



**CITY OF NEWPORT
REGULAR COUNCIL MEETING MINUTES
NEWPORT CITY HALL
April 15, 2021**

1. CALL TO ORDER

Mayor Elliott called the City Council Meeting to order at 6:00 p.m. on April 15, 2021.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present (5): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Tom Ingemann, Council Member Marvin Taylor, and Council Member Rozlyn Johnson.

Not Present (0): None.

4. ADOPT AGENDA

Member Chapdelaine motioned to adopt the Agenda. Seconded by Member Ingemann. Approved 5-0.

5. PUBLIC COMMENTS

None.

6. ADOPT CONSENT AGENDA

- A. **Minutes-** March 18, 2021- Council Workshop
- B. **Minutes-** April 1, 2021- Regular Council
- C. **Resolution No. 2021-20-** State of Emergency Extension
- D. **List of Bills-** \$152,874.77
- E. **Financial Statement-** March 2021

Member Ingemann motioned to adopt the Consent Agenda. Seconded by Member Johnson. Approved 5-0.

7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

Washington County Sheriff's Deputy Sergeant Bill Harrell informed Council they are keeping a close watch on the civil unrest that is happening in the metro area. Sergeant Harrell stated that Sheriff Star has prepared an emergency schedule that can be implemented at any time and they are fully prepared to staff Newport with extra deputies if need be.

8. FIRE CHIEF'S REPORT

Newport Fire Chief Steve Wiley stated there was a garage fire on Larry Lane, and firefighters were able to save the house. Chief Wiley stated he appreciated the help from St. Paul Park and Cottage Grove who responded quickly to the fire.

9. ENGINEER'S REPORT

City Engineer Jon Herdegen stated the April 3M PFC Settlement subgroup meetings have been postponed until the third week in May.

Engineer Herdegen stated the 12th Street and 12th Avenue improvement project is back underway. The contractor has been working on getting the boulevards restored, erosion control in, and completing some punch list items. There were some issues with some localized flooding in the low areas along 12th Street partially due to the inlet erosion control devices that are inside the catch basins. The contractor was out the next morning to alleviate those flooded areas and get it cleaned up. Engineer Herdegen stated it will be challenging until some turf is established in the yards.

Engineer Herdegen gave a brief update on the 10th Avenue stormwater improvement project. The drain tile and surrounding rock trench was installed in November of last year and ran all winter. Engineering stopped during the coldest parts of the winter and still saw moving water through the storm sewer as well as some moving water at the surface. They have monitored a couple times we have had rain now and water still accumulates on the surface but generally it finds its way to the drain tile within 24-48 hours. They will continue to monitor as the turf is established and we get periodic rains through the spring and summer. The contractor came in and fixed the erosion control that was beat up through the winter. Mayor Elliott inquired if the homeowners on 10th Avenue have more access to their backyards. Engineer Herdegen stated that until the turf is established it will be messy to walk back there.

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

A. Change Order- Hose Tower Swing Gate

Superintendent of Public Works Bruce Hanson stated there is a proposed change order number three for the new City Hall / Fire Hall concerning the swing gate in the hose tower. Chief Wiley pointed out this safety concern, which was then worked out with H&U and Brunton to come up with a solution. The total amount for the change order is \$918.00.

Chief Wiley stated since this building is open to the public, the swing gate will keep people out of that unprotected area.

Member Ingemann motioned to approve change order number three for a swing gate for safety reasons. Seconded by Member Johnson. Approved 5-0.

Mayor Elliott inquired if Superintendent Hanson could give a brief update on the new City Hall construction. Superintendent Hanson stated they are currently working on the storm sewer part of the infrastructure.

Superintendent Hanson stated load limits are off for the season. The street sweeping is almost complete and then public works will start hydrant flushing.

11. ADMINISTRATOR'S REPORT

A. Public Hearing- CUP Review Mastertech Auto

City Planner Sherri Buss stated that Mastertech Auto has recently changed ownership at 1206 Hastings Avenue. Mastertech has an existing CUP from 2011 that needs to be reviewed since the ownership changed. Planner Buss has talked to the new owner, Joe Seipel, who is planning to continue the use of retail sales and installation of auto parts and accessories. Mr. Seipel is using the existing building and parking. He is planning to operate the same hours of 7:00 a.m. – 5:30 p.m. Monday through Thursday, and 7:00 a.m. – 5:00 p.m. on Fridays. The staff findings are that the business is largely compliant with the existing CUP but there is one issue for discussion which is the parking on the south side of the building. There is a condition in the CUP from 2011 that prohibits parking on the south side of the building due to parked cars backing up onto 12th Street. The zoning district that this site is in has change from the MX-1 district to the MX-3 district. In the MX-3 district, this use is not permitted, however this use becomes a legal non-conforming use and can continue if the use is not discontinued for a year and if they are complying with their CUP. The City Engineer and Superintendent of Public Works reviewed the parking on the south side and found that with the recent improvements to 12th Street there are now curb cuts and therefore recommend that the condition prohibiting south side parking be removed.

Mayor Elliott opened the public hearing at 6:28 p.m. on April 15, 2021.

Mr. Seipel stated that he has known the previous owner for 18 years and does not plan on changing any part of the business. He is excited to move forward with the service he provided. The rest of the staff remains intact.

Bill Sumner, residing at 737 21st Street, addressed the Council. Mr. Sumner stated he has used this repair shop in the past and would like to keep them in Newport. Mr. Sumner recommends and supports the ability for the employees to use the parking on the south side.

Mayor Elliott inquired if there can be a sign put up on the south side for employee parking only. Mr. Seipel stated they could do that however, the employees arrive before the customers, so those spots would already be taken up by the employees.

Mayor Elliott closed the public hearing at 6:33 p.m. on April 15, 2021.

Member Ingemann motioned to amend the CUP to remove item number six which prohibits the south side parking. Seconded by Member Chapdelaine. Approved 5-0.

Planner Buss stated the City should give a copy of the amended CUP to Mr. Seipel.

B. Building Inspections Contract

City Administrator Deb Hill stated last year Cottage Grove requested an updated building inspections contract. Cottage Grove requested to raise the building review fee, and that fee has been negotiated to 75%. Council inquired if Cottage Grove would be willing to do a phased approach to the increase. Administrator Hill stated Cottage Grove agreed to 50% starting April 1st, and then 75% starting in 2022.

Member Ingemann motioned to approve the Building Inspection Contract for services from Cottage Grove. Seconded by Member Chapdelaine. Approved 5-0.

C. Pay Equity

1. Resolution No. 2021-21- Pay Equity

Administrator Hill stated every three years the State of MN requires cities to report on their pay system for their full-time employees. The state wants to know what the employees' sex is, how long they have worked there, what their job description is, how many points are allocated for their position, etc. This report that needs to be approved by Council before it can be sent to the state.

Member Chapdelaine motioned to adopt Resolution No. 2021-21 for the Pay Equity Report. Seconded by Member Johnson. Approved 5-0.

D. Liquor License- Newport Liquor (new owners)

1. Resolution No. 2021-22- Newport Spirits and Liquor LLC

Assistant to the City Administrator Travis Brierley stated the liquor store has a new owner, Newport Spirits and Liquor LLC. Newport Spirits and Liquor has submitted all the documents that we need for a conditional approval. We received their certificate of liability, workers comp information, proof of the sale, and proof that this new business will be occupying the space as a tenant of the Newport Center. The background check came back and there were no negatives. Assistant Brierley asked that Council approves this resolution to issue a liquor license. It would then move on to alcohol and gambling.

Member Johnson motioned to adopt Resolution No. 2021-22 – Newport Spirits and Liquor LLC. Seconded by Member Ingemann. Approved 5-0.

12. MAYOR AND COUNCIL REPORTS

Mayor Elliott stated that residents should have received a mailer from the County regarding a trail segment they are looking to complete. A few different options are being proposed for this project which they are seeking input from the community.

Mayor Elliott stated the Library is currently open on Tuesdays from 2:00 p.m. – 6:00 p.m. and Saturdays from 12:00 p.m. – 5:00 p.m. They ask to limit browsing time to about 15 minutes. Computers can be reserved for one hour, and curbside pickup is available. They are also still doing craft projects which can be picked up on April 20th and May 4th.

Mayor Elliott stated the county parks are celebrating Earth Day on April 22nd and National Get Outdoors Day on June 12th. During both dates you can use the county parks for free with free parking.

Mayor Elliott stated that the Stone Soup Thrift Shop is looking at making a name change to Basic Needs Thrift Store. Feel free to donate to Stone Soup / Basic Needs.

Member Taylor stated there was a Planning Commission meeting last week. Member Taylor stated the Commission is making good progress on the tree ordinance as well as the sewer requirements for the RE district.

Member Ingemann stated the Recycling and Energy Center is having a groundbreaking on April 22nd for the new building.

13. ADJOURNMENT

Member Chapdelaine motioned to adjourn the City Council Meeting. Seconded by Member Johnson. Approved 5-0.

The City Council Meeting was adjourned at 6:47 p.m. on April 15, 2021.

Respectfully Submitted:
Jill Thiesfeld
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor