



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING  
NEWPORT CITY HALL  
May 5, 2022 – 5:30 P.M.**

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. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. PUBLIC COMMENTS - Visitors may share their concerns with the City Council on any issue, which is not already on the agenda, under Public Comments. Please give your name, address and your concern or comments. Each person will have 3 minutes to speak. Your comments must be addressed exclusively to the Mayor and City Council, not to any individual Council or staff member. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Council. No action will be taken at this time.
6. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
  - A. Minutes- April 7, 2022 Council Workshop
  - B. Minutes- April 11, 2022 Special Council Meeting
  - C. Public Works Operator Hiring- Karen Moe
  - D. Planning Commission Minutes February 2022
  - E. Park Board Minutes March 2022
  - F. MOU- Woodbury Rec
  - G. List of Bills- \$633,055.13
7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT
8. FIRE CHIEF'S REPORT
9. ENGINEER'S REPORT
10. SUPERINTENDENT OF PUBLIC WORKS REPORT

11. ADMINISTRATOR'S REPORT

- A. City Hall and Public Safety Building Furniture

12. MAYOR AND COUNCIL REPORTS

13. ADJOURNMENT



**CITY OF NEWPORT  
CITY COUNCIL WORKSHOP MINUTES  
NEWPORT CITY HALL  
April 7, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the City Council Workshop to order at 6:20 p.m. on April 7, 2022.

**2. ROLL CALL**

Present (5): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Tom Ingemann, Council Member Marvin Taylor, and Council Member Rozlyn Johnson.

Not Present (0): None.

**3. PIONEER PARK**

Superintendent of Public Works Matt Yokiell provided a handout to Council for the updated playground plans at Pioneer Park. Council discussed minor changes such as the removal of the anchor and replacing the trapper with an animal or gender-neutral option. The timeframe for ordering equipment is approximately four months. Final plans should be brought to a future meeting for approval.

**4. BIOLAWN**

Dave Langer with Langer Real Estate Services, Aaron Johnson and Will Haselbauer with bioLawn, and Nate Erickson with Transwestern addressed the Council. Mr. Langer stated he has been involved with several business deals in Newport and believes bioLawn would be a good fit for this community.

Mr. Johnson stated they took the feedback from the last meeting and addressed the economic benefits, the relationship with the neighborhood, and site improvements. They also put together a rendering of the site. They are looking for feedback to determine if Council supports their business and can move forward.

Mr. Johnson stated they provide residential home services for lawn care, tree care, and holiday lighting. They do not do landscaping, mowing, or snowplowing. They are focused on plant health care such as fertilization, disease control treatments, and pest management. The chemicals they would be using would be kept onsite. They use the lowest toxicity products, as well as natural and organic products. They employ twenty-five people, and the business is currently located in Oakdale. Mr. Johnson stated bioLawn would occupy the Northwest section of the property. The Southern property would be redeveloped to improve that area and bring more businesses to Newport.

Council discussed and is in consensus for bioLawn to proceed forward. Council believes they would need a Conditional Use Permit (CUP). Mr. Johnson stated their bank financing would require an approved CUP. City Planner Nathan Fuerst stated a CUP requires a public hearing.

**5. UPCOMING CITY EVENTS**

**A. Pioneer Day**

City Administrator Deb Hill stated Matt Yokiell, Deb Schulz, and Pauline Schottmuller met to discuss Pioneer Day, which will be held on Sunday, August 14<sup>th</sup>. Elvis will not be performing this year, but the car show is on. Staff is currently looking for someone to cook the corn but will not know for a few weeks. Staff has been booking entertainment which includes a band, K9 demo, and a potential raptor presentation. Mayor Elliott stated the Refinery would like to volunteer.

**B. Grand Opening/Open House- New City Hall and Public Safety Building**

Mayor Elliott wanted to discuss the grand opening for the new City Hall. Mayor Elliott thought it would be nice to have a giveaway at each section (Administration, Fire, and Police) of the building and wanted Councils feedback. Member Chapdelaine stated he likes that idea as it will give folks a chance to walk around the entire building and meet staff at each location. Staff can research promotional giveaway items and pricing.

**C. HPC 30<sup>th</sup> Anniversary**

Mayor Elliott stated she will meet with Bob Vogel next week. There are two members, Jo Bailey, and Bev Bartl, that have been on HPC for 30 years and it would be nice to recognize them with a resolution of appreciation. Another idea would be to plant a tree for them at the new City Hall.

**6. FUTURE MEETING AGENDA ITEMS**

Administrator Hill stated upcoming agenda items include a resolution for Superintendent Hanson for his retirement, tower ordinance, I/I presentation, and the audit.

Administrator Hill stated there will be an open house for Bruce’s retirement on Wednesday, April 27<sup>th</sup> from 4:30 p.m. – 6:00 p.m. at City Hall. Light refreshments will be provided.

**7. ADJOURNMENT**

Mayor Elliott adjourned the City Council Workshop at 7:44 p.m. on April 7, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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



**CITY OF NEWPORT  
SPECIAL COUNCIL MEETING MINUTES  
NEWPORT CITY HALL  
April 11, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the Special Council Meeting to order at 11:00 a.m. on April 11, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present (3): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, and Council Member Tom Ingemann.

Not Present (2): Council Member Marvin Taylor and Council Member Rozlyn Johnson.

**4. NEWPORT FIRE DONATION FOR UKRAINE**

Member Chapdelaine motioned to adopt Resolution No. 2022-15 – A Resolution Donating Fire Equipment to Ukrainian Fire Departments. Seconded by Member Ingemann. Approved 3-0.

**5. ADJOURNMENT**

Member Chapdelaine motioned to adjourn the Special Council Meeting. Seconded by Member Ingemann. Approved 3-0.

The Special Council Meeting was adjourned at 11:02 a.m. on April 11, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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



# MEMO

TO: Newport Mayor and City Council

FROM: Deb Hill, City Administrator

DATE: May 5, 2022

SUBJECT: Appointment of Karen Moe to Maintenance Operator (union position)

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**Background:** Council directed staff on to post and interview candidates for the open position of Maintenance Operator. After the interview process, it was decided to offer Karen Moe the position with a starting wage of \$29.43 per the union contract

Standard union benefits and a 6-month probationary period was accepted as part of the hire.

The effective starting date for Ms. Moe is May 2, 2022 as it lines up with pay periods for City staff.

**Recommendation:** Staff recommends that the Newport City Council appoint Karen Moe to the position of Maintenance Operator at the starting salary of \$29.43 and with a retro start date of May 2, 2022.

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**CITY OF NEWPORT  
PLANNING COMMISSION MEETING MINUTES  
NEWPORT CITY HALL  
February 8, 2022**

**1. CALL TO ORDER**

Vice Chair Leyde called the Planning Commission meeting to order at 5:30 p.m. on February 8, 2022.

**2. ROLL CALL**

Present (3): Vice Chair Brandon Leyde, Commissioner Maria Bonilla, and Commissioner Tami Fuelling.

Not Present (2): Chairman Anthony Mahmood, and Commissioner Michael Kermes.

**3. PLANNING COMMISSION NOMINATIONS**

**A. Chair**

**B. Vice-Chair**

Vice Chair Leyde requested to hold off on the Planning Commission nominations as there are two members missing from tonight's meeting.

**4. MEETING MINUTES**

**A. December 14, 2021**

Commissioner Fuelling motioned to approve the Planning Commission Minutes from December 14, 2021. Seconded by Commissioner Bonilla. Approved 3-0.

**5. PUBLIC HEARINGS- 2040 Comprehensive Plan Amendment**

**A. Transit Site/Outlot A**

City Planner Nathan Fuerst gave a presentation to the Planning Commission on the proposed comprehensive plan amendment items for the Newport Transit Station area. The amendment corrects the inconsistencies with respect to the 2040 future land use map and the city's adopted zoning map. The amendments include a map amendment as well as two text amendments to align the zoning districts /future land uses and align the permitted densities. The next step would be for the City Council to review and approve. After that, it would go to the Met Council for review and approval.

Vice Chair Leyde inquired if the current zoning includes residential in the transit area. Planner Fuerst stated the current zoning is transit oriented design which permits residential uses, however the guidance in the comprehensive plan is what prevents a residential development from occurring.

Commissioner Bonilla inquired about the urgency for expediting this process. Planner Fuerst stated when you apply for a comprehensive plan amendment there is an adjacent review period of 60 days for the surrounding communities. When a change is well within the city's boundary and does not impact those surrounding communities, then the review period can be shortened or not required.

Planner Fuerst stated the city received a concept plan for the area next to Red Rock Crossing that includes two buildings as well as a parking area.

Vice Chair Leyde opened the Public Hearing at 5:48 p.m. on February 8, 2022.

No public comments were presented.

Vice Chair Leyde closed the Public Hearing at 5:49 p.m. on February 8, 2022.

Vice Chair Leyde motioned to move the 2040 Comprehensive Plan Amendment to Council for review and approval. Seconded by Commissioner Bonilla. Approved 3-0.

#### **B. 910 12<sup>th</sup> Street**

Planner Fuerst stated the next comprehensive plan amendment is for the future land use map. The property at 910 12<sup>th</sup> Street was initially rezoned in June, 2011 from R-1 Residential Single-Family to MX-1 Mixed Use Downtown. During the 2040 planning process the property should have been guided to reflect the Mixed-Use zoning district designation. If the Planning Commission recommends this amendment, it would go to City Council and then to the Met Council for review and approval. At that point it would come back to the Planning Commission to rezone the parcel.

Vice Chair Leyde inquired why the comprehensive plan omitted this parcel for the Mixed Use. Assistant to the City Administrator Travis Brierley stated the property owners were looking to move their business to their property. The Murr's went through this process in 2011 and everything was approved to change this parcel to MX-1. Currently this is a rental property that is being used as a single family. There is a large accessory structure that has been used for storage for the property owners.

Vice Chair Leyde opened the Public Hearing at 5:57 p.m. on February 8, 2022.

Vicky Murr, residing at 910 12<sup>th</sup> Street, stated the information presented by staff was accurate.

Vice Chair Leyde closed the Public Hearing at 5:59 p.m. on February 8, 2022.

Planner Fuerst stated there was a staff report from the rezoning in 2011. The Murr's had a plumbing business and were storing materials on their property. The recommendation at the time from staff was to approve the resolution to rezone the parcel to MX-1. Planner Fuerst stated the Planning Commission needs a motion to recommend the change to the future land use map. This change would allow for the property to be rezoned at a future date.

Vice Chair Leyde motioned to recommend the City Council approve the change in the future land use map with the stipulation that staff try and determine if there was a valid recommendation as to why this parcel was zoned the way it was in the comprehensive plan. Seconded by Commissioner Bonilla. Approved 3-0.

#### **6. PROPOSED FUTURE USE MX-3**

Planner Fuerst stated the city received an inquiry from an interested business that is looking to purchase the old imperial camper site parcels. The interested business consists of four different DBA's: BioLawn, BioTree, BioHome, and BioLights. The city needs to look at the use of the property and how will that fit into our zoning. BioLawn provided a site plan that consists of office space, storage, shop space, mechanic area, parking, and an area they would sell off for redevelopment. Staff reviewed the allowed uses in this area. A few of challenges with this site included building encroachment, nonconforming uses, multiple properties, and redevelopment of southern parcels. Planner Fuerst stated the next steps would be determination of the acceptability of the use.

Vice Chair Leyde motioned to recommend to City Council that this business would be an acceptable use. Seconded by Commissioner Fuelling. Approved 3-0.



**7. COMMISSION REPORTS**

None.

**8. ADJOURNMENT**

Commissioner Bonilla motioned to adjourn the Planning Commission Meeting. Seconded by Commissioner Fuelling. Approved 3-0.

The Planning Commission Meeting was adjourned at 6:25 p.m. on February 8, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

Signed: \_\_\_\_\_  
Brandon Leyde, Vice-Chairman



**CITY OF NEWPORT  
SPECIAL PARK BOARD MEETING MINUTES  
NEWPORT CITY HALL  
March 31, 2022**

**1. CALL TO ORDER**

Chairperson Johnson called the Special Park Advisory Board Meeting to order on March 31, 2022 at 5:00 p.m.

**2. ROLL CALL**

Present (4): Chairperson Johnson, Board Member Emily White, Board Member Anita Perkins, Board Member Brian Xiong

Not Present (0):

Non-Voting Members Present (2): Executive Director Matt Yokiell, Council Liaison Laurie Elliott

**3. ADOPT AGENDA**

Motion by Board Member White and second by Board Member Perkins to adopt agenda. Approved 4-0

**4. APPROVE MINUTES**

Motion by Board Member Perkins and second by Board Member Xiong to approve minutes from February 24, 2022 Park Board Meeting and Workshop. Approved 4-0.

**5. BOARD REPORTS**

**A. Emily White**

Nothing at this time.

**B. Anita Perkins**

Board Member Perkins asked if we should continue with handwritten thank you notes for volunteers. Board will fill out thank you notes after next meeting.

**C. Brian Xiong**

Board Member Xiong is talking to community members to attempt to fill Park Board seat.

**G. Jenna Johnson**

Chairperson Johnson would like to try to hold a summer family fun night at Loveland Park from 6-8pm June 2<sup>nd</sup>. Activities may include a picnic, kickball, horseshoes and possibly t-ball

## 6. EXECUTIVE DIRECTOR'S REPORT

Yokiel stated that volunteers are needed to work at Pioneer Day on August 14<sup>th</sup>. Kids games, bounce house, and cooking sweet corn would all be looking for workers. Yokiel also said that the Pioneer Park playground equipment concept had been looked at by City Council and would be brought back at a later date after a few modifications. Resident Bill Sumner asked to have historical items added to the playground but the Park Board felt the history could be added to Pioneer Park in a different location than the playground equipment. Yokiel also said that there will be an onsite meeting with Xcel and other members interested in establishing pollinator habitat under Bailey School Forest power lines. More information would be brought back to board after the meeting.

## 7. ADJOURNMENT

Board Member White motioned to adjourn the Special Park Advisory Board Meeting. Seconded by Board Member Xiong Approved 4-0

The Park Board Meeting was adjourned on March 31, 2022 at 5:38 p.m.

Respectfully Submitted By:

Matt Yokiel  
Executive Director

Signed: \_\_\_\_\_  
Jenna Johnson,  
Park Advisory Board Chairperson

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**THE CITY OF NEWPORT**  
**and**  
**THE CITY OF WOODBURY**  
**ALLOWING NEWPORT RESIDENTS ACCESS TO WOODBURY RECREATION**  
**PROGRAMS AT RESIDENT RATES**

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Newport, a Minnesota municipal corporation, and the City of Woodbury, a Minnesota municipal corporation; (collectively the “Parties”).

**ARTICLE I**  
**INTRODUCTION AND PURPOSE**

- 1.1 This MOU establishes the framework under which residents of the City of Newport will be offered the resident rate for City of Woodbury Parks and Recreation Department programs. This MOU is made pursuant to Minnesota Statutes, Section 471.59.
- 1.2 Both Parties recognize that the objectives of this MOU can best be realized through close coordination and cooperation.
- 1.3 The City of Newport agrees to compensate the City of Woodbury the difference between Woodbury’s resident and non-resident rates, allowing Newport residents to pay to the City of Woodbury resident rates for Woodbury Parks and Recreation Department programs.

**ARTICLE II**  
**IMPLEMENTATION**

- 2.1 Beginning \_\_\_\_\_ 2022, residents of the City of Newport will be offered the Woodbury resident rate for Woodbury Parks and Recreation Department programs.
- 2.2 The City of Newport shall reimburse the City of Woodbury the difference between the resident and non-resident rates for all Parks and Recreation Department programs that its residents participate in. Woodbury shall record Newport resident participation in Woodbury Parks and Recreation Department programs and invoice the City of Newport periodically, but not less than three (3) times within the year. The invoice shall be for the actual cost differential between the resident and non-resident rates. Newport shall promptly remit the payment back to the City of Woodbury within thirty (30) days of the invoice. If any questions arise as to the invoice amount or detail, the City of Newport shall make prompt inquiry to the Parks and Recreation Department of the City of Woodbury, who shall reasonably respond with billing data accumulated to address the issue.

ARTICLE 3  
COMMUNICATION AND MARKETING

- 3.1 The City of Newport will draft and distribute all correspondence with their residents in regards to the programs and partnership in place.
- 3.2 The City of Woodbury will have the right to approve, through its Communication Division, the content of the correspondence sent to Newport residents from the City of Newport, relating to City of Woodbury Parks and Recreation Department programs and the partnership in place.
- 3.3 The City of Woodbury will recognize the City of Newport zip code as a resident zip code for the purposes of program registration offered through the City of Woodbury Parks and Recreation Department only.
- 3.4 The City of Woodbury, with the approval of the City of Newport officials may offer some trial programs as staff and resources allow, within the City of Newport. This use will be at no cost to the City of Woodbury.
- 3.5 The City of Newport may establish and implement their own “fee assistance” program that will be separate from the City of Woodbury “fee assistance” program.
- 3.6 The City of Newport will pay the City of Woodbury for additional printed copies, postage and delivery from the printer to the Newport post office or the Eagan bulk mail center, whichever of the two is the least expensive, for the City of Woodbury Parks and Recreation Department brochure that will be mailed three (3) times per year: March, July and November. Costs will be billed three (3) times/year with the submittal of invoices at cost plus five (5%) percent.
- 3.7 All data created, received, maintained, or disseminated for any purposes in the course of performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Under Minnesota Statutes § 13.548, the following data collected and maintained by either city for the purpose of enrolling individuals in recreational and other social programs are private: the name, address, telephone number, any other data that identify the individual, and any data which describes the health or medical condition of the individual, family relationships and living arrangements of an individual or which are opinions as to the emotional makeup or behavior of an individual. As reflected in Minnesota Statutes § 13.03, subd. 4, the sharing of this data between the City of Woodbury and the City of Newport does not change the classification of data related to enrollment of individuals into recreational or social programs.

ARTICLE 4  
TERMINATION

- 4.1 Both Parties recognize that this endeavor is a program pursued for their mutual benefit. In the event either Party finds that the effort is not meeting its needs to supply parks and recreation programs to its residents, either Party may terminate this Agreement upon thirty (30) days advanced written notice to the other. Fees incurred under this

Agreement, up to the date of termination, shall be due and payable by the City of Newport to the City of Woodbury.

- 4.2 Staff, from both communities, shall periodically review the Agreement and its implementation. Agreements to modify and change aspects of the program shall be in writing and approved by both cities. Both communities agree to cooperate to facilitate the implementation and success of the program.

**ARTICLE 5  
LIABILITY**

- 5.1 Each Party (hereinafter referred to as the “Indemnifying Party”) agrees to defend, indemnify, and hold harmless the other Party against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the Indemnifying Party and/or those of the indemnifying Parties’ employees or agents. Under no circumstances, however, shall an Indemnifying Party be required to pay on behalf of itself and the other Party any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one Party. The limits of liability for all Parties may not be added together to determine the maximum amount of liability for either Party. The intent of this paragraph is to impose on each Party a limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the Parties and to permit liability claims against both Parties from a single occurrence to be defended by a single attorney.
- 5.2 All indemnification obligations shall survive termination, expiration, or cancellation of this Agreement.

IN WITNESS WHEREOF, the Parties have set forth their hands effective on the date of the latest signatory hereto.

**CITY OF WOODBURY**

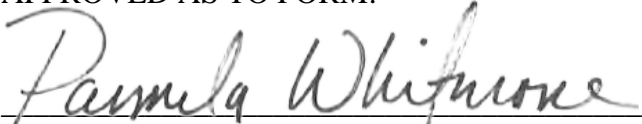
By \_\_\_\_\_  
Anne W. Burt, Its Mayor

Date: \_\_\_\_\_

By \_\_\_\_\_  
Clinton P. Gridley, Its City Administrator

Date: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, City of Woodbury

Date: April 28, 2022

**CITY OF NEWPORT**

By \_\_\_\_\_  
Laurie Elliott, Its Mayor

Date: \_\_\_\_\_

By \_\_\_\_\_  
Deb Hill, Its City Administrator

Date: \_\_\_\_\_

Recurring

1894e	EHLERS	19-Apr-22	\$0.00	2018 Bond fee charge back
1895e	COMCAST	20-Apr-22	\$710.15	Phone lines and phone rentals
1896e	EHLERS	20-Apr-22	\$0.00	2018 Bailey meadows bond proceed return
1897e	UNITED STATES TREASURY	20-Apr-22	\$10,026.32	SS, Federal and Medicare
1898e	FURTHER	20-Apr-22	\$45.00	Monthly fee
1899e	FURTHER	20-Apr-22	\$751.32	HSPA
1900e	MN REVENUE	20-Apr-22	\$1,777.21	State taxes
1901e	MSRS	20-Apr-22	\$3,691.74	HCSP & voluntary retirement
1902e	QUADIENT FINANCE USA, INC.	20-Apr-22	\$164.97	Postage meter 1/4 billing
1903e	COMCAST	28-Apr-22	\$140.95	Fire hall internet
1904e	COMCAST	28-Apr-22	\$225.61	City hall interent and cable
1905e	COMCAST	28-Apr-22	\$176.48	Library internet and cable
24572	OPENDOOR PROPERTY TRUST I	21-Apr-22	\$250.91	Overpayment of final water bill
24573	PERA	21-Apr-22	\$5,094.24	Retirement
24574	MIKE SCHMITZ	21-Apr-22	\$9.57	Overpayment of final water bill
24575	LUKAS SPELLBERG	21-Apr-22	\$139.21	Overpayment of final water bill
24576	JILL THIESFELD	21-Apr-22	\$27.32	Office supplies
24577	CYNTHIA ANDERSON	28-Apr-22	\$100.00	Clothes washer-water rebate
24578	H & U CONSTRUCTION	28-Apr-22	\$491,188.32	City hall pay application #15
24579	MARCO TECHNOLOGY LLC	28-Apr-22	\$263.17	Copier contract
24580	VERIZON	28-Apr-22	\$576.35	Cell phones and hot spots
24581	XCEL ENERGY	28-Apr-22	\$12,815.76	Natural gas and electricity
24582	TRAVIS BRIERLEY	28-Apr-22	\$154.67	Mileage reimbursement
	Staff		\$22,931.12	

Non-recurring

24583	ANCHOR SOLAR INVESTMENTS, LL	05-May-22	\$372.26	Solar leasing
24584	BRUNTON ARCHITECTS & ENGINEE	05-May-22	\$3,900.00	CA construct admin
24585	BURGGRAFS ACE	05-May-22	\$138.92	Supplies
24586	CENTURY COLLEGE	05-May-22	\$875.00	Quarter 2 CEU program
24587	CITY OF COTTAGE GROVE	05-May-22	\$7,901.50	Building permit, code enforcement, & rental inspections
24588	EDS TROPHIES INC	05-May-22	\$20.00	Office signs
24589	GRAINGER PARTS	05-May-22	\$147.21	Brake cleaner
24590	HAWKINS	05-May-22	\$20.00	Clorine cylinder
24591	HENNEPIN COUNTY SHERIFFS OFF	05-May-22	\$80.00	Civil process server
24592	INSTRUMENTAL RESEARCH, INC.	05-May-22	\$47.10	Water testing
24593	LACEYS LIFESAVERS & ABC RESCI	05-May-22	\$200.00	Heart saver class CPR first aid
24594	LEAGUE OF MN CITIES INS TRUST	05-May-22	\$54,094.00	Workers comp
24595	MENARDS - COTTAGE GROVE	05-May-22	\$317.47	Wiring for compost shack and batting cage supplies
24596	MINUTEMAN PRESS	05-May-22	\$299.50	Library cards from August 2021 donation
24597	MMKR	05-May-22	\$9,500.00	Audit completed through 3/31/22
24598	MINNESOTA DEPARTMENT OF HEA	05-May-22	\$23.00	Waterworks operator certification renewal
24599	MN POLLUTION CONTROL AGENCY	05-May-22	\$23.00	Wastewater certification renewal
24600	NCBERS GROUP LIFE INS.	05-May-22	\$16.00	Addt. Life insurance
24601	SOUTH SUBURBAN RENTAL, INC.	05-May-22	\$20.50	LP gas for patching trailer
24602	ALAN SUBOLA	05-May-22	\$300.00	First 1/2 of band contract for Pioneer Day
24603	TRI-STATE BOBCAT	05-May-22	\$488.76	Toolcat repair
24604	VIKING ELECTRIC SUPPLY	05-May-22	\$340.31	Parks and library light bulbs
24605	WASHINGTON CONSERVATION DIS	05-May-22	\$185.71	1/4 billing for shared educator
24606	WASHINGTON CTY PROPERTY REI	05-May-22	\$967.00	Special assessment billing
24607	ZARNOTH BRUSH WORKS, INC.	05-May-22	\$1,517.50	Bobcat and seeper broom
			\$633,055.13	





# MEMO

TO: Newport City Council  
FROM: Deb Hill, City Administrator  
DATE: May 5, 2022  
SUBJECT: New City Hall Furniture Approval

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**Background:** Staff along with Mayor Elliott and Councilor Chapdelaine have made numerous trips to research quality furniture options for the new city hall. We ended the quest with the highly recommended Prevolv in St. Paul.

**Discussion:** Staff has been working on finalizing quantities along with ADA compliance. There will be a itemized handout for tonight's meeting on items we have received firm quotes on. The items listed are most items needed. Many items need a 12-week lead time.

The bonded amount for furniture is \$200,000.

Items still to be acquired: Admin office cubicles, desk and credenzas; fire chief office desk, day room furniture, misc. shelving, whiteboards, clocks, etc.

There will be a bench hand out for items to get approval for order.

**Recommendation:** Staff recommends that all of the items listed be approved to order.

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