



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

**1. CALL TO ORDER**

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on July 15, 2021.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present (4): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Tom Ingemann, and Council Member Marvin Taylor.

Not Present (1): Council Member Rozlyn Johnson

**4. ADOPT AGENDA**

Mayor Elliott stated there is an addition to the agenda under the Administrators report. This is to establish our workshops as standing meetings.

Member Chapdelaine motioned to adopt the agenda as amended. Seconded by Member Ingemann. Approved 4-0.

**5. PUBLIC COMMENTS**

None.

**6. ADOPT CONSENT AGENDA**

- A. Minutes-** June 3, 2021, Council Workshop
- B. Minutes-** June 17, 2021, Regular Council
- C. Minutes-** June 17, 2021, Council Workshop
- D. Farm Animal Permit-** Brown
- E. EMWREP**
- F. Resolution No 2021-35-** CSAH 34 Trail
- G. List of Bills-** \$336,035.6
- H. June 2021 Financial Report**

Member Ingemann motioned to adopt the Consent Agenda. Seconded by Member Chapdelaine. Approved 4-0.

## **7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT**

Washington County Sheriff Deputy Sergeant Bill Harrell stated there were concerns with the park hours for the pedestrian bridges. The established park hours include the landings of the pedestrian bridges, but not the actual bridge itself. This allows the deputies to stop people lingering at the park benches after hours. There has been vandalism/graffiti on the pedestrian bridges. Mayor Elliott stated 30 minutes after sunset, people should not congregate at the landings. If folks want to get onto the bridge to cross over Highway 61, that is ok. Sergeant Harrell stated that Public Works put up signage that makes it easier for Deputy's to enforce the parking lot issues.

Sergeant Harrell stated he appreciated the invite to the groundbreaking ceremony and is very grateful to the space they will have in the new building.

## **8. FIRE CHIEF'S REPORT**

Fire Chief Steve Wiley thanked everyone who came to the drive by Booya to support the Fire Department. The Booya was sold out between 1:00 p.m. - 1:30 p.m. and the feedback was positive.

## **9. ENGINEER'S REPORT**

### **A. 12<sup>th</sup> Avenue and 12<sup>th</sup> Street Improvements**

#### **1. Partial Payment Application No. 9**

City Engineer Jon Herdegen stated the A-1 Excavating finished up the service line repair on 12<sup>th</sup> Street. There are some areas of sparse vegetation in the boulevards that the contractor will touch up as we have not accepted the final restoration.

A-1 Excavating has submitted Partial payment No. 9 for consideration in the amount of \$7,129.21.

Member Chapdelaine motioned to approve Partial Payment Application No. 9 in the amount of \$7,129.21 for A-1 Excavating. Seconded by Member Taylor. Approved 4-0.

Member Taylor inquired who establishes the culverts along Century Avenue. Engineer Herdegen stated there are two culverts and one is in the county right-of-way. Engineer Herdegen stated they are working with the developer who is looking to do a major subdivision on the Newport side of Century to make sure they have the proper stormwater management facilities in place.

## **10. SUPERINTENDENT OF PUBLIC WORKS REPORT**

### **A. Request for Weekend Hours- H&U**

Superintendent of Public Works Bruce Hanson stated there is a request from H+U to extend weekend hours on Saturdays from 8:00 a.m. to 5:00 p.m. There was a delay with the panels coming in and they would like to keep the project moving.

Member Ingemann motioned to extend weekend hours on Saturdays from 8:00 a.m. – 5:00 p.m. to H+U for the construction of the new City Hall. Seconded by Member Chapdelaine. Approved 4-0.

### **B. Payment Request- H&U**

Superintendent Hanson stated H+U submitted Partial Payment Request No. 6 in the amount of \$336,270.72 which includes labor and materials.

Member Ingemann motioned to approve Pay Application No.6 in the amount of \$336,270.72 to H+U. Seconded by Member Chapdelaine. Approved 4-0.

Superintendent Hanson stated Public Works has seal coated the southwest portion of the city and will be sweeping up in the next few days.

## 11. ADMINISTRATOR'S REPORT

### A. RFP- City Website

Assistant to the City Administrator Travis Brierley stated there is a RFP for redesigning a new City website in the packet. The timeline to complete the project would be about 4-6 months. The current website uses an adobe software that has not been supported since 2012. The new website would be completed in conjunction with the new City Hall and new logo. If approved, the RFP would go out next week. The upgrades to a new website include ADA compliance along with the ability to do online forms. The RFP would be advertised on the League of MN Cities website, the city website, and the city Facebook page.

Member Chapdelaine motioned to direct Staff to issue the RFP for an updated City Website. Seconded by Member Taylor. Approved 4-0.

### B. Standing Workshops

Assistant Brierley stated workshop agendas need to be published at least three days in advance and items cannot be add to a workshop agenda within those three days. Assistant Brierley spoke to the League of Minnesota Cities and found a work around if the Council adopts the workshop as a regular meeting. This would allow the city some flexibility when items come up within those three days and need to be discussed. The Council would be able to discuss the item(s) but not take any formal action. Mayor Elliott stated this would allow us to be more efficient and keep things moving forward.

Mayor Elliott motioned to establish our workshops as standing regular meetings and direct staff to update the schedule. Seconded by Member Chapdelaine. Approved 4-0.

## 12. MAYOR AND COUNCIL REPORTS

Council discussed today's groundbreaking for the new City Hall and agreed it was a great ceremony.

Mayor Elliott wanted to recognize Mayor Dan Lund and Council Member Bill Sumner who played a large role in the new City Hall as they sat on the City Council in 2019 and 2020. Mayor Elliott also wanted to recognize all the Councils before them that approved studies, analysis, and evaluations.

Member Chapdelaine stated the co-trustees are still working on the final plan for the 3M drinking water which should come in August.

Member Taylor stated there will be two items coming to Council from the Planning Commission. One item is for a major subdivision on Century Avenue. The second item is an update to the tree ordinance in terms of tree replacement for new developments.

## 13. ADJOURNMENT

Member Chapdelaine motioned to adjourn the City Council Meeting. Seconded by Member Ingemann. Approved 4-0.

The City Council Meeting was adjourned at 6:07 p.m. on July 15, 2021.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

Signed: \_\_\_\_\_  
Laurie Elliott, Mayor