relators selling lakefront and riverfront properties

4. **Rural Outreach:** EMWREP provides outreach support for special outreach projects to rural landowners through efforts such as the Washington Conservation District Turf to Prairie grant, Top50P!, and nitrates well water testing in southern Washington County.

During 2015-16 EMWREP has held or will help to organize the following workshops for rural landowners:

- Horse workshop – Jan. 27, 2015
- Farmer breakfast – March 5, 2016
- Horse workshop – March 21, 2016
- Denmark Twp. – Carpenter Nature Center May 10<sup>th</sup> 6-8p.m.

5. **Blue Biz:** The Blue Biz program consists of a website ([www.cleanwaterMN.org/businesses](http://www.cleanwaterMN.org/businesses)) and outreach materials that partners can use to engage commercial property owners in BMP projects.

6. **Stormwater U:** EMWREP coordinates with Minnesota Extension, the University of Minnesota Erosion and Stormwater Management Certification Programs, and the Minnesota Erosion Control Association (MECA) to provide professional training and workshops for local government staff and consultants, as well as builders, developers and contractors.

During 2015, we held the following workshops:

- Turfgrass Maintenance – April 10
- Stormwater Practices Inspections and Maintenance (Cottage Grove) – May 5-6
- Erosion Control (Cottage Grove) – Sept. 29

We also distributed a set of ten 10-minute PowerPoint presentations to our 12 municipal partners to use during monthly staff meetings. The presentations cover training topics included under Minimum Control Measure 6 of the MS4 permit.

During 2016, we will conduct the following trainings and presentations:

- MIDS Calculator training for city engineers - Feb. 16 in Oakdale
- MS4 brown bag presentations for county and city staff on illicit discharge detection and elimination (IDDE) and erosion control – March 31 and April 18 (county staff)
- Regulatory enforcement – May 17 in Oakdale
- Innovative BMPs (regional workshop for local communities and stormwater professionals) - TBD
- Erosion control field seminar – TBD

7. **NEMO:** The Northland NEMO program (Non-point Education for Municipal Officials) provides local elected officials and decision makers with resources and information to make informed decisions about land use and water quality in their communities. Northland NEMO is hosted by the University of Minnesota Extension and EMWREP is a partner organization.

During 2015, EMWREP collaborated with NEMO and local partners to host two workshops for local decision makers:

- St. Croix River Workshop on the Water: Aug. 6
- Protecting and improving lakes and streams in Forest Lake: Sept. 1

EMWREP plans to hold another St. Croix River workshop on the water during the summer of 2016. During 2016, EMWREP will also provide outreach support as needed for SWWD watershed plan update and other projects.

8. **MS4 Toolkit:** The MS4 toolkit is hosted on the Clean Water MN website at [www.cleanwatermn.org](http://www.cleanwatermn.org). The on-line kit includes training materials to help MS4 entities and EMWREP partners meet the six minimum control measures outlined in the MS4 permit.

**Educational Resources for EMWREP Partners:** We have many educational resources available for EMWREP partners to use, including displays and handouts for community events and workshops, PowerPoint presentations for staff trainings, and K-12 teaching lessons. To see some of the available resources, go to [www.mnwcd.org/emwrep-resources](http://www.mnwcd.org/emwrep-resources) or contact Angie Hong.

**Contact Information:**

- ❖ Angie Hong, EMWREP coordinator & education specialist:
  - 651-330-8220 x.35 or [angie.hong@mnwcd.org](mailto:angie.hong@mnwcd.org)
  - Contact Angie if you would like to schedule a presentation or workshop for your board, council, staff or a local community group; to let us know about upcoming events in your area; or to share an idea for a newspaper or newsletter article.
- ❖ Jenn Radtke, EMWREP education assistant:
  - 651-330-8220 x.44 or [jradtke@mnwcd.org](mailto:jradtke@mnwcd.org)
- ❖ Wendy Griffin, WCD natural resource specialist & EMWREP rural outreach:
  - 651-330-8220 x.24 or [wendy.griffin@mnwcd.org](mailto:wendy.griffin@mnwcd.org)

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Comfort Lake-Forest Lake Watershed • Cottage Grove • Dellwood • Forest Lake  
Grant • Lake Elmo • Middle St. Croix Watershed • Newport • Oak Park Heights • Oakdale  
Ramsey-Washington Metro Watershed • Rice Creek Watershed • South Washington Watershed  
Stillwater • St. Paul Park • Valley Branch Watershed • Willernie • West Lakeland  
Woodbury • Washington Conservation District • Washington County

**East Metro Water Resource Education Program  
2015 Annual Report**

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## About the East Metro Water Resource Education Program

**Background:** The East Metro Water Resource Education Program (EMWREP) is a partnership that was formed in 2006 to develop and implement a comprehensive water resource education and outreach program for the east metro area of St. Paul, MN. Current EMWREP partners include Brown's Creek, Carnelian-Marine-St Croix, Comfort-Lake Forest Lake, Rice Creek, Ramsey-Washington Metro, South Washington, and Valley Branch Watershed Districts, Middle St. Croix Watershed Management Organization, the cities of Cottage Grove, Dellwood, Forest Lake, Grant, Lake Elmo, Newport, Oak Park Heights, Stillwater, St. Paul Park, Willernie, and Woodbury, West Lakeland Township, Washington County and the Washington Conservation District.

**Purpose:** The purpose of the shared education program is to provide education about the impacts of non-point source pollution on local lakes, rivers, streams, wetlands and groundwater resources and to engage people in projects that will help to protect and improve water quality in the region. In addition to educating the public, EMWREP also provides training for city, county and watershed staff and local elected officials.

**Partnership Structure:** EMWREP is guided by a steering committee comprised of representatives from each of the 22 partner organizations. The committee generally meets twice a year to provide recommendations on the program budget and activities. During 2015, EMWREP staff included Angie Hong, full-time education specialist and coordinator for the program, Jenn Radtke, half-time education assistant, and Wendy Griffin, a Washington Conservation District natural resource specialist who provided 200 hours of support for rural education activities. The EMWREP coordinator sends a quarterly e-newsletter to all partners' staff, council members and board members, and communicates one-on-one with individual partners on projects throughout the year. The EMWREP education plan is revised every two to three years to accommodate changing priorities and new target audiences. In addition, the EMWREP coordinator prepares an annual report on program activities and provides outreach data and statistics for partners' MS4 Permit reports. All EMWREP reports, plans, and education updates are available on-line at [www.mnwcd.org/emwrep](http://www.mnwcd.org/emwrep).

**Coordination with Other Regional Education Efforts:** One of the major benefits of the EMWREP program is that it has helped to strengthen relationships between Washington Conservation District, Washington County and the eight watershed management organizations and eight cities that constitute the partnership, which has resulted in better coordination and less overlap in the management of local water resources. By promoting partner's BMP programs, EMWREP has helped to increase the total number of water quality improvement projects implemented and to target these projects in priority areas.

EMWREP has also played a central role in the coordination and development of two regional education programs, Blue Thumb and WaterShed Partners. Blue Thumb is a public-private partnership with 55 members in the Upper Midwest, developed to promote the use of native plantings, rain gardens and shoreline plantings to conserve water resources and reduce runoff pollution. WaterShed Partners is a collaborative of more than 70 non-profit and public entities in the Twin Cities metro area that work together to educate the public about stormwater pollution. Additionally, EMWREP frequently partners with organizations within the St. Croix River Basin for educational events and activities.

**Accolades:** In 2012, the Minnesota Association of Watershed Districts recognized EMWREP as the Watershed Program of the Year.

## 2015 Executive Summary

**General Education Campaign:** During 2015, EMWREP continued to use a variety of strategies to educate the general public about stormwater pollution and other issues affecting the quality of surface and groundwater resources, and to inform them about partner programs and activities. EMWREP contributed 73 press releases and news columns to 18 area newspapers, in addition to producing educational content for city newsletters, social media, and on-line news sites. EMWREP staff attended more than 20 community events and participated in the planning and program development for several regional water education initiatives as well.

Though the impact of these larger public education and awareness raising efforts is often hard to measure directly, we know they greatly improve the success of our targeted outreach activities and are usually the initial gateway through which people learn about EMWREP partner organizations and engage at a higher level by attending a workshop, participating in a watershed planning process, or installing a clean water project on their property.

In 2015, EMWREP also conducted the following special education projects:

- Continued outreach with Homeowners' Associations
- Provided education about groundwater and water conservation
- Worked to build relationships with lake associations
- Engaged citizens in watershed activities and plan updates
- Supported water education for area youth
- Helped WaterShed Partners develop a new metro-wide water education initiative

**Blue Thumb Program:** EMWREP uses Blue Thumb – Planting for Clean Water ([www.BlueThumb.org](http://www.BlueThumb.org)) tools and resources to conduct public education and enhance outreach efforts, as well as promote watershed cost-share programs, conduct targeted outreach for neighborhood raingarden projects, and teach educational workshops for homeowners. The program was developed by the Rice Creek Watershed District in 2006 and is now led by Metro Blooms.

- In 2015, EMWREP conducted raingarden design workshops in Bayport and Marine on St. Croix, and held raingarden maintenance workshops in Lake Elmo and Stillwater. We also coordinated neighborhood parties in Stillwater and Oakdale.
- In January 2015, we conducted a survey of 433 BMP participants and workshop attendees from 2010-2015. 82 people responded.
- For 2015, BMP program staff reported:
  - 292 site visits
  - 31 new projects installed; 14 projects from previous years completed
  - 97.5 pounds of phosphorus (P) captured by all projects installed in 2015
  - 19,389 pounds of total suspended solids (TSS) captured by all projects in 2015

**Rural Outreach:** During 2015, EMWREP offered a workshop for horse owners. In addition, EMWREP provided outreach support for Washington Conservation District's Turf to Prairie grant, Top50P!, and nitrates well water testing in southern Washington County.

**Blue Biz:** The Blue Biz program consists of a website ([www.cleanwaterMN.org/businesses](http://www.cleanwaterMN.org/businesses)) and outreach materials that partners can use to engage commercial property owners in BMP projects.

**Stormwater U:** In 2015, EMWREP coordinated with Minnesota Extension, the University of Minnesota Erosion and Stormwater Management Certification Programs, and the Minnesota Erosion Control Association (MECA) to provide professional training and workshops for local government staff and consultants, as well as builders, developers and contractors, including:

- 1) Turfgrass Maintenance
- 2) Stormwater Practices Inspections and Maintenance; and
- 3) Erosion Control

We also distributed a set of ten 10-minute PowerPoint presentations for municipal partners to use during monthly staff meetings. The presentations cover training topics included under Minimum Control Measure 6 of the MS4 permit.

**NEMO:** The Northland NEMO program (Non-point Education for Municipal Officials) provides local elected officials and decision makers with resources and information to make informed decisions about land use and water quality in their communities. Northland NEMO is hosted by the University of Minnesota Extension and EMWREP is a partner organization.

During 2015, EMWREP collaborated with NEMO and local partners to host two workshops for local decision makers:

- *St. Croix River Workshop on the Water:* Aug. 6
- *Protecting and improving lakes and streams in Forest Lake:* Sept. 1

**MS4 Toolkit:** The MS4 toolkit is hosted on the Clean Water MN website at [www.cleanwatermn.org](http://www.cleanwatermn.org). The on-line kit includes training materials to help MS4 entities and EMWREP partners meet the six minimum control measures outlined in the MS4 permit.

**General Education Campaign**

**Minimum Control Measure Addressed**

<input checked="" type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction storm water management
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** General Public

**Program Goals:**

1. Provide education on water resource issues and stormwater pollution prevention for people living and working in the east metro area.
2. Collaborate with state and local government as well as non-profit and community groups to carry out educational activities.
3. Utilize master gardeners and other citizen volunteers to help conduct education and outreach.
4. Promote EMWREP partners and their BMP (Best Management Practices) programs.
5. Engage community members and other stakeholders in TMDL (Total Maximum Daily Load) and Non-Degradation Plan processes.

**Educational Goals:**

**Learning**

1. Increase the overall understanding and awareness of water resources and storm water runoff among the general public.
2. Increase understanding of the connection between individual actions and water resource quality among the general public.
3. Increase awareness of storm water best management practices among the general public.
4. Increase understanding of the roles that cities, watershed agencies, counties and conservation districts play in managing water resources.

**Behavior Change**

1. Engage the public in the prevention of storm water pollution at home.
2. Increase the utilization of storm water best management practices and adoption of desirable clean water practices among the general public.
3. Engage the public and other stakeholders in creating and implementing watershed, TMDL and Non-Degradation plans.
4. Unite government, non-profit and community based organizations with a common clean water theme.
5. Develop leaders among citizens and other water related organizations that can carry water resource education to the general public.

**Water Quality Improvement**

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

## Activities used to reach goals:

**Maintaining and developing educational partnerships:** EMWREP continues to work collaboratively with government, non-profit, private and citizen partners to engage the public, plan and promote educational events and activities, and develop and distribute educational materials and resources. EMWREP works with partners in both the Twin Cities Metro area and the St. Croix River Basin. Some of these many partners include:

- **Local units of government:** The 22 partnering entities in EMWREP, as well as other LGUs inside and outside of Washington County;
- **Non-profits:** St. Croix River Association, Friends of the Mississippi River, Great River Greening, Family Means, local nature centers, sportsman groups;
- **Private partners:** Corporations such as 3M and Blue Cross – Blue Shield; and
- **Citizens:** Lake Associations, Master Gardeners, churches, and other community groups.

Below is information about some of the regional partnerships EMWREP was part of in 2015:

**WaterShed Partners:** WaterShed Partners is a collaborative of more than 70 non-profit and public entities in the Twin Cities metro area that work together to educate the public about stormwater pollution.

- The MS4 Toolkit, created by EMWREP in 2009, is hosted on the [www.cleanwatermn.org](http://www.cleanwatermn.org) website.
- EMWREP helped to staff the StormDrain Goalie booth at a Minnesota Wild hockey game and the MN State Fair Eco Experience. WSP also has interactive exhibits at the State Fair DNR Building.
- Angie Hong has been a member of the WSP steering committee for eight years and was the convener for the partnership's monthly meetings in 2016.



MINNESOTA WATER  
LET'S KEEP IT CLEAN

WaterShed Partners spent 2015 developing a new metro-wide clean water education initiative, which will launch in the spring of 2016. The action-based campaign will focus on educating urban/suburban residents about the importance of raking and sweeping leaves and organic debris from curbsides and storm drain inlets in order to reduce stormwater pollution and localized flooding. The initiative will include customizable content for newsletters, websites and social media, with high-quality graphics and trackable links (to measure how many people access the materials). During the second phase of the initiative, WSP will create an easy-to-use toolkit to help partners organize and evaluate the impact of community clean-ups in their neighborhoods and cities.

During 2015, EMWREP staff:

- Attended professional trainings offered by Doug MacKenzie-Mohr and Erik Eckl on Community Based Social Marketing and Watershed Communications
- Participated in project planning and development for the new WSP clean water education initiative, including:
  - Surveys and brainstorming sessions with area stormwater professionals
  - Strategic planning with Erik Eckl of *Water Words that Work*
  - Meeting with EMWREP partners to discuss potential locations for community clean-ups in 2016

**St. Croix Summit:** Angie Hong helped to plan the [St. Croix Summit](#) (formerly known as the St. Croix Basin Conference), which was held on April 29 at the Water Street Inn in Stillwater. This year's conference *Changing Climate, Changing Times; Reaching New Audiences* focused on: 1) Impacts of climate change; 2) Reaching new audiences; and 3) Using art as a tool to engage and educate.

**NAVIGATE:** Angie has also been participating in a St. Croix initiative to bring together artists and environmental professionals in the lower St. Croix Valley. [NAVIGATE](#), which is sponsored by Arts Midwest and Art Reach St. Croix, has 20 participants from both sides of the river. During five working sessions, the group will be developing a shared vision and strategic plan for elevating the prominence of arts and nature in the region in order to protect natural resources in the area, strengthen local economies, and create vibrant communities.

**Master Water Stewards:** In 2015, the St. Croix Valley Foundation received a \$192,000 grant from the US EPA to develop a [St. Croix Master Watershed Stewards Program](#). The program will provide in-depth training for citizen volunteers (58 hours of hands-on learning and 12 hours of distance-learning) and match them with host sites in the region, including parks, nature centers, non-profits, and governmental entities. Angie was part of the curriculum development committee for the project and the Washington Conservation District may host one or more stewards on behalf of EMWREP partners in 2016.

A similar program was created by the Freshwater Society in 2014 and piloted in Minnehaha Creek Watershed District (Angie also participated in curriculum development for that project). In 2015, the [MN Master Water Steward Program](#) expanded to include nine Watershed Districts in the Twin Cities Metro, including Rice Creek and Ramsey-Washington Metro. EMWREP will continue to coordinate with and encourage collaboration between the two programs.

**Community events:** EMWREP participated in more than a dozen local community events, either by helping to plan, sending materials, staffing a table or giving a presentation:

- Lake Phalen Freeze Fest – Feb. 7 (St. Paul)
- Tri-Lakes Lake Assoc. Mtg – Feb. 25 (Lake Elmo)
- St. Ambrose Env. Fair – March 14 (Woodbury)
- MN Wild Hockey Game – March 28 (St. Paul)
- SWWD tree planting – April 24 (Woodbury)
- Tree, rain barrel & compost bin sale – April 24-25 (Lake Elmo)
- Mahtomedi Rite of Spring – April 25
- St. Croix Summit – April 29 (Stillwater)
- White Bear Lake Arbor Day Event – May 2
- Sunfish Lake Family Event – May 16 (Lake Elmo)
- Waterfest – May 30 (Lake Phalen – St. Paul)
- Master Gardener Plant Sale – May 31 (Lake Elmo)
- Explore Your Parks Day – June 6 (Big Marine, Lake Elmo, Cottage Grove Ravine Parks)
- Brown's Creek Trail Grand Opening - June 6 (Stillwater)
- Family Means Garden Tour – July 11-12 (Baytown Twp.)
- Washington County Fair – July 29 – Aug. 1
- Minnesota State Fair – Aug. 27 – Sept. 7
- Cottage Grove Public Works Open House – Sept. 22
- Newport Community Buckthorn Pull – Oct. 24



Above: Jenn Radtke gets help from daughter Linnea and Charlie Hong to plant a tree at the SWWD Arbor Day event.

**Student Programs:** EMWREP participated in the following children’s education events:

- Da Vinci Festival, Stillwater ISD - Jan. 10 (2500 K-12 students and parents)
- Maplewood Middle School Field Day – May 21
- Cottage Grove Safety Camp – July 22 (200 children, ages 8-11)
- Children’s Water Festival – Sept. 30 (1300 4<sup>th</sup> grade students)

**Special Mailings:** EMWREP helped partners to send out special mailings during the year, including:

- BMP maintenance reminder postcard (April)
- Washington Conservation District newsletter (March & November)



Left: Postcard mailed to properties in the new BMP data base.

**Newspaper articles:** EMWREP contributed 73 press releases and news columns to 18 area newspapers in 2015. Angie Hong’s news columns (indicated in italics in the list below) are published weekly in the Valley Life edition of the Stillwater Gazette and bi-weekly in other area newspapers. Read them on-line at [www.eastmetrowater.areavoices.com](http://www.eastmetrowater.areavoices.com).



**Chisago Press** (Circulation - 3963)

- Jan. 8 – Press release: Caring for your horses and your land
- March 3 – Press release: Rain barrel sale
- May 7 – Grants for shoreline restoration projects
- Aug. 27 – Pulling up docks and draining swimming pools (AIS and IDDE)
- Sept. 1 – *AIS vectors of infestation*
- Sept. 22 – *Forests and water quality*

**Forest Lake Lowdown** (Circulation – 13,997)

- Jan. 8 – Press release: Caring for your horses and your land
- March 3 – Press release: Rain barrel sale
- May 7 – Grants for shoreline restoration projects
- March 18 – Press release: Flowering Rush - Invasive Species in Forest Lake
- April 15 – Press release: Forest Lake AIS Meeting Story, Grant Info, and FLLA Meeting

**Forest Lake Times** (Circulation - 13,029)

- Jan. 8 – Press release: Caring for your horses and your land
- Jan. 29 – Press release: Turtle tunnel receives award
- Feb. 17 – *Stormwater Detective* (IDDE)
- Feb. 24 – Press release: MN Conservation Corps Apprentice

March 3 – Press release: Rain barrel sale  
March 18 – Press release: Flowering Rush - Invasive Species in Forest Lake  
March 24 – Press release: Control erosion to protect local waterways during the spring  
April 15 – Press release: Forest Lake AIS Meeting Story, Grant Info, and FLLA Meeting  
May 7 – Grants for shoreline restoration projects  
May 21 – *Explore Your Parks Day*  
June 9 – *Save the fish (AIS)*  
Aug. 4 – *Land of 10,000 buffers*  
Aug. 18 – *Summer’s last gasp* (pulling up docks and draining swimming pools)  
Aug. 27 – *Vectors of infestation (AIS)*  
Oct. 20 – *Working in partnership with Homeowners’ Associations*  
Nov. 19 – *How are the wetlands Minnesota?*  
Dec. 8 – *Iron-enhanced sand filters*  
Dec. 15 – *Salting the earth*  
Dec. 21 – *From the tip-top of Mt. Crumpit*

**Hastings Star Gazette** (Circulation – 5,547)

Jan. 8 – Press release: Caring for your horses and your land

**Hugo Citizen** (Circulation – 14,500)

Jan. 8 – Press release: Caring for your horses and your land  
March 4 – Press release: Tree and rain barrel sale  
March 24 – Press release: Control erosion to protect local waterways during the spring  
March 31 – *Lawn care*  
April 6 – Press release: Lawn care workshop in Hugo  
April 13 – Press release: Lawn care  
Aug. 18 – *Summer’s last gasp* (pulling up docks and draining swimming pools)  
Nov. 23 – *Drinking dinosaur pee* (water conservation)  
Dec. 15 – *Salting the earth*

**Oakdale-Lake Elmo** (Circulation – 11,066) & **Ramsey Reviews** (Circulation – 24,326)

Jan. 8 – Press release: Caring for your horses and your land  
Feb. 10 – *Thriving in the face of the Winter-Maker*  
Feb. 24 – Press release: MN Conservation Corps Apprentice  
Feb. 24 – *Chasing the spring*  
March 3 – *Rain barrel and tree sale*  
March 24 – Press release: Control erosion to protect local waterways during the spring  
March 31 – *Lawn care*  
May 12 – *Measuring progress toward cleaner lakes and streams*  
May 21 – Press release: WaterFest  
May 21 – *Explore Your Parks Day*  
June 2 – *Brown’s Creek Trail*  
June 9 – *Save the fish (AIS)*  
June 29 – *Family Means St. Croix Garden Tour*  
July 14 – *Heavy rains wreak havoc*  
July 20 – *Downsizing to a small backyard*  
Aug. 4 – *Land of 10,000 buffers*  
Sept. 29 – *Leaves and algae*  
Oct. 20 – *Working in partnership with Homeowners’ Associations*  
Nov. 19 – *How are the wetlands Minnesota?*  
Dec. 8 – *Iron-enhanced sand filters*

**Pioneer Press** (Circulation – 191,155)

Jan. 8 – Press release: Caring for your horses and your land  
April 2 – Press Release: Tree planting in the South Washington Conservation Corridor  
May 21 – Press release: WaterFest  
May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social  
June 16 – Press release: South Washington Watershed District 10-yr plan

**Scandia Country Messenger** (Circulation - 1075)

Jan. 8 – Press release: Caring for your horses and your land  
Jan. 29 – Press release: Turtle tunnel receives award  
Feb. 24 – Press release: MN Conservation Corps Apprentice  
March 3 – Press release: Rain barrel sale  
March 17 – *Local farmers adapt to improve soil health and the St. Croix River*  
May 7 – Grants for shoreline restoration projects  
May 21 – *Explore Your Parks Day*  
May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social  
June 9 – *Save the fish* (AIS)  
June 29 – *Family Means St. Croix Garden Tour*  
July 28 – *Canoeing Big Marine*  
Aug. 18 – *Summer's last gasp* (pulling up docks and draining swimming pools)  
Sept. 22 – *Tale of the trees*  
Dec. 15 – *Salting the earth*

**South Washington County Bulletin** (Circulation - 8616)

Jan. 8 – Press release: Caring for your horses and your land  
Feb. 24 – Press release: MN Conservation Corps Apprentice  
Feb. 24 – *Groundwater research*  
Feb. 24 – *Chasing the spring*  
March 3 – Press release: Rain barrel sale  
March 4 – Press release: Tree and rain barrel sale  
March 24 – Press release: Control erosion to protect local waterways during the spring  
March 31 – *Lawn care*  
April 2 – Press Release: Tree planting in the South Washington Conservation Corridor  
April 7 – *Earth Day and Arbor Day*  
April 8 – Press release: Green grass and smart sprinkling  
April 27 – *Planting for future generations*  
May 21 – Press release: WaterFest  
May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social  
June 9 – *Save the fish* (AIS)  
June 16 – Press release: South Washington Watershed District 10-yr plan  
June 29 – *Family Means St. Croix Garden Tour*  
July 14 – *Heavy rains wreak havoc*  
Aug. 4 – *Land of 10,000 buffers*  
Aug. 6 – *Water reuse projects*  
Aug. 25 – *Headwaters of the Mississippi*  
Aug. 27 – *Vectors of infestation* (AIS)  
Sept. 29 – *Leaves and algae*  
Oct. 12 – *Calling all ninja warriors* (buckthorn)  
Oct. 20 – *Working in partnership with Homeowners' Associations*  
Oct. 27 – *Pulling together*  
Nov. 19 – *How are the wetlands Minnesota?*

Nov. 23 – *Drinking dinosaur pee* (water conservation)  
Nov. 23 – Press Release; MAWD 2015 Conference  
Dec. 8 – *Iron-enhanced sand filters*  
Dec. 15 – *Salting the earth*

**Star Tribune** (Circulation – 351,886)

April 2 – Press Release: Tree planting in the South Washington Conservation Corridor  
June 16 – Press release: South Washington Watershed District 10-yr plan

**St. Croix 360** (On-line: 25,040 followers)

March 17 – *Local farmers adapt to improve soil health and the St. Croix River*  
Dec. 7 – *Lakeland bluff project*

**St. Croix Lowdown** (Circulation – 5000)

March 4 – Press release: Tree and rain barrel sale  
May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social

**Stillwater Current** (On-line: 45,000 website visitors/month)

May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social

**Stillwater Gazette** (Circulation - 3118)

Jan. 8 – Press release: Caring for your horses and your land  
Jan. 29 – Press release: Turtle tunnel receives award  
Feb. 24 – Press release: MN Conservation Corps Apprentice  
March 3 – Press release: Rain barrel sale  
May 27 – Press release: Brown's Creek Trail Opening Event & Ice Cream Social  
Nov. 23 – Press Release; MAWD 2015 Conference

**Valley Life** (Circulation - 17,479)

Jan. 6 – *Minnesota Fairytale*  
Jan. 13 – *Groundwater*  
Feb. 3 – *Wild Ones Native Plant Conference*  
Feb. 10 – *Thriving in the face of the Winter-Maker*  
Feb. 17 – *Stormwater Detective* (IDDE)  
Feb. 24 – *Chasing the spring*  
March 3 – *Rain barrel and tree sale*  
March 10 – *Spring cleaning and battling mud*  
March 17 – *Local farmers adapt to improve soil health and the St. Croix River*  
March 24 – *St. Croix Summit*  
March 31 – *Lawn care*  
April 7 – *Earth Day and Arbor Day*  
April 14 – *The release of Hector the Toad*  
April 21 – *Water monitoring*  
April 27 – *Planting for future generations*  
May 5 – *Changing climate*  
May 12 – *Measuring progress toward cleaner lakes and streams*  
May 19 – *Getting outside*  
May 21 – *Explore Your Parks Day*  
June 2 – *Brown's Creek Trail*  
June 9 – *Save the fish* (AIS)  
June 16 – *Brown's Creek Watershed District*

June 24 – *Creating healthy habitat for fish*  
 June 29 – *Family Means St. Croix Garden Tour*  
 July 7 – *Bad air, bad water*  
 July 14 – *Heavy rains wreak havoc*  
 July 20 – *Downsizing to a small backyard*  
 July 28 – *Canoeing Big Marine*  
 Aug. 4 – *Land of 10,000 buffers*  
 Aug. 6 – *Water reuse projects*  
 Aug. 18 – *Summer’s last gasp*  
 Aug. 25 – *Headwaters of the Mississippi*  
 Aug. 27 – *Vectors of infestation (AIS)*  
 Sept. 8 – *Household hazardous waste*  
 Sept. 10 – *Minnesota fishing*  
 Sept. 22 – *Tale of the trees*  
 Sept. 29 – *Leaves and algae*  
 Oct. 12 – *Calling all ninja warriors (buckthorn)*  
 Oct. 20 – *Working in partnership with Homeowners’ Associations*  
 Oct. 27 – *Pulling together*  
 Nov. 10 – *Lakeland bluff project*  
 Nov. 17 – *In other news*  
 Nov. 19 – *How are the wetlands Minnesota?*  
 Nov. 23 – *Drinking dinosaur pee (water conservation)*  
 Dec. 8 – *Iron-enhanced sand filters*  
 Dec. 15 – *Salting the earth*  
 Dec. 21 – *From the tip-top of Mt. Crumpit*

**White Bear Press** (Circulation – 19,331)

Feb. 24 – Press release: Spring landscape workshop, March 7  
 Nov. 23 – *Drinking dinosaur pee (water conservation)*  
 Dec. 15 – *Salting the earth*

**Woodbury Bulletin** (Circulation - 7811)

Jan. 8 – Press release: Caring for your horses and your land  
 Feb. 24 – *Groundwater research*  
 March 7 – *Chasing the spring*  
 March 3 – Press release: Rain barrel sale  
 March 4 – Press release: Tree and rain barrel sale  
 March 24 – Press release: Control erosion to protect local waterways during the spring  
 March 31 – *Lawn care*  
 April 2 – Press Release: Tree planting in the South Washington Conservation Corridor  
 April 7 – *Earth Day and Arbor Day*  
 April 8 – Press release: Green grass and smart sprinkling  
 April 27 – *Planting for future generations*  
 May 27 – Press release: Brown’s Creek Trail Opening Event & Ice Cream Social  
 June 9 – *Save the fish (AIS)*  
 June 16 – Press release: South Washington Watershed District 10-yr plan  
 June 29 – *Family Means St. Croix Garden Tour*  
 July 14 – *Heavy rains wreak havoc*  
 Aug. 4 – *Land of 10,000 buffers*  
 Aug. 6 – *Water reuse projects*  
 Aug. 25 – *Headwaters of the Mississippi*

Aug. 27 – *Vectors of infestation* (AIS)  
Sept. 29 – *Leaves and algae*  
Oct. 12 – *Calling all ninja warriors* (buckthorn)  
Oct. 20 – *Working in partnership with Homeowners' Associations*  
Oct. 27 – *Pulling together*  
Nov. 19 – *How are the wetlands Minnesota?*  
Nov. 23 – *Drinking dinosaur pee* (water conservation)  
Dec. 8 – *Iron-enhanced sand filters*  
Dec. 15 – *Salting the earth*

**City newsletter articles:** Information about stormwater pollution, water resources and EMWREP partner activities reached more than 175,000 people through community newsletters in 2015.

Below are some of the topics covered in these newsletters:

Afton (pop. 2800) - [newsletters](#)

- Make'n'Take Rainbarrel Workshop - Woodbury
- Pollinator Landscaping Tips
- AIS - What you can do
- Fall clean-ups for clean water
- Household Hazardous Waste

Bayport (pop. 3200)

- AIS - What you can do
- Fall clean-ups for clean water
- Household Hazardous Waste

Baytown Twp. (pop. 1723)

Birchwood (pop. 875) - [newsletter](#)

- Fall clean-ups for clean water

Cottage Grove (pop. 34,000) - [newsletter](#)

- Make'n'Take Rainbarrel Workshop – Woodbury
- Pollinator Landscaping Tips
- AIS - What you can do
- Fall clean-ups for clean water
- Household Hazardous Waste

Dellwood (pop. 1063)

Denmark Twp. (pop. 1737)

Forest Lake (pop. 18,957)

- AIS - What you can do
- Fall clean-ups for clean water

Grant (pop. 4026)

- Fall clean-ups for clean water
- Household Hazardous Waste

Hastings (pop. 22,424)

Hugo (pop. 14,000) - [newsletter](#)

- Fall clean-ups for clean water

Lake Elmo (pop. 7647) - [newsletter](#)

- Make'n'Take Rainbarrel Workshop – Oakdale
- Pollinator Landscaping Tips
- Fall clean-ups for clean water
- Household Hazardous Waste

- Lake Elmo Fresh – e-newsletter
  - Make'n'Take Rainbarrel Workshop - Oakdale
  - Pollinator Landscaping Tips
  - AIS - What you can do
  - Fall clean-ups for clean water
- Lake St. Croix Beach (pop. 1051) - [newsletter](#)
  - Make'n'Take Rainbarrel Workshop - Woodbury
  - Pollinator Landscaping Tips
  - AIS - What you can do
  - Household Hazardous Waste
  - Fall clean-ups for clean water
- Lakeland (pop. 1830) - [newsletter](#)
  - Pollinator Landscaping Tips
  - AIS - What you can do
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- Lakeland Shores (pop. 355) – [newsletter](#)
  - Fall clean-ups for clean water
- Landfall (pop. 741)
  - Pollinator Landscaping Tips
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- Mahtomedi (pop. 8000) - [newsletter](#)
  - Make'n'Take Rainbarrel Workshop - Oakdale
  - Fall clean-ups for clean water
- Maplewood (pop. 39,337) – [newsletter](#)
  - Make'n'Take Rainbarrel Workshop - Oakdale
  - Fall clean-ups for clean water
- Marine on St. Croix (pop. 700) – [newsletter](#)
  - Fall clean-ups for clean water
- May Twp. (pop. 761)
  - Pollinator Landscaping Tips
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- Newport (pop. 3435) - [newsletter](#)
  - Pollinator Landscaping Tips
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- North St. Paul (pop. 11,694) – [newsletter](#)
  - Make'n'Take Rainbarrel Workshop - Oakdale
  - Pollinator Landscaping Tips
  - AIS - What you can do
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- Oakdale (pop. 27,726) – [newsletter](#)
  - Make'n'Take Rainbarrel Workshop - Oakdale
  - Fall clean-ups for clean water
- Oak Park Heights (pop. 4724) - [newsletter](#)
  - Rain barrel sale
  - Fall clean-ups for clean water
- Pine Springs (pop. 408)
  - Pollinator Landscaping Tips
  - Fall clean-ups for clean water
- Scandia (pop. 3934) - [newsletter](#)
  - Fall clean-ups for clean water

- Stillwater (pop. 18,000) - [newsletter](#)
  - Rain barrel sale
  - Fall clean-ups for clean water
- Stillwater Twp. (pop. 3000) - [newsletter](#)
  - Fall clean-ups for clean water
- St. Mary's Point (pop. 370)
- St. Paul Park (pop. 5332) - [newsletter](#)
- West Lakeland (pop. 3547) - [newsletter](#)
  - Pollinator Landscaping Tips
  - Fall clean-ups for clean water
  - Household Hazardous Waste
- White Bear Lake (pop. 24,555) - [newsletter](#)
  - Fall clean-ups for clean water
- Willernie (pop. 511)
- Woodbury (pop. 57,345) - [newsletter](#)
  - Make'n'Take Rainbarrel Workshop – Woodbury
  - Fall clean-ups for clean water

**Radio programming:** On Feb. 26, Angie Hong talked about water conservation and stormwater pollution prevention on the [Karin Housley Network – KLBB Radio](#), a local station serving the St. Croix Valley.

**Websites and Social Media:** EMWREP uses social media, such as websites, Facebook, Twitter and blogs to reach people in the community:

- **Washington Conservation District:** [www.mnwcd.org](http://www.mnwcd.org) receives about 13,000 visits per year
- **Facebook:** WCD has 264 followers on Facebook
- **Twitter:** @EMWREP has 151 followers and @angiehongwater has 270 followers
- **East Metro Water Blog:** [www.eastmetrowater.areavoices.com](http://www.eastmetrowater.areavoices.com) had 7042 visits in 2015
- **Advertising:** EMWREP purchased Facebook advertising for its “Green Grass and Smart Sprinkling” workshops in Woodbury and Hugo:
  - Hugo: 3581 people reached, 54 web clicks
  - Woodbury: 3069 people reached, 50 clicks



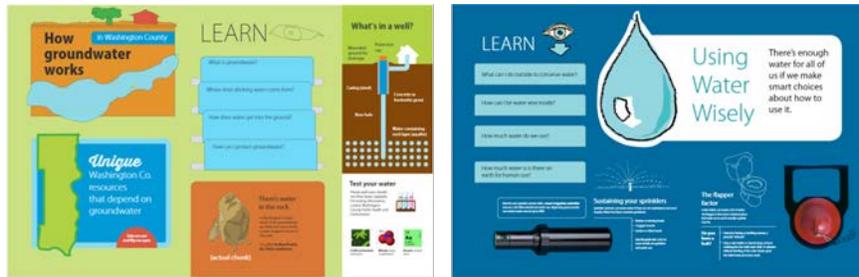
**Special Projects:** In 2015, EMWREP also continued or initiated several new public education efforts, including:

Continuing outreach with Homeowners' Associations

- EMWREP continued to reach out to new HOAs in Washington County to line-up stormwater improvement projects for the Green Communities Clean Water Grant. In addition to meeting with residents on-site, EMWREP staff gave presentations to:
  - Carver Lake Townhomes – Woodbury (RWMWD)
  - Colby Lake 33<sup>rd</sup> Company HOA – Woodbury (SWWD)
  - Lake Ridge Townhomes (1) – Woodbury (RWMWD)
  - Oak Glen HOA – Stillwater (MSCWMO)
  - Oak Marsh HOA – Oakdale (SWWD)
  - Pioneer Point HOA – Forest Lake (CLFLWD)
  - Lakeside Woods HOA – Forest Lake (CLFLWD)
- Currently projects are underway for Lake Ridge Townhomes (2), Evergreen Country Homes (Woodbury – RWMWD), and Colby Lake 33<sup>rd</sup> Company.

Doing more education about groundwater and water conservation

- EMWREP partnered with Master Gardeners to offer “Green Grass & Smart Sprinkling” Workshops in Hugo (April 28) and Woodbury (April 21) to teach homeowners about lawn care, conserving groundwater, and protecting surface water resources. Approximately 30 people attended the two workshops.
- During the year, we worked with Washington County Public Health and Environment to develop two new table-top displays about groundwater and water conservation to use at community events. The displays will be available for EMWREP partners and other community groups to borrow as well.
- We partnered with Recycle MN to sell rain barrels and compost bins during the WCD annual Tree Sale in April and with Cedar Hill Natives to conduct Make ‘n’ Take rain barrel workshops in Oakdale (May 18) and Woodbury (May 19).
- EMWREP is helping Valley Branch Watershed District to inform Afton residents about e. coli contamination in Kelle’s Creek due to failing septic systems and will be providing outreach support for VBWD’s Clean Water grant to conduct voluntary septic inspections in the area.
- EMWREP has also provided support for a project led by Washington Conservation District, Washington County, and MN Department of Agriculture to test private wells in Cottage Grove and Denmark Twp. for nitrates.



Above: Images from the two new groundwater-themed education displays.

Building relationships with Lake Associations

- On Sept. 23, EMWREP partners - as well as VLAWMO, and Chisago and Ramsey Conservation Districts - hosted a meeting for Lake Associations. During the meeting, lake association members learned about local AIS (aquatic invasive species) prevention and treatment efforts and participated in small group conversations. People expressed an interest in meeting twice per year to network and learn about issues related to lakes, and requested that EMWREP partners provide educational materials and information about AIS for them to share with their neighbors.
- Since the meeting, we have developed an email list to stay in touch with Lake Associations and have shared information about statewide gatherings for lake associations and Washington County’s AIS grant fund availability.



Above: Lake Association members learned about aquatic invasive species at a meeting in September.

### Engaging citizens in watershed activities and plan updates

- We worked with Brown's Creek Watershed District to develop a citizen survey and organize an ice cream social in conjunction with the Brown's Creek Trail grand opening. About 150 people attended the event, which was held at Brown's Creek Park in Stillwater on June 16 and 77 completed surveys while they were there. The event also highlighted stream improvement projects along the new trail.
- For the past six months, EMWREP has been helping Comfort Lake – Forest Lake Watershed District to reinvigorate its Citizen Advisory Committee by developing recruitment materials and participating in monthly meetings.
- EMWREP helped Middle St. Croix WMO to hold an open house event in Bayport for its Watershed Plan Update.



Above: Community members gather to celebrate the completion of the Brown's Creek Trail in Stillwater.

### Supporting water education for area youth

- Though EMWREP does not have a K-12 education program, we help to support teacher trainings, curriculum development, and youth education events conducted by other organizations in our area.
- Examples of events that EMWREP participated in in 2015 include the Maplewood Middle School Field Day, Children's Water Festival, and Cottage Grove Safety Camp.
- Angie participated in the curriculum development committee for the new [K-12 version of the Watershed Game](#), a project led by Minnesota Extension and Minnesota Sea Grant. The game is designed for 7<sup>th</sup> and 8<sup>th</sup> grade students, and can be used in a classroom or informal education setting. The game materials, supporting curriculum, and out-of-classroom extensions are available on-line. EMWREP also has one hard-copy of the game available for partners to borrow.
- Angie also met with teachers at the [St. Croix River Institute](#), a continuing education training led by Hamline University every year.
- Jenn Radtke created a new Water Pollution "Camp Clue" outdoor lesson to teach children about common sources of non-point source water pollution; we used the lesson with two groups of 50 kids at Cottage Grove Safety Camp.
- EMWREP also modified some of its adult education workshops in 2015 to make it easier for families with young children to attend. At the lawn care workshops in Hugo and Woodbury, for example, we had several kids activities set up in the back of the room to keep kids entertained while their parents learned.

**Evaluation:** Though the impact of public education and awareness raising efforts is often hard to measure directly, we know they greatly improve the success of our targeted outreach activities and are usually the initial gateway through which people learn about EMWREP partner organizations and engage at a higher level by attending a workshop, participating in a watershed planning process, or installing a clean water project on their property.

The new WaterShed Partners metro-wide clean water education initiative will include several components designed to make it easier for partners to measure the impact of their outreach. Educational content will be delivered in a variety of formats, including email, websites, and Facebook and Twitter posts, making it easy to track how many people are reading the information. Partners will also track numbers of bags of refuse collected during fall clean-up events, which can be used as a proxy for the amount of phosphorus removed from the stormwater runoff in these areas.

**Blue Thumb**

*Planting for Clean Water*

**Minimum Control Measure Addressed**

<input checked="" type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction storm water management
<input type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** Homeowners

**Program Goals:**

1. Promote native gardens, raingardens and shoreline plantings in targeted areas within EMWREP partner communities.
2. Coordinate Blue Thumb outreach with partner BMP programs and TMDL implementation.
3. Coordinate with landscapers, nurseries, Master Gardeners, and others to conduct outreach and implement projects.
4. Publicize and utilize demonstration gardens created by the program to increase educational benefit. Create signage, conduct tours and highlight demonstration projects.

**Educational Goals:**

**Learning**

1. Provide a visible “hook” to discuss and encourage people to think about stormwater and water resources.
2. Increase understanding of native plants, raingardens and shoreline stabilization as best management practices for clean water.

**Behavior Change**

1. Engage the public in preventing non-point source water pollution.
2. Increase the utilization of native plantings, raingardens and shoreline stabilization by local residents.

**Water-quality Improvement**

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

## Activities used to reach goals:



**Regional collaboration:** The Rice Creek Watershed District developed the Blue Thumb – Planting for Clean Water program in 2006 as a “one stop shop” for district landowners to learn about and find resources to plant native gardens, raingardens, and shoreline plantings. Over the next eight years, EMWREP and others helped RCWD to develop the program into a public-private partnership with more than 70 partners in the upper Midwest - nurseries, landscaping companies, watershed agencies, cities, non-profits and citizen groups. During 2015, leadership of the program was transferred from RCWD to Metro Blooms, a non-profit organization based in Minneapolis. EMWREP chose to step out of the partnership during 2015 but will be joining again in 2016.

Over the years, EMWREP has used Blue Thumb tools and resources, such as the website and print materials, to conduct public education and enhance outreach efforts. EMWREP also uses Blue Thumb materials to promote watershed cost-share programs, conduct targeted outreach for neighborhood raingarden projects, and teach educational workshops for homeowners.

**Workshops:** In 2015, EMWREP conducted raingarden design workshops in Bayport and Marine on St. Croix, and held raingarden maintenance workshops in Lake Elmo and Stillwater. EMWREP also worked with WCD staff and South Washington Watershed District to hold a raingarden design charrette during the fall.

- Raingarden design workshops
  - Bayport – April 13
  - Marine on St. Croix - April 14
  - Oakdale – Sept. 15
- Raingarden maintenance workshops
  - Lake Elmo – May 13
  - Stillwater – May 18

**Neighborhood Parties:** EMWREP helped to coordinate two neighborhood gatherings in 2015:

- Stillwater, Feb. 18: Lily Lake neighborhood party
- Oakdale, Aug. 4: Evening in the Garden
  - Co-hosted by Marge Sagstetter, a local Master Gardener. Approximately 50 people attended.

### Presentations:

- League of Women Voters – Woodbury, Feb. 18
- Master Gardener Landscaping workshop – Woodbury, Oct. 3

**Targeted homeowner outreach:** EMWREP did not do any targeted homeowner outreach for partners in 2015.

**Integration with partner Best Management Practices programs:** EMWREP continues to integrate public education and outreach with partner BMP programs, using workshops, neighborhood gatherings and community events to promote cost-share programs and recommended practices. The BMP program liaisons report the following for 2015:

- 292 site visits
- 31 new projects installed; 14 projects from previous years completed
- 97.5 pounds of phosphorus (P) captured by all projects installed in 2015
- 19,389 pounds of total suspended solids (TSS) captured by all projects in 2015

**Promotional materials:** EMWREP has created a suite of print materials and brochures to help residents learn about native plants, raingardens, shoreline plantings, lawn care, and other aspects of landscaping for clean water. We also have interactive displays, digital photo frames, posters and banners that we use at community events and loan out to EMWREP partners and community groups.

**Evaluation:** The number of raingardens and other residential projects installed in Washington County remains high each year, at least in part, as a result of EMWREP education and outreach efforts.

2015 Conservation Project Survey: During January of 2015, EMWREP conducted a survey of 433 people who had attended workshops, scheduled site visits, or completed conservation projects with WCD or Watershed District assistance between 2010 and 2015. A total of 82 people responded (19% response rate). EMWREP conducted a similar survey in 2010.

Key findings from the 2015 survey include the following:

- Survey respondents were older and richer than the general population in Washington County. (The age factor could be partially explained by survey bias.)
- Of the people who attended our workshops:
  - 45% scheduled a site visit
  - 35% received a grant for a project
  - 55% installed a project
- In general, people who build conservation projects are motivated to protect water resources and improve their yards and local environment. Common barriers include time, funding, and communications during the grant process.
- People like our programs, and especially our BMP staff.
- The most common complaints are about staff availability and communications (i.e. waiting to schedule a site visit or learn if a grant application was approved)
- People want us to advertise, educate and promote our work more.

A map of BMP projects and workshop participants in Washington County can be found at [www.mapfeeder.net/wcdbmp](http://www.mapfeeder.net/wcdbmp).

**Rural Outreach**

**Minimum Control Measure Addressed**

<input checked="" type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction storm water management
<input type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** Rural landowners

**Program Goals:**

1. Find creative ways to engage rural landowners in projects that improve habitat and also reduce erosion and non-point source water pollution.
2. Promote projects on sensitive and highly erodible lands, such as steep slopes, ravines and bluff tops; encourage buffer plantings on streams, lakes and wetlands; and help people to restore wetlands and natural stream corridors.
3. Coordinate outreach with partner BMP programs and TMDL implementation.

**Educational Goals:**

**Learning**

1. Increase awareness about watersheds and water resource issues in the East Metro, as well as the causes of non-point source water pollution.
2. Increase awareness of and knowledge about wildlife habitat requirements.
3. Increase public knowledge about forest, prairie and wetlands systems, including;
  - a. The roles that plants, animals and non-living components such as soil and water play in ecosystems; and
  - b. The threats posed by invasive species, habitat fragmentation and degradation and loss of natural processes.
4. Educate local residents about how to improve existing and create habitat on their property to attract wildlife and reduce runoff pollution.

**Behavior Change**

1. Engage private property owners in projects that will improve habitat and reduce non-point source water pollution. Specific actions may include:
  - a) Removing buckthorn and other invasive plant species, especially on steep slopes, ravines and bluff tops, and in floodplains and drainage paths.
  - b) Planting native trees, shrubs and plants, especially on steep slopes, ravines and bluff tops, and in floodplains and drainage paths.
  - c) Repairing ravines, gullies and other erosion areas with native plants that also provide habitat.
  - d) Establishing buffer plantings on streams, lakes and wetlands.
  - e) Restoring wetlands and natural stream corridors.

**Water-quality Improvement**

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

### Activities used to reach goals:

**Collaboration with local non-profits and sportsmen groups:** EMWREP continues to seek out opportunities for collaboration with local non-profits and sportsmen groups in order to better reach rural landowners. EMWREP also provides support to the Washington Conservation District for some of its agricultural and rural outreach programs.

**Horse owner's workshop:** Washington County has the most horses of any county in Minnesota and horse owners and boarders generally do not qualify for agricultural assistance programs because they are not considered producers. EMWREP hosted a workshop on Jan. 27 that 40 people attended. Topics included proper saddle fit, and horse nutrition, as well as assistance available for erosion control and other clean water projects.

**Nitrates Water Testing:** During 2015, Washington Conservation District and Washington County continued reaching out to landowners with private wells in Cottage Grove and Denmark Twp. as part of an initiative to test for nitrates contamination. EMWREP provided outreach support.

**Support for targeted implementation projects:** During 2015, EMWREP provided outreach assistance for targeted implementation projects, including:

- Washington Conservation District – Turf to Native project
  - A grant project to help landowners along the St. Croix River with more than one acre of lawn convert their turf to native prairie
- Washington Conservation District – Top50P!
  - A grant project to identify fifty of the biggest sources of phosphorus to the St. Croix River in rural portions of Washington County and work with willing landowners to install clean water practices

The WCD held informational breakfasts on March 4 in Scandia and March 5 in Denmark Twp. for farmers and other large landowners to learn about conservation programs and grants.

**Integration with partner BMP programs:** EMWREP strives to integrate outreach and education efforts with partner BMP programs by encouraging landowners to schedule free site visits with Conservation District staff and apply for cost-share funding through their local watershed organization for habitat and clean water projects on their land. Washington Conservation District is coordinating outreach for Top50P! and other rural lands projects with Watershed District BMP programs.

**Promotional materials:** EMWREP distributes educational materials dealing with a variety of topics, including woodland management, prairies, and invasive species control.

**Evaluation:** During 2015, EMWREP did not conduct any audience research with rural landowners. Previous focus groups and surveys have indicated that rural landowners in our area are interested in creating and improving wildlife habitat on their land and managing invasive species, so we have modified our outreach to highlight the connections between habitat and clean water.



Above: Rural landowners in Scandia learn about new conservation grant programs.

**Blue Biz**

*Helping local businesses go blue*

**Minimum Control Measure Addressed**

<input checked="" type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** Commercial property owners, business owners, property managers and commercial developers

**Program Goals:**

1. Promote stormwater BMP’s for businesses in targeted areas within EMWREP partner communities.
2. Encourage use of LID techniques for new commercial development.
3. Coordinate commercial outreach with partner BMP programs and TMDL implementation.
4. Publicize and utilize demonstration projects created by the program to increase educational benefit. Create signage, conduct tours and highlight demonstration projects.

**Educational Goals:**

**Learning**

1. Help business owners, property managers and commercial developers to understand that impervious surfaces on commercial properties contribute significantly to stormwater pollution in local water bodies.
2. Increase understanding of best management practices and low impact development techniques.

**Behavior Change**

1. Engage commercial entities in preventing non-point source water pollution.
2. Involve local businesses as active partners in watershed and TMDL plan implementation.
3. Increase the utilization of BMP’s and LID by local businesses.

**Water-quality Improvement**

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

**Activities used to reach goals:**

**Website:** EMWREP has a website ([www.cleanwatermn.org/businesses](http://www.cleanwatermn.org/businesses)) where commercial entities can go to find information about Low Impact Development and BMP’s, as well as case studies and links to resources for cost-share and technical assistance.

**Print materials:** EMWREP has a one-page fact sheet that summarizes information available on the website and several one-pg fact sheets about local commercial BMP projects. These print materials are available for business owners when BMP staff meets one-on-one to discuss conservation projects.

**Targeted outreach:** EMWREP did not do any targeted outreach to businesses in 2015.

**Coordination:** EMWREP will continue to coordinate outreach efforts with partner BMP programs.

**Evaluation:** EMWREP did not conduct any audience research or evaluation with business owners in 2015.

## Stormwater U

### Minimum Control Measure Addressed

<input type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** Municipal staff, consultants, and contractors

### Program Goals:

1. Provide technical training for municipal staff, consultants and contractors to help them meet MS4 Permit requirements and reduce stormwater pollution.
2. Work with local communities and EMWREP partners to identify training needs and topics.
3. Develop high-quality trainings that can be carried to communities outside the EMWREP region by the University of Minnesota Extension and other partners.
4. Encourage EMWREP partners and local MS4 communities to send at least one staff person or contractor to each Stormwater U workshop.

### Educational Goals:

#### Learning

1. Increase understanding of non-point source water pollution and water resource connections among municipal staff, consultants and contractors.
2. Increase this audience's understanding of their role in achieving and maintaining clean surface and groundwater resources.

#### Behavior Change

1. Through training, enable EMWREP partners and local communities to reduce stormwater pollution through illicit discharge detection and elimination, construction site runoff controls, post-construction stormwater management and municipal pollution prevention.

#### Water-quality Improvement

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

### Activities used to reach goals:

**Coordination with University of Minnesota Programs:** In 2015, EMWREP coordinated with Minnesota Extension, the University of Minnesota Erosion and Stormwater Management Certification Programs, and the Minnesota Erosion Control Association (MECA) to provide professional training and workshops for local government staff and consultants, as well as builders, developers and contractors.

**Hosting and developing new workshops:** EMWREP co-hosted the following workshops:

- *Turfgrass Maintenance* – April 10, Oakdale (23 participants)
  - Co-sponsored by Minnesota Pollution Control Agency, Fortin Consulting, and Ramsey-Washington Metro WD.
  - Workshop is designed for city and county employees who maintain grounds and parks, contractors who maintain private and public grounds, and church and school employees responsible for grounds maintenance
  - Topics covered during the workshop included equipment calibration, selection and application of fertilizers, mowing techniques, weed control and pesticide application tips, best practices in aeration, environmental effects on land and water, legal issues
  - Staff from the following EMWREP area communities and businesses attended:
    - Lake Elmo
    - Little Canada
    - Mahtomedi
    - Newport
    - North St. Paul
    - Stillwater
    - White Bear Lake
    - Woodbury
- *Stormwater Practices Maintenance and Inspection* – May 5-6, Cottage Grove
  - Led by U of MN Stormwater Management Certification Program
  - A one-day course for those who inspect, maintain or direct maintenance on stormwater control measures and practices, such as ponds and infiltration systems.
  - Workshops covered fundamentals of BMP processes, mechanics, inspections, operations and maintenance needs, and how to create and execute an inspection maintenance work plan.
- *Erosion Control Seminar* – Sept. 29, Cottage Grove
  - Co-hosted with Minnesota Erosion Control Association (MECA) and
  - U of M Erosion and Sediment Control Program
  - Vendors demonstrated new materials and technologies, including erosion control blankets, storm drain inlet protection, and sediment removal products for turbidity reduction.

**Presentations:** During 2015, EMWREP also completed and distributed a set of short 10-min PowerPoint presentations for EMWREP’s municipal partners to use:

- Waste disposal and storage, including dumpsters;
- Management of temporary and permanent stockpiles of materials such as street sweepings, snow, deicing materials (e.g., salt), sand and sediment removal piles;
- Vehicle fueling, washing and maintenance;
- Routine street and parking lot sweeping;
- Emergency response, including spill prevention plans;
- Cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater;
- Use, storage, and disposal of significant materials;
- Road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving;
- Right-of-way maintenance, including mowing; and
- Application of herbicides, pesticides, and fertilizers.

**Evaluation:** Workshop evaluations were used to measure learning at the professional trainings conducted by Fortin Consulting and the U of M Erosion and Sediment Control Program. Participants at the Turfgrass Workshop were also given the opportunity to take an optional exam to become certified by the MPCA for environmentally friendly lawn care practices.

**Northland NEMO**

**Minimum Control Measure Addressed**

<input type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** Local elected officials and decision makers

**Program Goals:**

1. Work with NEMO partners to develop outreach programs for local communities that cover a range of topics related to water resources management.
2. Use NEMO programs to provide local decision makers such as city councils, planning commissions, watershed boards and county commissioners with the information they need to make land use decisions and protect water resources.

**Educational Goals:**

**Learning**

1. Increase understanding of water resources and storm water management among elected officials and decision makers.
2. Increase understanding among elected officials and decision makers of the connection between land use and water quality.

**Behavior Change**

1. Increase the implementation of city ordinances, zoning and planning practices that enable low impact development and stormwater best management practices.

**Water-quality Improvement**

1. Prevent non-point source water pollution from new development and redevelopment.
2. Maintain adequate groundwater and drinking water resources.

**Activities used to reach goals:**

**Workshops:** During 2015, EMWREP co-organized two trainings for local elected officials in partnership with Minnesota Extension NEMO (Nonpoint Education for Municipal Officials) and other partners.

- *St. Croix River Workshop on the Water: Aug. 6*
  - This year’s workshop was designed for newly elected and appointed leaders, those who had not participated in past year’s workshops, and communities participating in the Minimal Impact Design Standards (MIDS) Community Assistance Project.
  - Topics included water quality; policies, plans and practices to protect water resources; groundwater and surface water interaction; and stormwater BMPs.
  - 77 local elected and appointed officials and community leaders participated along with approximately 23 experts and staff.



Left: Local leaders listen to National Park Superintendent Chris Stein talk about the St. Croix River.



Right: Decision makers in Forest Lake visit a stormwater treatment facility.

- *Protecting and improving lakes and streams in Forest Lake: Sept. 1*
  - This workshop brought together the Forest Lake City Council, key staff, and commission members with members of the Clear and Forest Lake Lake Associations, and CLFLWD and RCWD board and staff. County Commissioner Fran Miron also attended, as did staff from Board of Water and Soil Resources.
  - Local leaders identified the need and interest for more information and training on the following:
    - Enhanced street sweeping
    - MIDS
    - Water reuse
    - City comprehensive plan updates, integration of stormwater plan, land use planning, integration with watershed district plans
    - MS4 policies, ordinances, requirements, plan

**St. Croix Basin Minimal Impact Design Standards (MIDS) grant project:** EMWREP continued to provide support for the MIDS St. Croix Community Assistance project in 2015.

**Washington County Water Consortium:** In addition to conducting education and workshops for local communities, EMWREP staff provides support to Washington County for the Water Consortium, a group that includes city, county and watershed staff and officials, as well as state agencies and others working on surface and groundwater issues in Washington County. EMWREP helps to plan monthly meetings, schedule speakers, facilitate group conversations during the meetings, and plan the annual BMP tour.

**Evaluation:** Consistently high levels of participation from local communities indicate that our educational offerings are filling a need for local decision makers. Evaluations from the workshop on the water indicated the program greatly enhanced their knowledge and understanding in four areas:

1. The water quality and health of the St. Croix River;
2. Land use impacts along the riverbank and shorelines;
3. Watershed land use changes and impacts from impervious surfaces and stormwater runoff; and
4. Surface water and groundwater connections.

Evaluations from the Forest Lake Workshop showed increased knowledge and understanding of stormwater management practices and water quality projects within the City of Forest Lake, their benefits, and the need for the investment in these projects (4.5 on a 5-point learning scale).

## MS4 Toolkit

### Minimum Control Measure Addressed

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> Municipal pollution prevention & good housekeeping

**Audience:** General public, municipal staff and contractors, local elected officials, and other target audiences

### Program Goals:

1. Provide simple and effective materials to MS4 staff to use when educating target audiences.
2. Help EMWREP partners to meet MS4 permit requirements.

### Educational Goals:

#### Learning

1. Increase understanding of non-point source water pollution and stormwater best management practices among the target audiences.

#### Behavior Change

1. Engage municipalities and MS4 staff as active partners toward reducing non-point source water pollution from stormwater runoff and illicit discharges.
2. Increase the utilization of stormwater best management practices among the target audiences.
3. Increase the detection and elimination of illicit discharges to storm water systems.
4. Increase the utilization of best management practices in street sweeping, salt application, landscaping and other municipal operations.

#### Water-quality Improvement

1. Reduce and prevent non-point source pollution of surface and groundwater resources.
2. Maintain adequate groundwater and drinking water resources.

**Activities used to reach goals:** The MS4 toolkit is hosted on the Clean Water MN website at [www.cleanwatermn.org](http://www.cleanwatermn.org). The on-line kit includes training materials to help MS4 entities and EMWREP partners meet the six minimum control measures outlined in the MS4 permit:

- [Public education](#) and Public engagement
- [Illicit discharge detection and elimination](#)
- [Construction site stormwater control](#)
- [Post-construction stormwater management](#)
- [Municipal operations and good housekeeping](#)

**Evaluation:** EMWREP has not evaluated the use of the toolkit materials in recent years.

**APPENDIX A: EDUCATION PROGRAM BUDGET FOR 2013-2015**

**Shared Water Resource Education Program  
Annual Budget**

<b>Staff Support (2650 hours/year)</b>	<b>Materials</b>	<b>Total</b>
\$120,900	\$6,000	<b>\$126,900</b>

**MEMBERSHIP STRUCTURE AND FUNDING CONTRIBUTIONS\***

\* PARTNER contributions will be reviewed and adjusted on an annual basis, as needed and in accordance with the terms of the Agreement.

<b>PARTNER</b>	<b>Annual Contribution</b>
SWWD	\$22,000
VBWD	\$16,750
BCWD	\$16,750
CLFLWD	\$16,750
CMSCWD	\$11,000
RWMWD	\$11,000
RCWD	\$2,225
Washington County	\$11,000
MSCWMO	\$5,500
Cottage Grove	\$2,225
Forest Lake	\$2,225
Lake Elmo	\$2,225
Stillwater	\$2,225
Woodbury	\$2,225
Dellwood	\$560
Grant	\$560
Newport	\$560
Willernie	\$560
West Lakeland Twp	\$560
	<b>\$126,900.00</b>

\*The table above shows funding contributions for EMWREP members during 2015.

# 2016 CITY OF NEWPORT ANNUAL MS4 PUBLIC HEARING



## 2016 ANNUAL PUBLIC HEARING

- This is the annual Public Hearing involving our Storm Water Pollution Prevention Program for 2015.
- The purpose of it is to take comments from the Public regarding the effectiveness and adequacy of the program that is in place.



## HISTORY

- In 1972; Federal legislation developed the Clean Water Act which is designed to protect all surface water in the United States. This includes Rivers, Ponds and Streams.
- In 1987; it was amended requiring the Environmental Protection Agency to develop a comprehensive phased program to regulate storm water discharges.
- In 2006; MS4 Permit
- In 2014; MS4 Phase 2 Permit Approved
- In 2015; Completing BMP's and MCM's



## WHAT DOES THIS ALL MS4 STUFF MEAN?

- This means that each community was to take gradual steps guided by the EPA and the Minnesota Pollution Control Agency to control and maintain the chemical, physical, and biological integrity of the waters of Newport and all waters of Minnesota through management and treatment of urban storm water runoff.
- We have a responsibility to make sure the water flowing to Rivers, Ponds and Streams is as clean as we can keep it.



## Public Education and Outreach

How does Newport educate the public about Storm Water Pollution?

- Conducting the Public Hearing.
- NEW THIS YEAR: East Metro Water Resource Education Program (Washington Co. Conservation District)
- Meetings are live on the South Washington County Cable System. This program is repeated throughout the month and is available to those that have Cable access.
- City publishes information Quarterly in the Newport Newsletters.
- City has information on the City of Newport Website concerning all of the departments and events in the community.

[www.newport.govoffice.com](http://www.newport.govoffice.com)



## Illicit discharge detection and elimination

This is any drain or pipe on the surface or subsurface which allows non storm water discharge such as sewage, process water, wash water and any connections to the storm water system from any drains or sinks.

We are always watching for things draining into the storm sewer.

New: Adoption of an Illicit Discharge Response Plan



## Construction site storm water control

When construction starts and there is going to be a disruption of the soil; silt fence is installed to keep the mud, dirt and fine silt from entering into the storm system. You may recall seeing silt fence, erosion control blankets and catch basin projection on recent construction sites such as the North Ravine Project and street reconstruction projects.



## POST CONSTRUCTION STORM WATER MANAGEMENT

This pertains to permanent stormwater treatment facilities for new commercial development/redevelopments, residential lot development, street improvements, ect of one acre or more of land is to be disrupted.

Examples Include:

- Newport Transit Station
- Aggregate Industries
- Imperial Recovery Services
- 2014 Street Improvements
- Raceway to Fun



## **POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS.**

- Always Pave and Patch streets only in dry weather . The oils and chemicals can bleed when wet and end in the storm line
- Always cover manholes and catch basins prior to paving, patching, etc.
- Always clean all fluid leaks immediately
  - Hydraulic leaks can occur on any of our equipment and would contaminate water
- Maintain roadside vegetation:
  - Restrict pesticide use.
  - Decaying and composting vegetation makes the water rich in nutrients
  - Chemicals can be washed off into storm lines
- This means we as citizens should not mow the grass and leaves from our yards into the street
- Also it is the intent to GPS the location and elevation of all of the ponds that handle storm water in Newport. We will have to monitor them as time goes by to see that they do not fill up with silt, sand etc. Records will be kept; and these ponds will have to be dug out to the elevations that were in place when they were designed.



## STREET SWEEPING

- Sweep/vacuum roadways and shoulders to remove debris, and particulate matter
- We have started to document the specific areas that we sweep and then record the amounts of material that we pickup.
- We then compare the loads of product used for ice control and winter maintenance to the loads of material that are swept in the spring.
- New City Street Sweeper allow the Public Works Department to be more efficient and responsive



## PUBLIC PARTICIPATION

- What can the Public do to help our effort?

Help to keep our catch basins clean. Remove any debris, grass or garbage that you see on the grate.

- Do not mow grass clippings out into the street.

Depositing vegetation makes the waters very rich in content. This promotes algae growth on the surfaces of stagnate water.

- A program that has been in development in a partnership with the South Washington Watershed District to stencil all drains that lead to the Mississippi River.



# Conclusion

- The City of Newport will continue to work hard on all minimum control measures that are required to continue to have a successful Storm Water Pollution Prevention Program. We are meeting the goals created in the program; and we are progressively working to meeting the demands that are put on us.



FEASIBILITY STUDY

FOR

2017 STREET IMPROVEMENT & UTILITY PROJECTS

CITY OF NEWPORT, MN



JUNE 2016

**MSA**

**PROFESSIONAL SERVICES**

TRANSPORTATION • MUNICIPAL  
DEVELOPMENT • ENVIRONMENTAL

**FEASIBILITY STUDY**

**FOR**

**2017 STREET IMPROVEMENT & UTILITY PROJECTS**

**CITY OF NEWPORT, MN**

**JUNE 2016**

**PREPARED BY:**



**CERTIFICATION**

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

A handwritten signature in black ink, appearing to read "Jon D. Herdegen", written over a horizontal line.

Prepared by:  
Jon D. Herdegen, P.E.  
Lic. No. 46288

June 13, 2016

Date

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EXHIBIT 2.1: PROPOSED PRELIMINARY ASSESSMENT ROL

## I. INTRODUCTION

The City of Newport has ordered a feasibility study to be drafted for the 2017 Street and Utility Improvement Project. The project scope includes the lining of the sanitary sewer lateral connection for all services contributing to the 10<sup>th</sup> Avenue Lift Station and sealing of the existing sanitary manholes for the same area (Project "A"). In addition, this report examines the reconstruction of three (3) street segments, 10<sup>th</sup> Avenue between 12<sup>th</sup> Street and the dead end, 5<sup>th</sup> Avenue between 12<sup>th</sup> Street and 11<sup>th</sup> Street and 11<sup>th</sup> Street between 5<sup>th</sup> Avenue and 7<sup>th</sup> Avenue. Additional improvements to these segments include replacement of water, sanitary sewer and stormwater facilities (Project "B"). Refer to Exhibit 1.1 for a depiction of the project areas and affected streets.

## II. PURPOSE

The purpose of this study is to analyze the necessity for improvement of the proposed streets and utilities included in the City of Newport 2017 Street and Utility Improvement Projects. The study discusses the existing conditions of the pavement and utilities, proposed improvements, estimated construction costs, overhead costs, and financing sources to complete the proposed work.

## III. EXISTING CONDITIONS

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

### Street

The existing streets vary in width from 24 to 28 feet as measured from the edge of bituminous pavement. Most of the roadways in the project areas are constructed of bituminous pavement with vegetated shoulders. The driveways of adjacent property owners are constructed mainly of concrete or bituminous with some consisting of gravel. Most driveways do not have a 4-foot concrete apron, which is now required by the City's standards. These streets do not have a sidewalk, bike path, or other designated pedestrian walkway.

The condition of the bituminous pavement varies throughout. The streets in the worst condition show significant cracking (transverse, longitudinal, block, alligator), potholes, edge cracking, skin patching, raveling, and major pavement failure with bituminous that have broken down into gravel. The remaining streets still contain significant longitudinal/transverse cracking and surface deterioration. The existing shoulders do not provide a consistent gutter system to properly convey street drainage to the existing storm sewer collection system. Although some portions are in relatively better condition than others, overall their condition is poor and in need of repair. Below is a listing of the street segments with additional pertinent information.

**Table 3.1: Existing Street and Utility Conditions**

Street Segment	From	To	Length (ft)	Ex Width	Curb	Sewer/ Water	Storm Sewer
10 <sup>th</sup> Ave.	12 <sup>th</sup> St.	Dead End	650	24	No	Yes/Yes	No
5 <sup>th</sup> Ave.	12 <sup>th</sup> St.	11 <sup>th</sup> St.	650	28	No	Yes/Yes	No
11 <sup>th</sup> St.	5 <sup>th</sup> Ave.	Hastings Ave.	500	24	No	Yes/Yes	No
<b>Total</b>			<b>1,800</b>				

**Sub-Surface Soil Conditions**

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

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

**Traffic**

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

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

**Sanitary Sewer**

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

The City has televised the sanitary sewer system in many areas and has identified deficiencies including cracked mainline piping, root intrusion, and leaky service connections. In addition, many of the manhole covers have open pick-holes and deteriorated casting rings. These deficiencies contribute to excessive inflow and infiltration (I/I) which incurs a significant processing cost at the wastewater treatment plant.

**Sanitary Sewer Service Laterals**

In, 2012 the City completed a large Cured-In-Place Pipe (CIPP) lining project that included the sanitary sewer collected by the 10<sup>th</sup> Avenue Lift Station . These repairs focused on reinforcing the mainline piping and sealing manholes to reduce I/I. Since project completion, the City has identified many service lateral connections that are major contributors to the City’s I/I issues. With new technologies, a CIPP liner is now able to be installed within the lateral connection and prevent I/I for the service laterals connected to previously lined mainline pipe.

**Table 3.2: Existing Service Lateral Conditions**

Street Segment	Upstream Manhole	Downstream Manhole	Main/Lateral Size	Lateral Connections
12 <sup>th</sup> St.	288	287	8”/4”	1
12 <sup>th</sup> St.	289	288	8”/4”	5
10 <sup>th</sup> Ave.	291	290	8”/4”	6
10 <sup>th</sup> Ave.	290	288	8”/4”	6
Tibbetts Pl.	295	294	8”/4”	1
9 <sup>th</sup> Ave.	294	293	10”/4”	3
9 <sup>th</sup> Ave.	293	292	10”/4”	0
12 <sup>th</sup> St.	292	287	10”/4”	5
<b>Total</b>				<b>27</b>

**Watermain**

The existing watermain within the project area consists of 6-inch diameter cast iron pipe. The life expectancy of watermain can vary widely from 60 to 100 years but is highly dependent on soil conditions, the materials used, and construction practices of the time. City staff reported that the watermain in some areas of the project including 10<sup>th</sup> Avenue, 5<sup>th</sup> Avenue and 11<sup>th</sup> Street are prone to cracking/shearing, leaks may be present, watermain breaks are prevalent, and pipe/flow capacity has been reduced due to mineral deposits. In these areas, repairs and or replacement of the watermain, services, and hydrants may be necessary to maintain the integrity of the City’s water distribution system and to protect the health and welfare of users.

**Storm Sewer**

The project area does not contain a lot of storm sewer. Presently, stormwater runoff is directed toward the pavement edges and collects at the low points of the road segment. These areas are subject to localized flooding during rain events.

**Existing Private Utilities**

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

**IV. PROPOSED IMPROVEMENTS**

Proposed improvements for the 2017 Street and Utilities Improvement Project include a combination of street, storm sewer, watermain, water services, sanitary sewer main, and sewer

service replacement/lining. The process for pavement rehabilitation can be separated into six groups, where each has a specific construction process.

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

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

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

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

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

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

#### **Water & Sewer**

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

The City has found in previous projects that the service connections at the main have major root intrusion and cracked contributing to significant inflow and infiltration. The City is continuing to mitigate I/I issues and as a part of this project, where sewer mains have been previously lined, we recommend installing a CIPP T-liner a minimum distance of 5 feet up the lateral. Where practical, we recommend continuing the lateral line to the property line. The City's ordinance does require that property owners maintain their own water and sewer service lines up to the mainline. The City may want to consider requiring those property owners to pay for all or a part of the costs to repair the services.

**Storm Sewer**

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

**Table 4.1: Proposed Street Conditions**

Street Segment	Length (ft)	Rehab Type	Ex Width	New Curb	Sewer Main	Sewer Services	Watermain	Storm Sewer
10 <sup>th</sup> Ave.	650	FSR	32	Yes	Replace	Replace	Replace	New
5 <sup>th</sup> Ave.	650	FSR	32	Yes	Replace	Replace	Replace	New
11 <sup>th</sup> St.	500	FSR	32	Yes	Replace	Replace	Replace	New
<b>Total</b>	<b>1,800</b>							

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

**Right-of-Way and Easements**

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

**Permits**

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

- Minnesota Department of Health
- Minnesota Pollution Control Agency
- Minnesota Pollution Control Agency (NPDES)
- Watermain
- Sanitary Sewer
- Grading/Storm Water Quality

**VI. INFORMATIONAL MEETINGS**

City policy is to hold informational neighborhood meetings for the project. It is anticipated that the City will provide handouts describing the project location, estimated project costs, and a range of preliminary assessment costs. For this particular project, we recommend holding two separate meetings in groupings of street improvements and sewer lateral lining. The project schedule within this report indicates the recommended meeting dates.

**VII. ESTIMATED PROJECT COSTS**

The estimated construction costs and associated overhead costs for the proposed improvements based on the three project areas are summarized in the Table below. Based on similar projects completed by the City, the overhead costs have been estimated to be 30 percent of the total construction cost. The overhead costs include City administration, engineering, fiscal, legal, and a 10 percent construction contingency.

**Table 7.1: Estimated Project Costs**

Segment	Rehab Type	Street	Sanitary Sewer	Sewer Laterals	Watermain	Stormsewer	Total
10th Ave.	FSR	\$148,000	\$89,000	Included	\$85,000	\$37,000	\$359,000
5th Ave.	FSR	\$137,000	\$93,000	Included	\$88,000	\$43,000	\$361,000
11th St.	FSR	\$110,000	\$64,000	Included	\$53,000	\$32,000	\$259,000
Sub Total		\$395,000	\$246,000	\$0	\$226,000	\$112,000	\$979,000
9 <sup>th</sup> Ave.	Liner/MH Seal	NA	\$9,090	\$5,000	NA	NA	\$14,090
12 <sup>th</sup> St.	Liner/MH Seal	NA	\$33,330	\$7,500	NA	NA	\$40,830
Tibbetts Pl.	Liner/MH Seal	NA	\$3,030	\$2,500	NA	NA	\$5,530
Sub Total		\$0	\$45,450	\$15,000	\$0	\$0	\$60,450
Construction Cost Sub-Total		\$395,000	\$291,450	\$15,000	\$226,000	\$112,000	\$1,039,450
Contingency (10%)		\$39,500	\$29,145	\$1,500	\$22,600	\$11,200	\$103,945
Overhead (20%)		\$79,000	\$58,290	\$3,000	\$45,200	\$22,400	\$207,890
Total Project Cost		\$513,500	\$378,885	\$19,500	\$293,800	\$145,600	\$1,351,285

## VIII. FINANCING AND ASSESSMENTS

The improvements as discussed in this report will be financed through assessments to benefiting properties, MS 429 Assessment Bonds, utility funds and enterprise fund revenues. Following precedence set forth in previous assessment projects, the City shall apply a street assessment based upon the benefit to the abutting property on a *per unit* basis and assess a separate cost to replace or line a sanitary sewer service lateral.

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

The City contracted with an appraiser on previous street and utility reconstruction projects, including the 2013 & 2104 Street and Utility Improvements project, to provide an estimate of "benefit" to residential and commercial properties provided by upgrading or replacing the roadways and utilities. The Benefit Appraisal found that an improvement of the street abutting a residential property was estimated to provide a benefit between \$2,500 and \$6,800 for full reconstruction/reclamation. Benefits due to water and sewer utility improvements (if any) were included with the costs stated in the report for both residential and commercial properties within the reconstruction areas.

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

**Table 8.1: Proposed Assessment Rate Structure**

Improvement Category	Assessed Cost (Low)	Assessed Cost (High)	Notes
Street - Full Street Reconstruction	\$2,500	\$6,800	Includes concrete curb/gutter, concrete aprons, includes main-line utilities
Water Service	\$500	\$1,500	Includes watermain connection, curb stop and copper service installed to the property line
New Sanitary Sewer Service	\$500	\$1,500	Includes sanitary sewer main connection and service line installed to the property line
Sanitary Service T-Liner	\$2,000	\$3,000	Includes T-Liner installed for the first 5-10 feet of the lateral

**Financing**

The remaining portion of the project costs not covered by assessments of the benefiting properties will be funded by cash from enterprise/utility funds and through municipal bonding paid by tax levy contributions for the remainder. It is recommended that the City consult with their financial consultant to determine the best approach to the financing package, which may include excluding the sewer service repairs as an example. A draft assessment roll has been included as Exhibit 2.1 using the estimated project costs..

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

**Table 8.2: Estimated Financing Costs**

Segment	Assessable Units	Project Cost	Total Assessment (Low)	% of Cost	City Bond or Fund Contribution	Total Assessment (High)	% of Cost	City Bond or Fund Contribution
10 <sup>th</sup> Ave.	15	\$466,700	\$52,500	11%	\$414,200	\$147,000	31%	\$319,700
5 <sup>th</sup> Ave.	8	\$469,300	\$28,000	6%	\$441,300	\$78,400	17%	\$390,900
11 <sup>th</sup> St.	9	\$336,700	\$31,500	9%	\$305,200	\$88,200	26%	\$248,500
Lining/MH Sealing	16	\$78,585	\$32,000	41%	\$46,585	\$56,000	62%	\$30,105
Total	48	\$1,351,285	\$144,000	11%	\$1,207,285	\$369,600	31%	\$981,685

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

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

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

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

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

## X. PROJECT SCHEDULE

**Table 10.1: Project Schedule**

Task	Action	Date
1	Council Orders Feasibility Report	February 18, 2016
2	Council Receives Feasibility Report; Calls for Improvement Hearing and Road Reconstruction Hearing	June 16, 2016
3	Council Holds Improvement Hearing & Road Reconstruction Hearing	August 4, 2016
4	Council considers property owner input and, if appropriate, Orders Lateral Lining Project (Project "A") and Street and Utility Project (Project "B") [Requires 4/5 <sup>th</sup> Vote] and Directs Engineer to Prepare Plans and Specifications [3/5 <sup>th</sup> vote]	August 4, 2016
5	City Calls for the Sale of Bonds	August 4, 2016
6	Reverse Bond Referendum Period Ends	August 22, 2016
7	City Awards the Bond Sale	September 1, 2016
8	Council Reviews Construction Plans and Authorizes Project "A"	October 6, 2016
9	Council Considers Bids for Project "A"; Awards Contract, if appropriate, and Orders Assessment Hearing	November 3, 2016
10	Neighborhood Meetings to Review Project "B" Plans with residents.	November 2016
11	Project "A" Assessment Hearing; Council Adopts Assessment Roll	December 1, 2016
12	Construction Begins on Project "A"	December 1, 2016
13	Council Reviews Construction Plans and Authorizes Project "B"	January 5, 2017
14	Council Considers Bids for Project "B"; Awards Contract, if appropriate, and Orders Assessment Hearing	February 2, 2017
15	Construction on Project "A" Complete	March 1, 2017
16	Construction Begins on Project "B"	April 2017
17	Construction Ends on Project "B"	October 2017
18	Assessment Roll Certified to Washington County Payable 2017 Taxes.	Nov. 16, 2017

## XI. CONCLUSION & RECOMMENDATIONS

The total estimated project cost of Project "A" and Project "B", which includes roadway, storm sewer, sanitary sewer, sanitary sewer services, and watermain improvements as well as overhead and contingency cost is **\$1,351,285**. As previously stated, this cost may be financed through a combination of assessments to benefiting properties, enterprise, and assessment bonds.

It is recommended that this report be used as a guide for the layout, design, cost allocation, and project scheduling for the public improvements included with the 2017 Street Improvement and Utility Improvements Projects. It is further recommended that the owners of properties within the project limits be properly notified of the proposed improvement in order to provide public comment and input.



**LEGEND:**



FULL STREET RECON.



SANITARY LATERAL LINING



10TH AVENUE LIFT STATION

10TH AVENUE

9TH AVENUE

13TH STREET

12TH STREET

TIBBETTS PLACE

HASTINGS AVENUE

TRUNK HIGHWAY 61

7TH AVENUE

6TH AVENUE

11TH STREET

10TH STREET

5TH AVENUE



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**PROJECT AREAS AND AFFECTED STREETS**  
2017 STREET AND UTILITIES IMPROVEMENTS  
CITY OF NEWPORT

FILE NO.  
10316038

EXHIBIT  
1.1

GOVERNMENT PROPERTY  
 VACANT LOT - BUILDABLE  
 VACANT LOT - NONBUILDABLE

PHYSICAL ADDRESS										OWNER ADDRESS		TOTAL	WATER	SEWER	SEWER	SEWER	SEWER	TOTAL	TOTAL
PIN	BLDG_NUM	STREETNAME	STREETTYPE	CITY_USPS	ZIP	STATE	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	STREET	SERVICE REPLACEMENT	SERVICE REPLACEMENT	SERVICE LINING	SERVICE TELEVISION	SERVICE CLEANING	UTILITY	ASSESSMENT		
<b>SCHEDULE 1.0 - FULL STREET RECONSTRUCTION</b>																			
<b>10TH AVENUE</b>																			
3602822310007	1020	12TH	ST	NEWPORT	55055	MN	HEDY JERRY	1020 12TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310008	1090	10TH	AVE	NEWPORT	55055	MN	DEBRULE RONALD F & SUSAN K	1832 EVERGREEN DR	WOODBURY MN 55125	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310045	1105	10TH	AVE	NEWPORT	55055	MN	JANNETTO AMIE	1105 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310046	1135	10TH	AVE	NEWPORT	55055	MN	BROWN ANDREW	1135 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310048	1165	10TH	AVE	NEWPORT	55055	MN	ANDERSON JANELL	1165 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310050	1195	10TH	AVE	NEWPORT	55055	MN	KALLEVIG KIM G & PATRICIA J	1195 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310058	1015	10TH	AVE	NEWPORT	55055	MN	SCHOLTZ MATTHEW & KYLIE A	1015 10TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310060	1035	10TH	AVE	NEWPORT	55055	MN	AAMOT NATHAN	1035 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310061	1075	10TH	AVE	NEWPORT	55055	MN	PLUMLEY BRAD J	1075 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310093	1095	10TH	AVE	NEWPORT	55055	MN	GRUBER CHARLES L & BRENDA E	1095 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310094	1055	10TH	AVE	NEWPORT	55055	MN	KANAVATI RICHARD	1055 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310110	1102	10TH	AVE	NEWPORT	55055	MN	GLASER DARYL W & DEBRA W	1102 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310116						MN	DOMEIERS BRIAN R	1040 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310117	1040	10TH	AVE	NEWPORT	55055	MN	DOMEIERS BRIAN R	1040 10TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822310118	1080	10TH	AVE	NEWPORT	55055	MN	HARBERTS STEWART L & RENAE D	910 S AVENUE	ESSEX IA 51638	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
<b>TOTAL</b>										<b>\$82,500</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$112,500</b>			
<b>5TH AVENUE</b>																			
3602822320018	510	12TH	ST	NEWPORT	55055	MN	SCHILLING SHERRI A	510 12TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320019						MN	DUCLOS KATHLEEN A	1168 FIFTH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
3602822320020	1168	5TH	AVE	NEWPORT	55055	MN	DUCLOS KATHLEEN A	1168 FIFTH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320021	1158	5TH	AVE	NEWPORT	55055	MN	ROBERTSHAW CAROL	1158 5TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320061	1101	5TH	AVE	NEWPORT	55055	MN	CITY OF NEWPORT	596 7TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
3602822320062	1153	5TH	AVE	NEWPORT	55055	MN	BICHER CANDACE C	1153 5TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320063	1155	5TH	AVE	NEWPORT	55055	MN	HANSON BELLA	1335 WASHINGTON ST	MINNEAPOLIS MN 55413	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320108	1144	5TH	AVE	NEWPORT	55055	MN	OFTEDAHL RICHARD L & ELAINE	1144 5TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320111	496	12TH	ST	NEWPORT	55055	MN	YOUNG DONNA	496 12TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320112	1159	5TH	AVE	NEWPORT	55055	MN	HORNECK RYAN	1099 ARGYLE ST	ST PAUL MN 55103	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
<b>TOTAL</b>										<b>\$44,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000</b>	<b>\$60,000</b>			
<b>11TH STREET</b>																			
3602822320001	623	11TH	ST	NEWPORT	55055	MN	PIERCE WILLIAM B	623 11TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320002	1117	7TH	AVE	NEWPORT	55055	MN	URBANSKI ROGER G & DONNA M	1117 7TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320004						MN	GEAR ALAN W	901 1ST ST E	HASTINGS MN 55033	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320005	539	11TH	ST	NEWPORT	55055	MN	GEAR ALAN W	901 1ST ST E	HASTINGS MN 55033	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822320027						MN	CITY OF NEWPORT	596 7TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
3602822330007	1083	7TH	AVE	NEWPORT	55055	MN	CONAWAY LESLIE L	1083 7TH AVE	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822330049						MN	CITY OF NEWPORT	596 7TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
3602822330058	572	11TH	ST	NEWPORT	55055	MN	VERNON L & SHIRLEY J HALL TRS	572 11TH ST	NEWPORT MN 55055	\$5,500	\$1,000	\$1,000	\$0	\$0	\$2,000	\$7,500			
3602822330059						MN	VERNON L & SHIRLEY J HALL TRS	572 11TH ST	NEWPORT MN 55055	\$4,125	\$750	\$750	\$0	\$0	\$1,500	\$5,625			
3602822330060						MN	VERNON L & SHIRLEY J HALL TRS	572 11TH ST	NEWPORT MN 55055	\$4,125	\$750	\$750	\$0	\$0	\$1,500	\$5,625			
3602822330061						MN	VERNON L & SHIRLEY J HALL TRS	572 11TH ST	NEWPORT MN 55055	\$4,125	\$750	\$750	\$0	\$0	\$1,500	\$5,625			
3602822330062						MN	VERNON L & SHIRLEY J HALL TRS	572 11TH ST	NEWPORT MN 55055	\$4,125	\$750	\$750	\$0	\$0	\$1,500	\$5,625			
<b>TOTAL</b>										<b>\$49,500</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$67,500</b>			
<b>SCHEDULE 1.0 - SUBTOTAL</b>										<b>\$176,000</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>	<b>\$240,000</b>			

PHYSICAL ADDRESS										OWNER ADDRESS		TOTAL	WATER	SEWER	SEWER	SEWER	SEWER	TOTAL	TOTAL
PIN	BLDG_NUM	STREETNAME	STREETTYPE	CITY_USPS	ZIP	STATE	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	STREET	SERVICE REPLACEMENT	SERVICE REPLACEMENT	SERVICE LINING	SERVICE TELEVISIONG	SERVICE CLEANING	UTILITY	ASSESSMENT		
<b>SCHEDULE 2.0 - SANITARY SERVICE LATERAL LINING</b>																			
<b>TIBBETTS PLACE (295-294)</b>																			
3602822310071	1156	HASTINGS	AVE	NEWPORT	55055	MN	HARKLAU LEASING LLC	1704 LAKE NOKOMIS DR	HUMBOLDT IA 50548	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>9TH AVENUE (294-293)</b>																			
3602822310056	910	12TH	ST	NEWPORT	55055	MN	MEVMAR LLC	9270 INVER GROVE TRL	INVER GROVE HEIGHTS MN 55076	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310066	1139	TIBBETTS	PL	NEWPORT	55055	MN	CROIX HOLDINGS LLC	2291 NEVADA AVE N	GOLDEN VALLEY MN 55427	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310067	862	12TH	ST	NEWPORT	55055	MN	CROIX HOLDINGS LLC	2291 NEVADA AVE N	GOLDEN VALLEY MN 55427	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>12TH STREET (292-287)</b>																			
3602822310032	989	12TH	ST	NEWPORT	55055	MN	HANESTAD ROBT & THERESA BRUMM	989 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310033	963	12TH	ST	NEWPORT	55055	MN	KSAIZEK JAMES & EILEEN J	963 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310035	943	12TH	ST	NEWPORT	55055	MN	KADERLIK GLENN R	943 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310052	986	12TH	ST	NEWPORT	55055	MN	RICHARDS LOUIE DAWSON & ELIZABETH	986 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310054						MN	BOYD GEOFFREY S & ALLISON L SKJERVEN	924 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ -	\$ -			\$0		
3602822310055	924	12TH	ST	NEWPORT	55055	MN	BOYD GEOFFREY S & ALLISON L SKJERVEN	924 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>12TH STREET (288-287)</b>																			
3602822310050	1195	10TH	AVE	NEWPORT	55055	MN	KALLEVIG KIM G & PATRICIA J	1195 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>12TH STREET (289-288)</b>																			
3602822310003	1060	12TH	ST	NEWPORT	55055	MN	MURPHY RUSSELL E & BRENDA L	1060 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310006	1040	12TH	ST	NEWPORT	55055	MN	MCADOO PATRICK	1040 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310007	1020	12TH	ST	NEWPORT	55055	MN	HEDY JERRY	1020 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310016	1039	12TH	ST	NEWPORT	55055	MN	NESS JEFFREY	1039 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310097	1045	12TH	ST	NEWPORT	55055	MN	SCHMIDT CASSANDRA M & PERRY M JON	1045 12TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>10TH AVENUE (291-290)</b>																			
3602822310058	1015	10TH	AVE	NEWPORT	55055	MN	SCHOLTZ MATTHEW & KYLIE A	1015 10TH ST	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310060	1035	10TH	AVE	NEWPORT	55055	MN	AAMOT NATHAN	1035 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310061	1075	10TH	AVE	NEWPORT	55055	MN	PLUMLEY BRAD J	1075 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310094	1055	10TH	AVE	NEWPORT	55055	MN	KANAVATI RICHARD	1055 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310117	1040	10TH	AVE	NEWPORT	55055	MN	DOMEIEN BRIAN R	1040 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310118	1080	10TH	AVE	NEWPORT	55055	MN	HARBERTS STEWART L & RENAE D	910 S AVENUE	ESSEX IA 51638	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>10TH AVENUE (290-288)</b>																			
3602822310008	1090	10TH	AVE	NEWPORT	55055	MN	DEBRULE RONALD F & SUSAN K	1832 EVERGREEN DR	WOODBURY MN 55125	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310045	1105	10TH	AVE	NEWPORT	55055	MN	JANNETTO AMIE	1105 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310046	1135	10TH	AVE	NEWPORT	55055	MN	BROWN ANDREW	1135 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310048	1165	10TH	AVE	NEWPORT	55055	MN	ANDERSON JANELL	1165 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310093	1095	10TH	AVE	NEWPORT	55055	MN	GRUBER CHARLES L & BRENDA E	1095 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
3602822310110	1102	10TH	AVE	NEWPORT	55055	MN	GLASER DARYL W & DEBRA W	1102 10TH AVE	NEWPORT MN 55055	\$0	\$0	\$0	\$ 2,500.00	\$ 160.00	\$ 370.00	\$3,030	\$3,030		
<b>SCHEDULE 2.0 - SUBTOTAL</b>										<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,500</b>	<b>\$4,320</b>	<b>\$9,990</b>	<b>\$81,810</b>	<b>\$81,810</b>		
<b>TOTAL PROJECT SUMMARY</b>										<b>\$176,000</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$67,500</b>	<b>\$4,320</b>	<b>\$9,990</b>	<b>\$145,810</b>	<b>\$321,810</b>		

## **RESOLUTION NO. 2016-23**

### **A RESOLUTION RECEIVING FEASIBILITY REPORT; ORDERING IMPROVEMENT AND ROAD CONSTRUCTION HEARINGS**

**WHEREAS**, as directed by the Newport City Council at the February 18, 2016 Council Meeting, a report has been prepared by Jon Herdegen P.E., Newport City Engineer, with reference to proposed Improvement No. 2017-01, the improvement of the streets included with the City's Capital Improvement Plan for the years 2017 as shown in "Exhibit 1" by regrading and improving the road surfaces, watermain, sanitary sewer, and stormwater conveyance system, and sanitary service lateral lining and this report was received by the council on June 16, 2016, and

**WHEREAS**, the report divides the proposed improvements into two separate projects as follows:

Project "A": Sanitary Sewer Service Lateral Lining for all contributing services to the 10<sup>th</sup> Avenue Lift Station

Project "B": Full Street Reconstruction and Utility Replacement of 10th Avenue (between 12th Street and the dead end); 5th Avenue (between 12th Street and 11th Street); and 11th Street (between 5th Avenue and 7th Avenue)

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

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

1. The council will consider the improvement(s) in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,351,285.
2. An Improvement and Road Reconstruction Hearing shall be held on such proposed improvements separately for each project grouping, in the Council Chambers of City Hall as follows:

Project A – \_\_\_\_\_  
Project B – \_\_\_\_\_

Adopted by this council this 16th day of June, 2016.

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

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

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

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