



**CITY OF NEWPORT
REGULAR COUNCIL MEETING MINUTES
NEWPORT CITY HALL
December 16, 2021**

1. CALL TO ORDER

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on December 16, 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

City Administrator Deb Hill requested removal of item 13 for the Potential City Land Purchase/Sale and Litigation.

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

5. PUBLIC COMMENTS

Bill Sumner residing at 737 21st Street, addressed the Council. Mr. Sumner wished everyone a Merry Christmas.

6. ADOPT CONSENT AGENDA

- A. **Minutes-** November 18, 2021 Regular Council
- B. **Minutes-** November 30, 2021 Special Council Meeting
- C. **Minutes-** December 2, 2021 Regular Council
- D. **Library Advisory Committee Minutes-** October 5, 2021
- E. **Planning Commission Minutes-** September 14, 2021
- F. **Planning Commission Minutes-** October 12, 2021
- G. **Resolution No. 2021-46** Non-Union Salaries
- H. **Planning Services Contract-** Sherri Buss
- I. **Gambling Application-** Capital City Strutters
- J. **Resolution No. 2021-51** Certify Utility Bills
- K. **Resolution No. 2021-52** 2022 Polling Location
- L. **List of Bills-** \$132,194.50
- M. **Financial Statement-** November 2021

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 Newport has not had any package thefts but reminded everyone to call if they see suspicious activity. Sergeant Harrell also reminded everyone to slow down as there have been a lot of crashes on Highway 61 with the ice and snow.

8. FIRE CHIEF'S REPORT

Fire Chief Steve Wiley agreed with Sergeant Harrell's comments. There were approximately seven accidents between Highway 61 and 494 with the snow and certain spots tend to get very slippery. Chief Wiley thanked everyone who came out for the food and toy drive last Sunday. They raised over \$2,000 in cash, \$500 in gift cards, and a pickup truck full of toys and food. These items will be donated to the Friends in Need Food Shelf in St. Paul Park.

9. ENGINEER'S REPORT

City Engineer Jon Herdegen stated they completed the road condition assessment. From here staff will work to identify recommendations for priority projects. Engineer Herdegen inquired if he could present at a Council Meeting or Council Workshop in January or early February. Mayor Elliott stated it would be best at an upcoming Council Workshop.

Engineer Herdegen stated for the I/I mitigation project, MSA is working to get a scope pulled together that PFA will accept as part of the design and construction scope. They are also talking with vendors that have I/I reduction techniques to evaluate what options are available.

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

Superintendent of Public Works Bruce Hanson stated there is Pay Application No. 11 to H+U for the new City Hall / Public Safety building in the packet. The total cost with labor and materials is \$645,416.32.

Member Ingemann motioned to approve Pay Application No. 11 to H+U in the amount of \$645,416.32. Seconded by Member Chapdelaine. Approved 4-0.

Superintendent Hanson reminded residents not to push or plow snow into the roadway as it is illegal and creates a hazard.

Member Taylor inquired when the Loveland ice rink would open. Superintendent Hanson stated they need seven to ten days of 20-degree weather or cooler before they can flood the rink.

11. ADMINISTRATOR'S REPORT

1. OPG3 Contract- Laserfiche

Assistant to the City Administrator Travis Brierley stated there is a contract for OPG3 for Laserfiche. Laserfiche is an electronic filing system that the city can use for internal and external documents. The contract is \$3,100 per year after the initial setup fee of \$1,850. Staff recommends approval of this contract. Mayor Elliott stated it is important and valuable to have our documents electronically backed up and safely stored.

Mayor Elliott motioned to approve the OPG2 contract for Laserfiche. Seconded by Member Chapdelaine. Approved 4-0.

2. Resolution No. 2021-47 Hazard Mitigation

Administrator Hill stated at the last meeting Council approved a resolution to apply for grants from FEMA to mitigate the last house and breach the levee. Resolution No. 2021-47 allows the city to apply for matching funds from the DNR.

Member Chapdelaine motioned to adopt Resolution No. 2021-47 – Hazard Mitigation. Seconded by Member Taylor. Approved 4-0.

3. Resolution No. 2021-48 Transfer of Land to NEDA

Administrator Hill stated there are three home parcels on the corner of 2nd Avenue and 9th Street that were purchased through the Newport Economic Development Authority (NEDA) but recorded under the City of Newport. Our city attorney advises that we transfer the land back to NEDA to clean up the recording issue.

Member Ingemann motioned to adopt Resolution No. 2021-48 – Transfer of Land to NEDA. Seconded by Member Chapdelaine. Approved 4-0.

4. Resolution No. 2021-49 Accepting Coronavirus Local Fiscal Funds

Administrator Hill stated we received a supplemental fund in the amount of \$6,216.60. Once we accept the funds, we will need to distribute the funds back into the account, so there are two Resolutions for Council to approve.

Member Chapdelaine motioned to adopt Resolution No. 2021-49 – Accepting Coronavirus Local Fiscal Funds. Seconded by Member Ingemann. Approved 4-0.

5. Resolution No. 2021-50 Distribution of Coronavirus Funds

Member Chapdelaine motioned to adopt Resolution No. 2021-50 – Distribution of Coronavirus Funds. Seconded by Member Taylor. Approved 4-0.

6. City Hall Closed Dates

Administrator Hill inquired if Council would approve closing City Hall at 1:00 p.m. on Thursday, December 23rd. Assistant Brierley would take phone calls remotely for the remainder of the day.

Member Ingemann motioned to close the City Hall office at 1:00 p.m. on Thursday December 23rd. Seconded by Member Chapdelaine. Approved 4-0.

12. MAYOR AND COUNCIL REPORTS

Mayor Elliott stated she visited the North Pole restaurant earlier this morning to formally present them with the Newport Business of the Year award. The North Pole restaurant is an asset to our community and a fun place to go and meet with friends and family. Mayor Elliott stated there is a COVID vaccine clinic coming up on January 8th from 12:00 p.m. to 3:00 p.m. at Pullman Elementary. The vaccines are free, and no appointments are necessary.

Member Taylor stated the Planning Commission met this past Tuesday. They approved the residential parking ordinance that will be coming to Council. The Planning Commission also approved a driveway variance.

Member Chapdelaine stated he has a few updates from the watershed district. There were water issues a few years back in the Bailey Meadows development. The City of Woodbury primarily with the help of the watershed district was looking into what they could do with La Lake. The watershed district staff is aware this issue is important to Newport and will keep driving this forward. Member Chapdelaine stated the other issue that is important to Newport is on the other side of town off 65th Street. The Ravine near the cemetery and Ten-E Packaging is very deep and eroded. This spring it would be nice do temporary repairs to the ditch. Member Chapdelaine stated at the HPC meeting they are working on a grant for the overlooks, which will require us to create addresses for these four locations.

Member Ingemann stated the Refuge Dry Fuel (RDF) plant is working to get disposable garbage. The goal is to get everything ready to go by the end of next year. Food bags will be available for free to Ramsey and Washington County residents.

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 6:08 p.m. on December 16, 2021

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor