



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

July 15, 2021 – IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING

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. 2022 BUDGET
4. PARKS SURVEY
5. FUTURE AGENDA ITEMS
6. ADJOURNMENT



MEMO

TO: Newport City Council
FROM: Deb Hill, City Administrator
DATE: July 15, 2021
SUBJECT: 2022 Initial Budget

General Assumptions:

- 2.75% wage increase Jan. 1, Step increases in July 2020
- 15% health increase
- 5% dental increase
- 5% life increase

Revenue

- Assumes LGA stays constant
- Building permit fees – adjusted down for lower number of building permits
- Added billboard monies – working with Ehlers on how much to be used for City Hall debt service
- Total revenue up \$49,713

Expenses

General Government

- Legal is trending a bit lower than anticipated – will have better estimates for the 2023 budget cycle
- Utilities are estimated for a partial year of old vs. new building
- Planning – there will still be a learning curve for the new planner – this amount was increased
- Elections are this year
- Total Government up \$47,793

Public Safety

- 4% increase for law enforcement is an estimate
- Utilities will be moved to General Government
- Total Public Safety up \$25,707

Public Works up \$26,766

Park and Recreation up \$12,597

Total expenses up \$112,864

Transfers down \$655,460

2020 Levy - \$2,923,000

Initial 2021 Levy - \$3,107,923

Initial 2021 Levy increase – 8.48%

We will not know how much of the levy would be captured at this point – these number will not be known until later August.

Debt Service	2022	2021	2020	2019	End Date
2013A	\$98,837	\$68,422	\$72,464	\$69,254	2027
2014A	\$151,088	\$148,460	\$151,461	\$148,865	2028
2016A	\$20,443	\$20,243	\$20,043	\$19,696	2032
2018A	\$268,107	\$70,000	\$101,710		2034
2021A CH	\$439,414	\$373,080			2039
2021A Str.	\$40,034	\$41,940			2034

2013A and 2014A bonds were for the Ford Road area street projects
2016A was for the 5th Ave. and 11th Street Road project
2018A was for the Bailey Meadows water reservoir project
2021A was for the City Hall and 12th and 12th Street project

If need be, the 2018A debt service levy could be reduced by utilizing WAC, SAC and trunk fees collected.

The amounts levied per year usually fluctuates by a couple of thousand dollars per year.

- The cost of the new website will need to be added – maybe \$15,000.
- There will be some other costs for setting up and incorporating credit card payments and the like.

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

REVENUE	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Property Taxes								
Current ad valorem	1,240,188	1,629,064	1,792,910	1,908,778	1,893,896	1,826,844	1,800,000	1,800,000
Fiscal disparities	409,942	327,310	326,837	345,853	381,122	368,425	353,000	353,000
Fire relief	55,969	54,332	62,157	15,385	15,938	5,396	-	-
Special Assessments/debt service								
Total Property Taxes	1,706,099	2,010,706	2,181,904	2,270,016	2,290,956	2,200,665	2,153,000	2,153,000
Intergovernmental Revenue								
Local governmental aid	634,880	635,425	599,605	563,975	563,975	527,195	527,195	527,195
Market Value & other tax credits								
Police town aid	53,058							
Police training reimbursement								
State fire relief aid	25,360	21,660	20,837	22,320	24,582	23,000	24,000	24,000
Other/miscellaneous grants	21,220	38,243	37,651	14,892	36,814	25,000	25,000	25,000
Total Intergovernmental Revenue	734,518	695,328	658,093	601,187	625,371	575,195	576,195	576,195
Licenses and Permits								
Conditional use permits	2,000	1,100	3,550	1,500	1,950	1,500	1,700	1,700
Licenses and permits	375	50	375		600			
Liquor licenses	8,610	8,610	8,610	8,610	273	8,600	8,600	8,600
Cigarette licenses	500	-	750	750		750	750	750
Building permit fees	73,639	180,128	288,166	473,823	371,947	135,000	135,000	110,000
Animal licenses/citations	1,775	1,445	1,605	1,440	1,095	1,600	1,400	1,400
Recycling/sanitation	1,500	900	3,600	1,500	2,100	2,400	2,400	2,400
Total Licenses and Permits	88,399	192,233	306,656	487,623	377,965	149,850	149,850	124,850
Charges for Services								
Planning and zoning		-						
Special assessment search	-	-	-		-			
Accident reports	2,779	-						
Antenna franchise fees	78,131	84,052	83,854	89,898	94,203	92,000	96,000	96,000
Miscellaneous	12,399	29,188	23,800	19,235	15,864	22,000	20,000	20,000
Total Charges for Services	93,309	113,240	107,654	109,133	110,067	114,000	116,000	116,000
Other Revenue								
Fines and forfeits	40,338	43,782	31,279	22,352	24,642	25,000	25,250	27,000
Interest earned on investments	28,221	29,702	16,012	93,419	76,825	20,000	20,000	20,000
Billboard/rent/sale property	-	-	-		-	65,000	152,128	156,588
Donations	1,658	362	546	1,055	564	2,500	1,500	1,500
Other	58,472	55,908	33,236	53,467	77,364	42,000	50,000	50,000
Total Other Revenue	128,689	129,754	81,073	170,293	179,395	154,500	248,878	255,088
TOTAL REVENUE	2,751,014	3,141,261	3,335,380	3,638,252	3,583,754	3,194,210	3,243,923	3,225,133

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: GENERAL GOVERN	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Mayor and Council								
Personnel services	19,550	19,550	19,550	22,560	22,560	22,560	22,560	22,560
PERA	597	787	787	909	909	1,128	1,128	1,128
FICA/Medicare	1,495	1,495	1,495	1,726	1,726	1,726	1,726	1,726
Workers Comp	90	78	97	81	98	100	100	100
Travel/conferences	27	483	-	551	47	1,200	1,200	1,200
Memberships	50	30	250	105	270	100	100	100
Education	385	310	465	400	208	1,500	1,500	1,500
Miscellaneous	0	0	0	1313				
Total Mayor and Council	22,194	22,733	22,644	27,645	25,818	28,314	28,314	28,314
Administration								
Personnel services (2.9)	173,528	179,003	179,481	193,687	224,141	241,880	258,800	268,250
PERA	16,964	12,460	13,408	14,446	17,283	18,141	19,218	19,880
FICA/Medicare	13,326	11,422	13,334	14,415	17,227	18,504	19,605	20,275
Health Insurance	27,237	26,365	23,847	25,522	25,826	28,850	32,300	35,700
Workers Comp	1,585	1,402	1,983	1,328	2,070	2,000	2,200	2,200
Office supplies	5,342	5,389	7,110	4,406	3,229	8,000	7,000	7,000
Computer & phone services	5,618	5,248	9,467	10,161	9,204	9,000	10,000	10,000
Travel & mileage	2,328	1,481	2,296	2,375	1,297	3,500	3,500	3,500
Printing and publishing	5,721	2,890	2,646	1,418	1,540	4,000	3,000	3,000
Postage	2,659	2,718	1,405	2,635	2,946	3,000	3,500	3,500
Dues and subscriptions	3,843	7,677	7,617	8,169	7,531	8,300	8,300	8,300
Education	3,568	3,413	3,123	4,302	815	5,000	5,000	5,000
Contractual services	6,430	7,173	7,400	7,421	9,106	10,000	10,000	10,000
Capital outlay	-	-	-	6,742		2,000	2,000	2,000
Miscellaneous	7,439	11,155	14,964	16,137	7,444	15,000	14,000	14,000
Total Administration	275,588	277,796	288,081	313,164	329,659	377,175	398,423	412,605
Elections								
Temporary employees	2,776	1,103	2,418	783	4,143	1,200	3,200	700
Operating supplies	61	80			723	100	700	700
Travel and conferences	-	-		62		250	100	100
Printing and publishing	890	-	49					
Miscellaneous	-	-	171		172	500	500	500
Total Elections	3,727	1,183	2,638	845	5,038	2,050	4,500	2,000
Rental Inspections								
Part-time employees	2,605	1,054	279	4,070	-	4,200	4,200	4,200
FICA/Medicare	200	80	21					
Total Inspections	2,805	1,134	300	4,070	-	4,200	4,200	4,200

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: GENERAL GOVERN	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Professional services								
Accounting/audit	32,292	30,425	31,082	33,448	32,236	36,000	36,000	36,000
Engineering	32,626	34,446	70,667	74,030	82,380	65,000	70,000	75,000
Legal	73,198	68,699	67,665	79,195	69,510	80,000	75,000	75,000
IT, phone support & hardware	24,325	10,302	12,328	13,346	11,035	15,000	15,000	15,000
Financial/Assessment services	27,815	41,722	36,239	32,842	31,911	35,000	35,000	35,000
Building inspection	27,705	64,297	74,629	265,549	209,895	100,000	100,000	85,000
Insurance	41,318	36,120	34,295	38,675	50,263	44,000	50,000	50,000
Misc. contracted services	6,443	7,543	8,865	14,419	18,858	20,000	20,000	20,000
Total Professional Services	265,722	293,554	335,770	551,504	506,088	395,000	401,000	391,000
Planning and Zoning								
Personnel services	0	0	0					
Part time - planning com.	1,530	1,200	1,050	1,320	1,260	1,800	1,800	1,800
PERA	0	0	0					
FICA/Medicare	117	91	80	101	96	138	138	138
Operating supplies	-	87	380	161		500	500	500
Professional services	36,023	41,252	58,121	15,841	25,468	38,000	55,000	50,000
Travel and conferences	-	-	10	100		1,000	1,000	1,000
Miscellaneous	0	0	0					
Total Planning & Zoning	37,670	42,630	59,641	17,523	26,824	41,438	58,438	53,438
Government Buildings								
City Hall								
Operating supplies	711	410	371	418	141	900	900	1,800
Repairs and maintenance	3,833	644	1,562	282	100	1,500	1,500	3,000
Utilities	6,206	5,786	6,840	5,244	6,125	7,200	7,200	17,000
Capital outlay	-	3,895	-			2,500	2,500	5,000
Total City Hall	10,750	10,735	8,773	5,944	6,366	12,100	12,100	26,800
Library								
Personnel	12,193	14,378	13,829	13,723	15,586	17,059	18,010	18,900
FICA	756	892	857	851	966	1,058	1,117	1,172
Medicare	177	208	201	199	226	247	261	274
PERA	850	856	942	845	1,019	1,279	1,351	1,418
Supplies	583	1,097	5	282	624	1,100	1,100	1,100
Computer and phones	2,191	1,987	1,946	2,309	4,125	2,500	2,500	2,500
Repairs and maintenance	169	353	422	6	32	750	750	750
Utilities	2,133	2,098	2,362	2,100	2,078	2,500	2,500	2,500
Contracted Services		747	1,705	1,697	1,730	2,500	2,500	2,500
Capital outlay	495	3,792	2,680	2,096		4,500	4,500	4,500
Total Library	19,547	26,408	24,949	24,108	26,386	33,493	34,589	35,613
Railroad Tower								
Repairs and maintenance	-	-	-			200	200	200
Utilities	353	289	293	322	367	400	400	400
Total Railroad Tower	353	289	293	322	367	600	600	600
Total Government Buildings	30,650	37,432	34,015	30,374	33,119	46,193	47,289	63,013
Total General Government	638,356	676,462	743,089	945,125	926,546	894,370	942,163	954,570

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: PUBLIC SAFETY	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Law Enforcement								
Personnel services	701,135	692,385	730,855	790,738	574,469	873,350	908,300	944,620
PERA								
FICA/Medicare								
Workers' Compensation								
Health insurance								
Overtime								
CSO				911		7,000	7,000	7,000
Animal control		5,518	5,717	5,676	4,999	6,500	6,500	6,500
Office supplies								
Cell phones and pagers								
Vehicle supplies								
Tools and equipment								
Fuel (8000 gal. per year)					338			
Uniforms								
Travel								
Departmental services	21,524	9,675						
Memberships & conferences								
Education								
Vehicle repair and maintenance								
Dispatch								
MDC lease – Wash. Co.								
Radios 800 MHz - 15 radios @ \$400/yr								
Capital outlay								
Total Police Department	<u>722,659</u>	<u>707,578</u>	<u>736,572</u>	<u>797,325</u>	<u>579,806</u>	<u>886,850</u>	<u>921,800</u>	<u>958,120</u>

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

<u>EXPENDITURES: PUBLIC SAFETY</u>	<u>2016 ACTUAL BUDGET</u>	<u>2017 ACTUAL BUDGET</u>	<u>2018 ACTUAL BUDGET</u>	<u>2019 ACTUAL BUDGET</u>	<u>2020 ACTUAL BUDGET</u>	<u>2021 APPROVED BUDGET</u>	<u>2022 PROPOSED BUDGET</u>	<u>2023 PROPOSED BUDGET</u>
Fire Protection								
Personnel services (25)	50,976	49,296	53,902	63,412	49,784	67,000	69,000	69,000
Fica/Medicare	3,900	3,771	4,124	4,851	3,931	5,126	5,279	5,279
Workers' comp. insurance	8,696	7,748	9,917	7,281	10,338	12,000	12,000	12,000
Office supplies	1,264	379	1,725	3,289	29	2,000	2,000	2,000
Vehicle supplies	1,400	1,984	1,349	4,946	1,683	3,500	3,500	3,500
Tools and equipment	3,402	466	2,553	1,700	3,842	3,500	4,000	4,000
Fuel	1,967	2,008	3,291	4,146	1,912	4,500	4,500	4,500
Uniforms	1,735	3,123	1,812	2,461	1,469	3,000	3,000	3,000
Computers & phones (1-cell)	4,775	5,060	5,111	5,507	5,343	6,000	6,000	6,000
Radios - 800 MHz (27) * \$400/yr	12,170	11,469	9,686	16,946	13,271	16,000	16,000	16,000
Travel and conferences	440	157	273	355	101	1,000	1,000	1,000
Memberships & subscriptions	626	2,157	856	982	1,800	1,000	1,000	1,000
Education	6,430	5,866	5,073	11,262	6,662	11,000	11,000	11,000
Repairs & maintenance	3,322	6,374	6,422	4,702	8,541	6,000	7,000	7,000
Contractual & Fire Inspections	5,512	9,236	8,359	9,244	7,432	12,000	9,500	9,500
Fire Relief	55,969	54,332	62,157	15,385	15,938	5,396	-	-
State Fire Relief Aid	20,760	21,660	20,837	22,320	22,902	24,000	24,000	24,000
Civil Defence	-	-	-	-	-	300	300	300
Capital outlay	7,840	-	972	321	-	15,000	10,000	10,000
Total Fire Protection	<u>191,184</u>	<u>185,086</u>	<u>198,419</u>	<u>179,110</u>	<u>154,978</u>	<u>198,322</u>	<u>189,079</u>	<u>189,079</u>
Fire Station No. 1								
Operating supplies	-	58	-	-	-	500	500	
Repairs and maintenance	-	3,234	966	939	484	1,000	1,000	
Utilities	6,616	6,543	7,334	6,741	5,995	6,900	6,900	
Capital outlay	-	-	-	-	-	1,200	1,200	
Total Fire Station No. 1	<u>6,616</u>	<u>9,835</u>	<u>8,300</u>	<u>7,680</u>	<u>6,479</u>	<u>9,600</u>	<u>9,600</u>	
Fire Station No. 2								
Operating supplies	-	58	-	-	-	500	500	
Repairs and maintenance	0	0	0	525	-	-	-	
Utilities	1,619	1,893	3,191	737	1,648	2,500	2,500	
Capital outlay	0	0	0	-	-	-	-	
Total Fire Station No. 2	<u>1,619</u>	<u>1,951</u>	<u>3,191</u>	<u>1,262</u>	<u>1,648</u>	<u>3,000</u>	<u>3,000</u>	
Total Public Safety	<u>922,078</u>	<u>904,450</u>	<u>946,482</u>	<u>985,377</u>	<u>742,911</u>	<u>1,097,772</u>	<u>1,123,479</u>	<u>1,147,199</u>

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: OPERATIONS & MA	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Streets								
Personnel services (1.94)	112,894	115,563	120,168	122,129	126,432	128,390	131,960	135,590
PERA	9,316	8,864	8,920	9,694	9,743	10,079	10,347	10,619
FICA/Medicare	8,179	8,189	8,003	9,101	9,204	10,281	10,554	10,832
Workers' compensation	16,563	15,607	24,060	29,721	45,502	38,000	48,000	49,000
Health insurance	32,167	37,636	39,886	45,651	35,187	37,500	42,310	47,200
Full-time overtime	2,444	1,446	4,726	7,850	3,480	6,000	6,000	6,000
Part-time personnel	638	1,183						
Education	1,339	627	772	910		1,500	1,500	1,500
Operations and supplies	40,818	40,373	42,818	66,066	58,635	55,000	60,000	62,000
Vehicle supplies	8,564	12,030	8,636	14,337	15,930	15,500	16,000	16,000
Small tools and equipment	2,272	2,796	520	1,291	1,914	3,000	3,000	3,000
Fuel	7,670	10,052	13,311	14,407	6,581	15,000	15,000	15,000
Uniforms	2,195	2,069	3,381	2,438	2,454	3,500	3,500	3,500
Computer (2) & phone (5) services	2,366	2,181	1,977	2,044	2,178	4,000	4,000	4,000
Travel and milage	-	-	210			500	500	500
Street maintenance	73,810	82,047	12,731	81,315	86,197	84,000	87,000	89,000
Repairs & maint.-vehicles	2,264	2,355	2,685	4,273	6,827	5,500	6,500	6,500
Rentals	-	108	-			3,000	3,000	3,000
Dues & Subscriptions	422	355	608	637	508	700	700	700
Contracted services	843	10,400	5,720	15,318	5,491	16,500	14,000	14,000
Capital Outlay	-	-	-			1,200	1,200	1,200
Miscellaneous	146	1,000	940	129	372	3,500	3,500	3,500
Total Streets	324,910	354,881	300,072	427,311	416,635	442,650	468,571	482,641
Composting								
Personnel services	4,531	4,363	4,351	4,804	4,394	5,300	5,600	5,800
FICA	281	270	270	298	272	329	347	360
Medicare	66	63	63	70	64	77	81	84
PERA	335	327	326	346	330	398	420	435
Operating supplies	216	2,090	454	20		250	250	250
Contracted Services	698		928			800	800	800
Miscellaneous contractual	-	690	350	490	350			
Total Composting	6,127	7,803	6,742	6,028	5,410	7,153	7,498	7,729
Public Works Garage								
Operating supplies	2,572	1,073	3,032	3,386	3,978	3,700	4,000	4,200
Repairs and maintenance	1,209	1,886	807	415	2,668	2,300	2,500	2,500
Utilities	14,156	16,645	17,284	17,458	17,114	18,500	18,500	18,500
Capital outlay	-	-	1,220			2,000	2,000	2,000
Total Public Works Garage	17,937	19,604	22,343	21,259	23,760	26,500	27,000	27,200
Total Public Works	348,974	382,289	329,157	454,598	445,805	476,303	503,069	517,570

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: OPERATIONS & MA	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Parks								
Personnel services (3.35)	185,912	192,966	225,193	233,718	253,287	256,540	265,300	273,750
Overtime	1,780	181	-	1,268		4,400	4,400	4,400
PERA	15,766	14,229	16,890	18,061	20,654	19,571	20,228	20,861
FICA/Medicare	15,100	14,812	17,622	19,773	20,498	21,109	22,009	22,655
Health insurance	30,509	33,923	32,285	34,429	35,705	38,200	42,700	47,100
Workers' compensation	13,478	11,769	14,639	11,678	5,712	16,500	8,500	8,500
Part-time personnel services	20,852	9,861	12,564	30,664	18,527	15,000	18,000	18,000
Education	3,492	1,609	1,559	1,993		4,000	4,000	4,000
Operating supplies	6,133	6,780	5,243	8,237	9,627	10,000	10,500	11,000
Vehicle supplies	2,719	4,873	6,371	4,521	5,986	5,500	6,500	6,500
Tools and minor equipment	1,821	2,346	232	1,107	230	3,000	3,000	3,000
Fuels	4,488	5,749	8,465	9,094	5,280	10,000	10,000	10,000
Uniforms	1,862	2,435	2,511	3,064	3,255	3,000	3,700	3,900
Rental	-	-	-	-	-	1,500	1,500	1,500
Phones (2) - warming houses	314	100	-	-	-	300	300	300
Miscellaneous contractual	16,178	1,858	31,165	7,634	7,553	10,000	10,000	10,000
Capital outlay	2,388	8,992	-	-	1,433	15,000	15,000	15,000
Miscellaneous	939	2,953	250	2,104	2,530	3,000	3,000	3,000
Total Parks	323,731	315,436	374,989	387,345	390,277	436,620	448,637	463,467
Recreation								
Personnel services	1,987	1,813	2,981	3,675		8,200	8,200	8,200
Supplies	-	-	20	-		500	500	500
Total Recreation	1,987	1,813	3,001	3,675	0	8,700	8,700	8,700
Parks Buildings - Warming Houses								
Part time employees	4,175	2,530	3,520	4,549	4,775	4,500	4,900	5,300
Fica	259	157	218	282	296	279	304	329
Medicare	61	37	51	66	69	65	71	77
PERA	71	92	124	135	176	150	150	150
Operating supplies	-	-	-	80	638	250	400	400
Repairs and maintenance	-	-	-	-	-	250	250	250
Utilities	4,551	2,596	2,721	4,082	1,890	4,000	4,000	4,000
Total Parks Buildings	9,117	5,412	6,634	9,194	7,844	9,494	10,075	10,505
Special Contributions								
Athletic Association	-	432	500	412	600	500	650	700
Total Special Projects	-	432	500	412	600	500	500	500
Total Parks and Recreation	334,835	323,093	385,124	400,626	398,721	455,314	467,911	483,172
Miscellaneous								
Contingency	121,552	19,523	5,980	60,063	-	20,000	20,000	20,000
TOTAL EXPENDITURES	2,365,795	2,305,817	2,409,832	2,845,789	2,513,983	2,943,758	3,056,622	3,122,510

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2022 PROPOSED BUDGET**

EXPENDITURES: OPERATIONS & MA	2016 ACTUAL BUDGET	2017 ACTUAL BUDGET	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 PROPOSED BUDGET	2023 PROPOSED BUDGET
Excess (Deficiency) of Revenue over Expenditures	385,219	835,444	925,548	792,463	1,069,771	250,452	187,301	102,623
Other Financing Sources (uses) net								
Economic Dev. Authority	(205,500)	(75,000)	(34,900)	-	(25,000)			
Heritage Preservation Fund	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Parks Fund	(70,000)	(85,000)	(94,500)	(50,000)	(33,000)	(33,660)	(35,000)	(45,000)
Utility Extension (Capital fund 402)			(400,000)					
Buy Forfeiture Fund								
City/Fire Hall Fund				(258,000)	(415,000)	(600,000)		
Equipment Fund	(106,500)	(150,000)	(145,000)	(32,000)	(33,000)	(91,800)	(35,000)	(45,000)
Buildings Fund	(127,500)	(102,000)	(200,000)	(50,000)	(25,000)	(25,000)	(25,000)	(35,000)
Seal Coating (405)			(62,000)					
Total Other Financing Sources	(518,500)	(421,000)	(945,400)	(399,000)	(540,000)	(759,460)	(104,000)	(134,000)
Other Financing Sources (uses) net	(518,500)	(421,000)	(945,400)	(399,000)	(540,000)	(759,460)	(104,000)	(134,000)
Net change in fund balance	(133,281)	414,444	(19,852)	393,463	529,771	(509,008)	83,301	(31,377)
Fund Balance: Beginning of Year	2,248,202	2,114,921	2,529,365	2,509,513	2,902,976	3,432,747	2,923,738	3,007,039
Fund Balance: End of Year	2,114,921	2,529,365	2,509,513	2,902,976	3,432,747	2,923,738	3,007,039	2,975,662
Ratio: Fund balance to expenditures	73.3%	92.8%	74.8%	89.5%	112.4%	79.0%	95.1%	91.4%

CITY OF NEWPORT

**2018-2026 EQUIPMENT CIP
2022 PROPOSED BUDGET**

Fund 401

REVENUE	2018	2019	2020	2021	2022	2023	2024	2025	2026
Transfer from General Fund	\$ 145,000	\$ 32,000	\$ 33,000	\$ 91,800	\$ 93,636	\$ 95,509			
Grants	\$ 14,175								
Investment Earnings	\$ 2,030	\$ 9,952	\$ 8,354						
Misc.			\$ 6,500						
TOTAL REVENUE	\$ 161,205	\$ 41,952	\$ 47,854	\$ 91,800	\$ 93,636	\$ 95,509	\$ -	\$ -	\$ -

EXPENDITURES

General		2018	2019	2020	2021	2022	2023	2024	2025	2026
11	I-Pad replacement									
	Administration computers									
	Life span									
Public Works		2018	2019	2020	2021	2022	2023	2024	2025	2026
12	GMC Canyon - Bruce	10								30,000
09	Ford Explorer (former squad)	10								
00	Wacker asphalt roller one-ton	20								30,000
03	Ford 550 Utility Truck w&s	15								
21	GMC 3500 3/4 ton (parks)	15		30,304	7,092					
17	GMC 3500 3/4 ton (parks)	15								
19	Ford 250 Truck	15	40,367							
09	Chev 2500 Pickup	15			31,141					
82	Ford 555 Backhoe	40								
68	Cat 12 Motor Grader	50								
98	John Deere Front End Loader	20			130,000					
81	Elgin Pelican Sweeper	20								
66	Layton Pull Type Paver	30			26,000					
91	Vermeer Chipper	30							25,000	
13	Bob Cat Skid Steer	15								
13	Tool Cat 5600 Bobcat	15								
12	Mower - Farris Mower	10								
04	Mower - Farris Mower	10						30,000		
17	Mower - Farris Mower	10								
08	JD 1565 Front Mount Mower	15					30,000			
19	Tool Cat 5610	40	45,235							
71	Ford 2000 Tractor	50								
14	International Dump Truck	20								
11	International Dump Truck	20								
01	Dump Truck - Sterling	20								150,000
17	Chev HD Dump Truck	15								
87	Sreco Sewer Rodder	40								
09	Towmaster tandem trailer	20								
95	24' Tandem Trailer	25								
90	Stepp asphalt trailer	30								
93	Leroi Diesel air compressor	30								

Police Department		2018	2019	2020	2021	2022	2023	2024	2025	2026
14	Ford Explorer squad	5								
09	Ford Explorer Investigator	5								
03	Chevey Tahoe									
15	Ford Explorer squad	5								
	Squad computers									
	Portable Radios									

Fire Department		2018	2019	2020	2021	2022	2023	2024	2025	2026
70	F-1 GMC 4x4 Grass Rig									
13	Ford CV (former inv. Squad)									
82	F-2 Ford 8000 Tanker/Tender				225,000					
13	F- , Emax Typhoon Pumper									
88	F-2 Ford L9000 Pumper									
88	F-1 Ford Crew Grass Rig	66,282								
04	F-1 Sterling Pumper									
05	F-1 Crown VicChief's Vehicle									
67	F-1 10Kw Generator									
	Fire Hose (DNR matching grant)	9,520								
	Portable Radios	10			75,000					
	Fire Pagers (DNR mating grant)			3,877	4,000					
	Structural Firefighting Gear	10	17,257	11,955	12,726	2,928				

TOTAL EXPENDITURES	\$ 93,059	\$ 97,557	\$ 46,907	\$ 501,161	\$ -	\$ 30,000	\$ 30,000	\$ 25,000	\$ 210,000
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Excess (Deficiency) of Revenue over Expenditures	\$ 68,146	\$ (55,605)	\$ 947	\$ (409,361)	\$ 93,636	\$ 65,509			
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Fund Balance: Beginning of Year	394,809	462,955	414,361	415,308	5,947	99,583	165,092	165,092	165,092
Fund Balance: End of Year	\$ 462,955	\$ 407,351	\$ 415,308	\$ 5,947	\$ 99,583	\$ 165,092	\$ 165,092	\$ 165,092	\$ 165,092

CITY OF NEWPORT, MINNESOTA

2018-2026 PARKS CIP
2022 PROPOSED BUDGET

REVENUE	2018	2019	2020	2021	2022	2023	2024	2025	2026
Transfer from General Fund	\$ 94,500	\$ 50,000	\$ 33,000	\$ 33,660	\$ 34,333	\$ 35,020			
Investments	\$ 305	\$ 3,727	\$ 9,273						
Park Dedication Fees	\$ 14,000	\$ 193,516							
Donations	\$ 37	\$ (30)	\$ 80						
TOTAL REVENUE	\$ 108,842	\$ 247,213	\$ 42,353	\$ 33,660	\$ 34,333	\$ 35,020	\$ -	\$ -	\$ -
EXPENDITURES									
Bailey School Forest									
Install 45' gazebo									
Parkinglot and trail maintenance				5,000					
Busy Beaver Park									
Build shelter with table									
Play Structure 1997						100,000			
Fencing						6,000			
Fishing Pier								30,000	
Levee Removal					30,000				
Tree Removal EAB									
Lions Park									
New lighting for skating					50,000				
Asphalt hockey rink					30,000				
Parkinglot overlay					100,000				
Rink Repair					75,000				
Install new play structure					250,000				
Loveland Park									
Repair warming house									
Lighting of the skating rink									30,000
Finish tennis courts									
Parkinglot overlay									
Replace 2 ADA drinking fountains					7,500				
New fencing for backstops									
Springler system on ball fields								15,000	
Pioneer Park									
Veteran's Memorial									
Install class 5 parking with bituminous								8,500	
Upgrade park lighting									
Replace play structure						150,000			
Run water to large pavilion						5,000			
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 5,000	\$ 542,500	\$ 261,000	\$ -	\$ 53,500	\$ 30,000
Excess (Deficiency) of Revenue over Expenditures	\$ 108,842	\$ 247,213	\$ 42,353	\$ 28,660	\$ (508,167)	\$ (225,980)	\$ -	\$ (53,500)	\$ (30,000)
Fund Balance: Beginning of Year	167,226	276,068	523,281	565,634	594,294	86,127	-139,853	-139,853	-193,353
Fund Balance: End of Year	\$ 276,068	\$ 523,281	\$ 565,634	\$ 594,294	\$ 86,127	\$ (139,853)	\$ (139,853)	\$ (193,353)	\$ (223,353)

CITY OF NEWPORT, MINNESOTA

2018-2026 BUILDINGS CIP
2022 PROPOSED BUDGET

REVENUE	2018	2019	2020	2021	2022	2023	2024	2025	2026
Transfer from General Fund	\$ 200,000	\$ 50,000	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 27,602	\$ 27,602
Investment earnings	\$ 3,000	\$ 11,418	\$ 7,226						
TOTAL REVENUE	\$ 203,000	\$ 61,418	\$ 32,226	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 27,602	\$ 27,602
EXPENDITURES									
City Hall									
Upgrade HVAC in Police Department						-			
Carpet Council Chambers/Offices	6,890								
Paint interior and exterior									
Replace roof									
Reconstruct parking lot									
Upgrade (Foundation, etc.)									
Fire Hall No.1									
Replace HVAC throughout building						-			
Tuck point all brick on building									
Paint exterior of building									
Paint interior of building									
Upgrade lighting throughout building									
Carpet upstairs level									
Reconstruct all driving surfaces									
Upgrade garage doors & openers									
Concrete work for aprons & sidewalk									
Replace roof on east site									
Replace roof on west side									
Fire Hall No.2									
Renovate exterior of building		-	-	-	-	-			
Replace HVAC throughout building (201:	-	-	-	-	-	-			
Upgrade lighting & garage doors		-	-	-	-	-			
Upgrade insulation, interior, and roof									
Reconstruct all driving surfaces									
Library & Community Center									
Upgrade entry doors									
Foundation repair							8,000		
Install new roof							7,000		
Paint exterior							5,000		
Upgrade lighting							5,000		
Carpeting							5,000		
Public Works									
Paint interior of maint. Shop & exterior								16,500	
Tiling of floor repair								8,000	
Security system									8,000
Upgrade garage doors & openers									55,000
New floor hoists for heavy equipment									150,000
Reroof building (2001)									20,000
Update HVAC for office area									28,000
Upgrade garage HVAC to radiant heat									60,000
Reconstruct all asphalt driving surfaces									
New garage doors		11,870							
Concrete apron repair								15,000	
Railroad Club									
Exterior upgrades to siding									
Install new roof	9,490								
Upgrade windows and doors		-							
Upgrade electrical system & lightng					6,000				
Upgrade HVAC								8,000	
Railroad Tower - roof									
							5000		
TOTAL EXPENDITURES	\$ 16,380	\$ 11,870	\$ -	\$ -	\$ 6,000	\$ -	\$ 35,000	\$ 47,500	\$ 321,000
Excess (Deficiency) of Revenue over Expenditures	\$ 186,620	\$ 49,548	\$ 32,226	\$ 25,500	\$ 20,010	\$ 26,530	\$ (7,939)	\$ (19,898)	\$ (293,398)
Fund Balance: Beginning of Year	364,788	551,408	593,946	626,172	651,672	671,682	698,212	690,273	670,375
Fund Balance: End of Year	<u>\$ 551,408</u>	<u>\$ 600,956</u>	<u>\$ 626,172</u>	<u>\$ 651,672</u>	<u>\$ 671,682</u>	<u>\$ 698,212</u>	<u>\$ 690,273</u>	<u>\$ 670,375</u>	<u>\$ 376,977</u>

Memorandum

Date: July 8, 2021
To: Newport City Council
From: Mayor Laurie Elliott
Re: July 15, 2021 Council Workshop - Park Survey

BACKGROUND

There have been brief discussions about the need to update various City parks and their amenities. In particular, the current playground equipment is aging and Lion's Park needs to be rebuilt.

DISCUSSION

I have suggested hiring a professional survey firm to learn about the amenities Newport residents would support and use in our parks. Understanding what features would have a broad interest is key in deciding how to proceed with future park development and equipment replacement.

The Morris Leatherman Company is a professional survey firm used by a number of metro-area cities. Their offices are located in Minneapolis. Cities use professional surveys to get balanced feedback on community direction and projects similar this.

They are experienced in survey construction to help cities get the information they need on the topic or topics they are considering. They would work with the City in writing meaningful questions, conduct telephone interviews of a random sampling of 250 households in Newport, and conduct a computer analysis of the answers. This number of households is based on our overall population to assure statistical confidence in the data collected. The results would be the foundation of our future parks decision making.

Financial Considerations

The survey would consist of 40-50 questions with a cost not to exceed \$12,000. The Park Dedication Fund could be used to pay for this survey.

Further Action

Their proposal is attached for your consideration.

The Morris Leatherman Company
3128 Dean Court
Minneapolis, Minnesota 55416

June 23, 2021

Ms. Laurie Elliot
City of Newport

Dear Laurie:

The Morris Leatherman Company is pleased to present this survey research proposal to you for the City of Newport. This prospectus is organized in three parts: a potential design; project schedule; and, estimated project costs. As you will see, I am certain that we can provide the City of Newport with the information it seeks in both a cost-effective and timely manner.

DESIGN OF THE RESEARCH:

The Morris Leatherman Company proposes to conduct a telephone survey of 250 randomly selected households in the City of Newport. A sample of 250 residents would provide results projectable to the entire city adult population within ± 5.0 percent in 95 out of 100 cases. The sample is also of sufficient size to permit the city to be divided into a maximum of three categories for more detailed analysis, such as age, mobility, home ownership, location of residence, presence of children, and other demographic characteristics.

To insure the integrity of the sample, the Morris Leatherman Company places the most exacting sampling standards in the industry on our procedures. MLC uses a mix of random digit dial landline and cell phone numbers. Before an alternate household is substituted for a designated target, at least ten tries are made to contact the initial households during a five-day period. The telephone calls take place during various times on weekday evenings and during the weekend. Our interviewers are also instructed to seek convenient appointments with interviewees, cutting our non-contact rate to less than five percent on average. An unbiased selection process is also used to identify the adult member of the household to be interviewed. To validate the completed sample, the latest United States Census updated population characteristics are utilized as a standard of comparison.

The questionnaire would be administered by company trained and supervised personnel. The computer analysis will be obtained from our in-house C-MENTOR and SPSS statistical analysis systems, insuring both access to the most current analysis programs and confidentiality of the data set.

The City of Newport will be presented with bound copies of the final report highlighting all the major findings of the study. The Morris Leatherman Company will also speak to any major differences from and similarities with the past studies of the community, when applicable, in addition to other communities. A volume of all computer-generated cross tabulations and other multivariate statistical techniques will also be included.

PROJECT SCHEDULE:

1. Planning with City Council Members, City Staff, and/or relevant individuals to establish the topics to be covered in the survey. Based on these topic concepts, the Morris Leatherman Company would word specific, neutral questions. This activity can be completed by a meeting, telephone and/or e-mail, depending on client wishes, within two weeks of the initiation of the contract.
2. Structuring of questions and final approval of the survey instrument. These activities are usually completed within three weeks of the discussion of topics to be covered in the survey.
3. Final determination of the field dates for interviewing.
4. Pre-testing and, if needed, approval of resulting revisions. This activity is usually completed by the second day of fieldwork.
5. Completion of all fieldwork within a two-to-three week period.
6. Computer analysis and preparation of written report. All analytical tests and commentary will be available within six weeks after completion of the fieldwork.
7. Delivery of the final written report to the City of Newport, including presentation graphics. Afterwards, telephone consultation, as the need arises, will be provided about the study's findings and implications.

PROJECT COSTS:

The cost of a survey is driven by two factors: sample size and questionnaire length. The cost to conduct a 40 to 50 question survey would not exceed \$12,000.00. Each additional question would be \$150.00.

As company policy, the Morris Leatherman Company requires one-half of the cost prior to the commencement of fieldwork; the remainder is due upon delivery of the final written report. Unless otherwise arranged, the Morris Leatherman Company invoices clients for the initial payment at the time of the initiation of the contract; the remainder is due at the time of the receipt of the final written report.

City of Newport
Residential Survey Research Proposal
June 2021

If you require any further information from us, feel free to contact me. We look forward to the opportunity to work with the City of Newport.

Sincerely,
Peter Leatherman
Peter Leatherman
Managing Partner