



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

**May 6, 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. CITY LOGO
4. CODE ENFORMCENT
5. ULILITY BILL ELECTRONIC PAYMENT FEES
6. FUTURE AGENDA ITEMS
7. ADJOURNMENT



# MEMO

TO: Newport City Council

FROM: Travis Brierley, Assistant to the City Administrator

DATE: May 6, 2021

SUBJECT: Administrative Citation Fees

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**Background:** The City Council has reviewed updates to the City's Nuisance Ordinances at the April 15<sup>th</sup> Council Workshop.

**Discussion:** Staff reviewed administrative citation fees for multiple cities near Newport. The fees ranged between \$25 and \$500 for nuisances. During the discussions it appears the most consistent fee is \$100. The fee is charged either as a single fee or is charged based on all failed reinspections. The fee also was demonstrated to be the most effective in neighboring communities. Unpaid administrative fees are also assessed to property taxes if they are not paid.

**Recommendation:** Staff recommends that Council considers setting the administrative citation penalty to \$100 which would be charged after a failed re-inspection.

# **MEMO**

To: Mayor and City Council

From: Deb Schulz

Date: May 6, 2021

Subject: Utility bill on-line payment fee

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The City Council has requested staff review online payment fees. The number of online payments for 2020 was 1,324, averaging around 330 online payments per quarter. Of these, 660 were by credit card and 664 were by bank transfer.

The City utilizes Payment Service Network (PSN) to handle electronic payments. Currently, PSN charges the resident \$2.99 per payment up to \$300. Bank transfer payments cost PSN 50 cents and credit card payments vary depending on the card and the amount of the payment. The credit card payment fee can vary between approximately 2.4 to 3 percent of the amount of the payment. These fees are paid by the resident and the City is not responsible for these fees at this time.

For the City to offer a non-fee option of paying by bank transfer only, utilizing 2020 usage, the City would have been responsible for \$332 for the year. If the City offers this non-fee option, the number of residents utilizing this option would presumably go up. If all residents decided to utilize this non-fee option, the City would pay \$2,200 a year.

Due note, if the City decides to pay the 50-cent fee for electronic bank transfer payments, residents utilizing credit card payments will pay the percentage their card charges. So, someone utilizing a credit card for a \$250 payment and the credit card fee is 2.8 percent, that person would now pay \$7.00 instead of \$2.99.

The staff recommends, if the City Council wants to provide a non-fee option, to utilize bank transfer payments.

# **MEMO**

To: Mayor and City Council

From: Deb Schulz

Date: May 3, 2021

Subject: Utility bill on-line payment fee comparison to other cities

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The City Council has requested staff review different city payment options for water utilities. The cities included:

Afton-Currently does not offer electronic on-line payment options. The city is looking into offering this in the near future.

Bayport-Offers the same as Newport at this time, charging \$2.99 per transaction from bank or credit card payments.

Carver-The city covers the cost of bank and credit card payment options.

Chisago City-The city covers the cost of bank and credit card payment options.

Circle Pines-Does not have their own water utility billing, Centennial Utilities covers the cost of bank and credit card payment options.

Hanover- Does not have their own water utility billing. Joint Powers Water Board/Veolia Water covers the cost of bank and credit card payment options.

Nowthen-Does not have city water and sewer.

Oak Park Heights-The city covers the cost of bank and credit card payment options.

Scandia-The city charges \$1 for bank transfers and 2.75 percent for credit card payments (credit card payments under \$100-addt. 50 cents is charged).

St. Paul Park-The city charges \$1 for bank transfers and 2.75 percent for credit card payments (credit card payments under \$100-addt. 50 cents is charged).

South St. Paul-The city covers the cost of bank and credit card payment options.

**Water/Sewer Service w/Online Pay Fees**

City	Water Service	Online		
		Payment Available	Check Fee	Credit Fee
Afton	Y	N		
Bayport	Y	Y	\$0.50	\$2.99
Carver	Y	Y	No Charge	No Charge
Chisago City	Y	Y	No Charge	No Charge
Circle Pines	N			
Hanover	N	Y	No Charge	No Charge
Nowthen	N			
Oak Park Heights	Y	Y	No Charge	No Charge
Scandia	Y	Y	\$1.00	2.75%
St. Paul Park	Y	Y	\$1.00	2.75%
So. Saint Paul	Y	Y	No Charge	No Charge
Newport	Y	Y	\$0.50	\$2.99