



CITY OF NEWPORT  
2060 1<sup>ST</sup> Avenue  
Newport, MN 55055  
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**CITY COUNCIL MEETING MINUTES**  
**September 7, 2023**

**1. CALL TO ORDER**

Mayor Elliott called the City Council meeting to order at 5:30 p.m. on September 7, 2023.

**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 Bill Sumner.

Not Present (0): None.

**4. ADOPT AGENDA**

Member Chapdelaine motioned to adopt the agenda. Seconded by Member Sumner. Approved 5-0.

**5. RAMSEY/WASHINGTON COUNTY RECYCLING AND ENERGY CENTER PRESENTATION**

Sam Holl, Facility Manager and Nathan Klett, Engineer with the Recycling and Energy Center (R&E), along with County Commissioner Karla Bigham addressed the Council. Mr. Holl gave Council an update on what the R&E Center is doing to be a good neighbor. Their goal is to divert material from landfill and recover materials from waste. The R&E Center is in Newport and all trash from residents and businesses in Ramsey and Washington County is delivered to this facility. The R&E Center produces refuse-derived fuel (RDF) which is then used by Xcel Energy to generate electricity. There is a new food scrap pickup program. Residents can put food scraps in special green bags and robotic machines will pick those bags and send them to a compost facility. This program is currently in a pilot test but should be rolled out to our communities in mid-October. Mr. Klett discussed odor monitoring and explained how they are being proactive in managing odors. They have louvers, power roof vents, high-speed roll up doors, odor mitigation units, etc.

**6. PUBLIC COMMENTS**

No public comments were made.

**7. ADOPT CONSENT AGENDA**

- A. **Minutes** – August 3, 2023 Council Workshop
- B. **Minutes** – August 8, 2023 Special Council Meeting
- C. **List of Bills**- \$214,831.12

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

**8. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT**

Washington County Sheriff's Deputy Sergeant Bill Harrell gave Council an update on the code enforcement sweep that was done in the city for unregistered and inoperable vehicles. Initially they had thirty-seven violations, and when the deputies went back two weeks later to check those violations, the number dropped to eighteen violations. The city will send letters for these violations and the goal is to gain compliance without having to issue citations.

**9. FIRE CHIEF'S REPORT**

**A. Emergency Response Presentation**

Fire Chief Steve Wiley gave Council a high-level overview of our emergency operation plan (EOP) for large-scale incidents in the city. The EOP is a 400-page document that provides guidelines on how to manage major emergencies that threaten health, functions, services, and operations. The incident command system (ICS) is a nationally accepted hierarchical management system used to manage emergencies. All Chief Officers are trained in ICS. Examples of emergencies that can trigger an EOP include large scale fires, mass casualty incidents, tornadoes, and hazardous materials. Doug Berglund, Emergency Services Manager for Washington County, addressed the Council. Mr. Berglund stated he has been in this role for twelve years and is here to support local municipalities, police, fire, EMS, schools, and hospitals when there is a large-scale incident that requires additional support.

Chief Wiley updated the Council on the live burn training they performed on August 19<sup>th</sup>. It was a long, hot day, but the training went very well. The Cottage Grove and St. Paul Park Fire Departments joined the Newport Fire Department for this training.

Chief Wiley stated that the Newport Fire Department will be hosting their annual Booya event on Sunday, September 17<sup>th</sup> from 11am to 4pm at the Fire Station.

**10. ENGINEER'S REPORT**

City Engineer Jon Herdegen gave the Council a brief update on the Lateral Lining Project. They are waiting for the contractor to get them a list of properties they will have trouble lining due to offset connections. Staff will work directly with these property owners.

**11. SUPERINTENDENT OF PUBLIC WORKS REPORT**

Superintendent of Public Works Matt Yokiell informed Council they plan to have the rest of the house removed by the end of the month that was recently used for the live training burn conducted by the Fire Department. Superintendent Yokiell gave a brief update on the new hockey rink. They are getting the site prepped, the lights are ordered, and the hockey boards should be coming soon.

**12. ADMINISTRATION REPORT**

Mayor Elliott introduced David Assaf, who is our new City Attorney from Flaherty and Hood.

**A. Ordinance No. 2023-05- Cannabis Business Moratorium – Public Hearing**

Attorney Assaf stated Ordinance No. 2023-05 is an interim ordinance authorizing a study period and prohibiting the operation of cannabis businesses in the city until January 1, 2025.

Mayor Elliott opened the Public Hearing the Cannabis Business Moratorium at 6:27 p.m. on September 7, 2023.

No public comments were made.

Mayor Elliott closed the Public Hearing the for the Cannabis Business Moratorium at 6:28 p.m. on September 7, 2023.

Member Chapdelaine motioned to adopt Ordinance No. 2023-05- Cannabis Business Moratorium. Seconded by Member Ingemann. Approved 5-0.

**B. Verizon Wireless Lease Agreement**

Assistant to the City Administrator Travis Brierley stated he is requesting Councils consent to enter into a lease agreement. This is an obligation that the county has with the city to co-locate any communication equipment on the monopole at Public Works. That is a county tower and currently only houses the county radio equipment including our emergency services repeaters. The county has negotiated a contract with Truman Site Acquisitions for a Verizon antenna to be placed on the monopole. The city would have a structured revenue sharing with the county. Over the first five years the city would get 30% of the revenue, years six through ten the city would get 40%, and years 11 and beyond the city would get 50% of the revenue. Over the course of 20 years, the city would receive approximately \$316,000 and the maintenance and liability is managed by the county.

Member Ingemann motioned to approve the Verizon Wireless Lease Agreement. Seconded by Member Sumner. Approved 5-0.

**13. MAYOR AND COUNCIL REPORTS**

Mayor Elliott stated residents can donate used skates to City Hall and staff would get them to the warming house to be used this winter by anyone without skates. Mayor Elliott attended a Great River Rail meeting this morning. This group has been working hard to get a second Amtrak train that would travel from Chicago to the Twin Cities. Mayor Elliott stated she is excited to report that Marathon Refinery has sent us a donation of \$100,000 to be used at Busy Beaver for updating the playground equipment. She thanked the group at Marathon Refinery for supporting our community in such a meaningful way.

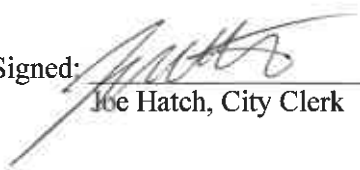
Member Sumner stated the Refinery is hosting an event on Saturday, September 23<sup>rd</sup> from 11am – 3pm. There will be food, activities, and other events at the Refinery.

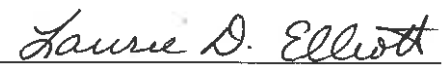
**14. ADJOURNMENT**

Member Chapdelaine motioned to adjourn the City Council meeting. Seconded by Member Sumner. Approved 5-0.

The City Council meeting was adjourned at 6:40 p.m. on September 7, 2023.

Respectfully submitted:  
Jill Thiesfeld,  
Administrative Assistant II

Signed:   
Joe Hatch, City Clerk

Signed:   
Laurie Elliott, Mayor