



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

**March 4, 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
	Rozlyn Johnson	Law Enforcement (WCSO):	Bill Harrell

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. 3M PFC SETTLEMENT
4. CITY LOGO/BILLBOARD ADVERTISEMENTS
5. WAIVER OF UTILITY LATE FEES
6. CITY ATTORNEY APPRECIATION
7. PLANNING RFP
8. TRASH CANS ORDINANCE
9. INTERNAL CONTROLS POLICY
10. FUTURE AGENDA ITEMS
11. ADJOURNMENT



# MSA Engineer's Report

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**To:** Honorable Mayor and City Council Members  
**From:** Jon Herdegen, P.E. – City Engineer  
**Date:** February 25, 2021 – For the March 4<sup>th</sup> Council Workshop

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## **3M PFC Settlement**

As the State of Minnesota and the Co-Trustees of the 3M PFC Settlement near the completion of the Conceptual Drinking Water Supply Plan (expected in June of 2021), staff would like to take an opportunity to summarize the expected impacts to the City of Newport and solicit feedback from the Council. Our goal for this discussion is to ultimately prepare a resolution stating the City's official recommendation(s) for the Plan to be submitted for formal record to the Co-Trustees.

Staff has prepared a presentation to summarize the content provided at the Citizen-Business Group, Government 3M Working Group and Drinking Water Supply Subgroup 1 meetings that began in late 2018. Most of the information included in the presentation can be found on the State's 3M PFC Settlement website (<https://3msettlement.state.mn.us/>) including workgroup meeting agendas and supplemental materials, a current draft of the Plan, a collection of figures and exhibits and an interactive map depicting the priority well sampling.

Note: The exhibits referenced in the presentation may be easier to view in their original format on the website. Use the following link to access the exhibits as desired.

([https://3msettlement.state.mn.us/sites/default/files/AppendixE\\_maps\\_figures.pdf](https://3msettlement.state.mn.us/sites/default/files/AppendixE_maps_figures.pdf))

## **Presentation Outline**

- 1) Funding Option
  - a) 2007 Consent Order
  - b) 2018 NRDA Settlement Agreement
    - i) Priority One
    - ii) Priority Two
- 2) Non-Municipal Well Inventory
- 3) Particle Tracking
- 4) Conceptual Drinking Water Supply Plan
  - a) Option One
  - b) Option Two
  - c) Option Three
- 5) Newport Interconnection Options
  - a) Woodbury Interconnect
  - b) Cottage Grove Interconnect
  - c) Cost Comparison
- 6) Recommendations

## MEMO

February 25, 2021

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**Action Requested:** We respectfully request the Council provide feedback pertaining to the 3M PFC Settlement and draft resolution for formal discussion at a future Council Meeting.

Attachments:

PowerPoint Presentation

Draft Resolution

# 3M PFC Settlement

Newport City Council Workshop

March 4, 2021

# FUNDING OPTIONS

## 2007 CONSENT ORDER

- Treatment capital costs and O&M on individual residential and municipal wells when a well advisory has been issued (HI => 1) as a result of PFAS releases from a 3M PFAS disposal site
- MPCA staff costs to oversee remediation related to the 3M disposal sites
- Contractor costs to provide technical assistance to MPCA including well sampling
- Sampling and lab costs for residential wells related to PFAS releases
- Bottled water for well advisory residences
- Response actions implemented to address PFAS releases at or from the 3M PFAS disposal sites

# FUNDING OPTIONS

## 2018 NRDA SETTLEMENT AGREEMENT

- Design and construction of long- term regional and local drinking water treatment systems and wells
- Design and construction to connect of individual wells to city water supply systems or individual home treatment systems
- Costs to conduct a source water assessment and feasibility study of Project 1007 (Study of PFAS Conveyance)
- Contractor costs associated with implementation of working groups and associated MPCA, DNR, and MDH staffing related to these activities
- Priority 1 and Priority 2 projects as determined to be eligible by the Co-Trustees

# FUNDING OPTIONS

## 2018 NRDA SETTLEMENT AGREEMENT – PRIORITY ONE

- “Enhance the quality, quantity, and sustainability of drinking water”
- “Ensure clean drinking water in sufficient supply to residents and businesses...to meet their current and future water needs”
- “development of alternative drinking water sources...treatment of existing water supplies, water conservation and efficiency, open space acquisition, and groundwater recharge”
- Provide clean drinking water to residents and businesses to meet current and future needs under changing conditions, population, and health-based values.
- Protect and improve groundwater quality.
- Protect and maintain groundwater quantity.
- Minimize long-term cost burdens for communities.

# FUNDING OPTIONS

## 2018 NRDA SETTLEMENT AGREEMENT – PRIORITY TWO

- Restore and enhance aquatic resources, wildlife, habitat, fishing, resource improvement and outdoor recreation
- Restore, protect, and enhance aquatic resources, wildlife, and habitat.
- Reduce fish tissue contamination and remove PFAS-based fish consumption advisories.
- Improve and enhance outdoor recreational opportunities.



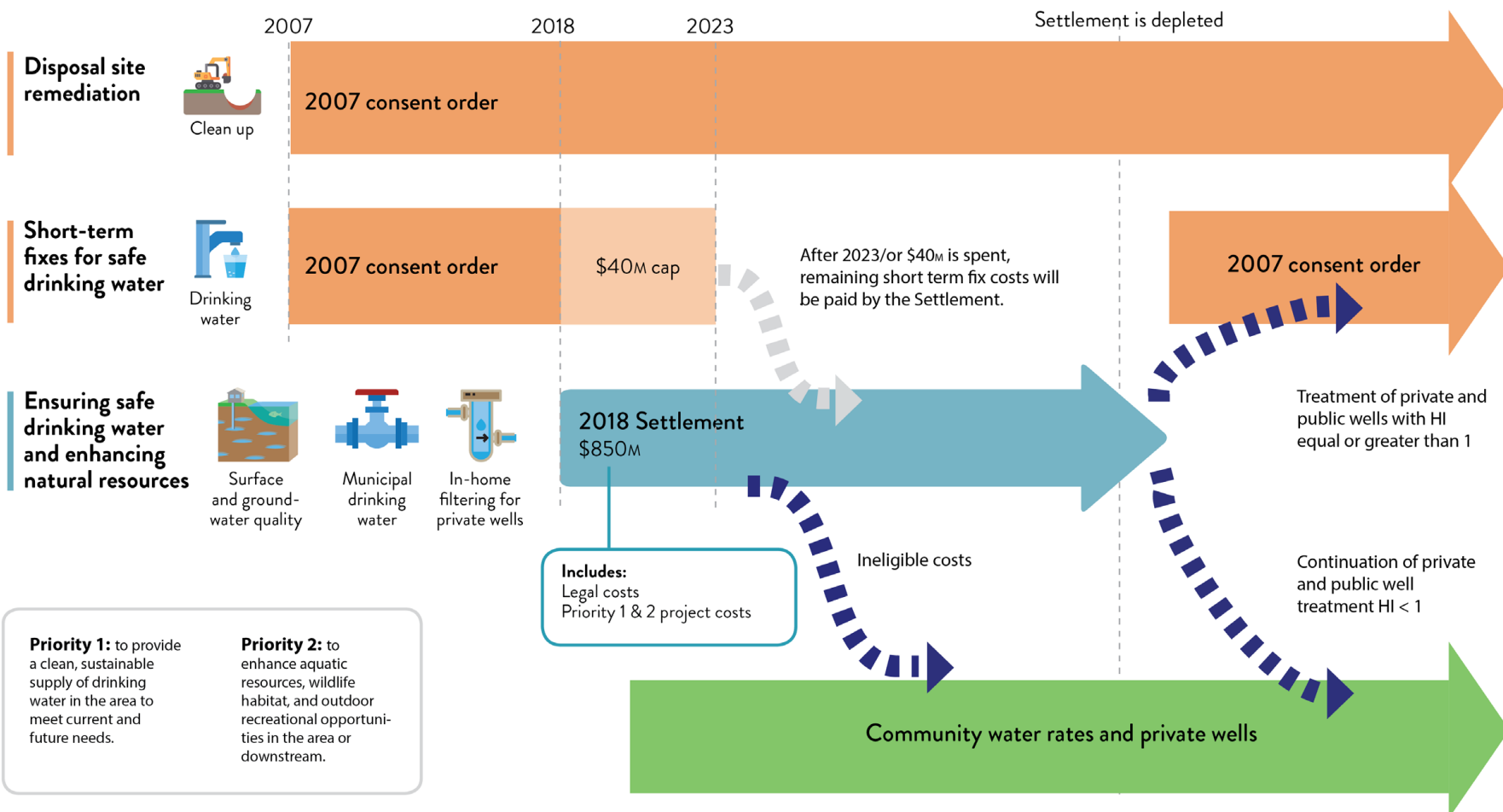
# FUNDING OPTIONS

## 2018 NRDA SETTLEMENT AGREEMENT

- When Settlement Funds are depleted:
  - Capital and O&M costs for public and private wells with an HI  $\Rightarrow$  1 (i.e., MDH Well Advisory) will then be covered by terms of the Consent Order.
  - Capital and O&M costs for wells with HI < 1 (no Well Advisory) will not be covered by the Consent Order and will be covered by communities and/or individual homeowners

# FUNDING OPTIONS

## Timelines for drinking water and groundwater solutions Minnesota 3M PFC Settlement

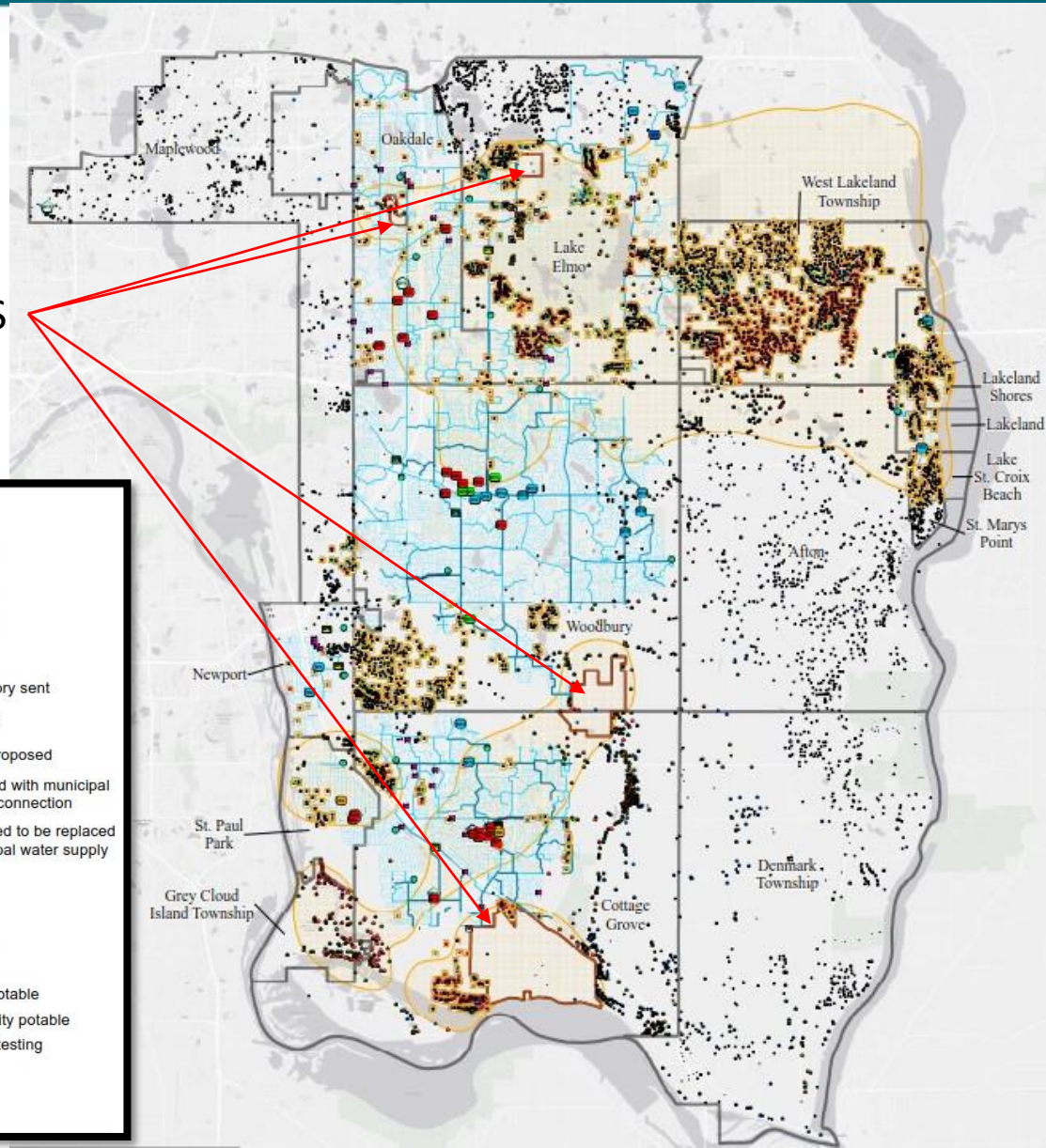


# NON-MUNICIPAL WELL INVENTORY

	TOTAL WELLS		WELLS IN MWI		Total Sampled		Total Wells w/ POETS		Wells to continue w/ POETS		Wells with HI >0.5 to receive POETS		Wells with HI >0.3 to receive POETS	
Sample data export year	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Afton	1195	1195	808	708	242	124	39	11	39	11	13	7	21	8
Cottage Grove	868	820	868	820	723	672	84	75	68	59	58	41	81	61
Denmark Twp.	761	761	515	487	133	111	0	0	0	0	4	0	7	1
Grey Cloud Island Twp.	123	121	123	121	111	109	53	52	53	52	23	23	25	27
Lake Elmo	1386	1309	1386	1309	645	503	110	95	15	10	26	13	50	26
Lakeland	342	296	342	296	112	58	5	3	1	1	0	3	0	3
Lake St. Croix Beach	122	119	122	119	6	2	0	0	0	0	0	0	0	0
Lakeland Shores	44	41	44	41	16	12	0	0	0	0	0	0	0	0
St. Mary's Point*	102	98	102	98	5	3	0	0	0	0	0	0	0	0
Maplewood	615	602	615	602	59	38	5	4	5	4	5	1	6	2
Newport	134	113	134	113	57	25	1	0	0	0	8	0	34	3
Oakdale	109	124	109	124	23	39	0	0	0	0	0	5	0	5
Prairie Island Indian Community	1	1	1	1	1	1	0	0	0	0	0	0	0	0
St. Paul Park	66	49	66	49	25	16	6	3	5	0	0	0	0	0
West Lakeland Twp (ALL POETS)	1393	1340	1393	1189	995	689	552	377	552	0	103	0	144	0
West Lakeland Twp (MUNICIPAL SYSTEM)	1393	1340	1393	1189	995	689	12		12		8		14	
Woodbury	657	632	657	632	258	215	2	1	2	1	25	5	57	23
<b>Total (WLT ALL POETS)</b>	<b>7918</b>	<b>7621</b>	<b>7285</b>	<b>6709</b>	<b>3411</b>	<b>2617</b>	<b>857</b>	<b>621</b>	<b>740</b>	<b>138</b>	<b>265</b>	<b>98</b>	<b>425</b>	<b>159</b>
<b>Total (WLT MUNICIPAL SYSTEM)</b>	<b>7918</b>	<b>7621</b>	<b>7285</b>	<b>6709</b>	<b>3411</b>	<b>2617</b>	<b>317</b>	<b>244</b>	<b>200</b>	<b>138</b>	<b>170</b>	<b>98</b>	<b>295</b>	<b>159</b>

# NON-MUNICIPAL WELL TREATMENT MAP HI > 0

3M DISPOSAL SITES



## Water network model

- Well
- Tank
- BPS
- PRV
- WTP
- Existing raw water lines

## Existing distribution lines

- > 24"
- 18" - 24"
- 14" - 16"
- 10" - 12"
- 6" - 8"
- Known PFAS source
- Community boundary
- Potential projected areas impacted by PFAS by 2040

## PFAS results - HI

- 0.00
- 0.00 - 0.249
- 0.25 - 0.499
- 0.50 - 0.749
- 0.75 - 0.999
- ≥1.00
- ≥1.00 - advisory sent

## GAC installed

- GAC install proposed
- Wells replaced with municipal water supply connection
- Wells proposed to be replaced with a municipal water supply connection

## MWI well types

- Domestic
- Commercial
- Irrigation
- Community potable
- Non-community potable
- Monitoring & testing
- Other

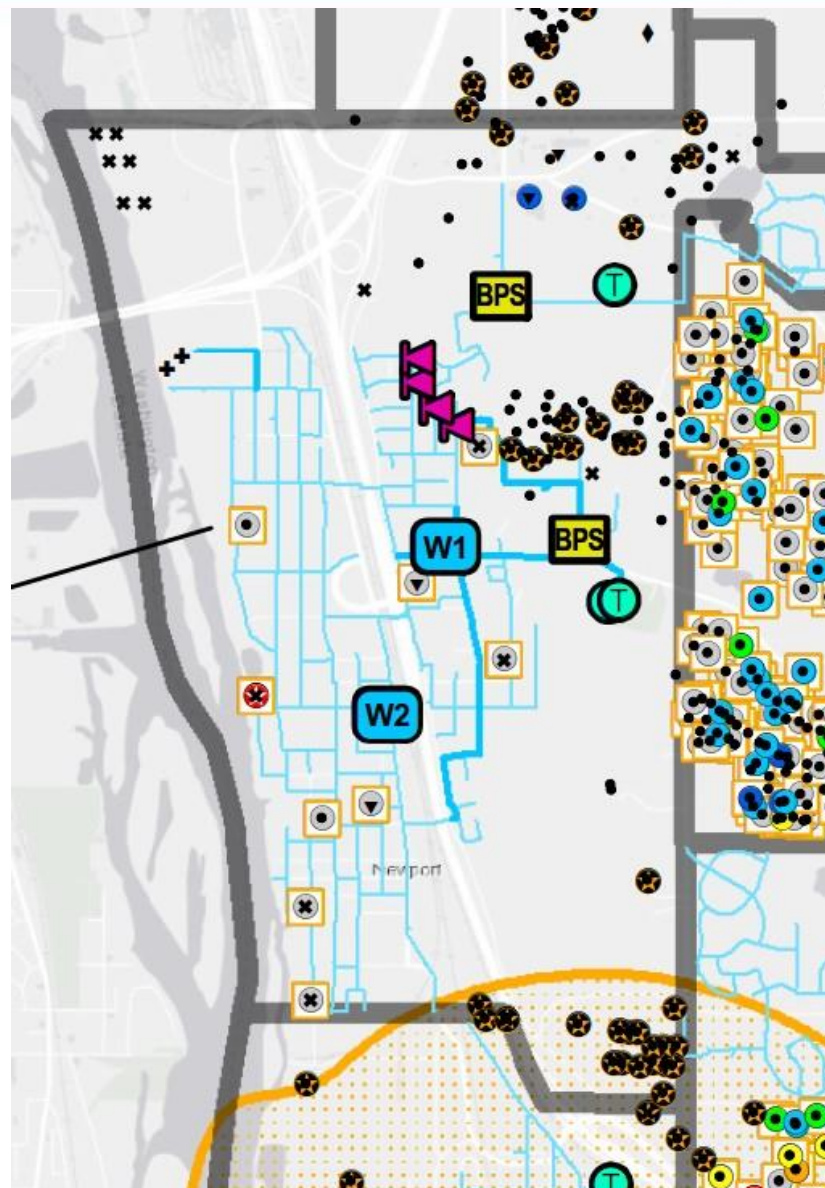
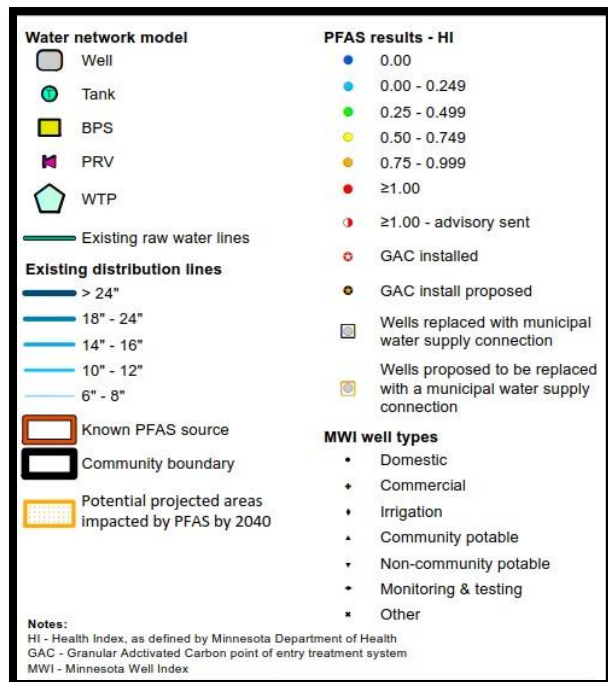
## Notes:

HI - Health Index, as defined by Minnesota Department of Health  
GAC - Granular Activated Carbon point of entry treatment system  
MWI - Minnesota Well Index



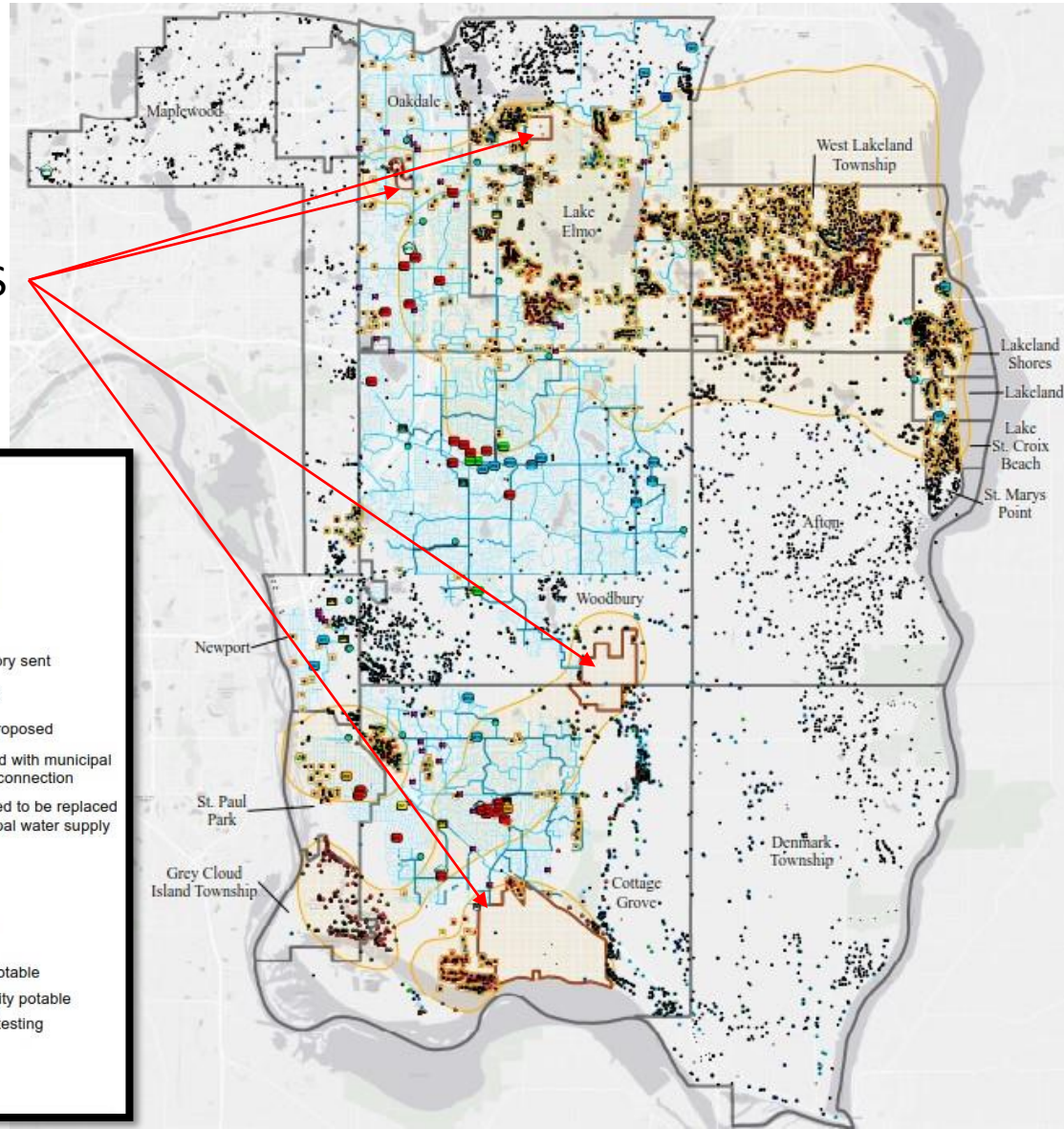
# NON-MUNICIPAL WELL TREATMENT MAP HI > 0

## CITY OF NEWPORT



# NON-MUNICIPAL WELL TREATMENT MAP HI > 1

3M DISPOSAL SITES



## Water network model

- Well
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- BPS
- PRV
- WTP
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## Existing distribution lines

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- Monitoring & testing
- Other

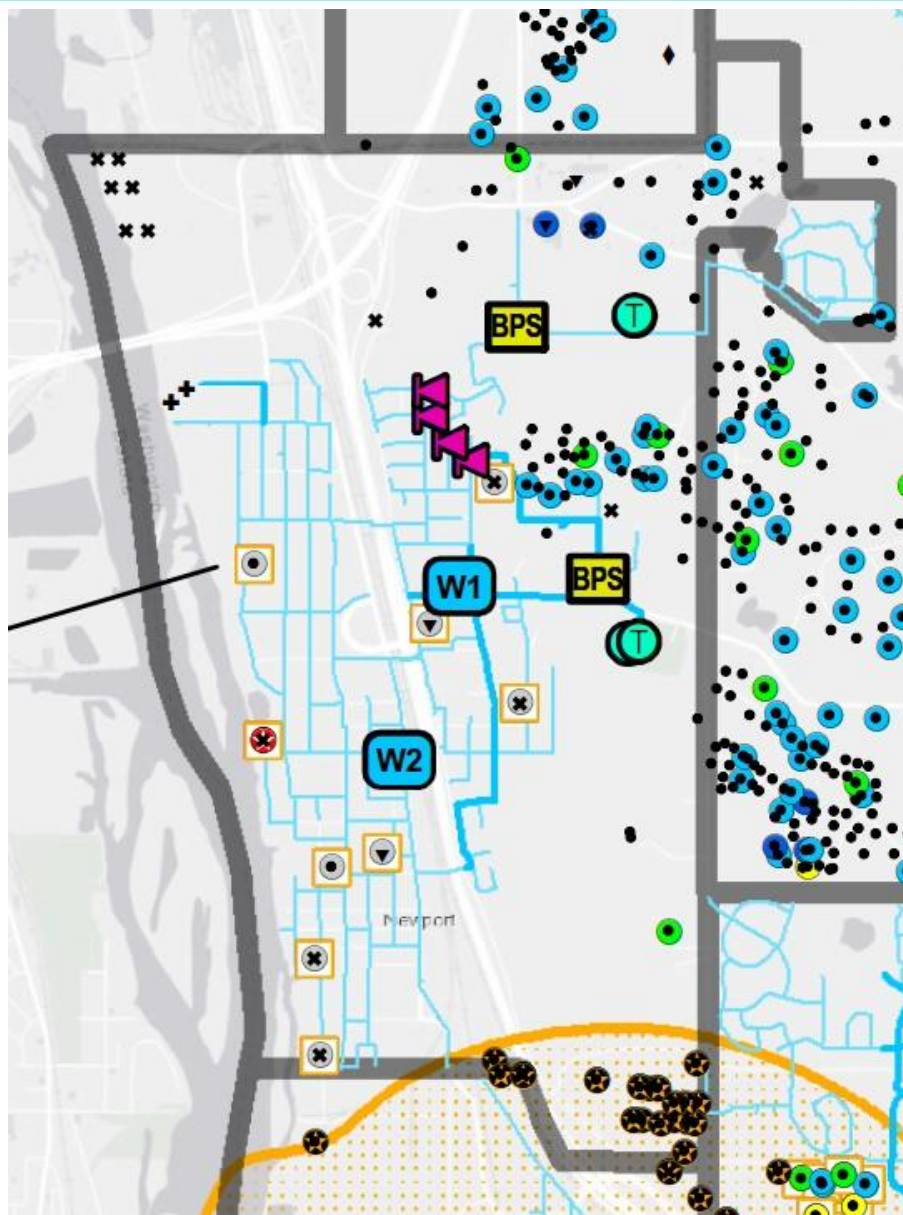
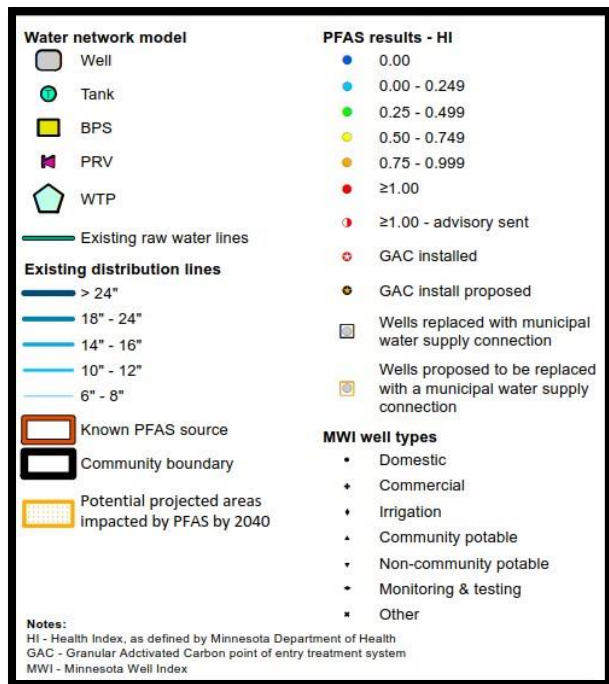
## Notes:

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 GAC - Granular Activated Carbon point of entry treatment system  
 MWI - Minnesota Well Index



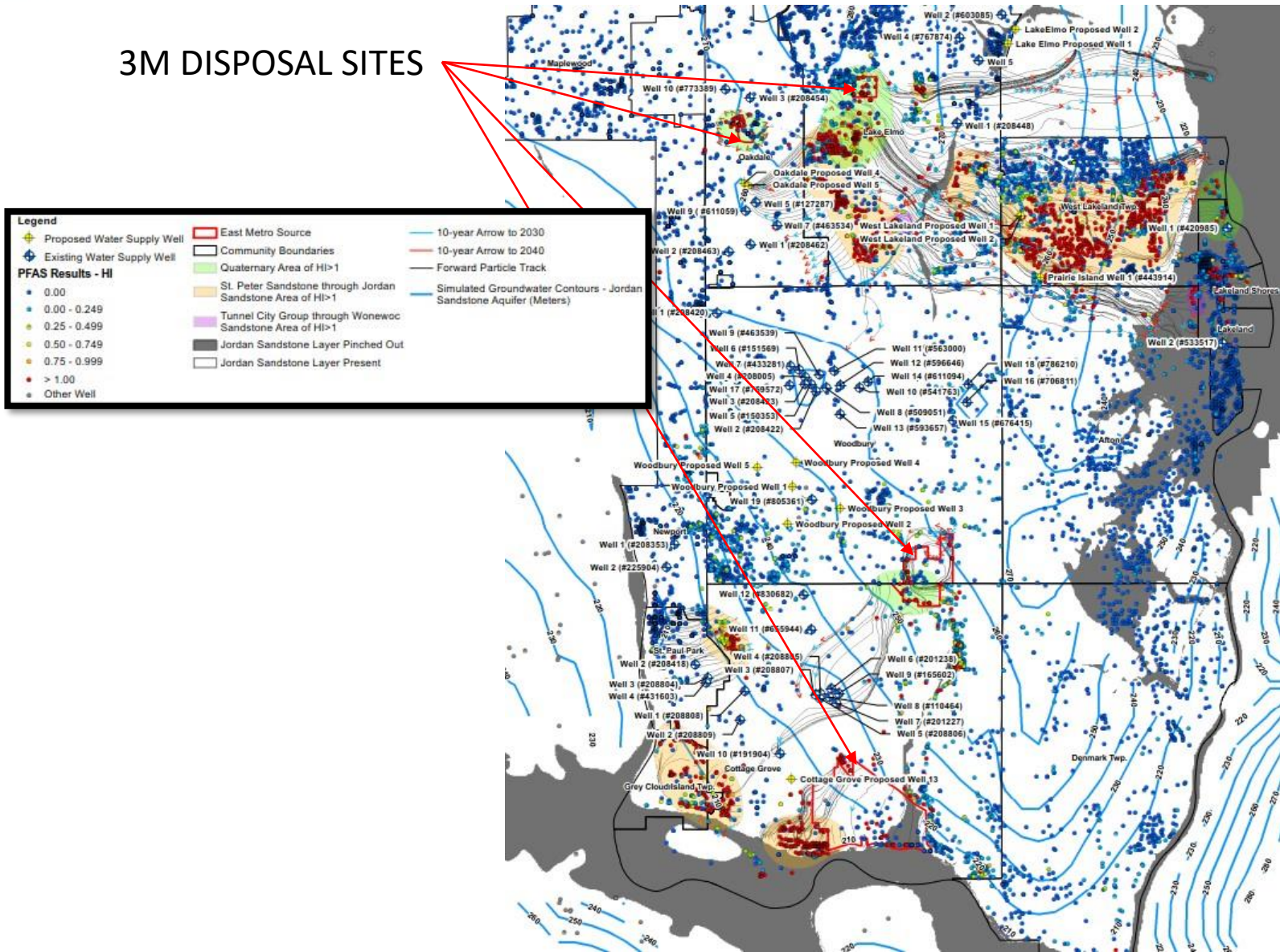
# NON-MUNICIPAL WELL TREATMENT MAP HI > 1

## CITY OF NEWPORT



# PARTICLE TRACKING

## 3M DISPOSAL SITES

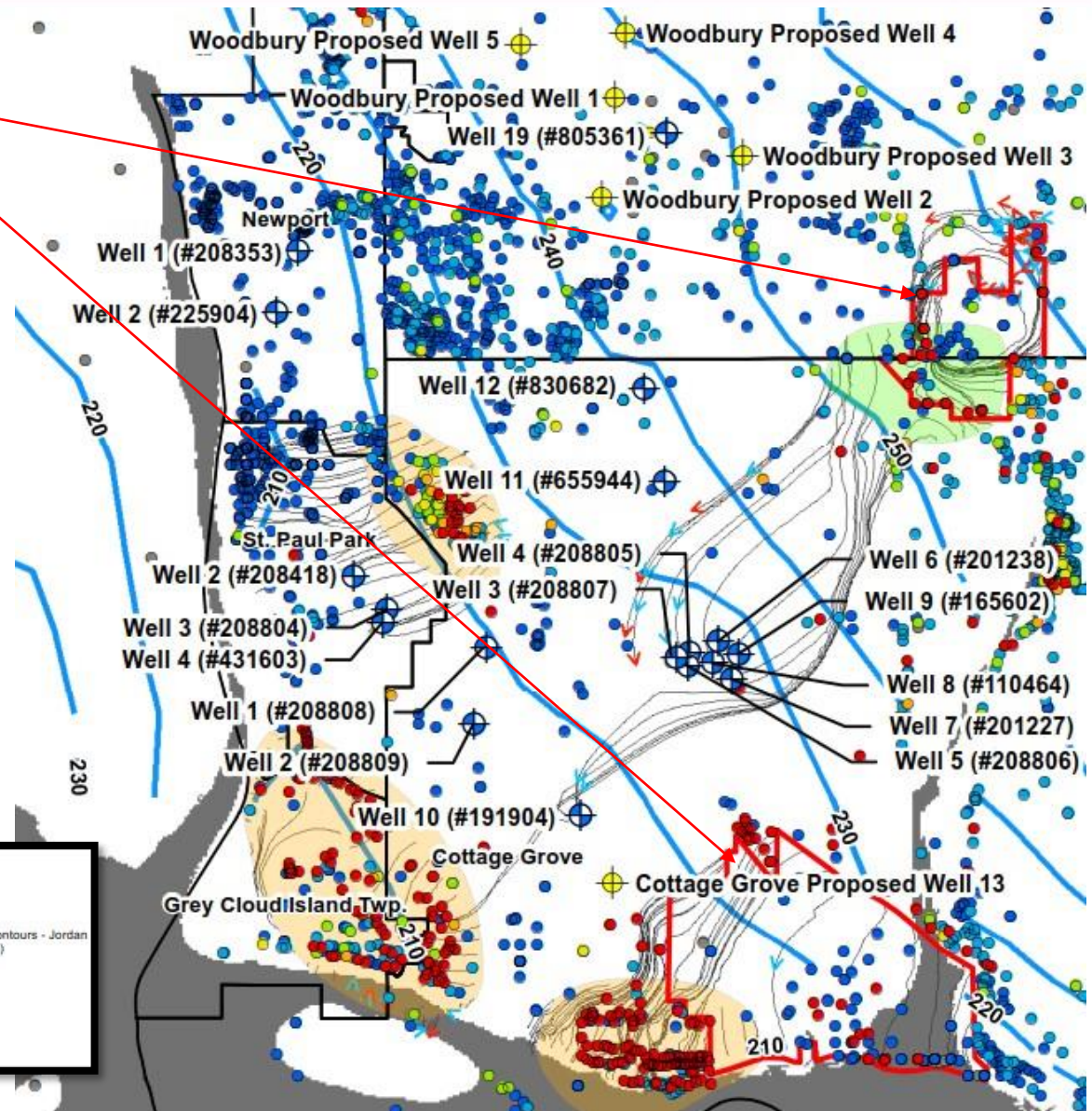




# PARTIAL TRACKING

## CITY OF NEWPORT

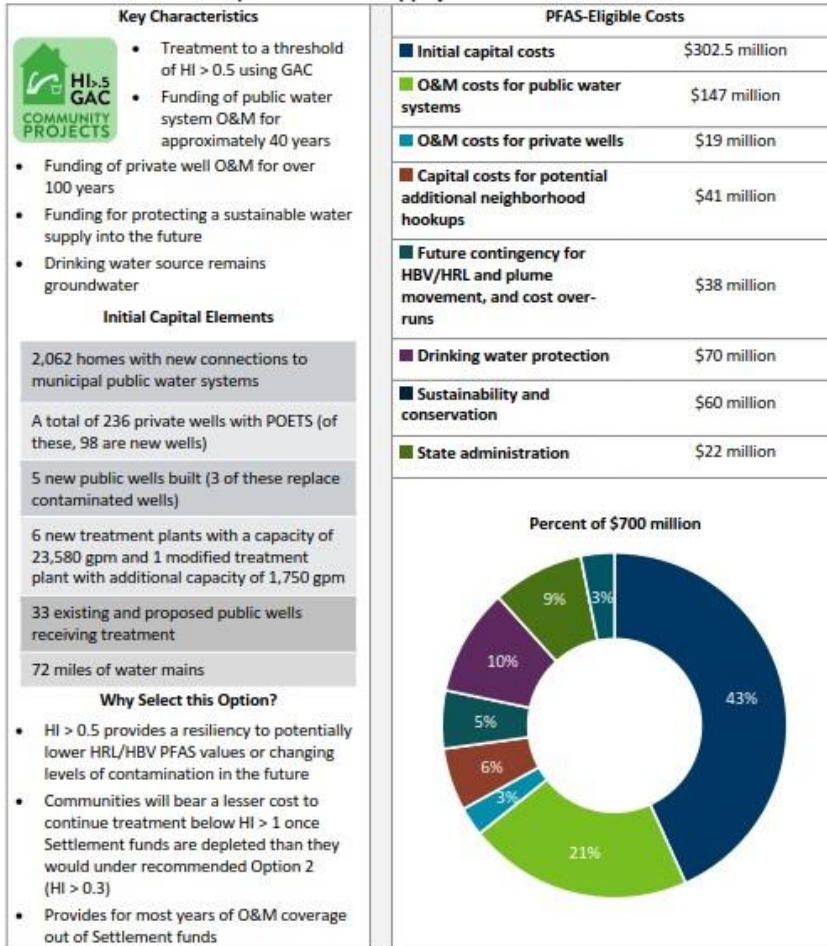
3M DISPOSAL SITE



# CONCEPTUAL DRINKING WATER SUPPLY PLAN

## OPTION 1

### Community projects with a treatment threshold of $HI > 0.5$ & GAC





# CONCEPTUAL DRINKING WATER SUPPLY PLAN

## OPTION 2

### Community projects with a treatment threshold of $HI > 0.3$ & GAC

- Key Characteristics**
- Treatment to a threshold of  $HI > 0.3$  using GAC
  - Funding of public water system O&M for approximately 35 years
  - Funding of private well O&M for over 100 years
  - Funding for protecting a sustainable water supply into the future
  - Drinking water source remains groundwater

#### Initial Capital Elements

2,062 homes with new connections to municipal public water systems

A total of 297 private wells with POETS (of these, 159 are new wells)

5 new public wells built (3 of these replace contaminated wells)

6 new treatment plants with a capacity of 29,580 gpm, and 1 modified treatment plant with additional capacity of 1,750 gpm

39 existing and proposed public wells receiving treatment

75.3 miles of water mains

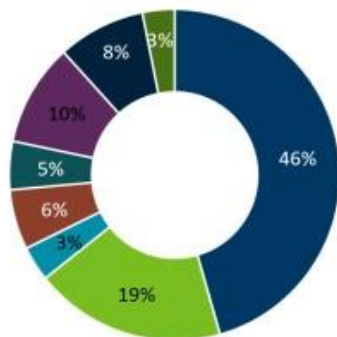
#### Why Select this Option?

- $HI > 0.3$  provides greater resiliency to potentially lower HRL/HBV PFAS values or changing levels of contamination in the future
- Provides treatment for 6 additional public wells and provides 61 additional private wells with POETS compared to recommended Option 1

#### PFAS-Eligible Costs

Initial capital costs	\$319.1 million
O&M costs for public water systems	\$131 million
O&M costs for private wells	\$23.9 million
Capital costs for potential additional neighborhood hookups	\$41 million
Future contingency for HBV/HRL and plume movement, and cost over-runs	\$33 million
Drinking water protection	\$70 million
Sustainability and conservation	\$60 million
State administration	\$22 million

Percent of \$700 million



1. Supply private wells with POETS if over threshold
2. Treat 8 of 12 existing public wells  
• Replace 2 existing public wells with 1 new public well  
• 2 new treatment plants  
• Connect 67 homes  
• Supply other private wells with POETS if over threshold
3. Drinking water supply from groundwater for future growth\*  
• Connect 257 homes  
• Supply other private wells with POETS if over threshold
4. Connect 453 homes  
• Supply other private wells with POETS if over threshold
5. Interconnect with Woodbury  
• Connect 9 homes  
• Supply other private wells with POETS if over threshold
6. Expand treatment plant to treat 2 of 9 existing public wells and 2 new public wells  
• Connect 58 homes  
• Supply other private wells with POETS if over threshold
7. Treat 1 existing public well  
• 1 new treatment plant
8. Treat 3 of 3 public wells  
• 1 new treatment plant  
• Connect 28 homes  
• Supply other private wells with POETS if over threshold
9. 2 new public wells  
• 1 new treatment plant  
• Connect 1,190 homes to new distribution system
10. Interconnect with Newport  
• Treat 15 of 19 existing public wells and 5 new public wells  
• 1 new treatment plant  
• Supply other private wells with POETS if over threshold

#### Option 2




\* Lake Elmo may need alternate sources of water to avoid adverse effects on White Bear Lake. Initial capital funds provide funding for utilizing groundwater in ways that comply with the current court order. This funding level is based on a cost estimate of creating an interconnect from southern Woodbury; however other approaches within that funding range may also be explored.

# CONCEPTUAL DRINKING WATER SUPPLY PLAN

## OPTION 3

Community projects, except Oakdale and Lake Elmo are supplied by SPRWS, with a treatment threshold of  $HI > 0.5$  & GAC



- Treatment to a threshold of  $HI > 0.5$  using GAC
- Funding of public water system O&M for approximately 21 years
- Funding of private well O&M for over 100 years
- Funding for protecting a sustainable water supply into the future
- Oakdale and Lake Elmo are supplied by SPRWS to ensure future water supply
- Drinking water source remains groundwater

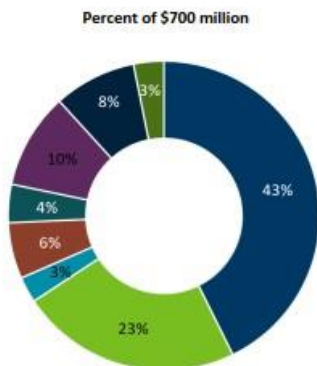
**Initial Capital Elements**

- 2,062 homes with new connections to municipal public water systems
- A total of 236 private wells with POETS (of these, 98 are new wells)
- 3 new public wells built (1 of these replaces a contaminated well)
- 6 new treatment plants with a capacity of 23,580 gpm
- 24 existing and proposed public wells receiving treatment
- 74.6 miles of water mains

**Why Select this Option?**

- $HI > 0.5$  provides a resiliency to potentially lower HRL/HBV PFAS values or changing levels of contamination in the future
- Communities will bear a lesser cost to continue treatment below  $HI > 1$  once Settlement funds are depleted than they would under recommended Option 2 ( $HI > 0.3$ )
- Enables a proactive solution for alternate sources of water for Lake Elmo and Oakdale

PFAS-Eligible Costs	
Initial capital costs	\$299.1 million
O&M costs for public water systems	\$161 million
O&M costs for private wells	\$19 million
Capital costs for potential additional neighborhood hookups	\$41 million
Future contingency for HBV/HRL and plume movement, and cost over-runs	\$28 million
Drinking water protection	\$70 million
Sustainability and conservation	\$60 million
State administration	\$22 million



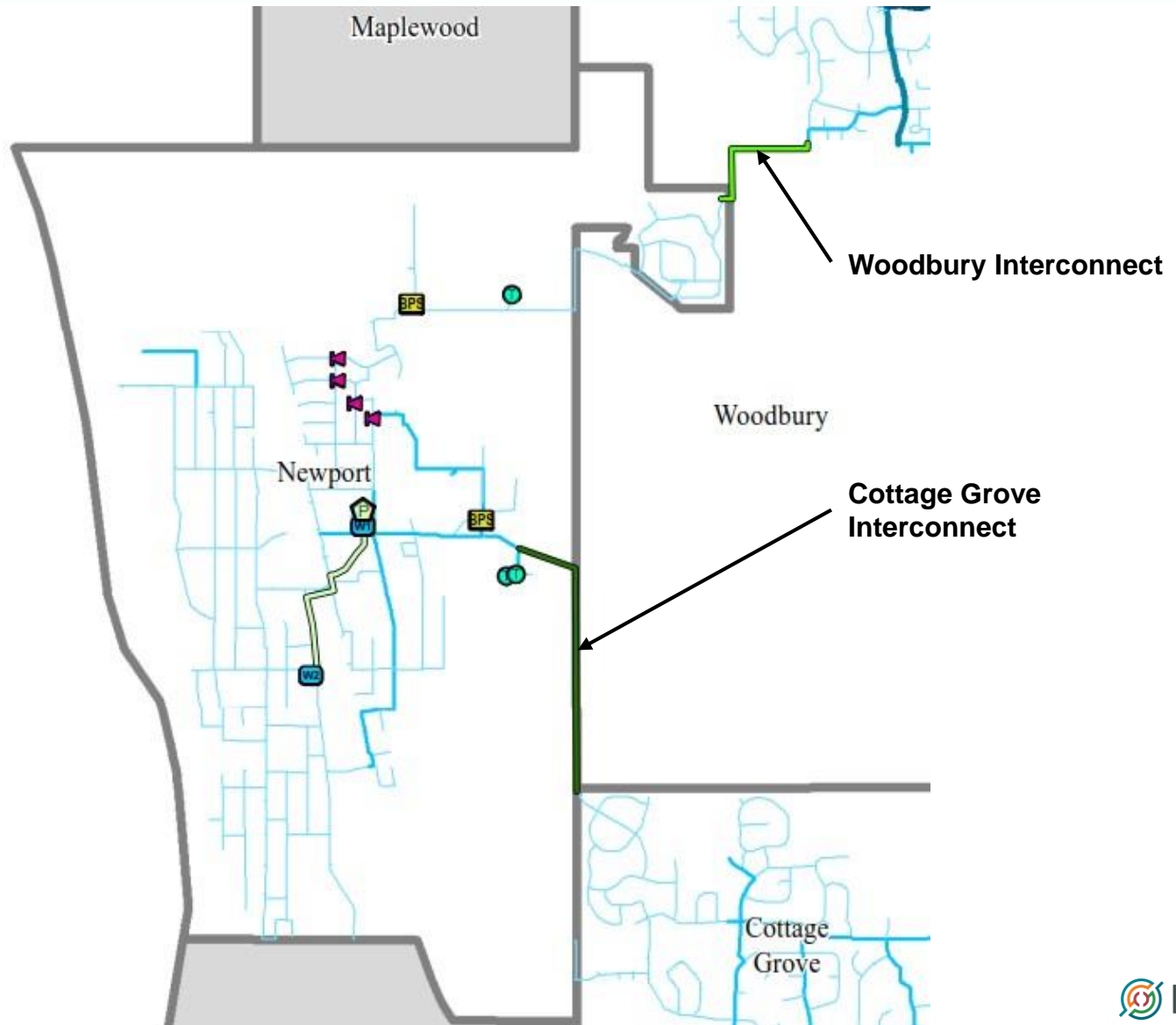


- Supply private wells with POETS if over threshold
- Treat 8 of 12 existing public wells  
Replace 2 existing public wells with 1 new public well  
2 new treatment plants  
Connect 67 homes  
Supply other private wells with POETS if over threshold
- Connection to SPRWS  
Connect 257 homes  
Supply other private wells with POETS if over threshold
- Connect 453 homes  
Supply other private wells with POETS if over threshold
- Interconnect with Woodbury  
Connect 9 homes  
Supply other private wells with POETS if over threshold
- Connection to SPRWS  
Connect 58 homes  
Supply other private wells with POETS if over threshold
- Treat 1 existing public well  
1 new treatment plant
- Treat 3 of 3 public wells  
1 new treatment plant  
Connect 28 homes  
Supply other private wells with POETS if over threshold
- 2 new public wells  
1 new treatment plant  
Connect 1,190 homes to new distribution system
- Interconnect with Newport  
Treat 14 of 19 existing public wells  
1 new treatment plant  
Supply other private wells with POETS if over threshold

### Option 3



# INTERCONNECTION OPTIONS



# INTERCONNECTION OPTIONS

## ORIGINAL ESTIMATE

### Woodbury Interconnect (HI>0.3)

Item	Description	Qty	Units	Unit Cost	Total Cost (GAC)
Interconnect with Woodbury	8" Interconnect w/ Flow Meter & PRV	1	Station	\$200,000	\$200,000
Water Distribution Mains	From Woodbury to Newport, 8" Mains	0.51	Miles	\$1,313,725	\$670,000
Service Laterals	Connect Homes to Existing Mains	12	Each	\$7,500	\$90,000
Well Sealing	\$2,000 per Well	12	Each	\$2,700	\$32,400
Existing GAC POET Removal		1	Each	\$400	\$400
Land Acquisition (Water Mains)	20-foot Easements (50%)	0.60	Acres	\$140,000	\$84,000
GAC POETS	Standard Household Systems	34	POETS	\$2,500	\$90,000
Subtotal					\$1,167,000
Contingency				25%	\$292,000
Professional Services				15%	\$176,000
Total					\$1,635,000


### Cottage Grove Interconnect (HI>0.3)

Item	Description	Qty	Units	Unit Cost	Total Cost (GAC)
Interconnect with Cottage Grove	8" Interconnect w/ Flow Meter & PRV	1	Station	\$200,000	\$200,000
Water Distribution Mains	From Woodbury to Newport, 8" Mains	1.64	Miles	\$1,313,725	\$2,150,000
Service Laterals	Connect Homes to Existing Mains	12	Each	\$7,500	\$90,000
Well Sealing	\$2,000 per Well	12	Each	\$2,700	\$32,400
Existing GAC POET Removal		1	Each	\$400	\$400
Land Acquisition (Water Mains)	20-foot Easements (50%)	2.00	Acres	\$140,000	\$280,000
GAC POETS	Standard Household Systems	34	POETS	\$2,500	\$90,000
Subtotal					\$2,843,000
Contingency				25%	\$292,000
Professional Services				15%	\$176,000
Total					\$3,311,000



# INTERCONNECTION OPTIONS

## WOODBURY - MSA ESTIMATE

NEWPORT/WOODBURY WATERMAIN INTERCONNECT					
ESTIMATE OF PROBABLE CONSTRUCTION COSTS					
NEWPORT, MINNESOTA					
				ESTIMATE YEAR:	2020
				CONSTRUCTION YEAR:	2021
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b><u>SITE RESTORATION</u></b>					
1	MOBILIZATION	1	LS	\$60,000	\$60,000
2	CLEARING AND GRUBBING	1	LS	\$5,000	\$5,000
3	TREE REMOVAL	30	EACH	\$250	\$7,500
4	DEWATERING	1	LS	\$5,000	\$5,000
5	TRAFFIC CONTROL	1	LS	\$5,000	\$5,000
6	BOULEVARD RESTORATION	1.6	AC	\$25,000	\$40,000
7	CONCRETE CURBING	30	LF	\$50	\$1,500
8	STREET RESTORATION	1100	SF	\$5	\$5,500
9	EROSION & SEDIMENT CONTROL	1	LS	\$5,000	\$5,000
<b><u>SUB-TOTAL - SITE RESTORATION</u></b>					<b>\$134,500</b>
<b><u>WATER</u></b>					
1	CONNECT TO EXISTING WATERMAIN	2	EACH	\$5,000	\$10,000
2	INSTALL HYDRANT & VALVE	5	EACH	\$6,000	\$30,000
3	8" GATE VALVE & BOX	3	EACH	\$2,500	\$7,500
4	8" DUCTILE IRON WATERMAIN	2700	LF	\$60	\$162,000
5	20" STEEL CASING PIPE (JACKED & BORE)	100	LF	\$100	\$10,000
6	WATERMAIN FITTINGS	400	LB	\$6	\$2,400
7	METERING VAULT & PRV	1	LS	\$200,000	\$200,000
<b><u>SUB-TOTAL - WATER</u></b>					<b>\$421,900</b>
<b><u>CONNECTION/POETS</u></b>					
1	SERVICE LATERALS	12	EACH	\$7,500	\$90,000
2	WELL SEALING	12	EACH	\$2,700	\$32,400
3	GAC POETS	34	EACH	\$2,500	\$85,000
4	GAC POETS REMOVAL	1	EACH	\$400	\$400
<b><u>SUB-TOTAL - CONNECTION POETS</u></b>					<b>\$207,400</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$763,800</b>
		CONTINGENCY	20%		\$153,000
		OVERHEAD	20%		\$153,000
		INFLATION	5.0%		\$39,000
		EASEMENT ACQUISITION	0.60	ACRE	\$140,000
					<b>\$1,193,000</b>

# INTERCONNECTION OPTIONS


## WOODBURY - MSA ESTIMATE





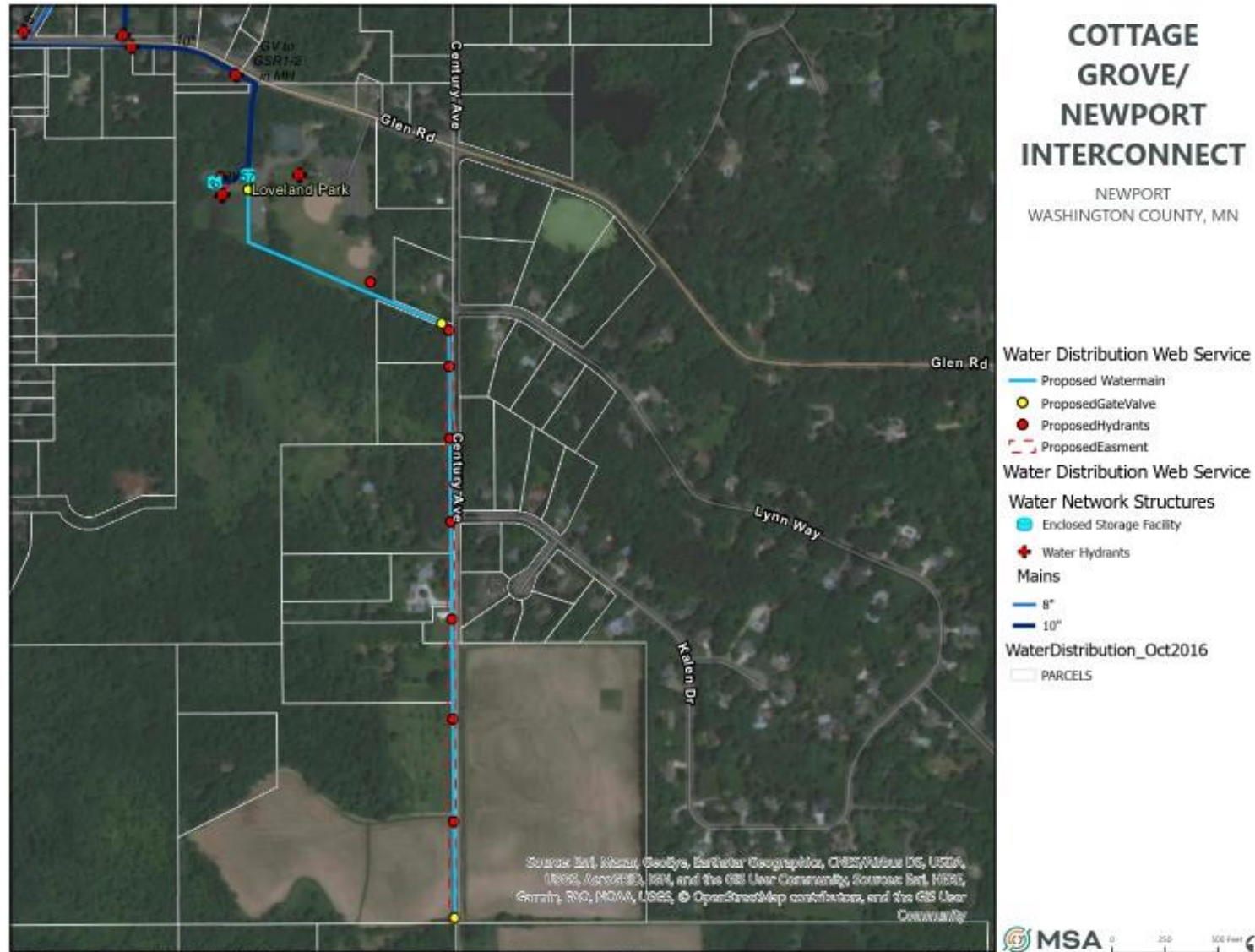
# INTERCONNECTION OPTIONS

## COTTAGE GROVE - MSA ESTIMATE

NEWPORT/COTTAGE GROVE WATERMAIN INTERCONNECT					
ESTIMATE OF PROBABLE CONSTRUCTION COSTS					
NEWPORT, MINNESOTA					
				ESTIMATE YEAR:	2020
				CONSTRUCTION YEAR:	2021
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b><u>SITE RESTORATION</u></b>					
1	MOBILIZATION	1	LS	\$75,000	\$75,000
2	CLEARING AND GRUBBING	1	LS	\$2,500	\$2,500
3	TREE REMOVAL	10	EACH	\$250	\$2,500
4	DEWATERING	1	LS	\$5,000	\$5,000
5	TRAFFIC CONTROL	1	LS	\$1,000	\$1,000
6	BOULEVARD RESTORATION	2.6	AC	\$25,000	\$65,000
7	EROSION & SEDIMENT CONTROL	1	LS	\$5,000	\$5,000
<b><u>SUB-TOTAL - SITE RESTORATION</u></b>					<b>\$156,000</b>
<b><u>WATER</u></b>					
1	CONNECT TO EXISTING WATERMAIN	2	EACH	\$5,000	\$10,000
2	INSTALL HYDRANT & VALVE	8	EACH	\$6,000	\$48,000
3	8" GATE VALVE & BOX	3	EACH	\$2,500	\$7,500
4	8" DUCTILE IRON WATERMAIN	4500	LF	\$60	\$270,000
5	WATERMAIN FITTINGS	600	LB	\$6	\$3,600
6	METERING VAULT & PRV	1	LS	\$200,000	\$200,000
<b><u>SUB-TOTAL - WATER</u></b>					<b>\$539,100</b>
<b><u>CONNECTION/POETS</u></b>					
1	SERVICE LATERALS	12	EACH	\$7,500	\$90,000
2	WELL SEALING	12	EACH	\$2,700	\$32,400
3	GAC POETS	34	EACH	\$2,500	\$90,000
4	GAC POETS REMOVAL	1	EACH	\$400	\$400
<b><u>SUB-TOTAL - CONNECTION POETS</u></b>					<b>\$212,400</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$907,500</b>
		CONTINGENCY	20%		\$181,500
		OVERHEAD	20%		\$181,500
		INFLATION	5.0%		\$45,400
		EASEMENT ACQUISITION	1.3	ACRE	\$140,000
					<b>\$1,498,000</b>

# INTERCONNECTION OPTIONS

## COTTAGE GROVE - MSA ESTIMATE



# INTERCONNECTION OPTIONS

## COMPARISON

	Woodbury	Cottage Grove	Total
MSA Estimate	\$1,193,000	\$1,498,000	\$2,691,000
Wood Estimate	\$1,635,000	\$3,311,000	\$4,946,000
Difference	\$442,000	\$1,813,000	\$2,255,000

# RECOMMENDATIONS

- It is our recommendation that the City of Newport insists on a water system interconnection with both the City of Woodbury and the City of Cottage Grove.
- Water system interconnects:
  - Secures Newport's ability to provide safe drinking water to its residents in the event our municipal wells are compromised due to the spread of the contamination plume.
  - Provides redundant drinking water supply source from water systems that have been treated to "non-detect" levels of PFOS.
  - Eliminates the need for the City to mix treated water with potentially contaminated well water.
  - Expands the service area of water treatment investments made in neighboring community system for a very low cost per capita.
- We request the City Council provide feedback on the draft resolution provided in your packet.



City of Newport, MN  
Resolution No. 2021-XX

A Resolution of the City of Newport’s Official Comments on the State of  
Minnesota’s 3M PFC Settlement Draft Conceptual Drinking Water Supply  
Plan

**WHEREAS**, the State of Minnesota’s 2018 Agreement and Order (Agreement) with 3M establishes a grant for the “3M Water Quality and Sustainability” appropriation in the Remediation Fund (Settlement Grant); and

**WHEREAS**, under Priority 1 of this Agreement, the Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Natural Resources (DNR) will use the Grant to enhance the quality, quantity, and sustainability of drinking water in the East Metropolitan Area to ensure clean drinking water in sufficient supply to residents and businesses to meet their current and future water needs; and

**WHEREAS**, the MPCA and DNR as the “Co-Trustees” have further developed three options for the Conceptual Drinking Water Supply Plan; and

**WHEREAS**, multiple water system interconnects secure Newport’s ability to provide safe drinking water to its residents in the event our municipal wells are compromised due to the spread of the contamination plume, and

**WHEREAS**, multiple water system interconnects provide redundant drinking water supply source from water systems that have been treated to “non-detect” levels of PFOS, and

**WHEREAS**, multiple water system interconnect eliminates the need for the City to mix treated water with potentially contaminated well water, and

**WHEREAS**, multiple water system interconnections expand the service area of water treatment investments made in neighboring community system for a very low cost per capita.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Newport, Washington County, Minnesota that the City of Newport recommends the State of Minnesota and the Co-Trustees should make the following changes to the Conceptual Drinking Water Supply Plan (the Plan):

1. Prioritize providing treated drinking water first in the use of the 3M Settlement proceeds.
2. Treat all drinking water to a Health Index (HI) threshold of 0.3, Option 2 as detailed in the Plan.
3. Construction of two (2) separate water system interconnections with the Cities of Woodbury and Cottage Grove to provide the appropriate redundancy and sustainability for the City’s drinking water supply.

Adopted this \_\_\_\_ of \_\_\_\_, 20\_\_ by the Newport City Council.

Motion by: \_\_\_\_\_, Seconded by: \_\_\_\_\_

VOTE:	Elliot	_____
	Chapdelaine	_____
	Taylor	_____
	Ingemann	_____
	Johnson	_____

Signed: \_\_\_\_\_  
Laurie Elliot, Mayor

Attest: \_\_\_\_\_  
Deb Hill, City Administrator



# 2<sup>nd</sup> Annual Champlin Trout Ice Fishing Contest

Thank you to our great sponsors:



For more details visit our website [www.ci.champlin.mn.us/troutfishing/](http://www.ci.champlin.mn.us/troutfishing/)





Reserve Ice Time  
Call the Ice Forum  
763-923-7132





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Events on Facebook.**

**#LIVCHAMPLIN** 



A stylized white graphic on the left side of the image, consisting of a series of horizontal bars of varying lengths that curve downwards and to the right, resembling a road or a stylized 'W' shape.

Welcome to Champlin!

**Drive safely.**

City of Newport, MN  
Resolution No 2021-17  
Forgiving Late Fees Assessed to City of Newport Utility Bills

**WHEREAS**, the Mayor of the City of Newport, Minnesota, has issued a Proclamation declaring the existence of a Local Emergency, and that it be extended, dated the 7<sup>th</sup> day of January 2021, pursuant to the authority granted to the Mayor under Minnesota Statute §12.29;

**WHEREAS**, the Council agrees with the Mayor's determination that COVID-19 (Coronavirus) is predicted to significantly impact the population of the City of Newport, MN; and

**WHEREAS**, COVID-19 has caused, and can continue to cause, a significant amount of negative affects upon the well-being of the residents of Newport and prompt action is necessary to protect the public health, safety and property within the City; and

**WHEREAS**, the potential loss of incomes can create a financial hardship for the residents of Newport; and

**WHEREAS**, the lack thereof a late fee being assessed to delinquent accounts does not create a financial hardship for the City of Newport; and

**BE IT RESOLVED**, that the Newport City Council of the City of Newport orders that late fees to not be assessed to delinquent Newport utility bill accounts for the usage periods while the City is under a declared state of emergency.

Adopted this 18<sup>th</sup> day of March 2021 by the Newport City Council.

Motion by: \_\_\_\_\_,                      Seconded by: \_\_\_\_\_

VOTE:	Elliott	_____
	Chapdelaine	_____
	Ingemann	_____
	Taylor	_____
	Johnson	_____

Signed: \_\_\_\_\_  
Laurie Elliott, Mayor

Attest: \_\_\_\_\_  
Deb Hill, City Administrator

City of Newport, MN  
Resolution No 2021-16

A Resolution of Appreciation to Fritz Knaak, City Attorney, for his years of  
service to the City of Newport

**WHEREAS**, Fritz Knaak has been an integral part of legal services for the City of Newport and the City Attorney since the 1980's; and

**WHEREAS**, Fritz Knaak has provided the City Council with sound legal advice, guidance, and direction for the City; and

**WHEREAS**, Fritz Knaak was instrumental in negotiating the Bailey Meadows contract; and

**WHEREAS**, Fritz Knaak drafted several ordinances, resolutions, and the City's Nuisance Odor Ordinance; and

**WHEREAS**, Fritz Knaak successfully guided the City through the land swap deal with Newport Cold Storage in order for a City Billboard; and

**WHEREAS**, Fritz Knaak provided excellent guidance throughout the Highway 61 project; and

**WHEREAS**, Fritz Knaak advised the City Council when tough legal decisions were considered; and

**WHEREAS**, Fritz Knaak has established himself as the longest serving City Attorney in the history of Newport:

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Newport expresses its sincere gratitude and appreciation to Fritz Knaak for his decades of legal counsel, guidance, and dedication to the City of Newport.

Adopted this 18<sup>th</sup> day of March 2021 by the Newport City Council.

Motion by: \_\_\_\_\_,                      Seconded by: \_\_\_\_\_

VOTE:	Elliott	_____
	Chapdelaine	_____
	Ingemann	_____
	Taylor	_____
	Johnson	_____

Signed: \_\_\_\_\_  
Laurie Elliott, Mayor

Attest: \_\_\_\_\_  
Deb Hill, City Administrator



City of Newport  
596 7<sup>th</sup> Avenue  
Newport, MN 55055  
(651) 459-5677  
Fax: (651) 459-9883

## **City of Newport Request for Proposals for Planning Services**

### **Summary**

The City of Newport is requesting proposals to provide professional planning services to the City. Proposals must be received no later than 6:00 PM on \_\_\_\_\_, 2021. Proposals received after that date and time may not be considered.

The City's officials and staff will review the submitted proposals and may select finalists to interview. The City will determine the date(s) and time(s) for interviews. The interviews will be conducted via Zoom.

Firms should submit electronic copies of their proposals in a pdf format that is suitable for copying and electronic transfer to City Administrator Deb Hill at the following address:

[dhill@newportmn.com](mailto:dhill@newportmn.com)

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its residents. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Newport shall not be liable for any costs or losses incurred by any responders throughout this process.

### **General Information about Newport**

The City of Newport is located on the Mississippi River in southwestern Washington County, approximately 9 miles southeast of downtown St. Paul. The City's population is approximately 3,600. The City includes a mix of fully developed residential areas, commercial and industrial areas, areas that the City has identified for redevelopment, and areas where new development is expected during the next 20 years. The City includes Shoreland and Floodplain areas and a portion of the Mississippi River Corridor Critical Area (MRCCA). Local planning requires cooperation with Washington County, the South Washington Watershed District, and the Metropolitan Council. The City Council adopted the community's 2040 Comprehensive Plan in May 2019. A copy is available on the City's website.

The City's planning consultant works regularly with the City staff, consulting Engineer and Attorney, a five-member Planning Commission, and the five-member City Council.

### **Scope of Services**

The City of Newport wishes to contract with an independent consulting firm or individual to provide planning services as the "City Planner." The City Planner's work tasks focus on development, interpretation, and application of the City's Comprehensive Plan, zoning ordinance, and subdivision ordinance in cooperation with the City staff, Planning Commission, and City Council. The Planner may also work on other planning projects when requested by staff or the City Council.

The Planner's responsibilities include:

1. Maintain an accurate understanding of the City's Comprehensive Plan, zoning ordinance, subdivision regulations, and other city codes and policies related to planning. Maintain an understanding of state statutes and regulations related to municipal planning and zoning.
2. Interpret the Comprehensive Plan, zoning ordinance, subdivision ordinance and related codes and policies for City staff, residents, landowners and the public, the Planning Commission, and the City Council.
3. Complete analysis and reviews of planning applications including requests for variances, conditional and interim use permits, subdivision requests, zoning amendments, etc. Tasks include review of applications for completeness, communication with applicants and staff, interpreting and applying the Comprehensive Plan and ordinances to each request, writing staff reports, developing recommendations, and presentation of staff reports to the Planning Commission and City Council.
4. Conduct analysis of the zoning ordinance and subdivision regulations and complete amendments to ordinances, regulations, and policies as requested.
5. Complete Comprehensive Plan Amendments as directed by the City and in conformance with Metropolitan Council process and requirements.
6. Assist City staff with the preparation of public hearing notices and resolutions, organizing planning processes, reviews of building permits, lot combination/adjustments, and providing information to potential applicants and the public.
7. Meet with residents, landowners and applicants on planning issues when requested by the City Administrator.
8. Attend monthly Planning Commission meetings and facilitate Commission discussions. Attend City Council meetings when Planning items are on the agenda.
9. Coordinate with the City Engineer, City Attorney, South Washington Watershed District, Washington County, and others as needed to complete planning reviews and tasks.
10. Complete detailed monthly invoices for planning projects and general planning services in a format approved by the City.

## **Content of Proposal for Planning Services**

Proposals shall be succinct and shall provide the following information:

1. Cover letter and introduction including the name of the firm or individual and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Describe how the firm or individual proposes to provide services to the City of Newport, including the responsibilities identified in the previous section.
3. Names and resumes of the lead person proposed to serve as the City Planner and other key personnel that will assist the planner to perform his/her responsibilities.
4. List of current clients for city planning services, name of the planner from the firm providing those services, and at least three references and their contact information.
5. Sample staff reports that the proposed planner has completed including the following:
  - a. A report for a variance or conditional use permit request.
  - b. A report for a preliminary plat for a subdivision or PUD
6. A fee schedule identifying specific rates for services and meeting attendance for staff proposed to serve the City of Newport, mileage rates, and other costs, and a sample invoice that the firm or individual uses with existing clients.
7. Additional information that the firm or individual believes is pertinent to the City's decision in selecting a planning consultant.

### **Knowledge, Skills, and Abilities**

The proposal and resumes should demonstrate that the planner proposed to serve the City of Newport has the following knowledge, skills, and abilities:

1. Experience serving municipalities as a consulting planner with responsibilities similar to those identified in this RFP.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively with City staff and consultants.
4. Ability to respond promptly to City requests and to meet deadlines for staff reports, application reviews, and other tasks.
5. B.A. or M.A. degree in a field-related major. AICP certification as a professional planner.

### **Inquiries Regarding this RFP**

Prospective consultants may submit questions by e-mail, mail, or telephone to the City Administrator:

Deb Hill, City Administrator

City of Newport

596 7<sup>th</sup> Avenue

Newport, MN 55055

[dhill@newportmn.com](mailto:dhill@newportmn.com)

(651) 459-5677





# MEMO

TO: Newport City Council

FROM: Travis Brierley, Assistant to the City Administrator

DATE: March 4, 2021

SUBJECT: Trash Can Ordinance

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**Background:** The City received an email regarding the timing of when trash cans are allowed to be brought to the curb. This question was raised due to comfortability of safety concerns of the resident. The resident requested the ordinance be changed to allow for trash cans to be placed at the curb after 3:00pm the day prior to pick-up.

**Discussion:** The current City Code Sec. 24-26(b) states that trash cans can only be at the curb only the day of the pick-up.

*Container placement.* All residential areas of the city shall have garbage, yard wastes, white goods and recyclable containers placed curbside on the day of collection. Except on days of collection, all containers shall be removed from the curbside and stored behind the front building line of the property.

**Recommendation:** Staff is asking for direction if the ordinance should be changed or not and if changed, what goal the Council would like to have presented.

## CITY OF NEPWORT INTERNAL CONTROLS PROCEDURE

### I. PURPOSE

The City of Newport seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

### II. CASH DISBURSEMENTS

#### A. Goal

The goal in establishing an internal control system for cash disbursements is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

#### B. Objective

The objective in meeting this goal is to ensure that cash is disbursed only upon proper authorization of management for valid governmental purposes, and that all disbursements are properly recorded.

#### C. Procedures

1. **Segregation of Duties.** No financial transaction shall be handled by only one person from beginning to end.
  - a. Payment of all claims shall be authorized by the appropriate department supervisor, the City Administrator, and the City Council. ACH and wire transfers shall be processed by the Accountant/~~Bookkeeper~~ with authorization from the City Administrator.
  - b. Payments shall be coded by the appropriate department supervisor or the Accountant/~~Bookkeeper~~.
  - c. Payments shall be recorded by the Accountant/~~Bookkeeper~~ and presented to the City Administrator for accuracy and completeness.
  - d. All checks shall be stamped with the signatures of the Mayor and City Administrator by the City Administrator. In the absence of the City Administrator, the Accountant/~~Bookkeeper~~ can authorize the signatures of the Mayor and City Administrator to be stamped on the checks. All checks shall require two signatures.
  - e. Financial reports and bank reconciliations shall be prepared by the Accountant/~~Bookkeeper~~ and presented to the City Administrator for review on a monthly basis.
  - f. Properly signed and approved checks shall be mailed by the Accountant or Assistant to the City Administrator. ~~Bookkeeper or the Executive Analyst.~~

**2. Accounting Controls.** The following common internal controls relate to paying bills:

- a. All disbursements, except those from petty cash, will be made by pre-numbered check or by authorized ACH withdrawals from designated accounts.
- b. It is not permissible to draw checks payable to Cash.
- c. Under no circumstances will blank checks be signed in advance. A disbursement voucher shall be prepared for each invoice or request for reimbursement that details the date, the payee, the amount, description of expense, account to be charged, authorization signature or initials, and be accompanied with related source documents.
- d. Expenditures must be approved in advance by authorized persons.
- e. Reimbursements to City staff and the recurring expenditures listed below shall be paid immediately. The checks will be listed on next available list of bills for the City Council's approval.

1. Human Resource Payments

- i. Delta Dental
- ii. PERA
- iii. ~~Standard Insurance~~ Unum
- iv. ~~SWAWG Services~~ Heath Partners
- v. ~~Select Account Monthly Fee~~ Further

2. IT Payments

- i. Atomic, excluding overages
- ii. Century Link
- iii. Comcast
- iv. Leaf
- v. Verizon

3. Utilities Payments

- i. On-Site Sanitation
- ii. Tennis Sanitation
- iii. Xcel Energy
- ~~iv.~~ Metropolitan Council Monthly Fee
- ~~iv-v.~~ Metropolitan Council SAC Fee

4. Public Works, Police and Fire Payments

- i. ~~G&K Services~~ Cintas
- ii. ~~St. Paul Park Refining~~
- ~~iii-ii.~~ Fleet One LLC Wex Bank (Speedway)

5. Miscellaneous

- i. Petty Cash Replenishment
- ~~ii. Holstad and Knaak Monthly Fee~~
- ii. Sam's Club
- iii. State Permit Surcharge

~~f. All signed checks shall be mailed promptly by the Accountant/Bookkeeper or Executive Analyst.~~

g.f. The individuals authorized to sign the checks shall review each cash disbursement voucher for the proper approved authorization and supporting documentation of the expense.

h.g. Paid invoices will have the check stub attached.

i.h. Invoices and requests for reimbursement will be checked for accuracy and reasonableness before approval.

j.i. A cash disbursement journal will be prepared that details the date of the check, check number, amount of check, and description of expense account to be charged.

k.j. Unpaid invoices shall be maintained in an unpaid invoice file by the Accountant/~~Bookkeeper~~.

l.k. Advance payments to employees or vendors shall be recorded as receivables in the general ledger.

m.l. Expense reports for travel related expenses shall be submitted on a timely basis.

n.m. Checks by which claims are paid shall have printed on the reverse side, above the space for endorsement: "The undersigned payee, in endorsing this check order, declares that the same is received in payment of a just and correct claim against the City of Newport, and that no part of such CLAIM has heretofore been paid."

o.n. In accordance with M.S. 471.425, subd. 2, claims of the city shall be paid within 35 days from the date of receipt, or as otherwise stipulated by the terms of a contract. Claims not paid within this time frame will be subject to penalty and interest charges assessed by the vendor, as provided for in M.S. 471.425, subd. 4.

p.o. Disallowed claims shall be so marked and kept in a file for an appropriate time period.

q.p. Credit card purchases shall not be allowed except as legally provided under M.S. 471.382 and by authorization of the City Council.

### III. PETTY CASH FUND

#### A. Goal

The goal in establishing an internal control system for Petty Cash Fund is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

#### B. Objective



The objective in meeting this goal is to provide guidelines for use, safekeeping and reporting standards of the Petty Cash Fund, while allowing for small purchases or reimbursements to be made from the Petty Cash Fund.

### C. Procedures

1. **Segregation of Duties.** The Petty Cash Fund is available to staff to make small purchases or reimbursements, in cash, for items such as stamps, office supplies, parking, etc. The following guidelines shall apply:
  - a. The ~~Executive Analyst~~ Assistant to the City Administrator shall be the custodian of the Petty Cash Fund and is the person to make disbursements from the fund. In the absence of the ~~Executive Analyst~~ Assistant to the City Administrator, the Accountant/~~Bookkeeper~~ will have limited authority to disburse petty cash funds.
  - b. The custodian of the Petty Cash Fund shall be responsible for reconciling the fund on a quarterly basis at a minimum.
  - c. The Accountant/~~Bookkeeper~~ shall make the appropriate entries to record the expenses and arrange for replenishment of the Petty Cash Fund.
  - d. The ~~Assistant to the City Administrator~~ Executive Analyst must approve all withdrawals from the Petty Cash Fund.
2. **Accounting Controls.** The following guidelines will govern the use and keeping of the Petty Cash Fund:
  - a. The Petty Cash Fund will not exceed the amount of \$75.
  - b. The Petty Cash Fund will be kept by the ~~Executive Analyst~~ Assistant to the City Adminisistrator in a locked box. The locked box shall be kept in a secure place.
  - c. Withdrawals from the Petty Cash Fund will be made only by completing a Petty Cash Voucher. The voucher must state the date and amount of the withdrawal, the reason the cash was withdrawn, the expenditure account to which the expense should be charged, and the name and signature of the person receiving the cash. The voucher shall also contain the signature of the ~~Executive Analyst~~ Assistant to the City Administrator approving the withdrawal.
  - d. Supporting documentation (receipts, invoices) must be attached to each Petty Cash Voucher.
  - e. Unannounced counts of petty cash and change will be made on occasion by the ~~Finance Officer~~ Accountant.
  - f. No staff member shall be allowed to cash personal checks, including paychecks, in the petty cash or change funds of the city.
  - g. Under no circumstances shall staff members be permitted to borrow from petty cash or change funds for personal use.

#### IV. CASH RECEIPTS

##### A. Goal

The goal in establishing an internal control system for cash receipts is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

##### B. Objective

The objective in meeting this goal is to ensure that all cash intended for the city is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.

##### C. Procedures

1. **Segregation of Duties.** No financial transaction shall be handled by only one person from beginning to end.
  - a. The ~~Executive Analyst~~Assistant to the City Administrator will be responsible for receiving cash payments to the city, whether by mail or in person. In the absence of the ~~Executive Analyst~~Assistant to the City Administrator, the Accountant/~~Bookkeeper~~ or City Administrator may receive cash payments.
  - b. The ~~Executive Analyst~~Assistant to the City Administrator will be responsible for reconciling the receipts for deposit on a daily basis.
  - c. The ~~Executive Analyst~~Administrative Assistant will prepare the bank deposit.
  - d. ~~A Newport Police officer will deposit the funds at the bank. Funds shall be deposited in a locked bank bag by law enforcement or by administrative staff when law enforcement is not available. The keys for the bank bag shall remain at City Hall at all times.~~
  - e. The Accountant/~~Bookkeeper~~ or the ~~Executive Analyst~~administrative staff as requested by the Accountant will record Utility Billing receipts and post the revenue to the general ledger. The Accountant/~~Bookkeeper~~ will record all other cash receipts in the general ledger.
  - f. Financial reports and bank reconciliations shall be prepared by the Accountant/~~Bookkeeper~~ and presented to the City Administrator for review on a monthly basis.
  - g. Invoices for city services shall be prepared by the ~~Executive Analyst~~Assistant to the City Administrator.– An accounts receivable register for utility billing will be maintained by the Accountant/~~Bookkeeper~~.
2. **Accounting Controls.** The following internal controls relate to cash receipts:
  - a. All payments to the City shall be accompanied by numbered cash receipt, stating the date of the receipt, the amount of the receipt, a description of the item or service being paid for, and a description of the revenue account the revenue should be allocated to. The receipt shall indicate whether the payment is cash or

check. For payments made by check, the check number will be included on the receipt. Cash shall be deposited in the City's bank account.

- b. Cash Receipts shall be kept in a in a secure place until deposit.
- c. Cash receipts shall be reconciled on a daily basis by the designated staff person. Any discrepancies shall be reported immediately to the City Administrator.
- d. ACH deposits into the City's account will be recorded by the Accountant/~~Bookkeeper~~.

## V. CREDIT CARDS

### A. Authorized Users and Procedures

- 1. The City Administrator is responsible for assignment and designation of credit cards or purchasing cards to certain departments to allow for more efficient purchasing and to make purchases at businesses that do not offer open accounts.
- 2. The City Administrator, Department Heads and Lead Staff are issued and authorized to use a corporate credit card and/or purchasing card to procure goods and services on behalf of the City of Newport as authorized by the City Council. The City Administrator may authorize employees to use a credit card on the City's behalf.
- 3. ~~The Credit~~ cards may only be used for city-related purchases pursuant to the adopted budget. The corporate credit card or purchasing card is not intended to replace or circumvent the City's Purchasing Policy.
- 4. Each card holder will be responsible for maintaining accurate and complete records. Use of city credit cards for personal purchases is strictly prohibited. A receipt, or other documentation, of each purchase must be retained and given to the Accountant.
- 5. The City Administrator or a designee will be responsible for development and administration of credit card and purchasing card procedures.

## VI. CHARGE ACCOUNTS

### A. Authorized Users and Procedures

- 1. In certain situations, it may be advantageous to use charge accounts with local businesses and vendors which allow authorized employees to purchase goods and services with periodic (usually monthly) billing to the City. Employees must sign sales slips or other vendor documentation at the time of the sale and submit documentation to their supervisor.

## VII. DISCIPLINARY ACTION

Any employee violating this policy may be subject to disciplinary action by direct supervisor or City Administrator.