



**CITY OF NEWPORT  
CITY COUNCIL WORKSHOP  
NEWPORT CITY HALL**

**January 7, 2021 – IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING  
May Be Held Electronically From Remote Locations**

*Zoom Meeting Link* <https://us02web.zoom.us/j/81555137620> Meeting ID: 815 5513 7620 PW: Newport

MAYOR:	Laurie Elliott	City Administrator:	Deb Hill
COUNCIL:	Kevin Chapdelaine	Supt. of Public Works:	Bruce Hanson
	Tom Ingemann	Fire Chief:	Steven Wiley
	Marvin Taylor	Asst. to the City Admin:	Travis Brierley
	Vacant	Law Enforcement (WCSO):	Bill Harrell

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. CHAPTER 2, ARTICLE IV ORDINANCE
4. COUNCIL MEMBER LIAISON APPOINTMENTS
5. COUNCIL VACANCY AND CITIZEN COMMITTEE INTERVIEW PROCESS
6. CITY COUNCIL MEETING AGENDAS
7. ADJOURNMENT

## ARTICLE IV. - BOARDS, COMMISSIONS AND SIMILAR BODIES

### Sec. 2-112. - Planning commission.

- (a) *Established.* The city has established a planning commission consisting of five members appointed by the council.
- (b) *Member terms, residency, removal; vacancies.* The term of the office of current members shall be according to conditions under which they were originally appointed. With any vacancy, the new term shall be up to three years ending ~~January~~ December 31 at as designated by council. Effective January 21, 2021, existing appointments at the time of this change shall be extended to January 31 of the respective year. The terms for a majority of members may not expire in the same year. A member may be removed at any time by a four-fifths vote of the city council. No person appointed to represent the residents shall continue to serve on the commission once that member has taken residence outside of the city limits.
- (c) *Officers.* The commission shall elect a chairperson from among its appointed members for a term of one year, and the commission may create and fill such other offices of the commission as it may determine.
- (d) *Meetings.* The commission shall hold a least one regular meeting each month and may hold special meetings as determined by the commission. All meetings shall be open to the public. Meetings may be cancelled by the call of the chair with reasonable cause and notification.
- (e) *Attendance at meetings.* Three consecutive unexcused absences or four absences during one calendar year from commission meetings shall be deemed to constitute a resignation. The chairperson shall report such absences to the council who shall make an appointment to fill the vacancy for the unexpired portion of the term.
- (f) *Rules of procedure.* It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which shall be a public record.
- (g) *Compensation.* The members of the planning commission shall receive such compensation as is established from time to time by the city council.
- (h) *Duties.* The commission shall:
  - (1) Act as planning agency of the city in accordance with M.S.A. § 462.354 and to exercise those powers and duties consistent with M.S.A. §§ 462.351 through 462.364.
  - (2) Conduct activities in accordance with duties assigned in this Code, council adopted procedures and resolutions, and state law.
  - (3) Prepare an outline of types of procedure necessary to make the city comprehensive plan effective.
  - (4) Review the comprehensive plan every two years or when requested to do so by the city council, making recommendations for updating.
  - (5) Prepare zoning regulations for the city which shall be reviewed every two years, alternating with the comprehensive plan, or when requested to do so by the city council, making recommendations for updating.

(Code 1997, §§ 225.01—225.05; Ord. No. 2018-04, 12-20-2018)

### Sec. 2-113. - Human rights commission.

- (a) *Established; purpose.* The city has established a human rights commission, the purpose of which is to secure for all persons equal opportunity in employment, housing, public accommodations, public service and education and to enforce the city's non-discrimination policy.

- (b) *Membership; terms, qualifications, compensation.* The commission shall consist of three members, serving without compensation, appointed by the mayor with the consent of a majority of the council. The members shall be appointed with due regard to their fitness to effectively dispatch the functions, powers and duties vested in and imposed upon the commission. At least one member of the commission shall be representative of low income or minority persons. The members of the commission shall be appointed for a term of three years except that any person appointed to fill a vacancy occurring in the commission prior to the expiration of the term for which his predecessor was appointed shall be appointed only for the remainder of the term.
- (c) *Removal of members.* Members may only be removed from office for cause, and cause shall be limited to a member's termination of residency within the city, a member's death or disabling illness, a member's failure to attend three consecutive regular commission meetings or a member's failure to demonstrate a commitment to the policy and purpose of this section.
- (d) *Duties and authority.* The commission shall fulfill the purpose of this section and coordinate the local aspect of the activities of federal, state and county and quasi-public agencies in this field as they relate to human relations and civil rights and enter into agreements with the agencies for cooperative efforts to further the policies of this section. The commission shall advise the city council on long range programs to improve community relations in the city. The commission shall cooperate with and be a part of the county human relations commission and cooperate with human rights commissions of cities in the surrounding area.
- (e) *Bylaws.* The commission shall adopt bylaws and rules for the conduct of its affairs, including the election, assumption of duties and defining of responsibilities of officers of the commission.
- (f) *Agreement with state.* The commission shall enter an agreement with the state department of human rights pursuant to the State Human Rights Act, M.S.A. ch. 363A.
- (g) *Complaints.* The commission shall receive and forward to the state department of human rights complaints on alleged discrimination acts committed within the city as may come to the commission's attention and upon its own investigation. The council shall promptly act on matters referred to the council by the commission and provide formal written documentation of the acts to each member of the commission.
- (h) *Planning.* The commission shall formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programs in the area of civil and human rights.
- (i) *Records.* The commission shall keep proper records of its meetings and the records shall be maintained in a central location and shall be provided regularly to the commission members and to the mayor and council.
- (j) *Liaison.* The council shall appoint one of its members to act as liaison with the commission.
- (k) *Budget.* The council shall provide an annual budget for the use of the commission.

(Code 1997, §§ 260.02—260.06)

#### Sec. 2-114. - Library board.

The public library was established November 20, 1889, by Ordinance No. 2, and is and shall continue to be operated in accordance with the provisions of M.S.A. §§ 134.07 through 134.15. The public library is governed by a library board consisting of five members. The appointment, terms of office, and powers and duties of the library board members are as provided by state law.

(Code 1997, §§ 230.01, 230.02)

Secs. 2-115—2-141. - Reserved.

## Memorandum

Date: December 30, 2020

To: Newport City Council

From: Mayor Laurie Elliott

Re: Council Meeting Agendas and Procedures

Our current Council agenda has a few things I'd like to change to improve transparency and meeting flow.

- 1) **Move Public Comments ahead of the Consent Agenda approval.** This change would allow residents to comment on any consent agenda items before they are approved.
- 2) **Move Partial/Final Payments to Consent.** Partial and final payments for engineering and construction projects are often done under the Consent agenda in other cities. Our City Engineer provides thorough reports of the work completed to justify the payment. And Council can remove an item from consent if they have additional questions. We may also see an increase in these types of requests as the construction of the new public safety/city hall building gets underway. Staff would still have the authority to place a payment request on the regular agenda should they believe it warrants Council discussion.
- 3) **Remove City Attorney Report from Agenda; move legal items under Administrator's Report.** The city attorney will only attend meetings as needed and any legal matters can be placed under the Administrator's Report, similar to how planning matters are currently handled.
- 4) **Remove "Old/New Business".** Old business should be covered under the individual staff reports and any new business should be disclosed on the agenda for better transparency and keeping the public informed of our work.
- 5) **Combine Mayor and Council Reports to a single item.** We all play on the same team and the reports are simply updates from our liaison work and other announcements of value to the community.

I'd also like to discuss a few procedural items. I look forward to your comments and any other suggestions to improve our agenda and meeting process.