



CITY OF NEWPORT  
2060 1<sup>ST</sup> Avenue  
Newport, MN 55055  
(651) 459-5677  
ci.newport.mn.us

**SPECIAL CITY COUNCIL MEETING MINUTES**  
**July 11, 2023- 5:00 PM**

**1. CALL TO ORDER**

Mayor Elliott called the Special Council Meeting to order at 5:00 p.m. on July 11, 2023.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

Not Present (1): Council Member Kevin Chapdelaine.

**4. FEE SCHEDULE**

City Administrator Joe Hatch informed the Council that an amendment is being requested by staff to add a "Zoning Letter" fee of \$100.00 to the City's fee schedule. This fee is to cover the cost of a detailed letter to businesses and residents regarding the zoning of their property. Administrator Hatch informed the Council that a zoning letter is more detailed and requires research compared to a zoning verification which the City does not charge for when requested.

Member Sumner motioned to approve Resolution No. 2023-31 amending the City Fee Schedule to include a fee of \$100.00 for Zoning Letters. Seconded by Member Ingemann. Approved 4-0.

**5. JULY CITY COUNCIL MEETING**

Administrator Hatch informed the Council that the City will be receiving an award from Finance and Commerce on July 20<sup>th</sup> which is direct conflict with the Council meeting scheduled for that night. Administrator Hatch requested the meeting be moved to Wednesday, July 19, 2023 at 5:30 p.m.

Member Sumner motioned to move the regularly scheduled City Council meeting and City Council Workshop as posted to Wednesday, July 19, 2023 to start at the regularly scheduled times. Seconded by Member Taylor. Approved 4-0.

**6. ADJOURNMENT**

Member Ingemann motioned to adjourn the Special Council Meeting. Seconded by Member Sumner. Approved 4-0.

The Special Council Meeting was adjourned at 5:05 p.m. on July 11, 2023.

Respectfully Submitted:  
Travis Brierley,  
Assistant to the City Administrator

Signed: Laurie A. Elliott  
Laurie Elliott, Mayor