



**CITY OF NEWPORT
CITY COUNCIL WORKSHOP MINUTES
NEWPORT CITY HALL
May 6, 2021**

1. CALL TO ORDER

Mayor Elliott called the City Council Workshop to order at 6:57 p.m. on May 6, 2021.

2. 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.

3. CITY LOGO

Member Chapdelaine stated he and Mayor Elliott met with the consultant who is working on incorporating the ideas from the last workshop into the new logo. The plan is to bring the new logo design back to a June meeting.

4. CODE ENFORCEMENT

Assistant to the City Administrator Travis Brierley stated he spoke with other cities who issue administrative citations. These cities include Woodbury, South St. Paul, and the City of St. Paul. The administrative citation fees have a large range, but the average fee is \$100. Staff recommends setting our administrative citation fee to \$100, which would be charged after a failed re-inspection.

Council discussed that residents would first receive a letter with a timeframe to comply. If during the follow-up the resident has not complied, then they will be issued a \$100 citation. Council will need to approve the updated ordinance and updated fee schedule at a future Council meeting.

5. UTILITY BILL ELECTRONIC PAYMENT FEES

Assistant Brierley stated the City utilizes Payment Service Network (PSN) to handle electronic payments. Currently PSN charges residents \$2.99 per payment up to \$300 when using credit cards, and \$0.50 for bank transfers from a checking or saving account. Staff recommends if Council wants to provide a non-fee option, to waive the \$0.50 bank transfer fee for residents. Assistant Brierley informed Council that the \$0.50 fee the City would be paying would be made up by reduced staff time for processing the electronic payments.

Council discussed that when payments are made electronically, it saves staff processing time and therefore the consensus would be to waive the \$0.50 fee for bank transfers from a checking or savings account. Staff should prepare a resolution for a future Council meeting.

6. FUTURE AGENDA ITEMS

City Administrator Deb Hill stated that pay equity will be coming back to Council as we need to make adjustments before July. City Planner interviews are planned for Tuesday, May 18th. Mr. Mularoni will be at the May 20th workshop for a development discussion. The Planning Commission is working on the Tree Ordinance and the Sewer Utilities in the RE district.

7. ADJOURNMENT

Mayor Elliott adjourned the City Council Workshop at 7:35 p.m. on May 6, 2021.

Respectfully Submitted:
Jill Thiesfeld
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor