



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING  
NEWPORT CITY HALL  
July 21, 2022 – 5:30 P.M.**

MAYOR: Laurie Elliott  
COUNCIL: Kevin Chapdelaine  
Tom Ingemann  
Marvin Taylor  
Rozlyn Johnson

City Administrator: Deb Hill  
Supt. of Public Works: Matt Yokiel  
Fire Chief: Steven Wiley  
Asst. to the City Admin: Travis Brierley  
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- June 2, 2022 Regular Council
  - B. Minutes- June 9, 2022 Special Council
  - C. Minutes- June 16, 2022 Regular Council
  - D. Minutes- June 16, 2022 Council Workshop
  - E. HPC Minutes- April 2022
  - F. Park Board Minutes- May 2022
  - G. Planning Commission Minutes- June 2022
  - H. Interim City Administrator
  - I. Temporary Liquor License- NSPP Lion's
  - J. Chicken Permit- Varghese
  - K. Park Reservation with Alcohol- Wilczek
  - L. **Resolution No 2022-23-** CGAA
  - M. **Resolution No 2022-24-** Accepting Donations
  - N. Parks Board Resignation- Brian Xiong
  - O. List of Bills- \$1,125,353.22
  - P. June 2022 Financial Statements

7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

8. FIRE CHIEF'S REPORT

9. ENGINEER'S REPORT

- A. 21<sup>ST</sup> Street Watermain
- B. Sewer Lateral Lining & Manhole Sealing
  - 1. **Resolution No 2022-25-** I&I Feasibility
  - 2. **Resolution No 2022-26-** I&I Grant
- C. MS4 Update

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

- A. City Hall and Public Safety Building Update
- B. H&U Pay Request- \$297,127.74

11. ADMINISTRATOR'S REPORT

- A. **Resolution No 2022-27-** Comp Plan Amendment
- B. **Ordinance No 2022-05-** Signs
- C. Temporary Liquor Fees
  - 1. **Resolution No 2022-28-** 2022 Fee Schedule Amendment

12. MAYOR AND COUNCIL REPORTS

13. POTENTIAL CITY LAND PURCHASE/SALE and LITIGATION (This portion of the Council Meeting may be closed under MN Statute Section 13D.05)

- A. City Hall- 596 7<sup>th</sup> Ave
  - 1. **Resolution No 2022-29**

14. ADJOURNMENT



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING MINUTES  
NEWPORT CITY HALL  
June 2, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on June 2, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. 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.

**4. ADOPT AGENDA**

Assistant to the City Administrator Travis Brierley stated there are two changes to the administrator's report. The first change is to remove item 12 for the Release of Easement, and the second change is to add the Park Dedication Fees for the Olson Subdivision.

Member Chapdelaine motioned to adopt the agenda with changes as described by staff. Seconded by Member Johnson. Approved 5-0.

**5. PUBLIC COMMENTS**

No Public Comments

**6. ADOPT CONSENT AGENDA**

- A. MNSpect Agreement**
- B. Public Works Maintenance Aid**
- C. Resolution No. 2022-19- 2022/2023 Liquor License**
- D. List of Bills- \$573,384.83**

Member Ingemann motioned to adopt the Consent Agenda. Seconded by Member Chapdelaine. Approved 5-0.

## **7. R&E CENTER PRESENTATION**

Nikki Stewart, Nathan Klett, and Sam Hall gave Council a presentation for the Recycling and Energy (R&E) Center in Newport. The R&E board is a joint powers board made up of five Ramsey County and four Washington County Commissioners. All trash from Ramsey and Washington County is processed through this facility. Renovations to the R&E Center include odor mitigation, bulky waste load-out addition, administration building remodel, enclosure of the refuse-derived fuel (RDF) load-out for odor management, and addition of a used beverage container sortation equipment. The R&E Center is installing equipment to remove compostable bags that will have food waste in them as food scraps make up about 20% of the total waste. The timeline for the food scraps pickup program includes a pilot in mid-late 2022, a phase-one launch in 2023, and a full rollout by the end of 2023. The R&E Center continues their work to improve odor mitigation and has made several facility odor improvements.

## **8. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT**

None.

## **9. FIRE CHIEF'S REPORT**

None.

## **10. ENGINEER'S REPORT**

City Engineer Jon Herdegen gave an update on the 12<sup>th</sup> Avenue and 12<sup>th</sup> Street improvement project. Engineer Herdegen stated the city continues to hold retainage for this project due to the boulevard restoration. The contractor plans to come in next week to hydroseed the sparse areas and water.

## **11. SUPERINTENDENT OF PUBLIC WORKS REPORT**

### **A. Public Hearing- SWPPP**

Superintendent of Public Works Matt Yokiell gave Council a presentation on our Municipal Separate Storm Sewer System (MS4). Superintendent Yokiell stated they hold an annual Public Hearing for MS4 as a requirement for the permit that was renewed in 2021. Each year public works provides a report to the Minnesota Pollution Control Agency (MPCA) which ensures we are doing our job of keeping the water clean. One of the biggest things they look for is illicit discharge. Public Works uses GIS for all their reporting and records management. They utilize the East Metro Water Resource Education Program for public outreach and education. Residents can help by cleaning catch basins, not discharging grass clippings into the street, reducing salt use, and cleaning up after their pets.

Member Taylor inquired about the grit chambers and the impact they have on the river. Superintendent Yokiell stated throughout the year Public Works measures the level of buildup in the bottom of the chambers.

Mayor Elliott opened the Public Hearing at 7:01 p.m. on June 2, 2022.

Bill Sumner, residing at 737 21<sup>st</sup> Street, inquired about the street sweeping plan. Superintendent Yokiell stated they encourage residents to adopt a drain near their home. The organics can go to the compost site and the trash can be picked up and thrown away.

Mayor Elliott closed the Public Hearing at 7:04 p.m. on June 2, 2022.



Superintendent Yokiell updated Council on the new City Hall Public Safety Building. Most of the entrance glass has been installed and the contractors are working on the downstairs floor epoxy.

Superintendent Yokiell stated the city was officially awarded an emerald ash borer grant for approximately \$67,000 from the DNR. The grant money will be used to remove diseased trees and plant new trees.

Superintendent Yokiell stated they are happy to welcome Jeromy Werle to the team but acknowledged it will be hard to fill his old position.

## **12. ADMINISTRATOR'S REPORT**

### **A. Granting of Easement**

Assistant Brierley stated there is an easement for the properties at 1399 Military Road and 6012 Military Road. An access easement was granted by the City Council over a decade ago for John Mondry, residing at 1399, for a gravel driveway and to build a home. The property at 6012 Military Road does not have access through the Newport parcel that is owned by the city. This change would grant access to 6012 Military Road.

Member Chapdelaine motioned to approve Granting of Easement as described by staff. Seconded by Member Johnson. Approved 5-0.

### **B. Public Hearing- Major Abatement 1139 Tibbetts Place**

City Attorney Alissa Harrington stated the city is holding a public hearing for a major abatement at 1139 Tibbetts Place. This property has been the subject of lawsuits and legal actions and the city wants to ensure the property gets cleaned up. Attorney Harrington stated there are two questions for Council. The first question is to determine if there is a nuisance present and the second question is to determine if Council wants to authorize the abatement of said nuisance. Attorney Harrington recommends the Council postpone the ordering of the major abatement until the June 16<sup>th</sup> meeting as this property is in the process of ownership transfer.

Assistant Brierley stated he went to the property this afternoon to review the current state. Assistant Brierley explained there has been considerable progress made over the past couple of weeks, but there are still items that need to be removed. These items include tires, pickup truck topper, vehicles, torn flags, and trash.

Mayor Elliott opened the Public Hearing at 6:15 p.m. on June 2, 2022.

Corey Thorpe, owner of KCS Metals, addressed the Council. Mr. Thorpe stated he and his partner have assisted with the cleanup of the Tibbetts Place property, especially with the abandoned vehicles. Mayor Elliott inquired if Mr. Thorpe is asking the city to consider using them to remove any remaining vehicles. Mr. Thorpe stated he is here to help the community. Member Chapdelaine inquired if they remove trash in addition to vehicles. Mr. Thorpe stated yes, they specialize in metal recycling but do junk removal as well.

Mr. Sumner, residing at 737 21<sup>st</sup> Street, addressed the Council. Mr. Sumner stated he is pleased to see the progress that has been made at the property. Mr. Sumner inquired if Mr. Thorpe can remove tires. Mr. Thorpe stated yes. Mr. Sumner stated he does not want the burden or any cost to be put on the new property owners.

Dan O'Brien, owner of Croix Holdings LLC, addressed the Council. Mr. O'Brien gave background information and stated the city prevented them from doing their business in April of 2019, which in turn caused them to have to take on any tenants they could get. Mr. O'Brien gave an update on the current state of the property and stated all the dealers are gone and not doing business there any longer. The only thing going on at the property is clean up of remaining items. Mr. O'Brien stated he wrote to the city a month ago with his plan of action and timeline. They have leases with their tenants that require a 60-day notice, but Mr. O'Brien gave them a 30-day notice. Mr. O'Brien feels the city is out to harm him. Mayor Elliott stated the court order came down on March 15<sup>th</sup>, which is a 2.5-month notice and the city attorney suggested an additional two weeks. Mayor Elliott stated this is an abatement hearing and the question before the Council is do we enforce the abatement deadline of May 31<sup>st</sup> or do we allow an additional two weeks until June 16<sup>th</sup>. Mayor Elliott inquired if the additional two weeks would help Mr. O'Brien. Mr. O'Brien stated he told the city in his written commitment that he expected to spend the first half of July cleaning up the site. Mr. O'Brien held up a map and stated the abatement notice explained he must move his fences and vacate all the areas in white and he cannot do that. Attorney Harrington stated the notice for the major abatement involves the condition of the fences and barbed wire at the top but does not involve the location of the fences.

Mayor Elliott closed the Public Hearing at 6:38 p.m. on June 2, 2022.

Member Chapdelaine inquired if Assistant Brierley can give an overview of the deadline dates. Assistant Brierley stated the city sent certified correction letters. The first letter was dated April 13, 2022 and provided a deadline of April 25, 2022. A second letter, which granted additional time, provided a deadline of June 1, 2022 at 4:00 p.m. These letters provided ample warning as well as the orders of the court.

Attorney Harrington stated they attempted to reach out to put together a consent agreement with reasonable agreed upon dates and actions with Mr. O'Brien. During that correspondence, Mr. O'Brien indicated that he had legal counsel. Upon attempting to reach legal counsel, Attorney Harrington was informed they were not representing Mr. O'Brien on that matter, and Mr. O'Brien refused to provide any updated legal counsel information.

Mayor Elliott suggested the two-week extension to June 16<sup>th</sup> may be an appropriate action to allow for a smoother transition with the purchase on this property. Council discussed and agreed to allow for the additional two weeks.

Member Chapdelaine motioned to table the decision on the major abatement until June 16, 2022. Seconded by Member Johnson. Approved 5-0.

### **C. EPA Brownfield Assessment Grant**

City Administrator Deb Hill stated a prospective buyer of a parcel on Glen Road was concerned with potential soil contaminants. Staff applied for an EPA Brownfields Assessment Grant to test both Fire Halls and the Glen Terrace site. This agreement allows Stantec access to those properties to complete their testing.

#### **1. 155 20<sup>th</sup> St (Fire Hall 1)**

Member Johnson motioned to approve the site access agreement. Seconded by Member Chapdelaine. Approved 5-0.

#### **2. 971 Glen Rd (Fire Hall 2)**

Member Johnson motioned to approve the site access agreement. Seconded by Member Chapdelaine. Approved 5-0.

#### **D. Park Dedication Fees - Olson Subdivision**

Assistant Brierley stated the park dedication fees for the Olson subdivision was a negotiable part of the conditions for the subdivision to take place on Military and Century. Mr. Olson gave up land to the city and it is staff's recommendation that Council approves a motion to waive the park dedication fees for the four newly created parcels in the amount of \$13,600.

Member Ingemann motioned to waive the park dedication fees for Mr. Olson in the amount of \$13,600. Seconded by Member Chapdelaine. Approved 5-0.

#### **13. MAYOR AND COUNCIL REPORTS**

Mayor Elliott stated there was an application submitted on the City of Newport's behalf for funding related to Cedar Lane as well as the 10<sup>th</sup> Street overlook and river access. Mayor Elliott stated we made it through the first round as Senator Smith's office has forwarded our request of \$350,000 to the Senate Appropriations Committee. Mayor Elliott is hopeful, but it will be another few months before we hear back.

Member Johnson stated the library will be doing a Father's Day craft from June 13<sup>th</sup> – June 18<sup>th</sup>. The library is also hosting adult craft time every Wednesday at 1:00 p.m. PAWS to Read will take place twice a month during the summer. On Saturday, there is Storytime at 1:00 p.m. The library would like to welcome their new volunteer, Katie Mueller. Finally, the library is starting to sell bags of book for \$5.00.

#### **14. ADJOURNMENT**

Member Chapdelaine motioned to adjourn the City Council Meeting. Seconded by Member Johnson. Approved 5-0.

The City Council Meeting was adjourned at 7:14 p.m. on June 2, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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



**CITY OF NEWPORT  
SPECIAL COUNCIL MEETING MINUTES  
NEWPORT CITY HALL  
June 9, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the Special Council Meeting to order at 4:00 p.m. on June 9, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. 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.

**4. CITY ADMINISTRATOR HIRING**

Liza Donabauer, Management Consultant for David Drown Associates (DDA), introduced herself to Council. Ms. Donabauer gave an overview of DDA and the process they use to hire the next City Administrator. DDA creates recruitment material and manages the entire search process. DDA offers a two-year guarantee and will conduct the next search for free if the City Administrator is not in that position for at least two years. Ms. Donabauer explained the timeline and the data practices they follow. Council discussed hiring a consulting firm would remove the politics. Council agreed it would be beneficial to hire DDA for our City Administrator search.

Member Chapdelaine motioned to hire DDA to conduct a search for the next City Administrator in the amount of \$23,000. Seconded by Member Johnson. Approved 5-0.

Ms. Donabauer explained to Council that she does not make recommendations for salary as each community knows their budget limitations, but she gives comparable salary information for surrounding communities to use as a guideline.

Council briefly discussed the interim role as they would like the Assistant to the City Administrator Travis Brierley to take on that role.

## 5. ADJOURNMENT

Member Chapdelaine motioned to adjourn the Special Council Meeting. Seconded by Member Johnson. Approved 5-0.

The Special Council Meeting was adjourned at 5:09 p.m. on June 9, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II.

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



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING MINUTES  
NEWPORT CITY HALL  
June 16, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on June 16, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. 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.

**4. ADOPT AGENDA**

Member Chapdelaine motioned to adopt the agenda. Seconded by Member Johnson. Approved 5-0.

**5. PUBLIC COMMENTS**

Bill Sumner, residing at 737 21<sup>st</sup> Street, addressed the Council. Mr. Sumner stated with the extreme hot temperatures this coming weekend, he wanted to remind people of potential dangers which include heat exhaustion and heat stroke. Another concern is tick season and Mr. Sumner learned there is a new tick virus. Mr. Sumner reminded the community he is growing out his hair which he will eventually donate to be used for a wig for cancer patients. Mr. Sumner attended the Heritage Preservation Commission (HPC) meeting and is looking forward to an upcoming presentation on a civil war veteran that is buried at the Newport Cemetery. Mr. Sumner stated there is a disc golf park in Cottage Grove on the south end of town. He checked it out and found it to be a beautiful setting and very well attended. Mayor Elliott stated disc golf was one question on our parks survey last year. There were other park amenities that scored higher that will be addressed first.

**6. ADOPT CONSENT AGENDA**

- A. Minutes-** May 19, 2022 Regular Council
- B. Minutes-** May 19, 2022 Council Workshop
- C. HPC Minutes**
- D. Park Board Minutes**
- E. Resolution No 2022-20-** Accepting Donations
- F. Resolution No 2022-21-** Appointing Election Judges
- G. List of Bills-** \$138,660.50
- H. May 2022 Financial Statements**

Mayor Elliott stated there was a request to remove Item F, which is the Resolution Appointing Election Judges.

Member Ingemann motioned to adopt the Consent Agenda as amended. Seconded by Member Chapdelaine. Approved 5-0.

Mayor Elliott stated Resolution No. 2022-21 was removed because one of our Council Members is part of the appointment list and wanted to abstain from voting on that item.

Member Chapdelaine motioned to adopt Resolution No. 2022-21 – Appointing Election Judges. Seconded by Member Ingemann. Approved 4-0-1(Johnson).

**7. 2021 BUDGET AUDIT PRESENTATION (MMKR)**

Jim Eichten, CPA for MMKR, presented to Council on Newport's annual audit from 2021. Mr. Eichten stated they are required to test our internal controls over financial reporting as well as test for our compliance with laws and regulations as it relates to financial reports. There were two reportable items on segregation of duties and financial reporting. There were no findings to report. Newport saw a dramatic increase in taxable market values in 2021. Mr. Eichten issued a clean opinion on the financial statements. There were improvements to the general fund and enterprise fund financial results. Overall, the city is doing well when it comes to its financial position.

**8. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT**

Washington County Sheriff's Deputy Sergeant Bill Harrell informed Council they have Dairy Queen coupons to hand out to kids that are wearing their helmets while biking, rollerblading, and skateboarding. Sergeant Harrell handed out three coupons today.

Member Chapdelaine inquired how our parks have been now that school is out for summer break. Sergeant Harrell stated things have been quiet and not like in years past.

**9. FIRE CHIEF'S REPORT**

Fire Chief Steve Wiley informed Council about upcoming events for the fire department. On Saturday, they will be part of the Strawberry Fest Parade in Cottage Grove. On Sunday, they will be at the Newport Farmers Market from 9:00 a.m. to 12:00 p.m. On Wednesday, June 22 they will have their first night of ticket sales at the fire station for Booya. They will be selling raffle tickets for a cash prize and a wagon load of cheer. The Booya will be held on Sunday, July 10<sup>th</sup> as a drive-through event opening at 10:00 a.m.

Mayor Elliott inquired what the fundraising money will be used for. Chief Wiley stated the money is used for buying extra gear and equipment. All the money goes back into the fire department.

**10. ENGINEER'S REPORT**

None.

**11. SUPERINTENDENT OF PUBLIC WORKS REPORT**

**A. H&U Pay Request- \$195,702.42**

Superintendent of Public Works Matt Yokiell stated he received pay request No. 17 for H+U Construction for the new City Hall / Public Safety Building in the amount of \$195,702.42.

Superintendent Yokiell stated the contractors for the new City Hall have been working on the epoxy flooring, ceiling tiles, carpet, front vestibule, and preparing for final paving. Next week they plan to start the rooftop AC unit which will help with the finishing work. Mayor Elliott stated she is happy for the community and excited for the new building that will serve the community for many years.

Member Ingemann motioned to approve pay request No. 17 in the amount of \$195,702.42 for H+U. Seconded by Member Chapdelaine. Approved 5-0.

Superintendent Yokiell stated well number one was reinstalled today and is back in service.

Mayor Elliott inquired if Superintendent Yokiell could give an update on the dog park. Superintendent Yokiell stated he met with the Refinery staff and discussed the concept. They took a tour of a dog park in another city for reference. They plan to meet again soon to walk the potential site and see where it would fit best.

## **12. ADMINISTRATOR'S REPORT**

### **A. Major Abatement- 1139 Tibbetts Place**

Assistant to the City Administrator Travis Brierley stated at the last council meeting we held a public hearing for a major abatement at 1139 Tibbetts Place. At that time, the Council chose to table any action until tonight's meeting. Assistant Brierley stated he has reviewed the property and found the trash is cleaned up, the tires are gone, and there are no junk vehicles on the site. There are however items that still need to be addressed. There are paint cans that were left in a cart, the fence is not in conformance with the code, and there are two businesses still operating on the site. These remaining items will be addressed with the sale of the property. Staff recommends Council takes no action towards a major abatement for this site.

Member Ingemann inquired if the fence and cement company will be gone. Assistant Brierley stated the fence and cement company are not permitted under our city code uses nor do they have certificates of occupancy to be there. Assistant Brierley stated he spoke to the broker between Croix Holdings and bioLawn and have made sure to inform them they must be gone. The two companies were not addressed in the major abatement hearing as it was unconfirmed if they were operating. If the issues are not resolved upon purchase, or if the purchase falls through, staff will need to address these issues and get resolved. Mayor Elliot stated she is frustrated that because of certain laws and regulations we cannot easily verify that businesses in our community are operating within our zoning code.

Member Chapdelaine motioned to take no further action for major abatement at 1139 Tibbetts Place at this time. Seconded by Member Ingemann. Approved 5-0.

### **B. Ground Storage Tank Reservoir**

Assistant Brierley stated the city went through eminent domain to gain access to property for a ground storage reservoir (GSR3). The deed was drafted and executed by Frederic W. Knaak, but not recorded with Washington County. Washington County stated the city needs a new deed signed prior to June 30<sup>th</sup> and needs to provide compensation to the Stewarts for paying taxes on land that belonged to the city. Assistant Brierley stated it is staff's recommendation that Council approves repayment to the Stewarts in the amount of \$1,761.30 for property taxes plus interest due to the city's clerical error.

Member Ingemann inquired if this should have done by the city's prior attorney. Assistant Brierley stated yes. Member Ingemann inquired if there is a way to recover the money. Assistant Brierley stated it would cost more money to try and go that route.

Member Ingemann motioned to approved payment to the Stewarts in the amount of \$1,761.30 for taxes and interest for GSR3. Seconded by Member Johnson. Approved 5-0.



### **C. Ordinance No 2022-04- Zoning Code Changes**

Assistant Brierley stated the proposed Ordinance No. 2022-04 went to a public hearing at the Planning Commission meeting two days ago. Overall, these are simple changes. Two members of the community spoke to these ordinances, and both were in favor of them. The changes to the ordinances include Impervious Surface Limitations in the MRCCA, Impervious Surface Definitions, Foundation Wall Setbacks, Accessory Structure Footprint Interpretation, Front Yard Lot Line and Yard Area Definitions, and Sight Triangles.

Member Chapdelaine motioned to adopt Ordinance No. 2022-04 – Zoning Code Changes. Seconded by Member Johnson. Approved 5-0.

### **D. July City Council Meetings**

City Administrator Deb Hill stated the next Council meeting would be on July 7th. Historically the first meeting in July is cancelled due to people being out of town for the Holiday. Mayor Elliott stated this is a long-standing tradition at Newport.

Member Chapdelaine motioned to cancel the July 7<sup>th</sup> Council Meeting. Seconded by Member Johnson. Approved 5-0.

Assistant Brierley stated he was approached by the League of Women Voters to hold a forum at our new City Hall in September. They will reach out again in August to confirm dates and times.

## **13. MAYOR AND COUNCIL REPORTS**

Mayor Elliott stated the Council held a Special Meeting on June 9<sup>th</sup> where they interviewed Liza Donabauer with David Drown and Associates (DDA). Council approved the hiring of DDA for our executive recruitment for our City Administrator position. Ms. Donabauer met with Council and Staff to develop the position profile, job description, and put together advertising materials. There will be another special meeting on July 12<sup>th</sup> to review the material. Then on July 13<sup>th</sup>, they would start advertising for this position.

Mayor Elliott stated she received a letter from Census Bureau, and they have Newport's population estimate for 2021 at 3,890 people.

Mayor Elliott stated Friends in Need Food Shelf, which serves Newport, is turning thirty this year. They are hosting an open house with free ice cream on July 18<sup>th</sup> from 4:30 p.m. – 6:00 p.m. The address is 535 4<sup>th</sup> Street in Saint Paul Park.

Member Ingemann stated the Washington/Ramsey County RDF plant will be doing a pilot for the food scrap program and Newport was one of two cities selected in Washington County for this pilot program. The bags will be provided free of charge, and they will ask residents to fill the bags with food scraps.

Member Taylor stated the Primary election is on August 9<sup>th</sup> and encourages everyone to vote. Early/absentee voting starts June 24<sup>th</sup>. Residents will also be voting on the school bond referendum.

#### **14. ADJOURNMENT**

Member Johnson motioned to adjourn the City Council Meeting. Seconded by Member Chapdelaine. Approved 5-0.

The City Council Meeting was adjourned at 6:42 p.m. on June 16, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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



**CITY OF NEWPORT  
CITY COUNCIL WORKSHOP MINUTES  
NEWPORT CITY HALL  
June 16, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the City Council Workshop to order at 6:48 p.m. on June 16, 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. 2023 BUDGET**

City Administrator Deb Hill presented Council with a very preliminary budget. The assumptions are that LGA and Fiscal Disparities remain constant, and our health insurance increases by 15%. There will be an increase in law enforcement, especially due to the fuel price increases. The tax impacts and taxes captured will not be known until mid-August. Public Works will also be affected by fuel price increases. The fire department may be approaching Council for increased hourly wages. The wastewater charge from Met Council went down 3.84%. The Council should also consider a cost-of-living increases.

**4. CITY WEBSITE PRESENTATION**

Assistant to the City Administrator Travis Brierley presented Council with a preview of the updated City website. The home page has simple buttons with quick links to important and frequently accessed items. Staff has administrative control that allows us to easily update the website. Staff has created multiple calendars and events. We are now able to create reoccurring events. Over the next 6-12 months staff will continue making changes and updates to the website. Staff will work to make fillable forms and department heads will have access to update their individual pages. Assistant Brierley recommends launching the new website in early July.

**5. INTERIM CITY ADMINISTRATOR POSITION**

Mayor Elliott, Council, and Staff discussed the Interim City Administrator position, as Administrator Hill is retiring on August 4, 2022. The consensus of the Council is to offer the Interim position to Assistant Brierley with a start date of August 8, 2022 and continue for an additional thirty days after a full time City Administrator has started in Newport. The 2022 Interim City Administrator salary will be grade eighteen, step two, and any accrued vacation and floating holiday time in 2022 shall carry over into 2023. The Interim City Administrator accepts all the duties and responsibilities as stated in the City Administrator job description.

**6. FUTURE CITY STAFFING**

Mayor Elliott requested this item be moved to the July 21<sup>st</sup> meeting.

**7. FUTURE MEETING AGENDA ITEMS**

Administrator Hill stated future agenda items include budget discussions and interim contract.

**8. ADJOURNMENT**

Mayor Elliott adjourned the City Council Workshop at 8:46 p.m. on June 16, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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

**CITY OF NEWPORT  
HERITAGE PRESERVATION COMMISSION  
MINUTES OF APRIL 13, 2022  
REGULAR MEETING**

A regular meeting of the Newport Heritage Preservation Commission (HPC) was held at City Hall on April 13, 2022.

**Call to order**

The meeting was called to order by Chairperson Sumner at 5:00 p.m.

**Roll call**

The following voting members were present: Bill Sumner (chair), Jo Bailey, and Fred Leimbek. Penny Duff and Bev Bartl were absent.

Preservation Planner Robert Vogel, City Council Liaison Kevin Chapdelaine and Mayor Laurie Elliott were also present.

**Secretary's report**

The minutes of the February 9, 2022 regular meeting were unanimously approved as submitted.

**Street addresses for historic sites**

Preservation Planner Vogel reported that the city staff has assigned street addresses to the following city-owned historic sites located along the Mississippi River:

Historic Main Street Landing, 15 6<sup>th</sup> Street  
Historic Oliver Street Overlook, 15 Park Place  
Historic Grove Street Overlook, 15 10<sup>th</sup> Street  
Historic Riverwood Boulevard Overlook, 15 12<sup>th</sup> Street

The HPC plans to nominate these properties (as well as Pioneer Memorial Park, 611 4<sup>th</sup> Avenue) for designation as Newport Heritage Landmarks later this year.

**Interpretive signs**

Preservation Planner Vogel reported that he had obtained preliminary cost information for outdoor interpretive signs from Gretta Fry of Visual Communications, Inc. (VCI), Stillwater, MN. VCI, a division of Boston-based Whitney Veigas Studio, was founded in 1991 and is the dominant signage design firm in the Twin Cities and has an excellent track record working with historic preservation projects. The estimated unit cost is \$5637, which includes design and fabrication. Each sign will consist of a 24-by-36 inch panel mounted on a welded steel frame.

This information will be used to secure grant funding for the signs, pending city council authorization.

### **HPC goals for 2022**

The commission reviewed the preliminary list of goals discussed at the annual meeting held on February 9. After discussion, Bailey moved to adopt the following list of HPC goals for 2022:

- 1) Sponsor public education activities during Preservation Month (May).
- 2) Sponsor public education activities as part of Pioneer Day (August).
- 3) Present public history talks at the Newport Library & Community Center.
- 4) Provide members of the City Council, staff, and advisory commissions with education and training in heritage preservation.
- 5) Designate the WPA river overlooks, Main Street Landing, and Pioneer Park as Newport Heritage Landmarks.
- 6) Develop management plans for all city-owned heritage preservation resources.
- 7) Celebrate 30 years of HPC work (1992 to 2022),
- 8) Compile and make available to the public information about Newport's pioneer dairy farmer and cheese maker Lucy Irish.

The motion was seconded by Leimbbek and unanimously approved.

### **Preservation Month**

The commission discussed plans for celebrating Preservation Month in May. National Preservation Month was established in 1973 by the National Trust for Historic Preservation as a way for local preservation groups and civic organizations to promote the preservation, protection and use of historic places. The Newport HPC has sponsored Preservation Month activities every May since 1993 to educate the community on the benefits of historic preservation. This year's program will include a public lecture at the Newport Library (tentatively scheduled for May 18) on the explorer Zebulon Pike, who visited the Newport area during his 1805 expedition to the headwaters of the Mississippi River.

### **Public history talks**

Preservation Planner Vogel presented the following schedule for the HPC's public history lecture series to be presented at the Newport Library and Community Center this year:

- April 13: "The Forgotten History of the Red Rock Camp Revival Meetings, 1869-1937"
- June 8: "The Women of Harvard Place: Frances Haynes James and Her Daughters"
- August 10: "The Life and Times of Mary Ann Shelton Cowell (1839-1926)"
- October 12: "Newport Cemeteries"
- December 14: "Thirty Years of the Newport Heritage Preservation Commission"

The HPC has sponsored the library presentations since 2016.

**Council update**

Councilman Chapdelaine reported on the construction of the new city hall and fire station, which is expected to be completed this summer, and on the city's plans for celebrating the thirtieth anniversary of the Heritage Preservation Commission, which held its inaugural meeting on September 23, 1992.

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

*Robert C. Vogel*

Preservation Planning Consultant



**CITY OF NEWPORT  
PARK BOARD MEETING MINUTES  
NEWPORT CITY HALL  
May 26, 2022**

**1. CALL TO ORDER**

Chairperson Johnson called the Special Park Advisory Board Meeting to order on May 26, 2022, at 5:01 p.m.

**2. ROLL CALL**

Present (3): Chairperson Johnson, Board Member Emily White, Board Member Anita Perkins

Not Present (1): Board member Brian Xiong

Non-Voting Members Present (1): Executive Director Derek Marson

Not Present (1): Council Liaison Laurie Elliott

**3. ADOPT AGENDA**

Motion by Board Member White and second by Board Member Perkins to adopt agenda. Approved 3-0

**4. APPROVE MINUTES**

Motion by Board Member Perkins and second by Board Member White to approve minutes from April 28, 2022, Park Board Meeting and Workshop. Approved 3-0.

**5. BOARD REPORTS**

**A. Emily White**

The little library at Busy Beaver Park is broken.

**B. Anita Perkins**

Nothing currently.

**C. Brian Xiong**

Not present.

**G. Jenna Johnson**

- Pioneer Day button has been chosen. Thank You to all students!
- Thank You to Marge, Susan and Mike for helping at the Senior Service Day at Bailey School Forest.



## 6. EXECUTIVE DIRECTOR'S REPORT

- Chairperson Johnson asked for a motion to hold Summer Family Fun Night Annually. Motion was made by Chairperson Johnson, Seconded by Board Member White, carried.
- Discussion on items to bring for Family Fun Night and assigned responsibilities.
- Brief discussion on the Xcel Pollinator Program upcoming meeting.

## 7. ADJOURNMENT

Board Member Perkins motioned to adjourn the Special Park Advisory Board Meeting. Seconded by Board Member White Approved 3-0

The Park Board Meeting was adjourned on May 26, 2022, at 5:13 p.m.

Respectfully Submitted By:  
Derek Marson  
Executive Director

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



**CITY OF NEWPORT  
PLANNING COMMISSION MEETING MINUTES  
NEWPORT CITY HALL  
June 14, 2022**

**1. CALL TO ORDER**

Chair Leyde called the Planning Commission meeting to order at 5:30 p.m. on June 14, 2022.

**2. ROLL CALL**

Present (5): Chairman Brandon Leyde, Commissioner Maria Bonilla, Commissioner Anthony Mahmood, Commissioner Tami Fuelling, and Commissioner Michael Kermes.

Not Present (0): None.

**3. MEETING MINUTES**

**A. May 10, 2022**

Commissioner Mahmood motioned to approve the Planning Commission Minutes from May 10, 2022. Seconded by Commissioner Kermes. Approved 5-0.

**4. PUBLIC HEARING- Zoning Codes**

**A. Impervious Surface Limitations in the MRCCA**

City Planner Nathan Fuerst stated staff is proposing to remove the 25% limitation for impervious surface coverage in the MRCCA. This conforms to the DNR rules and allows flexibility outside the shoreland overlay but within the MRCCA.

**B. Impervious Surface Definition**

Planner Fuerst stated staff was requested to look at removing decks from the impervious surface definition in areas outside the shoreland overlay district. This allows decks to be installed and not be counted against the lot coverage. Within the shoreland overlay, the city is required to adopt the DNR's model ordinance and therefore the city would not exempt decks in the shoreland overlay district.

**C. Foundation Wall Setbacks**

Planner Fuerst stated staff suggest removing the foundation wall setback requirement on the basis that it does not directly address any known issues with setbacks. The city already has setbacks for structures from property boundaries.

**D. Accessory Structure Footprint Interpretation**

Planner Fuerst stated staff is proposing to strike the square footage heading to help clarify the intent and support the Planning Commission's interpretation of the footprint permitted for a residential accessory structure.

**E. Front Yard Lot Line and Yard Area Definitions**

Planner Fuerst stated staff has identified these definitions as particular issues when it comes to certain zoning applications and fence permits. The front yard and the lot line definitions are restrictive, and this change would permit more flexibility when reviewing proposed property improvements.

## **F. Sight Line Triangles**

Planner Fuerst stated staff is proposing to add this text to the performance standards for districts. If you have an intersection on your property, you need to keep that area clear and not obstruct the sight triangle for the health, safety, and welfare of the community.

Chair Leyde opened the Public Hearing at 5:51 p.m. on June 14, 2022.

Bill Sumner, residing at 737 21<sup>st</sup> Street, stated he is in favor of simplifying and clarifying regulations. Mr. Sumner stated Item A helps residents achieve greater use and livability in their yards. Mr. Sumner stated Item B is sensible as we should not count decks that allow water through as impervious surface. Mr. Sumner clarified the intent for Item C is for new building. Planner Fuerst stated yes as any existing improvements that become legal non-conforming because of a new ordinance would be allowed to continue. Mr. Sumner stated he thought Item D was a good decision for the Planning Commission to use the footprint for an accessory structure. Mr. Sumner inquired if Item E gives staff more discretion to be reasonable. Assistant to the City Administrator Travis Brierley stated Newport has many unique lots and this change allows more flexibility and consistency. Mr. Sumner inquired if the city would go after someone's trees for Item F if they were in the sight line. Planner Fuerst stated this would get reviewed on a case-by-case basis.

Tim Steenlage, residing at 285 Park Place, addressed the Commission. Mr. Steenlage stated about a year and a half ago his house burned down. Last year he had a new house plan created that covered 30% of his property. Unfortunately, this was over the 25% rule, so the plans were not approved, and he wanted to know if there was an update. Assistant Brierley stated the ordinance we were looking at tonight removes the 25% rule and instead would follow the standard 35% rule for R-1. Chair Leyde stated the Planning Commission can recommend these changes, but City Council has the ultimate decision if these changes are approved.

Chair Leyde closed the Public Hearing at 6:10 p.m. on June 14, 2022.

Commissioner Bonilla motioned to recommend the City Council adopts the zoning code changes as described by staff. Seconded by Commissioner Fuelling. Approved 5-0.

## **5. COMMISSION REPORTS**

Chair Leyde stated that City Administrator Deb Hill is going retire and her last day will be on August 4<sup>th</sup>. Chair Leyde congratulated and thanked Administrator Hill for all her help.

## **6. ADJOURNMENT**

Commissioner Mahmood motioned to adjourn the Planning Commission Meeting. Seconded by Commissioner Fuelling. Approved 5-0.

The Planning Commission Meeting was adjourned at 6:12 p.m. on June 14, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

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

## **MOTION**

To make a temporary assignment of the duties and responsibilities of City Administrator to Travis Brierley. In making the temporary assignment, the Council is only changing the items specified in this motion. All other terms and conditions of employment remain the same.

1. That Assistant to the City Administrator Travis Brierley is temporarily assigned and given the authority to perform the duties and responsibilities of City Administrator, as stated in Newport City Code and the City Administrator job description.
2. That Mr. Brierley be paid an annualized salary of \$101,485, prorated weekly, effective August 8, 2022, until he is no longer expressly assigned by the City Council to perform the duties and responsibilities of City Administrator and for a 30-day period after the temporary assignment ends to assist with the transition and for performing his duties as Assistant to the City Administrator, subject to the following exceptions:
  - a. If Mr. Brierley leaves City employment for any reason, no additional pay will be awarded at the higher salary level, and any termination benefits consistent with City policy will be paid out at the level consistent with Mr. Brierley's regular salary.
  - b. If Mr. Brierley requests to return to his normal duties prior to such time as the Council ends the temporary assignment, he shall be allowed to do so, but will also immediately return to his regular salary.
3. That any vacation or floating holidays earned by Mr. Brierley during 2022 will be allowed a one-time carry over into 2023, regardless of the maximum number of hours stated in City policy. The City's regular policies regarding the maximum number of carry-over hours will again apply at the end of 2023.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>Newport / St Paul Park Lions</u>		Date of organization <u>Aug 14 '22</u>	Tax exempt number <u></u>
Organization Address (No PO Boxes) <u>St Paul Park</u>	City <u>St Paul Park</u>	State <u>MN</u>	Zip Code <u>55071</u>
Name of person making application <u>Tim Conrad</u>		Business phone <u></u>	Home phone <u>651-455-1173</u>
Date(s) of event <u>8/14/22</u>	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name <u>Tim Conrad</u>	City <u>SAME</u>	State <u>MN</u>	Zip Code <u>55014</u>
Organization officer's name <u></u>	City <u></u>	State <u>MN</u>	Zip Code <u></u>
Organization officer's name <u></u>	City <u></u>	State <u>MN</u>	Zip Code <u></u>

Location where permit will be used. If an outdoor area, describe.

611 4th Ave Newport - Pioneer Days - city of Newport

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license <u></u>	Date Approved <u></u>
Fee Amount <u></u>	Permit Date <u></u>
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No <u></u>	City or County E-mail Address <u></u>
Current population of city <u></u>	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



## City of Newport, Minnesota ANNUAL CHICKEN PERMIT

Name of Applicant: Eric Varghese  
Address: 1695 Century Ave Newport MN 55055  
Phone: 651-802-4946

Upon application made by the above name individual and approved by the Newport City Council at its regularly scheduled meeting of \_\_\_\_\_, and subject to the requirements of Newport City Code Section 600.20, \_\_\_\_\_ has been granted this permit for the keeping of chickens for property located at: \_\_\_\_\_.

The applicant has also provided the following information to the City:

- ☐ Site Plan of Property, identifying property lines, location and size of chicken coop and run
- ☐ Number of chickens to be kept
- ☐ Written consent from 75% of property owners situated within 150 feet from the chicken coop

Approved by the Newport City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
This license is valid until December 31, 20\_\_.

Applicant

City Administrator

Mayor

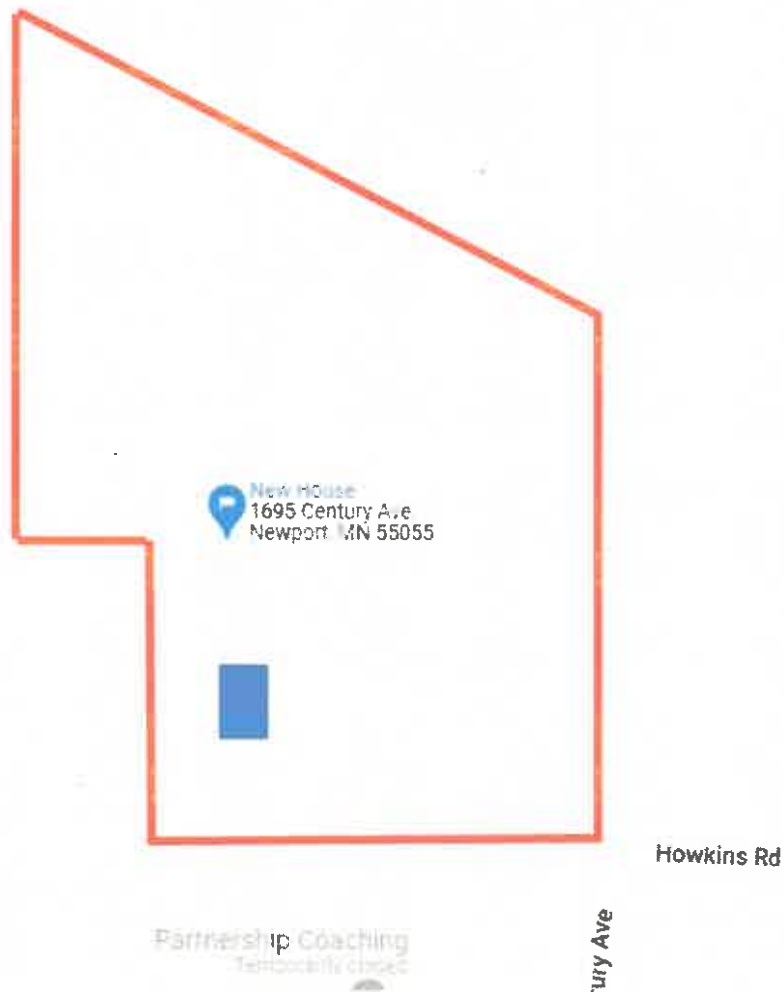
Fee: \$25

Receipt #: \$ 25.00 Date: 7-14 Cash: yes Check #: \_\_\_\_\_

# Chicken Coop Site Plan

1695 Century Ave, Newport MN 55055

Property lines are highlight in Red below. The chicken coop is the blue box below and the structure is 21 ft x 7.5 feet. The coop covers 9 feet of that 21 ft, with the rest for the chicken run. There are 6 chickens that inhabit the coop. There are 3 neighbors whose property line is within 150 feet of the coop. Their approvals are included in the last page.



### Written Consent for Chicken Coop at 1695 Century Ave

Eric and Stephanie Varghese have informed us that they are planning to have chickens and their coop is within 150 feet of our property line. We are providing written consent to allow for them to have the chickens and coop.

Rebecca Stachurski

Name:

1590 Woodbury Rd, Newport MN

PAUL NORA

Name:

1560 Woodbury Rd, Newport MN

No horse on property

Name:

1645 Century Ave, Newport MN



**City of NEWPORT  
PARK PERMIT**

Newport City Hall ♦ 596 7<sup>th</sup> Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883

REQUESTER'S NAME: Barb Wilcziek

ADDRESS: 1441 12th Ave

PHONE # (HOME): 612 518 9756 (WORK): \_\_\_\_\_

**PARK REQUESTED:**

☒ **LOVELAND PARK (Glen Road)**

☐ Pavilion #1 (Large Pavilion w/water)

*Hockey rink*

☐ Pavilion #2 (Between Ballfields)

☐ Pavilion #3 (By Kids Play Area)

☐ **PIONEER PARK (4<sup>th</sup> Ave. & 6<sup>th</sup> St.)**

☐ Pavilion #1 (Small Pavilion)

☐ Pavilion #2 (Large Pavilion)

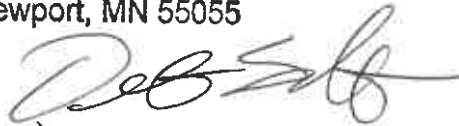
☐ **BAILEY SCHOOL FOREST (Wild Ridge Trail & Century Avenue)**

☐ Michael J. Phillips Pavilion

☐ **LIONS PARK (2<sup>nd</sup> Ave. & 20<sup>th</sup> St.)**

☐ **BUSY BEAVER PARK (10<sup>th</sup> Ave. & 17<sup>th</sup> St.)**

CITY OF NEWPORT  
596 7th Ave.  
Newport, MN 55055



**NOTE:** If you wish to use ball fields you must contact someone from the NAA to make sure they are available.

DATE RESERVED: 8/6/22 FROM: open TO: close

PARK BEING USED FOR: Wiffle ball

NUMBER OF PEOPLE ATTENDING: ~20

The City provides portable toilets in each Park System. If your group is larger than 25 people, you will either need to contract with a company to provide more portable toilets or the City will take the cost of cleaning its portable toilets out of the \$150 deposit. If you contract with a company, you will need to provide proof to the City.

DO YOU INTEND TO SERVE BEER? : ☒ YES ☐ NO

**NOTE:** Beer in any quantity, may be possessed, transported to and from and consumed during the course of picnicking within those grounds specifically designated and equipped for such use, between the hours of 12:00 Noon and 11:00 P.M., by special permit which shall be issued by the City Council prior to the actual occasion.

**DO YOU INTEND TO SERVE BEER?:**   ☐ YES       ☐ NO

**NOTE:** Beer in any quantity, may be possessed, transported to and from and consumed during the course of picnicking within those grounds specifically designated and equipped for such use, between the hours of 12:00 Noon and 11:00 P.M., by special permit which shall be issued by the City Council prior to the actual occasion. All applications for a special beer permit shall include proof of liquor liability insurance obtained by the applicant for the occasion naming the City as an additional insured, the location where the beer is to be consumed, the name and address of the applicant and other information required on the application. No permit shall be granted to any person under the legal drinking age in Minnesota or who within 5 years prior to the application has been convicted of a felony, or of violating any law of the State of Minnesota or local Ordinance relating to the manufacture, sale, distribution, or possession for sale or distribution of beer. Upon receiving a completed application along with proof of insurance, the City Park and Recreation Administrator shall present the application to the City Council for action to either grant or deny the special permit allowing the consumption of beer on a specified date in a City Park.

**The Grantee of a Park Permit shall be bound by Chapter 3. Section 300, Park System, of the Newport Code of Ordinances.**

**CERTIFICATE OF LIQUOR LIABILITY INSURANCE RECEIVED ON:** 7/20/22

**FEE OF:** \$50 for Beer    **DATE PAID:** 7/20/22    **CHECK #:** 10649    **RECEIPT #:** 958

**DAMAGE DEPOSIT:** \$100 or \$150    **DATE PAID:** \_\_\_\_\_ **CHECK #:** \_\_\_\_\_

**NON-RESIDENT FEE:** \$50    **DATE PAID:** \_\_\_\_\_ **CHECK #:** \_\_\_\_\_

**DEPOSIT REFUNDED:**

☐ **YES**    **DATE RETURNED:** \_\_\_\_\_

☐ **NO**    **REASON:** \_\_\_\_\_

Approved by the Newport City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_  
City Administrator

# Evidence of Insurance for Mortgagee/Other Interests



This form is not the contract of insurance. It is a memorandum of coverage limited to mortgagee/other interests, provided at their request and applicable to the dwelling or building at the location below. The provisions of the policy will prevail in all respects. This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy. Should the insurance policy be cancelled by the company before the expiration date thereof, notice will be given in accordance with the policy provisions.

**Policy Number:** 93150-98-76  
**Policy Type:** Protector Plus Homeowners  
**Policy Status:** In Force  
**Term Effective:** 1/10/2022 12:01 AM  
**Renewal Date:** 1/10/2023 12:01 AM  
**Insured:** Barbara Wilczek  
1441 12th Ave  
Newport, MN 55055-1715

**Underwritten By:** Farmers Insurance Exchange  
6301 Owensmouth Ave.  
Woodland Hills, CA 91367  
**Your Farmers Agent:** Frederick M Falk  
6230 10th St N Ste 110  
Oakdale, MN 55128-6158  
(651) 735-5121  
FAX: (651) 735-0401  
ffalk@farmersagent.com

## Your Insured Property

### Property Address

1441 12th Ave, Newport, MN 55055-1715

## Coverages

Coverage	Limit	Coverage	Limit
Coverage A - Dwelling	\$414,000	Coverage B - Separate Structures	\$41,400
Extended Replacement Cost	\$103,500	Coverage D - Loss of Use	\$207,000
Coverage C - Personal Property	\$310,500	Coverage E - Personal Liability	\$500,000
Contents Replacement Cost	Covered	Association Loss Assessment	\$1,500
Building Ordinance or Law	10%		
Coverage F - Medical Payments to Others	\$2,000		

## Deductible

Type of Loss	Deductible
Applicable to each covered loss	\$2,500

## Evidence of Insurance for Mortgagee/Other Interests (continued)

### Mortgagees and Other Interests

<u>1st Mortgagee</u>	<u>Loan Number</u>	<u>Effective Date</u>	<u>Other Interest</u>	<u>Loan Number</u>	<u>Effective Date</u>
Wells Fargo Bank NA #936 ISAOA PO Box 100515 Florence, SC 29502-0515	0490858172	1/15/2016	City of Newport - Loveland Park 1500 Glen Road Newport, MN 55055	Not Applicable	8/13/2021

### Premium Details

Annual Premium: \$2,027.71  
Fees: \$0.00  
Total Premium: \$2,027.71  
Balance Due: On Scheduled Pay Plan

### Payment Remittance Address

Payment Processing PO Box 0991  
Center: Carol Stream, IL 60132-0991

Who Pays: Insured



Authorized Representative

7/20/2022

Date

City of Newport, MN  
Resolution No. 2022-23  
A Resolution Approving A LG230 Application To Conduct Off-Site  
Gambling For the Cottage Grove Athletic Association

**WHEREAS,** The City of Newport has received a request from the St. Paul Park/Newport Lions Club to approve a gambling application to conduct off-site gambling for a raffle on August 14, 2022, at Pioneer Days located at 611 4<sup>th</sup> Street, and

**WHEREAS,** Pioneer Days is will be held at Pioneer Park is located within the corporate limits of the City of Newport, and

**WHEREAS,** the Cottage Grove Athletic Association is an organization based within the City of Newport, and,

**NOW, THEREFORE BE IT RESOLVED,** that the City of Newport, Minnesota, approves the request of the Cottage Grove Athletic Association to conduct bingo gambling at Pioneer Day located at Pioneer Park, 611 4<sup>th</sup> Street on August 14, 2022.

Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

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

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

**LG230 Application to Conduct Off-Site Gambling****No Fee****ORGANIZATION INFORMATION**

Organization Name: Cottage Grove Athletic Assn License Number: 01412  
 Address: P.O. Box 337 City: Cottage Grove, MN Zip: 55016  
 Chief Executive Officer (CEO) Name: Dan Harrison Daytime Phone: 651-231-4029  
 Gambling Manager Name: Lisa Waterman Daytime Phone: 612-710-1765

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 8/14/22 to 8/14/22

Check the type of games that will be conducted:

☐

Raffle

☐

Pull-Tabs

☒

Bingo

☐

Tipboards

☐

Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: Pioneer Park  
 Street address and  
 City (or township): Newport, MN Zip: 55016 County: Washington  
 • Do not use a post office box.  
 • If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐

**Yes** If yes, a lease is not required.

☐

**No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ \_\_\_\_\_ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Lessor's Name: \_\_\_\_\_

**CONTINUE TO PAGE 2**

**LG230 Application to Conduct Off-Site Gambling**

6/15 Page 2 of 2

**Acknowledgment by Local Unit of Government: Approval by Resolution**

<b>CITY APPROVAL for a gambling premises located within city limits</b>	<b>COUNTY APPROVAL for a gambling premises located in a township</b>
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
_____ Title: _____ Date Signed: _____	_____ Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"><b>Local unit of government must sign.</b></div>	<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)  Print Township Name: _____  Signature of Township Officer: _____  Title: _____ Date Signed: _____

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

\_\_\_\_\_  
**Signature of CEO (must be CEO's signature; designee may not sign)**\_\_\_\_\_  
Date**Mail or fax to:**

Minnesota Gambling Control Board  
Suite 300 South  
1711 West County Road B  
Roseville, MN 55113  
**Fax: 651-639-4032**

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**City of Newport, MN**  
**Resolution No. 2022-24**  
**A Resolution Accepting Donations**

**WHEREAS,** The City of Newport, Minnesota is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

**WHEREAS,** The following persons and entities have offered to contribute the items set forth below to the City:

<b>Individual/Business</b>	<b>Donated Item</b>	<b>Donated Amount</b>
Johnson Auto Body	Cash	\$500
Tinucci's Restaurant	Cash	\$200
MidwestOne Bank	Cash	\$100
North Pole Restaurant	Cash	\$100
Husnik Meats	Cash	\$1,000
Amerect, Inc.	Cash	\$500
Daley Properties LLC	Cash	\$200
Cloverleaf Bar and Grill	Cash	\$100
Shannon Glass Company	Cash	\$200
Newport-SPP Lion's	Cash	\$2,000
Aggregate industries	Cash	\$200
Xcel Energy	Cash	\$300
Ten-E Packaging	Cash	\$1,000
Newport Collision Center	Cash	\$250
Marathon Refinery	Cash	\$5,000

**WHEREAS,** The City Council finds that it is appropriate to accept the donations offered.

**NOW, THEREFORE, BE IT RESOLVED,** That the Newport City Council hereby accepts the above donations.



Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

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

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

## Travis Brierley

---

**From:** Brian V. Xiong <brianvxiong@gmail.com>  
**Sent:** Wednesday, June 29, 2022 11:47 AM  
**To:** Travis Brierley; Derek Marson; Laurie Elliott; Lonnie Garland; Jenna Johnson  
**Cc:** Brian V. Xiong  
**Subject:** Resignation: Newport Park Board

Dear Newport Park Board:

I am so sorry that I have to send out this email message today. Please accept this email as my official resignation from the City of Newport Park Board at the end of this month, June 30, 2022. My schedule is getting busier than I expected, as I also serve in the Council, Executive Officer, and Board of Directors for several diverse communities and nonprofit organizations. I wish I could commit more to all; however, I need to take care of myself, my health, and devote more time to the things that are already on my plate. It has been my pleasure to participate and support the City of Newport at the board level, and I will continue to advocate for the city as a community member.

Please accept my resignation and let me know if there are any formalities to be completed.

Best,  
Brian Xiong

Recurring

1938e	COMCAST	16-Jun-22	\$243.64 Phone service and phones
1939e	UNITED STATES TREASURY	16-Jun-22	\$8,455.74 SS, federal and medicare
1940e	FURTHER	16-Jun-22	\$661.32 HSPA
1941e	HEALTHPARTNERS	16-Jun-22	\$10,908.82 Health insurance
1942e	MN REVENUE	16-Jun-22	\$1,454.28 State taxes
1943e	MSRS	16-Jun-22	\$4,153.89 HCSP & voluntary retirement
1944e	UNUM	16-Jun-22	\$533.43 Long-term disability and life insurance
1945e	COMCAST	23-Jun-22	\$176.48 Library Internet & Cable
1946e	UNITED STATES TREASURY	30-Jun-22	\$8,614.93 Federal, SS, Medicare
1947e	FURTHER	30-Jun-22	\$661.32 HSPA
1948e	MN REVENUE	30-Jun-22	\$1,478.36 State taxes
1949e	MN REVENUE	30-Jun-22	\$957.00 Water sales and use tax
1950e	MSRS	30-Jun-22	\$4,154.32 HCSP & Voluntary retirement
1951e	COMCAST	30-Jun-22	\$140.95 Fire Hall Internet
1952e	COMCAST	30-Jun-22	\$225.61 City hall Internet and cable
1953e	COMCAST	07-Jul-22	\$273.12 PW building internet and cable
1954e	DELTA DENTAL OF MN	07-Jul-22	\$912.55 Dental insurance
1955e	UNITED STATES TREASURY	07-Jul-22	\$723.41 SS, Medicare and Federal
1956e	MN REVENUE	07-Jul-22	\$47.78 State taxes
1957e	PSN	07-Jul-22	\$121.85 Electronic payment fee
1958e	QUADIENT FINANCE USA, INC.	07-Jul-22	\$641.67 Postage
1959e	WEX BANK	07-Jul-22	\$3,065.54 Petrol
1960e	MSRS	07-Jul-22	\$324.71 1 percent correction
1961e	MIDWESTONE BANK	07-Jul-22	\$60.00 Positive Pay
1962e	UNITED STATES TREASURY	14-Jul-22	\$9,887.88 SS, federal & medicare
1963e	FURTHER	14-Jul-22	\$661.32 HSPA
1964e	FURTHER	14-Jul-22	\$41.25 Monthly fee
1965e	MN REVENUE	14-Jul-22	\$1,500.79 State taxes
1966e	HEALTHPARTNERS	14-Jul-22	\$15,441.14 Health insurance
1967e	MSRS	14-Jul-22	\$4,708.50 HCSP & voluntary retirement
24718	LEAGUE OF MN CITIES INS TRUST	16-Jun-22	\$25,101.18 Legal fees for Croix Holdings lawsuit
24719	MN DEPT. OF TRANSPORTATION	16-Jun-22	\$2,116.26 Traffic system maintenance
24720	PERA	16-Jun-22	\$2,587.37 Retirement
24721	DEB SCHULZ	16-Jun-22	\$255.35 Mileage and purchase reimbursement
24722	DEAN SWEARINGEN	16-Jun-22	\$552.00 Reimbursement of overpayment for union dues
24723	JILL THIESFELD	16-Jun-22	\$100.66 Uniforms
24724	TRAVIS BRIERLEY	21-Jun-22	\$258.10 Mileage reimbursement
24725	ANCHOR IRON COMPANY	23-Jun-22	\$0.00 Solar Leasing
24726	PAUL HUFFMAN	23-Jun-22	\$30.00 Reimburse Pioneer Day
24727	NCPRS GROUP LIFE INS.	23-Jun-22	\$16.00 Life Insurance Additional
24728	PERA	23-Jun-22	\$2,242.39 PERA - Employee Portion
24729	VERIZON	23-Jun-22	\$320.11 Cell Phones & Hotspots
24730	XCEL ENERGY	23-Jun-22	\$102.72 Natural Gas & Electricity
24731	ANCHOR SOLAR INVESTMENTS, LL	27-Jun-22	\$372.26 Solar leasing
24732	H & U CONSTRUCTION	27-Jun-22	\$195,702.42 City/Fire Hall pay application #17
24733	MICHAEL MAJOR	27-Jun-22	\$187.69 Overpayment of final water utility bill
24734	MARCO TECHNOLOGY LLC	27-Jun-22	\$268.70 Copier contract
24735	XCEL ENERGY	27-Jun-22	\$9,519.54 Natural gas and electricity
24736	ADVANCED SPORTSWEAR	30-Jun-22	\$376.50 Uniforms
24737	BASIC NEEDS THRIFT SHOP	30-Jun-22	\$89.20 Lawful gambling donation
24738	FRIENDS IN NEED FOOD SHELF	30-Jun-22	\$89.20 Lawful gambling donation
24739	TOM INGMANN	30-Jun-22	\$187.20 Mileage reimburse for LMC Annual conference
24740	JM HAULING	30-Jun-22	\$467.20 Reimburse for deposit on hydrant meter rental
24741	PERA	30-Jun-22	\$4,834.49 Retirement
24742	VALLEY WELDING AND MACHINE	30-Jun-22	\$200.00 Repair valve on fire truck
24743	MATT YOKIEL	30-Jun-22	\$219.55 Mileage/dinner reimburse for LMC annual conf
24744	BOND TRUST SERVICES CORP.	07-Jul-22	\$176,909.38 2014A, 2016A & B, 2018A & 2021A interest and agent fees
24745	DEBORA HILL	07-Jul-22	\$150.62 Mileage reimbursement
24746	INTERNATIONAL UNION OF OP. EN	07-Jul-22	\$175.00 Union dues
24747	Metropolitan Council	07-Jul-22	\$30,018.59 Sewer water cleanin
24748	TENNIS SANITATION LLC	07-Jul-22	\$53.35 City hall and pw garage garbage
24749	JILL THIESFELD	07-Jul-22	\$44.46 Mileage reimbursement
24750	ATOMIC DATA, LLC	14-Jul-22	\$761.42 Monthly IT support
24751	PERA	14-Jul-22	\$4,974.38 Retirement
24752	XCEL ENERGY	14-Jul-22	\$2,808.17 Natural gas and electricity
24753	ADVANCED GRAPHIX INC.	21-Jul-22	\$165.30 Fire truck door and public works vehicle stickers
24754	ADVANCED SPORTSWEAR	21-Jul-22	\$245.00 Uniforms
	Staff		\$24,233.77

## Non-recurring

24755	ATOMIC DATA, LLC	21-Jul-22	\$4,283.64	New city hall and public works integration to network
24756	BIFFS INC.	21-Jul-22	\$1,825.64	2 months-port o potty
24757	BOLTON & MENK, INC.	21-Jul-22	\$5,351.00	City planning
24758	BURGGRAPF ACE	21-Jul-22	\$191.47	Ballfield paint, loppers, paint
24759	Cardmember Services	21-Jul-22	\$3,504.35	Credit card purchases
24760	CCP INDUSTRIES INC	21-Jul-22	\$305.80	Shop/sewer gloves
24761	CINTAS	21-Jul-22	\$645.70	Uniform cleaning and medical supplies
24762	CLEAN RIVER RECYCLING SOLUTI	21-Jul-22	\$13,351.50	City hall garbage containers reimburse with county grant
24763	COMMERCIAL ASPHALT CO.	21-Jul-22	\$1,197.62	Street patch mix/water main break repair
24764	COMPANION ANIMAL CONTROL	21-Jul-22	\$525.00	Dog catching
24765	ECKBERG LAMMERS, P.C.	21-Jul-22	\$2,213.78	Legal fees
24766	FAIR OFFICE WORLD	21-Jul-22	\$224.70	Office supplies
24767	FIRE SAFETY USA, INC.	21-Jul-22	\$155.10	E1 repair parts
24768	FLAHERTY & HOOD, P.A.	21-Jul-22	\$5,007.50	Legal fees
24769	GEAR GRID CORP.	21-Jul-22	\$5,386.00	Gear lockers for fire department
24770	GERLACH OUTDOOR POWER EQU	21-Jul-22	\$295.43	Mower repair parts
24771	GOPHER STATE ONE-CALL	21-Jul-22	\$195.75	Dig markings
24772	GRAINGER PARTS	21-Jul-22	\$59.85	Shop slings/choker
24773	HANCO CORP.	21-Jul-22	\$60.42	Inner tubes for mower tires
24774	HAWKINS	21-Jul-22	\$864.45	Water chemical
24775	INSTRUMENTAL RESEARCH, INC.	21-Jul-22	\$47.10	Water testing
24776	JAN PRO CLEANING SYSTEMS	21-Jul-22	\$770.00	Cleaning services
24777	KEYS WELL DRILLING	21-Jul-22	\$34,384.00	Well inspection from American Rescue Funds
24778	MC MULLEN INSPECTIONS, INC.	21-Jul-22	\$1,622.40	Electrical inspections
24779	MENARDS - COTTAGE GROVE	21-Jul-22	\$65.77	Booster station supplies/bee spray/hoses
24780	MIDWEST MACHINERY CO.	21-Jul-22	\$187.03	John Deere mower parts
24781	MINNESOTA OCCUPATIONAL HEAL	21-Jul-22	\$161.00	New hire exam
24782	MINNESOTA RURAL WATER ASSO	21-Jul-22	\$1,112.40	Membership dues
24783	MMKR	21-Jul-22	\$2,500.00	Audit to May 31, 2022
24784	MSA PROFESSIONAL SERVICES, II	21-Jul-22	\$5,086.21	City engineering
24785	NAPA AUTO PARTS	21-Jul-22	\$2,155.52	Shop supplies
24786	PATHFINDER CRM, LLC	21-Jul-22	\$1,500.00	Bi-monthly HPC consultant services
24787	QUADIENT FINANCE USA, INC.	21-Jul-22	\$539.00	Postage
24788	RESCUEPAX.COM LLC	21-Jul-22	\$750.00	Ice rescue training
24789	SAFE-FAST, INC.	21-Jul-22	\$368.45	Uniforms
24790	CITY OF SAINT PAUL	21-Jul-22	\$200.79	Patching mix
24791	SOUTH SUBURBAN RENTAL, INC.	21-Jul-22	\$92.56	Patching trailer gas
24792	TRI-STATE BOBCAT	21-Jul-22	\$1,175.20	Tree spade - DNR grant for Ash Borer
24793	TWIN CITIES PIONEER PRESS	21-Jul-22	\$34.78	Notice postings
24794	WASHINGTON CTY PUBLIC SAFET	21-Jul-22	\$3,000.60	Quarter 2 radio bill
24795	WASHINGTON CTY SHERIFF	21-Jul-22	\$456,561.32	First half of 2022 contract policing services
24796	WHEELCO	21-Jul-22	\$257.74	Gloves and mud flaps
24797	WINZER	21-Jul-22	\$171.50	Electrical connectors zip ties
			\$1,125,355.22	

**Jun-22**

Hill	Adobe Acropro	Monthly software fee	\$ 16.10	yes
Wiley	Amazon Marketplace	Ink	\$ 88.35	yes
	Amazon Marketplace	Paper coffee cups	\$ 21.77	yes
	Duffy's	Gas	\$27.52	yes
Schulz	Adobe Acropro	Monthly software fee	\$16.10	yes
	MN Govt. Finance Off.	Dues	\$70.00	yes
Brierley	Amazon Marketplace	Paper coffee cups	\$23.61	yes
	Parking Meter St. Paul	Parking	\$1.25	yes
	Norton	Anti-virus software	\$91.26	yes
	Grandmas Saloon	Two dinners for LMC conference	\$56.77	yes
	The Suites Hotel	Staff LMC conference hotel	\$790.62	yes
	The Suites Hotel	Council member LMC conference hotel	\$790.62	yes
Yokiel	Amazon Marketplace	Bollards for new city hall	\$377.92	yes
	Sams Club	Shop supplies cleaning	\$183.48	yes
	The Suites Hotel	Staff LMC conference hotel	\$ 527.08	yes
Marson	Industrial Safety Products	4 gas sensors	\$ 285.00	yes
	eBay	Water line charts	\$ 120.80	yes
	Adobe Acropro	Monthly software fee	\$ 16.10	yes



# City of Newport, MN

## Financial Status Report

Period ended June 30, 2022

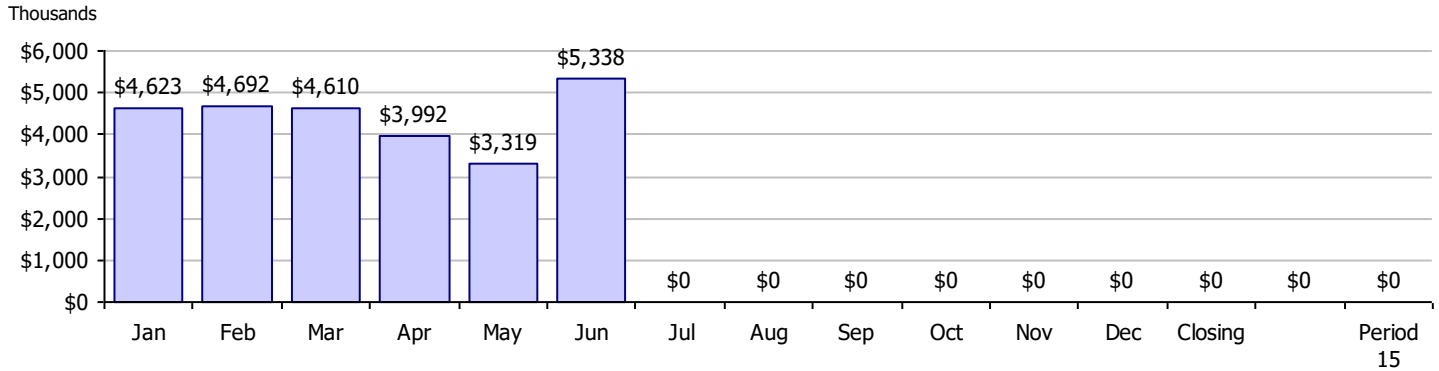
(Un-Audited)

Prepared by:  
Administration Department

**NEWPORT, MN**  
**\*Check Reconciliation©**  
**MidWest One**  
**10100 CASH**  
**June 2022**

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Page 1



**Account Summary**

Beginning Balance o	6/1/2022	\$3,949,095.17
+	Receipts/Deposits	\$2,194,052.05
-	Payments (Checks and Withdrawals)	\$786,409.10
Ending Balance as of	6/30/2022	\$5,356,738.12

Cleared	\$5,356,738.12
Statement	\$5,356,738.12
Difference	\$0.00

**Cash Balance**

Active	101-10100 GENERAL FUND	\$575,173.65
Active	201-10100 PARKS SPECIAL FUND	\$519,875.74
Active	204-10100 HERITAGE PRESERVATION COMM	\$11,537.73
Active	205-10100 RECYCLING	\$17,091.94
Active	206-10100 FIRE ENGINE	\$0.00
Active	208-10100 BUY FORFEITURE	\$1,319.09
Active	210-10100 CARES: CORONAVIRUS RELIEF FUND	-\$0.18
Active	211-10100 AMERICRESCPLAN	\$392,104.67
Active	225-10100 PIONEER DAY	\$27,068.67
Active	270-10100 EDA	\$423,874.73
Active	301-10100 2010A G.O. CAPITAL IMP. PLAN	\$3.27
Active	302-10100 2018 BAILEY MEADOWS DEVELOP.	\$276,165.32
Active	303-10100 2012 STREET NORTH RAVINE	\$18,839.12
Active	304-10100 2016B GO BOND WATER RESEVOIR	-\$5,375.25
Active	305-10100 2013 STREET ASSESSMENT	-\$38,063.36
Active	306-10100 2014 STREET ASSESSMENT	\$165,900.31
Active	307-10100 2016A GO BOND STREET ASSESS.	\$75,321.57
Active	308-10100 CERIFICATES OF INDEBTEDNESS	\$0.00
Active	312-10100 2020 12TH ST & 12TH AVE PROJ	\$138,632.77
Active	313-10100 2000B GO IMP BOND	\$0.22
Active	315-10100 2002A \$690,000 BOND	-\$0.12
Active	316-10100 PFA/TRLF REVENUE NOTE	\$1.29
Active	318-10100 CITY/FIRE HALL	\$491,866.60
Active	321-10100 2006A EQUIP CERTIFICATE	\$0.00

Beginng Balance	\$3,949,095.17
+ Total Deposits	\$2,397,156.57
- Checks Written	\$1,008,745.48
Check Book Balance	\$5,337,506.26
Difference	\$0.00

Active	322-10100 2011A GO BONDS	\$115,969.30
Active	401-10100 EQUIPMENT REVOLVING	-\$173,893.80
Active	402-10100 2018 BAILEY MEADOWS DEVEL	\$3,974.29
Active	405-10100 T.H. HWY 61	\$2.54
Active	407-10100 2016B GO BOND (WATER RESEVOIR)	\$0.00
Active	408-10100 2016A GO BOND STREET CONST.	\$73,564.71
Active	409-10100 2013 STREET RECON.	\$0.00
Active	410-10100 2014 STREET RECON.	\$3,586.54
Active	411-10100 BUILDING FUND	\$241,348.09
Active	412-10100 2020 12TH ST & 12TH AVE PROJ	\$46,991.95
Active	416-10100 4TH AVENUE RAVINE	\$12,859.30
Active	417-10100 NORTH RAVINE	\$12,619.55
Active	418-10100 CITY/FIRE HALL	\$1,172,754.94
Active	422-10100 FEMA-17TH STREET & CEDAR LANE	\$0.00
Active	423-10100 2011A EQUIPMENT CAPITAL	\$0.00
Active	601-10100 WATER FUND	\$139,128.01
Active	602-10100 SEWER FUND	\$224,274.69
Active	603-10100 STREET LIGHT FUND	\$145,913.55
Active	604-10100 STORM WATER FUND	\$227,074.82
	Cash Balance	\$5,337,506.26



**City of Newport**  
**INVESTMENTS**  
**Jun-22**

<u>TYPE</u>	<u>BOUGHT DATE</u>	<u>MATURITY DATE</u>	<u># OF DAYS</u>	<u>COST</u>	<u>RATE</u>	<u>GASB #40 Val.</u>	
RBC-Weath Management							
MS Private Bank	12/26/2019	12/27/2022	1,092	100,000	1.85%	100,223.00	101
Wells Fargo Natl. Bk	1/17/2020	1/17/2023	1,092	115,000	1.80%	115,263.35	101
AMERICAN EXP.	3/31/2020	3/31/2023	1,092	94,000	1.48%	93,698.26	101
ENERBank USA	7/22/2019	7/21/2023	1,456	125,000	2.30%	125,093.75	101
Texas Ex. Bank	6/19/2020	6/19/2025	1,820	120,000	1.00%	112,797.60	101
Accrued Interest	all CDs in Investment					514.52	
Sub-total Investments GASB 40						547,590.48	
RBC-Wealth Management							
BMW BANK	9/20/2019	9/20/2022	1,092	245,000	1.85%	245,534.10	602
ALLY BANK	10/24/2019	10/24/2022	1,092	21,000	1.85%	21,051.03	401
Sallie Mae Bank	10/23/2019	10/24/2022	1,092	129,000	1.85%	129,313.47	401
Bell St Bank	3/24/2020	3/24/2023	1,274	245,000	0.85%	243,108.60	601&2
Accrued Interest	all CDs in Reserve Investment					171.16	
Sub-total Reserve Investments GASB 40						639,178.36	
Ehlers Inv-TDAmeritrade							
Money Market	2/15/2019	N/A		7,350,000	Var.	7,241,343.92	
CENTRAL BANK							
Checking						5,356,738.12	
Total Cash, Investments and CD's						13,784,850.88	
Ehlers Inv by Acct.	101-\$2,100,000	201-\$420,000	225-\$20,000	270-\$1,750,000			
	306-\$500,000	410-\$170,000	411-\$425,000				
	601-\$790,000	602-\$1,065,000	603-\$110,000				

## NEWPORT, MN

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## \*Cash Balance Investments

Page 1

Cash Account: 10100

June 2022

Fund	Begin 2022	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance NO Investments	Investments	Balance	
				Rec/Disb	Journal Entries					
10100 - MidWest One										
101 - GENERAL FUND	\$60,750.55	\$1,146,353.13	(\$1,367,974.50)	0	\$885,773.40	(\$149,728.93)	\$575,173.65	\$2,652,595.03	\$3,227,768.68	In Balance
201 - PARKS SPECIAL FU	\$165,849.65	\$26.09	(\$6,000.00)	0	\$360,000.00		\$519,875.74	\$430,881.00	\$950,756.74	In Balance
204 - HERITAGE PRESER	\$7,037.06	\$0.67	(\$4,500.00)	0	\$9,000.00		\$11,537.73		\$11,537.73	In Balance
205 - RECYCLING	\$20,522.73	\$2.43	(\$2,356.00)	0		(\$1,077.22)	\$17,091.94		\$17,091.94	In Balance
208 - BUY FORFEITURE	\$1,318.92	\$0.17		0			\$1,319.09		\$1,319.09	In Balance
210 - CARES: CORONAVIR	(\$0.18)			0			(\$0.18)		(\$0.18)	In Balance
211 - AMERICRESCPLAN	\$196,052.34	\$196,052.33		0			\$392,104.67	\$0.00	\$392,104.67	In Balance
225 - PIONEER DAY	\$17,396.17	\$10,002.50	(\$330.00)	0			\$27,068.67	\$20,676.00	\$47,744.67	In Balance
270 - EDA	\$722,714.59	\$11,152.02	(\$11,491.88)	0	(\$298,500.00)		\$423,874.73	\$1,759,817.89	\$2,183,692.62	In Balance
301 - 2010A G.O. CAPITAL	(\$0.25)	\$3.52		0			\$3.27		\$3.27	In Balance
302 - 2018 BAILEY MEADO	\$224,322.69	\$270,220.76	(\$218,378.13)	0			\$276,165.32	\$459.00	\$276,624.32	In Balance
303 - 2012 STREET NORT	\$18,349.37	\$489.75		0			\$18,839.12	\$0.00	\$18,839.12	In Balance
304 - 2016B GO BOND WA	(\$5,275.25)		(\$100.00)	0			(\$5,375.25)		(\$5,375.25)	In Balance
305 - 2013 STREET ASSES	\$0.23	\$103,943.89	(\$103,037.48)	0	(\$38,970.00)		(\$38,063.36)	\$0.00	(\$38,063.36)	In Balance
306 - 2014 STREET ASSES	\$175,597.31	\$182,479.87	(\$192,176.87)	0			\$165,900.31	\$513,536.00	\$679,436.31	In Balance
307 - 2016A GO BOND ST	\$95,160.90	\$24,265.67	(\$44,105.00)	0			\$75,321.57		\$75,321.57	In Balance
312 - 2020 12TH ST & 12T	\$204,693.18	\$24,037.23	(\$90,097.64)	0			\$138,632.77	\$0.00	\$138,632.77	In Balance
313 - 2000B GO IMP BOND	\$0.22			0			\$0.22		\$0.22	In Balance
315 - 2002A \$690,000 BON	(\$0.25)	\$0.13		0			(\$0.12)		(\$0.12)	In Balance
316 - PFA/TRLF REVENUE	(\$0.29)	\$1.58		0			\$1.29		\$1.29	In Balance
318 - CITY/FIRE HALL	\$367,463.00	\$479,455.18	(\$355,051.58)	0			\$491,866.60	\$0.00	\$491,866.60	In Balance
322 - 2011A GO BONDS	\$115,960.21	\$9.09		0			\$115,969.30		\$115,969.30	In Balance
401 - EQUIPMENT REVOL	(\$168,793.55)	\$1,383.70	(\$162,069.45)	0	\$155,585.50		(\$173,893.80)	\$161,490.00	(\$12,403.80)	In Balance
402 - 2018 BAILEY MEADO	(\$98,803.67)	\$190,777.96	\$0.00	0	(\$88,000.00)		\$3,974.29	\$80,237.77	\$84,212.06	In Balance
405 - T.H. HWY 61	\$2.54			0			\$2.54	\$0.00	\$2.54	In Balance
408 - 2016A GO BOND ST	\$73,555.27	\$9.44		0			\$73,564.71		\$73,564.71	In Balance
410 - 2014 STREET RECO	\$3,586.08	\$0.46		0			\$3,586.54	\$175,753.00	\$179,339.54	In Balance
411 - BUILDING FUND	\$232,918.61	\$29.48	(\$8,600.00)	0	\$17,000.00		\$241,348.09	\$426,325.00	\$667,673.09	In Balance
412 - 2020 12TH ST & 12T	\$1,127,453.94	\$20,007.37	(\$4,272.00)	0	(\$1,096,197.36)		\$46,991.95	\$0.00	\$46,991.95	In Balance
416 - 4TH AVENUE RAVIN	\$12,857.65	\$1.65		0			\$12,859.30		\$12,859.30	In Balance
417 - NORTH RAVINE	\$12,617.94	\$1.61		0			\$12,619.55	\$447.00	\$13,066.55	In Balance
418 - CITY/FIRE HALL	\$610,509.61	\$1,509,597.45	(\$1,945,208.28)	0	\$997,856.16		\$1,172,754.94	\$0.00	\$1,172,754.94	In Balance
601 - WATER FUND	\$491,245.70	\$242,700.79	(\$236,345.70)	0	(\$291,506.09)	(\$66,966.69)	\$139,128.01	\$940,370.00	\$1,079,498.01	In Balance
602 - SEWER FUND	\$581,374.72	\$420,314.17	(\$377,509.43)	0	(\$330,514.21)	(\$69,390.56)	\$224,274.69	\$1,411,002.00	\$1,635,276.69	In Balance
603 - STREET LIGHT FUN	\$134,546.65	\$44,248.16	(\$25,930.02)	0		(\$6,951.24)	\$145,913.55	\$112,984.00	\$258,897.55	In Balance

# NEWPORT, MN

07/12/22 3:12 PM

## \*Cash Balance Investments

Page 2

Cash Account: 10100

June 2022

Fund	Begin 2022	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance NO Investments	Investments	Balance	
				Rec/Disb	Journal Entries					
604 - STORM WATER FUN	\$481,952.40	\$99,191.98	(\$62,014.61)	0	(\$281,751.11)	(\$10,303.84)	\$227,074.82	\$0.00	\$227,074.82	In Balance
	\$5,882,936.79	\$4,976,760.23	(\$5,217,548.57)	\$0.00	(\$223.71)	(\$304,418.48)	\$5,337,506.26	\$8,686,573.69	\$14,024,079.95	



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**To:** Honorable Mayor and City Council Members  
**From:** Jon Herdegen, P.E. – City Engineer  
**Subject:** 21<sup>st</sup> Street Watermain Improvements  
**Date:** July 13, 2022 – For the July 21<sup>st</sup> City Council Meeting

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Washington County plans to mill and overlay 21<sup>st</sup> Street between Maxwell Avenue and 7<sup>th</sup> Avenue as part of the Multi-Use Trail Extension project schedule for 2023. The City has watermain under 21<sup>st</sup> Street that has experienced several breaks in the past including a recent break last winter. Washington County and City Public Works Staff would like to see the watermain replaced in advance of the trail project to prevent cutting into the new pavement to repair a future watermain break. Future repairs will likely require a full road closure and traffic detour since the road is getting narrower as part of the trail project.

If the construction limits for the watermain replacement project are contained within the existing right-of-way and no additional easements are required, the County has agreed to include the watermain replacement work in their project scope to help with coordination and save some plan development/bidding costs for the City. However, since their current project scope only included a mill and overlay, the County will require the City to pay for the additional bituminous pavement base that will need to be removed to excavate the watermain. The scope of the improvement is provided on the attached concept drawing and the estimated total project costs (including 20% contingency & 15% overhead) is \$470,000. Ancillary work includes adding/replacing water and sewer services along the corridor.

Due to shallow bedrock, the watermain and sanitary sewer are constructed within the same trench within approximately 3 feet of one another with the watermain above the sanitary sewer. The Dept. of Health requires a minimum of 10 feet of horizontal separation or 18 inches of vertical separation between watermain and sewer main (as long as the watermain is above the sewer). MDH will consider a variance to reduce the separation requirements but the sewer main must also be replaced with watermain-quality pipe material. In order to mitigate project costs and preserve the City's past investment in sewer lining, staff proposes that in the areas where 18 inches of vertical separation cannot be achieved, the watermain is raised. In some cases, this will result in less than 7.5 feet of cover (City/Industry standard). The City will install insulation in these areas to protect the watermain against frost. In no case is the cover on the watermain expected to be less than 6 feet.

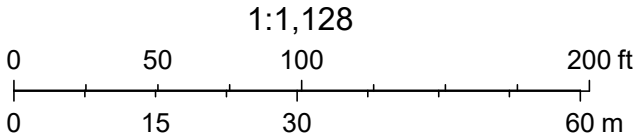
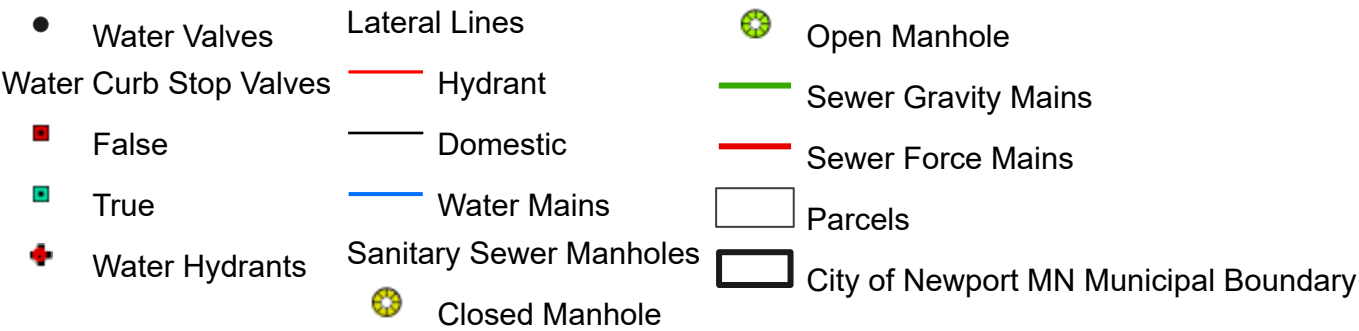
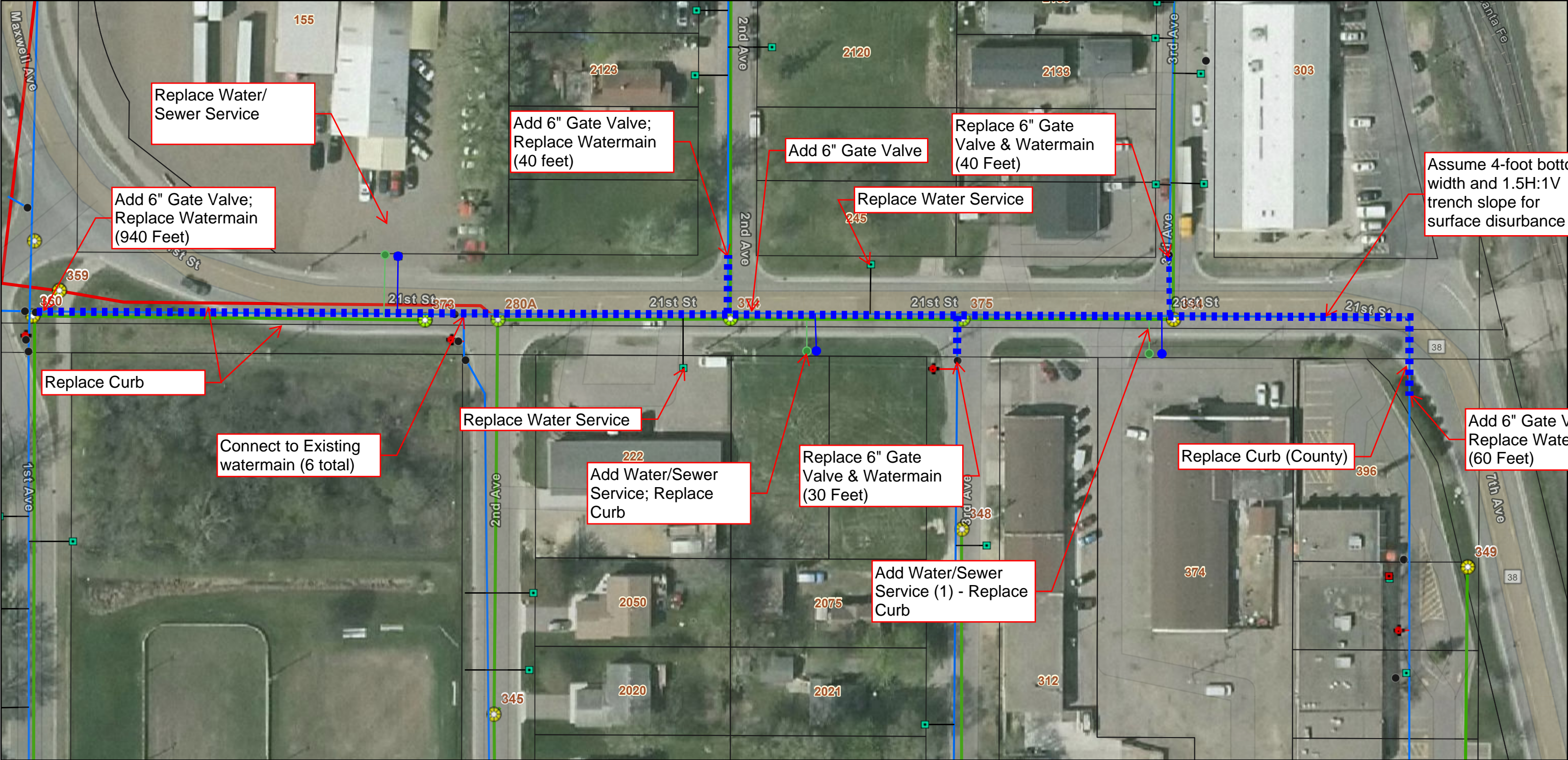
Staff is working with Ehlers to determine financing options for the project and will have an update for Council discussion during the meeting.

**Action Requested:** We respectfully request Council consider the improvement and provide Staff direction how to proceed.

Attachments: Concept Plan



# 21ST STREET WATERMAIN REPLACEMENT



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



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**To:** Honorable Mayor and City Council Members  
**From:** Jon Herdegen, P.E. – City Engineer  
**Subject:** Sanitary Sewer lateral Lining  
**Date:** July 13, 2022 – For the July 21<sup>st</sup> City Council Meeting

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Over the past two (2) months, MSA has completed the manhole investigation field work, prepared 50% design plans, met with MCES to populate FAQ's pertaining to I/I impacts on Newport sewer rates and engaged the Public Facilities Authority to begin assembling documents required for the grant application.

Since a portion of the project costs will be assessed to the benefitting property owners, the City must follow the MS429 Special Assessment procedure which includes preparation of a feasibility study and associated formal hearings. We have prepared a draft resolution Ordering a Feasibility Study for your consideration.

**ACTION REQUESTED:** We respectfully request Council consider the draft resolution Ordering the Preparation of a Feasibility Study.

There are two (2) items that require Council consideration pertaining to the PFA grant application:

1. Consider the attached draft resolution Applying for a Grant from PFA.
2. Consider the following ordinance revision to amend the maintenance responsibility of sanitary sewer service lines. As presently codified, the property owner is responsible for maintenance of the service line up to and including the connection to the sewer main. In order for Bonding Bill Monies to be used for the improvement, the connection between the sewer main and lateral service must be publicly owned. Staff proposes the following revision and welcome Council feedback (*red text shown in italics has been added*).

[Sec. 34-14. - Liability for maintenance and repairs of utility lines.](#)

The owner, occupant, or user of the premises shall be responsible for all maintenance and repair from the structure up to the sanitary sewer main and including the service wye, tap, or break-in for *unlined sanitary sewer main. The owner, occupant or user of the premises assumes responsibility for lateral lines replaced or lined as part of a public improvement project following final completion of the public improvements project or the expiration of the project warrantee (whichever date is later). When the sanitary sewer main has been previously lined, the city is responsible for repair and maintenance from the outside edge of liner.*

**ACTION REQUESTED:** We respectfully request Council consider the draft resolution Applying for a Grant from PFA and consider suggested ordinance revisions. (separate actions).

The following is an updated tentative schedule for your refence. We welcome your feedback:

Council Orders Feasibility Study .....	July 21, 2022
Council Accepts Feasibility Study & Order Improvement Hearing.....	August 4, 2022
Improvement Hearing/1 <sup>st</sup> Public Engagement; Council Order Improvement....	Week of August 22 <sup>nd</sup>
MSA Reviews 75% Plans with Staff.....	Week of Sept. 26 <sup>th</sup>
Council Approves Plans/Specs; Order Ad for Bid .....	October 20 <sup>th</sup>

## MEMO

July 12, 2022

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Open Bids; Bid Evaluation .....	November 17 <sup>th</sup>
Council Awards Construction Contract .....	December 1 <sup>st</sup>
Council Holds Second Public Engagement .....	January 2023
Construction Begins .....	March 2023
Council Holds Assessment Hearing .....	April 2023
Construction Complete .....	October 2023
Post Construction Review .....	November 2023
Project Closeout .....	December 2023

### Attachments:

1. Draft Resolution Ordering a Feasibility Study
2. Draft Resolution Applying for a Grant from PFA

City of Newport, MN  
Resolution No. 2022-25  
A Resolution Ordering a Feasibility Study

**WHEREAS**, it is proposed to improve the municipal sanitary sewer collection system by installing cast-in-place-pipe (CIPP) liners on the lateral services for each property connected to the collection system on the following street segments:

<u>Street</u>	<u>From</u>	<u>To</u>
2 <sup>nd</sup> Avenue	Unity Boulevard	21 <sup>st</sup> Street
3 <sup>rd</sup> Avenue	Unity Boulevard	21 <sup>st</sup> Street
21 <sup>st</sup> Street	1 <sup>st</sup> Avenue	7 <sup>th</sup> Avenue
1 <sup>st</sup> Avenue	21 <sup>st</sup> Street	17 <sup>th</sup> Street
17 <sup>th</sup> Street	1 <sup>st</sup> Avenue	Cedar Lane
Cedar Lane	17 <sup>th</sup> Street	2 <sup>nd</sup> Avenue
16 <sup>th</sup> Street	2 <sup>nd</sup> Avenue	Cedar Lane
15 <sup>th</sup> Street	2 <sup>nd</sup> Avenue	Cedar Lane
2 <sup>nd</sup> Avenue	Cedar Lane	South Terminus (4 <sup>th</sup> Street)*
Easement	Cedar Lane	10 <sup>th</sup> Street (Lying west of 2 <sup>nd</sup> Avenue)*
15 <sup>th</sup> Street	2 <sup>nd</sup> Avenue	Mississippi River
11 <sup>th</sup> Street	3 <sup>rd</sup> Avenue	2 <sup>nd</sup> Avenue
3 <sup>rd</sup> Avenue	11 <sup>th</sup> Street	Park Place*
10 <sup>th</sup> Street	2 <sup>nd</sup> Avenue	Mississippi River
9 <sup>th</sup> Street	4 <sup>th</sup> Avenue	2 <sup>nd</sup> Avenue
Park Place	3 <sup>rd</sup> Avenue	2 <sup>nd</sup> Avenue
5 <sup>th</sup> Street	2 <sup>nd</sup> Avenue	Mississippi River
9 <sup>th</sup> Avenue	12 <sup>th</sup> Street	Tibbetts Place
Tibbetts Place	Hastings Avenue	9 <sup>th</sup> Avenue

\*Included unimproved right-of-way

and,

**WHEREAS**, ancillary work includes mainline lining repair/sealing and manhole sealing work, and

**WHEREAS**, the City intends to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW, THEREFORE, BE IT RESOLVED**,

1. That the proposed improvement, called Lateral Lining & Manhole Sealing Improvements be referred to the City Engineer for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.



Adopted this 21<sup>st</sup> day of July, 2022 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. 2022-26  
A Resolution Applying for a Grant from the Minnesota Public Facilities  
Authority

**WHEREAS**, the Minnesota Legislature appropriated \$2,000,000 to the Minnesota Public Facilities Authority (MPFA) under Laws of Minnesota 2020, 5th Special Session chapter 3, article 1, section 22, subdivision 22 titled *Newport; Inflow and Infiltration* with the provisions: For a grant to the city of Newport to design and construct capital improvements to the publicly owned portions of the city's wastewater infrastructure to reduce or eliminate inflow and infiltration and

**WHEREAS**, MPFA has sent notice that to receive this money, applicants must submit required information before entering into a grant agreement (the “Grant Agreement”) with MPFA

**NOW, THEREFORE, BE IT RESOLVED,**

1. The City of Newport has the legal authority to apply for the grant;
2. The City of Newport has the financial, technical, and managerial capacity to ensure proper construction, operation, and maintenance of the project for its design life; and
3. The City of Newport authorizes its Mayor and its City Administrator to execute the Grant Agreement, by signature, on behalf of the City of Newport.

Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

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

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



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**To:** Honorable Mayor and City Council Members  
**From:** Jon Herdegen, P.E. – City Engineer  
**Subject:** MS4 Updates  
**Date:** July 13, 2022 – For the July 21<sup>st</sup> City Council Meeting

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The City of Newport renewed their MS4 permit in 2021 and was issued a new MS4 permit in 2022. The reissued MS4 permit has additional requirements that the City of Newport will need to incorporate into their ordinances, policies, and procedures within one year of permit reissuance (September 13, 2022). Staff is in the process of implementing the required changes and would like Council feedback on two (2) items pertaining to Regulatory Mechanisms for Illicit Discharge Detection & Elimination (IDDE).

The City of Newport is required to implement a regulatory mechanism that requires the removal and proper disposal of pet waste on City property and proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities. The City of Newport's current IDDE ordinance does not contain these provisions. A regulatory mechanism may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism that will be enforced by the permittee.

Staff recommends that the City adopt an ordinance pertaining to Pet Waste and adopt a policy regarding Proper Salt Storage. An example of each document is include for Council reference. Upon receipt of Council feedback on content, staff will return with a final draft for formal adoption.

**Action Requested:** None. Feedback requested.

Attachments:

1. Model Ordinance on Pet Waste
2. Chlorine Reduction Model Ordinance Language (to be converted to a policy)



# CHLORIDE REDUCTION MODEL ORDINANCE LANGUAGE

July 18, 2019

## 1. Background and Purpose

Chloride is easily transmitted into lakes, streams and groundwater, threatening drinking water supplies, as well as the health of freshwater fish and other aquatic life. This document discusses chloride-based deicers, specifically sodium chloride (NaCl), magnesium chloride (MgCl<sub>2</sub>), and calcium chloride (CaCl<sub>2</sub>). For purposes of discussion, these deicers are sometimes generally referred to as 'salt'. Deicers can enter into the environment during storage, transport, and application. It takes only one teaspoon of salt to permanently pollute five gallons of water. Once in the water, there is no easy way to remove the chloride. Minnesota residents experience the impacts of chloride contamination in many ways:

- **Drinking water.** Salt has contaminated groundwater in some areas of the state; 75 percent of Minnesotans rely on groundwater for drinking water. Excess salt could affect the taste and healthfulness of drinking water. Twenty-seven percent of monitoring wells in the Twin Cities metro area had chloride concentrations that exceeded EPA drinking water guidelines. Thirty percent of Twin Cities wells had chloride concentrations that exceeded the water quality standard.
- **Fish and aquatic bugs.** High amounts of chloride are toxic to fish, aquatic bugs, and amphibians. Chloride can negatively affect the fish and insect community structure, diversity and productivity, even at lower levels
- **Increased corrosivity in drinking waters.** High chloride can increase tendency of water to cause corrosion in distribution systems and can increase the rate of release of lead into the water.
- **Plants.** Road salt splash can kill plants and trees along the roadside; plants that take up salty water through their roots can also suffer. Chloride in streams, lakes, and wetlands harms aquatic vegetation and can change the plant community structure.
- **Soil.** Salt-laden soil can lose its ability to retain water and store nutrients and be more prone to erosion and sediment runoff (which also harms water quality).
- **Pets.** Salt can sicken pets that consume it, lick it off their paws, or drink salty snow melt/runoff. It can also irritate their paw pads.
- **Infrastructure.** Chloride corrodes road surfaces and bridges and damages reinforcing rods, increasing maintenance and repair costs.
- **Wildlife.** Some birds, like finches and house sparrows, can die from ingesting deicing salt. Some salt-sensitive species are particularly at risk.

The 2019 [Statewide Chloride Management Plan](#) states that winter maintenance activities are a primary source of chloride discharges into lakes, streams, wetlands and groundwater. A municipality should evaluate which of these winter maintenance activity sources has the highest level of concern based on field observations, complaints or facility inspections. Other resources helpful in understanding sources of chlorides are provided on MPCA's Statewide Chloride Resources website at:

<https://www.pca.state.mn.us/water/statewide-chloride-resources>.

Model ordinance language contained in this document serves as guidance for municipal officials who want direction in regulating the use of deicers to protect water quality, animals, human health and infrastructure. Model ordinance language has been adapted from existing code from mid-western localities and Minnesota Pollution Control Agency (MPCA) Smart Salting and deicer management guidance. Local governments may want to institute regulatory options voluntarily or as part of their MS4 program.

Model ordinance language focuses on four areas:

- **Occupational Licensure for Winter Maintenance Professionals.** If over- or improper application of salt and other deicing materials is an identified issue, a municipality may wish to utilize model ordinance language requiring winter maintenance professionals (internal or contracted) and/or private winter maintenance professionals to become certified in MPCA's Smart Salting program in order to operate within their jurisdiction.
- **Deicer Bulk Storage Facility Regulations.** If improper storage, transfer, and placement of bulk amounts of salt or other deicers is an identified issue, a municipality may wish to include bulk storage regulations in their municipal code.
- **Land Disturbance Activities.** A municipality may wish to address chloride management as part of their post-construction stormwater requirements. Model language is provided that would require a land disturbance permit applicant to provide chloride use information and Smart Salting Certification when conducting new or redevelopment activities.
- **Parking Lot, Sidewalk and Private Road Sweeping Requirements.** If salt and other deicing materials remain on surfaces after the winter season, a municipality may wish to include sweeping requirements in their zoning regulations.

Each municipality should consider which of these ordinances is most appropriate to select based on the desired impact and the available administrative resources.

Section 2 provides general model ordinance language, including Definitions and Findings that can be used to provide the legal basis for the requirements in an ordinance. Section 3 includes the model ordinance language. The model ordinance language is meant to be a guide only and is not meant to be used verbatim. Grey highlighted text indicates language which would need to be tailored to a municipality's specific needs or example language to be considered.

Blue "tip" text boxes appear throughout the document to help explain rationale for aspects of the model ordinance language or provide options for implementation. The text boxes provide context for users of this document to determine how to use or interpret the model ordinance language and/or websites to refer to for more information.

## 2. General Model Ordinance Language

Municipalities can consider adding the following general language as needed to existing or proposed ordinances.

### 2.1. Definitions

*Anti-icing* means the application of a liquid deicer prior to the onset of a snow event.

*Best Management Practice (BMP)* means structural, vegetative or managerial practices used to treat, prevent or reduce water pollution.

*Certified Salt Applicator* means an individual who applies deicer and has completed Minnesota Pollution Control Agency Smart Salting training (Level 1 or 2).

*Deicer* means any substance used to melt snow and ice or used for its anti-icing effects.

**Tip:** Some or all of these terms may already be included in a municipality's code. If so, any revisions should utilize existing defined terms as appropriate.

*Winter Maintenance Professional* means an individual who applies deicer for hire (i.e., snow plow drivers, salt truck drivers).

## **2.2. Findings**

Findings are typically used in municipal code to provide the legal basis for the requirements that follow. They can reference other policies or plans which provide additional rationale. Not all municipalities use findings within their local code, but they can be helpful when a municipality is introducing a new legal concept. Findings may be most appropriate for the ordinances described in Sections 3.1 and 3.2 of this Guidance. Sections 3.3 and 3.4 would likely involve the revision of existing language rather than new legal concepts. Municipalities can consider using the following Findings language:

- (a) The removal of snow and ice from roadways is essential to both public safety and to the local economy and in order to protect the public safety, during and after winter storm events, the use of pavement deicing chemicals is a widely accepted means of keeping roadways passable; and
- (b) Pavement deicing is typically accomplished through the use of deicers which can be corrosive to vehicles, roadway surfaces, and bridges and has been found to have adverse effects on the surface waters, ground water and to environmentally sensitive areas; and
- (c) The restoration of surface and ground water quality and ecosystems in such areas can be very difficult and costly, if not impossible, to rehabilitate through reverse osmosis, once the events of contamination occur; and
- (d) Proper utilization and management of deicing materials is critical to ensure that the environmental impacts of related practices are reduced to the maximum extent possible; and
- (e) Negative environmental impacts may occur when salt and other deicers are not properly stored and transported; and
- (f) One of the primary sources of chloride entering the ground water is salt spillage that is either plowed or washed from maintenance yards, unloading, and loading areas and it is necessary to regulate all persons engaged in the storage and use of bulk deicing materials on their property and elsewhere in order to reduce the costly impacts of such use to the surrounding vegetation, surface water and ground water; and
- (g) The [mayor and members of the city council/town board] believe that it is in the best interest of the [city or township] to regulate and require the permitting of such business under the terms and provisions as established herein.

## **3. Model Ordinance Language**

### **3.1. Occupational Licensure for Winter Maintenance Professionals**

Municipalities, which choose to utilize this regulatory strategy, could require:

1. Smart Salting certification,
2. storage of deicing materials BMPs, or
3. both

via occupational licensure of winter maintenance. For the purposes of this model language the term “license” is used, however, municipalities may utilize business permits or equivalent, instead. Municipalities can incorporate these requirements as appropriate into any existing licensure regulations.

The following model language incorporates both Smart Salting Certification and non-prescriptive BMPs into an occupational licensing requirement for winter maintenance professionals. This language should not be considered complete as individual municipalities may have their own unique insurance, liability and licensing requirements.

### *Applicability*

No person will engage in the operation of a winter maintenance business for the private operation of a snowplowing service or the use or storage of salt or other deicing materials, or to assist others in the same for the purpose of managing ice and snow from private roadways, parking areas and sidewalks and on commercial, industrial, institutional, office, multi-family and private single-family residential dwellings without being in compliance with the terms and provisions of this chapter. A license must be obtained from the clerk upon approval of [the director of public works]. The clerk will publish to the [city’s or township’s] website a list of all license holders.

### *Certification Required*

All licensees must employ an individual who possesses current Smart Salting Level 1 and Level 2 Certification from the Minnesota Pollution Control Agency. This individual must be responsible for the application of appropriate deicing material at the proper amount and rate; the employment of correct procedures for temperature and conditions; accurate record-keeping and data recordation; and calibration of equipment as least [annually]. This individual and the license holder must be available for and respond to inquiries and record requests from the licensing official for purposes of determining compliance with this section. In the event of a major storm emergency, the licensing official may exempt winter maintenance professionals from the requirements of this section for services completed under contract with the [city/township].

### *Insurance Required*

Any person desiring a [license] must file an application with the [city/township clerk]. Each applicant must file with the application one (1) or more certificates of insurance for public liability and property damage co-insuring the applicant and the [city/township] in amounts to be established by the [city council/town board] by resolution. The insurance must be approved as to form by the [city/township attorney].

### *Deicer Storage Requirements*

All licensees must employ best management practices to minimize the discharge of polluted runoff from salt and deicer storage and application as follows:

- (1) Designated salt and deicer storage areas must be covered or indoors;

**TIP:** The BMPs specified are very general and non-prescriptive. A municipality may choose to be more prescriptive within licensure requirements (see Deicer Bulk Storage Facility Regulations model language).



- (2) Designated salt and deicer storage areas must be located on an impervious surface; and
- (3) Implementation of practices to reduce exposure when transferring material in designated salt and deicer storage areas (e.g., sweeping, diversions, and/or containment).

#### *License Required*

Upon submittal of the Minnesota Pollution Control Agency Smart Salting Level 1 and 2 Certification documents, filing the public liability insurance policy or certificate of insurance with the [city/township clerk], and upon payment of the license fee required in [insert cite] to the [city/township treasurer], the license will be issued. An updated certification document is required every two years per the Smart Salting Level 2 Certification requirements and every 5 years for Level 1 Certification.

**TIP:** MPCA Smart Salting requirements can be found at:  
<https://www.pca.state.mn.us/water/salt-applicators>.

#### *Penalty*

Any person violating this section must forfeit to the [city/township] a penalty of not less than [insert amount] nor more than [insert amount] for each offense, and in default of payment thereof will be imprisoned for a period not to exceed [insert period], or until such penalty and costs must be paid.

### **3.2. Deicer Bulk Storage Facility Regulations**

These regulations would apply to all properties within the municipality's jurisdiction. *General Requirements* are recommended as a basic level of control for bulk facilities. *Facility Siting, Snow Piles, Salt Truck Wash Water, and Transfer of Materials* below are optional and should be selected by municipalities as appropriate.

#### *Applicability*

The following sections apply to all indoor and outdoor bulk deicer storage facilities (temporary and permanent) including salt piles, salt bag storage, sand piles and other storage of deicing materials. Bulk storage, as regulated by this chapter, is defined as storage of any material used for deicing and/or traction during winter conditions that is more than [for example, five tons in solid form (or 1,000 gallons in liquid form)].

**TIP:** Amount of deicer specified in the model language is for example purposes only. Municipalities should decide at which point managers want these regulations to apply. Locality should decide if they want the regulations to apply to industrial facilities or if they should be exempt. Municipalities may want to specifically exclude commercially bagged salt or salt used for manufacturing.

#### *General Requirements*

- (1) Indoor operations for the storage of deicing materials must be provided wherever possible in order to prevent such materials from being affected by rain, snow and melt water.
- (2) All salt, sand and other deicing materials stored outdoors must be covered at all times.
  - (a) When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles (to protect against precipitation and surface water runoff). The cover must

prevent runoff and leachate from being generated by the outdoor storage piles. The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.

(b) Any roof leaks, tears or damage should be temporarily repaired during winter to reduce the entrance of precipitation. Permanent repairs must be completed prior to the next winter season.

### *Facility Siting*

(1) The facility must be in close proximity to the area in which the deicing materials are to be used, if practical.

(2) Each facility must be located outside of floodplains and [insert distance] from lakes, rivers, streams, ditches, storm drains, manholes, catch basins, wetlands and any other areas likely to absorb runoff. A facility must not be located [in close proximity to, within a certain distance of] surface water features, water supplies, wells or drywells.

(3) A facility must be located on impermeable surfaces.

(4) The property slope must be away from the facility's salt, deicer, and sand storage area.

(5) Salt vulnerable/intolerant natural areas should be avoided as storage facilities to the extent possible. Where they cannot be avoided, specific measures should be instituted to protect vulnerable areas. [Salt vulnerable/intolerant natural areas include, but are not limited to:

(a) Areas with salt sensitive vegetation

(b) Areas serving as a source of drinking water (surface water and ground water)

(c) Areas with bodies of water with low dilution, low volume or salt sensitive species

(d) Areas associated with ground water recharge zones or shallow water table, with medium to high permeable soils]

**TIP:** Municipalities may want to specify salt vulnerable areas, e.g., specific water bodies.

### *Snow Piles*

Snow piles must be located downslope from salt and deicer storage areas to prevent the snow melt from flowing through storage areas and carrying material to the nearest drainage system or waterway.

### *Deicer Truck Wash Water*

Deicer- and salt-containing truck wash water must be captured, treated, and recycled for use as salt-brine in pre-wetting and anti-icing activities.

### *Transfer of Materials*

Practices must be implemented in order to reduce exposure (e.g., sweeping, diversions, and/or containment) when transferring salt or other deicing material.

### 3.3.Land Disturbance Permitting

The following language would be included as part of land use regulations and would apply to new and redevelopment projects which trigger the need for a land-disturbing permit. A chloride management plan is required per these regulations; the city or township could develop plan content requirements based on the regulatory strategies presented in this guidance, or per regional chloride management plans applicable to the city or township. These regulations apply to the property owner(s) rather than the winter maintenance professional(s).

#### *Chloride Management*

An applicant for a permit for land-disturbing activity on property other than individual single-family home sites must provide a plan for post-construction management of chloride use on the site that includes, at a minimum:

- (1) Designation of an individual authorized to implement the chloride-use plan; and
- (2) Designation of a Minnesota Pollution Control Agency Smart Salting-certified salt applicator engaged in the implementation of the chloride-use plan for the site.

**TIP:** To achieve MPCA certification, an applicator must first attend a Level 1 Smart Salting Training class and pass the required test. Additional information is available at:  
<https://www.pca.state.mn.us/water/smart-salting-training>.

### 3.4.Parking Lot, Sidewalk and Private Road Sweeping Requirements

The below model language is designed to show how deicer sweeping can be incorporated into existing off-street parking, sidewalk and private roadway snow management requirements. Municipalities should incorporate sweeping language into existing code language as appropriate.

#### *Sweeping of Parking Lot, Sidewalk, and Private Roads*

Every owner or occupant of any dwelling or other residential building, proprietor or lessee of any business, commercial or public premises, or [insert other entities as appropriate such as homeowner's associations] within the [city/township], must conform to ice and snow removal specified under [code section]. If dry deicing material is spread, it must be properly swept and disposed of immediately after snow melt. If an owner, occupant, proprietor or lessee neglects or refuses to sweep excess deicing material, the [city/township] may sweep such material or authorize some person to do the same on behalf of the [city/township]. The [city/township], in its sole discretion, may issue notices of violation to an owner, lessee, proprietor, or occupant for violations of this section.

**TIP:** Municipalities may want to specify the process for deicer disposal. Some municipalities accept excess materials for disposal or require specific locations for landfill disposal. More information is available at:  
<https://www.pca.state.mn.us/water/chloride-salts>.

# Model Pet Waste Ordinance

Prepared on 9/30/2020

Text in brackets and italicized should be reviewed and tailored by the permit holder.

## Sec. XXX – Animal Waste

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Animal:* A dog, cat or other animal kept for amusement or companionship.

*Owner/Custodian:* Any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.

*Immediately:* at once, without delay.

*Soil/defile:* to make unclean from excrement

*Waste:* solid matter expelled from the bowels of the pet; excrement

(a) No owner or custodian of any animal shall cause or allow such animal to soil, defile or defecate on any public property or upon any street, sidewalk, public way, play area *[or common grounds owned jointly by the members of a homeowners' or condominium association], [or upon private property other than that of the owner]*, unless such owner immediately removes and disposes of all feces deposited by such animal in a sanitary manner.

(b) It is unlawful for any person owning, keeping or harboring an animal to cause or permit said animal to be on any public *[or private]* property, *[if private property included add: not owned or possessed by such person]* without having in his/her immediate possession a device for the removal of feces and depository for the transmission of excrement to a proper receptacle located on the property owned or possessed by such person.

(c) It is unlawful for any person in control of, causing or permitting any animal to be on any public *[or private]* property, *[if private property included add: not owned or possessed by such person]* to fail to remove feces left by such animal and dispose of it properly as described in section (d).

(d) Proper disposal of animal waste shall be limited to burial where lawfully permitted, flushing in the toilet, bagging for disposal in the owner or keeper's waste receptacle, and bagging for disposal in a waste receptacle *[designated for animal waste]* in a public park or park area.

(e) Disposal of animal waste in storm drains is prohibited.

(f) Disposal of animal waste in public compost is prohibited.

(g) The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.

(h) Any *[peace officer], [animal control officer], [park ranger], [any duly authorized assistant], [any duly authorized agent], [or any person authorized by the animal control officer]* should be responsible for issuing the citations.

*[(i) Any person violating any provision of this ordinance may be subject to a forfeiture of not less than \$\_\_\_ nor more than \$\_\_\_. ]*

*[(j) Other relevant ordinances for animal care and waste disposal are listed below:*

- \_\_\_
- \_\_\_]



June 30, 2022

**RE: City of Newport – Pay Application #18 – Newport City Hall, Fire Hall, and Law Enforcement Center**

**Dear Mr. Matthew Yokiell,**

Labor	\$201,110.32
Materials	\$78,017.42
<b>Total</b>	<b>\$279,127.74</b>

The labor and material amounts listed above represent the total billings for the Pay Application #18.

Please let me know if you have any questions.

Respectfully,

**Joseph A. Uhlhorn**

CFO + Partner

651-335-4634

[juhlhorn@hu-construction.com](mailto:juhlhorn@hu-construction.com)



**Complex Projects Solved**

# APPLICATION AND CERTIFICATE FOR PAYMENT

## TO (OWNER)

City of Newport  
596 7th Ave  
Newport, MN 55055

**PROJECT:** NEWPORT CITY HALL & FIRE STATION  
OVERALL

**APPLICATION NO:** 18

**PERIOD TO:** 6/30/2022

Distribution to:

☒ OWNER

☐ ARCHITECT

☐ CONST. MANAGER

☒ FILE

## FROM (CM):

HOFFMANN + UHLHORN CONSTRUCTION, INC.  
5555 W 78TH ST, SUITE A  
MINNEAPOLIS, MN 55439

CONTRACT DATE:

## APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders Approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$400,823.94	(\$3,105.00)
Approved this Month		\$0.00	\$0.00
Number	Date Approved		
TOTALS		\$400,823.94	(\$3,105.00)
Net change by Change Orders		\$397,718.94	

The undersigned Construction Manager certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and that current payments shown herein are now due.

**CONSTRUCTION MANAGER:** HOFFMANN + UHLHORN CONSTRUCTION, INC.

By: *Lucas D. Nelson*

Date: 7/8/2022

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the Amounts Certified.

Application is made for Payment, as shown below,

**Continuation Sheet, AIA Document G703**, is attached.

1. COMMITTED COST	\$7,224,613.00
2. Net Change by Change Orders	\$397,718.94
3. SUM TO DATE (Line 1+2)	\$7,622,331.94
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$6,982,401.99
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D+E on G703)	\$347,370.25
b. <u>  </u> % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$347,370.25
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$6,635,031.74
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$6,355,904.00
8. CURRENT PAYMENT DUE	\$279,127.74
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$987,300.20

State of: MINNESOTA

County of:

Anoka County

Subscribed and sworn to before me this

7/8/2022

Notary Public:

My Commission expires:

31-Jan-23

**AMOUNT CERTIFIED**

\$

(Attach explanation if amount certified differs from the amount applied for).

ARCHITECT: Brunton Architects & Engineers

By:

*Vijin Sachdev*

Date: 07/11/2022



AIA Document G723, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.

		A	B	C	D	E	F		G	H
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULE VALUE  (A+B)	WORK COMPLETED		TOTAL COMPLETED AND STORED	% (F/C)	BALANCE TO FINISH (C-F)	RETAINAGE
					FROM PREV. APPL.	THIS PERIOD				
Pre-Con	Preconstruction Fees	35,000.00	0.00	35,000.00	35,000.00	0.00	35,000.00	100%	0.00	0.00
0	Payment and Performance Bond	77,485.00	1,362.74	78,847.74	76,722.00	0.00	76,722.00	97%	2,125.74	3,836.10
1	General Conditions	195,000.00	0.00	195,000.00	96,316.64	6,681.39	102,998.03	53%	92,001.97	5,149.90
Reimburse	Construction Management Reimburs	243,180.00	68,587.50	311,767.50	290,385.00	21,382.50	311,767.50	100%	0.00	15,588.38
Fee	Construction Management Fee	176,210.00	3,131.20	179,341.20	162,282.50	7,166.31	169,448.81	94%	9,892.39	8,472.44
Allowance	Utilities Allowance	50,000.00	0.00	50,000.00	20,951.41	0.00	20,951.41	42%	29,048.59	1,047.57
Contingency	Construction Contingency	322,392.00	(185,355.50)	137,036.50	0.00	0.00	0.00	0%	137,036.50	0.00
Testing	Materials Testing	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0%	20,000.00	0.00
#0330	Cast-In-Place Concrete	402,850.00	29,772.00	432,622.00	280,425.00	0.00	280,425.00	65%	152,197.00	14,021.25
#0330-1	Concrete Delays	0.00	(81,566.00)	(81,566.00)	0.00	0.00	0.00	0%	(81,566.00)	0.00
#0341	Structctural Precast	1,294,664.00	21,543.00	1,316,207.00	1,316,207.00	0.00	1,316,207.00	100%	0.00	65,810.35
#0510	Steel Erection	79,660.00	11,454.00	91,114.00	88,783.00	2,331.00	91,114.00	100%	0.00	4,555.70
#0512	Steel Supply	125,000.00	4,429.00	129,429.00	129,115.00	0.00	129,115.00	100%	314.00	6,455.75
#0610	Carpentry & GC	408,500.00	71,633.00	480,133.00	319,959.05	93,288.06	413,247.11	86%	66,885.89	20,662.36
#0750	Roofing & Metal Panels	375,960.00	9,682.00	385,642.00	353,639.20	32,002.80	385,642.00	100%	0.00	19,282.10
#0790	Caulking & Firestopping	53,265.00	0.00	53,265.00	18,706.00	4,209.75	22,915.75	43%	30,349.25	1,145.79
#0810	Doors, Frames, Hardware - Supply	95,490.00	0.00	95,490.00	91,385.00	0.00	91,385.00	96%	4,105.00	4,569.25
#0833	Coiling & Sectional Doors	107,820.00	450.00	108,270.00	108,270.00	0.00	108,270.00	100%	0.00	5,413.50
#0840	Aluminum Storefronts & Curtainwall	109,500.00	33,371.00	142,871.00	137,052.00	3,821.00	140,873.00	99%	1,998.00	7,043.65
#0920	Drywall & Fireproofing	236,369.00	37,569.00	273,938.00	266,000.62	2,937.38	268,938.00	98%	5,000.00	13,446.90
#0930	Tile	51,000.00	0.00	51,000.00	51,000.00	0.00	51,000.00	100%	0.00	2,550.00
#0950	Acoustical Ceilings & Panels	44,700.00	0.00	44,700.00	44,700.00	0.00	44,700.00	100%	0.00	2,235.00
#0965	Resilient Flooring & Carpet	94,299.00	(161.00)	94,138.00	70,352.64	14,766.96	85,119.60	90%	9,018.40	4,255.98
#0990	Painting and Wallcovering	79,400.00	3,550.00	82,950.00	24,665.00	42,026.00	66,691.00	80%	16,259.00	3,334.55
#1420	Conveying Equipment	122,520.00	0.00	122,520.00	83,389.10	32,205.55	115,594.65	94%	6,925.35	5,779.73
#2100	Fire Protection	75,500.00	0.00	75,500.00	42,900.00	0.00	42,900.00	57%	32,600.00	2,145.00
#2200	Plumbing & Heating	459,290.00	223,298.00	682,588.00	663,388.00	11,200.00	674,588.00	99%	8,000.00	33,729.40
#2300	HVAC & Controls	374,000.00	15,523.00	389,523.00	386,773.00	0.00	386,773.00	99%	2,750.00	19,338.65
#2600	Electrical	554,600.00	89,807.00	644,407.00	624,607.00	19,800.00	644,407.00	100%	0.00	32,220.35
#3100	Earthwork & Site Utilities	659,900.00	14,682.00	674,582.00	671,736.00	0.00	671,736.00	100%	2,846.00	33,586.80
#3210	Asphalt Paving	263,200.00	24,237.00	287,437.00	233,873.13	0.00	233,873.13	81%	53,563.87	11,693.66
#3290	Landscaping & Fencing	37,859.00	720.00	38,579.00	0.00	0.00	0.00	0%	38,579.00	0.00
	TOTAL CONTRACT AMOUNTS	7,224,613.00	397,718.94	7,622,331.94	6,688,583.29	293,818.70	6,982,401.99	92%	639,929.95	347,370.25



# APPLICATION AND CERTIFICATE FOR PAYMENT

## TO (OWNER)

City of Newport  
596 7th Ave  
Newport, MN 55055

**PROJECT:** NEWPORT CITY HALL & FIRE STATION  
LABOR AND GEN CONDITIONS

**APPLICATION NO:** 18

**PERIOD TO:** 6/30/2022

Distribution to:

☒ OWNER

☐ ARCHITECT

☐ CONST. MANAGER

☒ FILE

## FROM (CM):

HOFFMANN + UHLHORN CONSTRUCTION, INC.  
5555 W 78TH ST, SUITE A  
MINNEAPOLIS, MN 55439

CONTRACT DATE:

## APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders Approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$153,917.94	\$0.00
Approved this Month		\$0.00	\$0.00
Number	Date Approved		
TOTALS		\$153,917.94	\$0.00
Net change by Change Orders		\$153,917.94	

The undersigned Construction Manager certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and that current payments shown herein are now due.

**CONSTRUCTION MANAGER:** HOFFMANN + UHLHORN CONSTRUCTION, INC.

By: *Lucas D. Nelson*

Date: 7/8/2022

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the Amounts Certified.

Application is made for Payment, as shown below,

**Continuation Sheet, AIA Document G703**, is attached.

1. COMMITTED COST	\$3,899,879.00
2. Net Change by Change Orders	\$153,917.94
3. SUM TO DATE (Line 1+2)	\$4,053,796.94
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$3,503,855.42
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D+E on G703)	\$173,442.89
b. <u>0</u> % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$173,442.89
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$3,330,412.53
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$3,129,302.21
8. CURRENT PAYMENT DUE	\$201,110.32
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$723,384.41

State of: MINNESOTA

County of:

Anoka County

Subscribed and sworn to before me this

7/8/2022

Notary Public:

My Commission expires:

31-Jan-23

**AMOUNT CERTIFIED**

\$

(Attach explanation if amount certified differs from the amount applied for).

ARCHITECT: **Brunton Architects & Engineers**

By:

*Vijin Sachdev*

Date: 07/11/2022



**CITY OF NEWPORT - LABOR & GENERAL CONDITIONS**  
**H+U CONSTRUCTION EDITION OF AIA DOCUMENT G703**

**APPLIC. FOR PAYMENT NO.#18**  
**PERIOD ENDING 6/30/2022**

AIA Document G723, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.

		A	B	C	D	E	F		G	H
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULE VALUE  (A+B)	WORK COMPLETED		TOTAL COMPLETED AND STORED	% (F/C)	BALANCE TO FINISH (C-F)	RETAINAGE
					FROM PREV. APPL.	THIS PERIOD				
Pre-Con	Preconstruction Fees	35,000.00	0.00	35,000.00	35,000.00	0.00	35,000.00	100%	0.00	0.00
0	Payment and Performance Bond	77,485.00	1,362.74	78,847.74	76,722.00	0.00	76,722.00	97%	2,125.74	3,836.10
1	General Conditions	195,000.00	0.00	195,000.00	96,316.64	6,681.39	102,998.03	53%	92,001.97	5,149.90
Reimburse	Construction Management Reimbursable	243,180.00	68,587.50	311,767.50	290,385.00	21,382.50	311,767.50	100%	0.00	15,588.38
Fee	Construction Management Fee	176,210.00	3,131.20	179,341.20	162,282.50	7,166.31	169,448.81	94%	9,892.39	8,472.44
Allowance	Utilities Allowance	50,000.00	0.00	50,000.00	20,951.41	0.00	20,951.41	42%	29,048.59	1,047.57
Contingency	Construction Contingency	322,392.00	(185,355.50)	137,036.50	0.00	0.00	0.00	0%	137,036.50	0.00
Testing	Materials Testing	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0%	20,000.00	0.00
#0330	Cast-In-Place Concrete	257,850.00	20,770.00	278,620.00	181,225.00	0.00	181,225.00	65%	97,395.00	9,061.25
#0330-1	Concrete Delays	0.00	(57,056.00)	(57,056.00)	0.00	0.00	0.00	0%	(57,056.00)	0.00
#0341	Strutctural Precast	261,331.00	8,666.00	269,997.00	269,997.00	0.00	269,997.00	100%	0.00	13,499.85
#0510	Steel Erection	79,660.00	11,454.00	91,114.00	88,783.00	2,331.00	91,114.00	100%	0.00	4,555.70
#0610	Carpentry & GC	224,800.00	23,653.00	248,453.00	162,984.76	41,937.71	204,922.47	82%	43,530.53	10,246.12
#0750	Roofing & Metal Panels	168,600.00	7,019.00	175,619.00	148,728.20	26,890.80	175,619.00	100%	0.00	8,780.95
#0790	Caulking & Firestopping	39,740.00	0.00	39,740.00	13,193.50	2,403.50	15,597.00	39%	24,143.00	779.85
#0833	Coiling & Sectional Doors	21,420.00	0.00	21,420.00	21,420.00	0.00	21,420.00	100%	0.00	1,071.00
#0840	Aluminum Storefronts & Curtainwall	49,500.00	16,978.00	66,478.00	63,568.00	2,081.00	65,649.00	99%	829.00	3,282.45
#0920	Drywall & Fireproofing	186,369.00	28,561.00	214,930.00	206,992.62	2,937.38	209,930.00	98%	5,000.00	10,496.50
#0930	Tile	20,000.00	0.00	20,000.00	20,000.00	0.00	20,000.00	100%	0.00	1,000.00
#0950	Acoustical Ceilings & Panels	19,000.00	0.00	19,000.00	19,000.00	0.00	19,000.00	100%	0.00	950.00
#0965	Resilient Flooring & Carpet	41,479.00	(161.00)	41,318.00	20,032.64	14,766.96	34,799.60	84%	6,518.40	1,739.98
#0990	Painting and Wallcovering	67,500.00	1,425.00	68,925.00	21,945.00	31,911.00	53,856.00	78%	15,069.00	2,692.80
#1420	Conveying Equipment	55,877.00	0.00	55,877.00	16,746.10	32,205.55	48,951.65	88%	6,925.35	2,447.58
#2100	Fire Protection	29,340.00	0.00	29,340.00	5,800.00	0.00	5,800.00	20%	23,540.00	290.00
#2200	Plumbing & Heating	210,735.00	81,946.00	292,681.00	273,481.00	11,200.00	284,681.00	97%	8,000.00	14,234.05
#2300	HVAC & Controls	161,000.00	9,715.00	170,715.00	170,715.00	0.00	170,715.00	100%	0.00	8,535.75
#2600	Electrical	178,500.00	43,337.00	221,837.00	214,037.00	7,800.00	221,837.00	100%	0.00	11,091.85
#3100	Earthwork & Site Utilities	558,400.00	12,400.00	570,800.00	567,954.00	0.00	567,954.00	100%	2,846.00	28,397.70
#3210	Asphalt Paving	126,796.00	18,137.00	144,933.00	123,899.95	0.00	123,899.95	85%	21,033.05	6,195.00
#3290	Landscaping & Fencing	22,715.00	385.00	23,100.00	0.00	0.00	0.00	0%	23,100.00	0.00
	TOTAL CONTRACT AMOUNTS	3,899,879.00	153,917.94	4,014,833.94	3,292,160.32	211,695.10	3,503,855.42	87%	510,978.52	173,442.89

**INVOICE SUMMARY-**  
**CITY OF NEWPORT - LABOR & GENERAL CONDITIONS**

**PAYMENT APPLICATION NO. #18**  
**PERIOD ENDING 6/30/2022**

ITEM NO#	DESCRIPTION	VENDOR	DATE	NUMBER	AMOUNT	RETAINAGE	DUE
1	General Conditions	H+U Construction	6/30/22	Applic #16	\$6,681.39	\$334.07	\$6,347.32
Reimburse	Construction Management Reimbursat	H+U Construction	6/30/22	Applic #15	\$21,382.50	\$1,069.13	\$20,313.37
Fee	Construction Management Fee	H+U Construction	6/30/22	Applic #17	\$7,166.31	\$358.32	\$6,807.99
#0510	Steel Erection	Amererect	6/30/22	Applic #6	\$2,331.00	\$116.55	\$2,214.45
#0610	Carpentry & GC	Tekton	6/30/22	Applic #10	\$41,937.71	\$2,096.89	\$39,840.82
#0750	Roofing & Metal Panels	Central Roofing	6/30/22	Applic #8	\$26,890.80	\$1,344.54	\$25,546.26
#0790	Caulking & Firestopping	Carciofini Company	6/30/22	Applic #5	\$2,403.50	\$120.18	\$2,283.32
#0840	Aluminum Storefronts & Curtainwall	Capital City Glass	6/30/22	Applic #8	\$2,081.00	\$104.05	\$1,976.95
#0920	Drywall & Fireproofing	RTL Construction	6/30/22	Applic #10	\$2,937.38	\$146.87	\$2,790.51
#0965	Resilient Flooring & Carpet	Multiple Concepts	6/30/22	Applic #2	\$14,766.96	\$738.35	\$14,028.61
#0990	Painting and Wallcovering	Universal Painting	6/30/22	Applic #3	\$31,911.00	\$1,595.55	\$30,315.45
#1420	Conveying Equipment	Minnesota Elevator	6/30/22	Applic #2	\$32,205.55	\$1,610.28	\$30,595.27
#2200	Plumbing & Heating	Davis Mechanical Systems, Inc.	6/30/22	Applic #14	\$11,200.00	\$560.00	\$10,640.00
#2600	Electrical	B&B Electric, Inc.	6/30/22	Applic #12	\$7,800.00	\$390.00	\$7,410.00
SUBTOTAL AMOUNT DUE					\$211,695.10	\$10,584.78	\$201,110.32
TOTAL AMOUNT DUE							\$201,110.32



TO: CITY OF NEWPORT  
596 7TH AVE  
NEWPORT, MN 55055

ATTN: ACCOUNTING

RE: NEWPORT CITY HALL & FIRE STATION

Invoice for Construction Management services performed during the month of June, 2022

**CONSTRUCTION MANAGEMENT REIMBURSABLES**

Project Superintendent	196.50 hrs. @	105.00	\$20,632.50
Truck, Travel, & Small Tools	1 mo. @	1,200.00	\$1,200.00
Field Office Trailer	1 mo. @		(\$450.00)

**Subtotal Construction Management Reimbursables** **\$21,382.50**

**GENERAL CONDITIONS**

Sales Tax Credit	(\$548.40)
Expendable Supplies	\$18.19
Drinking Water	\$50.29
Temporary Toilets	\$343.60
Equipment Rental	\$3,683.23
Trash Removal	\$801.75
Scmit Towing	\$258.73
Professional Services Industries	\$2,074.00

**Subtotal Reimbursable Expenses** **\$6,681.39**

**Total** **\$28,063.89**

**Contractor's Pay Applications June 30, 2022**

#0510-Labor Amerect Inc.	\$2,331.00
#0610-Labor Tekton Construction Company	\$41,937.71
#0610-Material Tekton Construction Company	\$51,350.35
#0750-Labor Central Roofing	\$26,890.80
#0750-Material Central Roofing	\$5,112.00
#0790-Labor Carciofini Company	\$2,403.50
#0790-Material Carciofini Company	\$1,806.25
#0840-Labor Capital City Glass	\$2,081.00
#0840-Material Capital City Glass	\$1,740.00



INVOICE : 220159  
PROJECT: J20002  
JUNE 30, 2022  
PAGE 2 OF 2

TO: CITY OF NEWPORT  
596 7TH AVE  
NEWPORT, MN 55055

ATTN: ACCOUNTING

RE: NEWPORT CITY HALL & FIRE STATION

---

**Contractor's Pay Applications June 30, 2022**

#0920-Labor RTL Construction, Inc.	\$2,937.38
#0965-Labor Multiple Concepts Interiors	\$14,766.96
#0990-Labor Universal Painting & Drywall, Inc.	\$31,911.00
#0990-Material Universal Painting & Drywall, Inc.	\$10,115.00
#1420-Labor MEI Total Elevator Solutions	\$32,205.55
#2200-Labor Davis Mechanical Systems, Inc.	\$11,200.00
#2600-Labor B&B Electric, Inc.	\$7,800.00
#2600-Material B&B Electric, Inc.	\$12,000.00

**Total Contractor's Pay Applications June 1 - June 30** **\$258,588.50**

**CONSTRUCTION MANAGEMENT FEE** **\$7,166.31**

**Total Before Retainage** **\$293,818.70**

**Retainage**

<b>Current Retainage</b>	14,690.95
<b>Prior Retainage</b>	332,679.30
<b>Retainage-To-Date</b>	347,370.25

**Total Amount Due** **\$279,127.74**



MENARDS - COTTG GRV  
9000 E. Point  
Douglas RD.  
Cottage Grove, MN  
55016

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 9/11/22

If you have questions regarding the  
charges on your receipt, please  
email us at:  
CGR11fromus@menards.com



Sale Transaction

NON-SHRIK CRDIT	
1891065	16.94
TOTAL	16.94
TAX WASHINGTON-MN 7.375%	1.25
TOTAL SALE	18.19
US DEBIT 5541	18.19
Auth Code:086911	
Chip Inserted	
a0000000980840	
TC - 8b1d50c8751dec32	

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
1912

GUEST COPY

The Cardholder acknowledges receipt of  
goods/services in the total amount shown  
hereon and agrees to pay the card issuer  
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Randall

80445 03 1302 06/13/22 12:31PM 3114

Premium Waters  
720 29th Ave SE  
Minneapolis, MN 55414  
Ph: (612) 379-4141

**Invoice # 318837130**

Wed, Jun 15 2022, 03:57pm  
Driver: Ripley; Toby  
Rte-Day-Stop: 31C32-X22-0949

**Account 863536**

H+U CONSTRUCTION  
2060 1ST AVE  
NEWPORT MN 55055

Item	Qty	Price	Amount
Kandi 5 Gal Drink	5 @	6.50	32.50
Service Charge	1 @	5.99	5.99
Sales			38.49
Bottles on Hand Detail			
5 Gal Deposit	Deliv: 5	Ret: 5	Net: 0
Subtotal			38.49
Sales Tax			0.00
<b>INVOICE TOTAL</b>			<b>38.49</b>

Next Delivery: 08/12/2022

Water Damage Release: Normal use and operation of water equipment can result in water damage to wood floors and other surfaces. Premium Waters will not be responsible for any water damage to lessee's premises and/or personal property related to the placement, use or operation of the equipment.

Thank you!

Premium Waters  
720 29th Ave SE  
Minneapolis, MN 55414  
Ph: (612) 379-4141

**Invoice # 318867255**

Thu, Jun 30 2022, 10:39am  
Driver: Lewis, Diane  
Rte-Day-Stop: 31C32--0050

**Account 863536**

H+U CONSTRUCTION  
2060 1ST AVE  
NEWPORT, MN 55055

Item	Qty	Price	Amount
Monthly Jul 1105269823603	[Tx]	1 @ 8.00	8.00
Sales			8.00
Subtotal			8.00
Sales Tax			0.59
<b>INVOICE TOTAL</b>			<b>8.59</b>

Water Damage Release: Normal use and operation of water equipment can result in water damage to wood floors and other surfaces. Premium Waters will not be responsible for any water damage to lessee's premises and/or personal property related to the placement, use or operation of the equipment.

Thank you!



Premium Waters  
720 29th Ave SE  
Minneapolis, MN 55414  
Ph: (612) 379-4141

**Invoice # 318867256**

Thu, Jun 30 2022, 10:39am  
Driver: Lewis, Diane  
Rte-Day-Stop: 31E50--0020

**Account 863536**

H+U CONSTRUCTION  
2060 1ST AVE  
NEWPORT, MN 55055

Item	Qty	Price	Amount
Monthly Jul 0007724	[Tx] 1 @	2.99	2.99
Sales			2.99
Subtotal			2.99
Sales Tax			0.22
<b>INVOICE TOTAL</b>			<b>3.21</b>

Water Damage Release: Normal use and operation of water equipment can result in water damage to wood floors and other surfaces. Premium Waters will not be responsible for any water damage to lessee's premises and/or personal property related to the placement, use or operation of the equipment.

Thank you!



Biffs, Inc  
6430 County Rd 101 E  
Shakopee MN 55379-5202  
952.403.1221

# Invoice

#W866500

6/15/2022

**Bill To**

C57180  
H+U Construction  
Hoffman & Uhlhorn Const Inc  
5555 W 78th St  
Ste A  
Minneapolis MN 55439  
United States

**Location**

L128353  
Newport City Hall  
2060 1st Ave  
Newport MN 55055  
United States

Invoice Total

\$343.60

Balance Due

**\$343.60**

Due Date: 7/13/2022

Terms	Due Date	PO #	Sales Rep	Builders Club#
Net 28	7/13/2022	-	Jeff Foley	

Qty	Item	Days	Sales Order #	Service Level	Rate	Amount
1	<b>RENTAL</b> RegularUnit May 18-Jun 14	28	363061	-	\$4.00	\$4.00
1	<b>SERVICE</b> Service May 18-Jun 14	28	363061	1X/wk	\$70.00	\$70.00
1	<b>SERVICE</b> ClimateSvc May 18 to Jun 14	28	363061	1X/wk	\$16.00	\$16.00
1	<b>RENTAL</b> HandSani May 18-Jun 14	28	363061	-	\$0.00	\$0.00
1	<b>RENTAL</b> ContainmentPan May 18-Jun 14	28	363061	-	\$15.00	\$15.00
1	<b>RENTAL</b> RegularUnit May 18-Jun 14	28	363669	-	\$4.00	\$4.00
1	<b>SERVICE</b> Service May 18-Jun 14	28	363669	1X/wk	\$70.00	\$70.00
1	<b>SERVICE</b> ClimateSvc May 18 to Jun 14	28	363669	1X/wk	\$16.00	\$16.00
1	<b>RENTAL</b> HandSani May 18-Jun 14	28	363669	-	\$0.00	\$0.00
1	<b>RENTAL</b> ContainmentPan May 18-Jun 14	28	363669	-	\$15.00	\$15.00
1	<b>RENTAL</b> RegularUnit May 18-Jun 14	28	368140	-	\$4.00	\$4.00
1	<b>SERVICE</b> Service May 18-Jun 14	28	368140	1X/wk	\$70.00	\$70.00
1	<b>SERVICE</b> ClimateSvc May 18 to Jun 14	28	368140	1X/wk	\$16.00	\$16.00
1	<b>RENTAL</b> HandSani May 18-Jun 14	28	368140	-	\$0.00	\$0.00
1	<b>RENTAL</b> ContainmentPan May 18-Jun 14	28	368140	-	\$20.00	\$20.00
0	<b>TAX-MN</b> Tax-MN	-	-	-	\$0.00	\$22.00
0	<b>TAX-WASH</b> Tax-WASH	-	-	-	\$0.00	\$1.60



W866500



Biffs, Inc  
6430 County Rd 101 E  
Shakopee MN 55379-5202  
952.403.1221

# Invoice

#W866500

6/15/2022

<b>Subtotal</b>	\$343.60
<b>Invoice Total</b>	\$343.60
<b>Credits/Payments Applied</b>	\$0.00
<b>Balance Due</b>	\$343.60

---

## Biffs Inc.

### Make Checks Payable To

Biffs, Inc  
6430 County Rd 101 E  
Shakopee MN 55379-5202

Please return this portion with your payment.

## Remittance Slip

### Customer

L128353 Hoffman & Uhlhorn Const Inc :  
Newport City Hall

### Invoice #

W866500

### Amount Due

\$343.60

### Amount Paid

\_\_\_\_\_



W866500



# INVOICE

SEND ALL PAYMENTS TO:  
SUNBELT RENTALS, INC  
PO BOX 409211  
ATLANTA, GA 30384-9211

INVOICE NUMBER	125886017-0001
ACCOUNT NUMBER	661003
INVOICE DATE	6/03/22
PAGE 1	

## INVOICE TO

H + U CONSTRUCTION  
5555 WEST 78TH STREET, SUITE A  
MINNEAPOLIS, MN 55439

## JOB ADDRESS

2060 1ST AVENUE, NEWPORT  
NEWPORT CITY HALL  
2060 1ST AVE  
NEWPORT, MN 55055

C#: 952-837-3309 J#: 651-395-0055

## RECEIVED BY

ROUFS, DOMINIC

## CONTRACT NUMBER

125886017

## PURCHASE ORDER NUMBER

TBD

## JOB NUMBER

NEWPROT CITY HALL

## BRANCH

1171 BURNSVILLE MN CC PC1171

3700 W PRESERVE BLVD  
BURNSVILLE, MN 55337 7746  
952-707-5050

. QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
4.00	25GPD REFRIGERANT DEHUMIDIFIER Unit #'s 160, 243, 06, 177	80.55	80.55	241.66	725.00	2900.00

Rental Sub-total: 2900.00

## SALES ITEMS:

Qty	Item number	Unit	Price	
1	DLPKSRCHG	EA	94.000	94.00
1	TRANSPORTATION SURCHARGE			
1	ENVIRONMENTAL	EA	36.250	36.25
	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000			
	DELIVERY CHARGE			200.00
	PICKUP CHARGE			200.00

BILLED FOR FOUR WEEKS 5/12/22 THRU 6/08/22.

3430.25

SUBTOTAL	3430.25
TAX	252.98
INVOICE TOTAL	3683.23

4 WEEK BILL

NET 30

ANNA CLARK anna.clark@sunbeltrentals.com



THE LEADER IN CONSTRUCTION WASTE RECYCLING

807 Broadway Street NE, Suite 185

Minneapolis, MN 55413

T 612.623.8888

F 612.455.7381

# Invoice

Customer

HU Construction, Inc.  
5555 W 78th St  
Suite A  
Minneapolis, MN 55439

Date

Invoice #

6/23/2022

345951

Service Address

Newport City Hall  
2060 1st Ave  
Newport, MN 55055

P.O. No.

Terms

Net 30

Service Date	Ticket	Description	Unit of Measure	Qty	Rate	Amount
6/16/2022	725204	30 Yard Container	Each	1	361.00	361.00
6/16/2022	725204	Solid Waste Management Tax calculated at \$0.60/yard. This ticket includes \$18.00 of solid waste disposal tax.	Yards	30	0.60	18.00
6/16/2022	725204	Fuel Surcharge	Each	1	33.75	33.75

All invoices paid by credit card are subject to a convenience fee.

Questions on this invoice? Want your invoices to be emailed?  
Please send your request to [ar@atomicrecycling.com](mailto:ar@atomicrecycling.com)

**Total** \$412.75

**Payments/Credits** \$0.00

**Balance Due** \$412.75

RECYCLE MORE.  LANDFILL LESS.™



## Zach Green

---

**From:** Nicole Rugh  
**Sent:** Tuesday, May 31, 2022 3:02 PM  
**To:** Zach Green  
**Subject:** FW: [External] Receipt from Schmit Towing

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Zach,

Please see below receipt and notes from Joe...

**Nikki Rugh**  
Marketing Manager



**H+U Construction**  
5555 West 78<sup>th</sup> Street, Suite A  
Minneapolis, MN 55439  
**O:** 612 438 0258 **C:** 612 638 7150  
**E:** [nrugh@hu-construction.com](mailto:nrugh@hu-construction.com)  
[www.hu-construction.com](http://www.hu-construction.com)

[+ To learn more about our work, click here!](#)

---

**From:** Joseph Uhlhorn <[juhlhorn@hu-construction.com](mailto:juhlhorn@hu-construction.com)>  
**Sent:** Tuesday, May 31, 2022 2:59 PM  
**To:** Nicole Rugh <[nrugh@hu-construction.com](mailto:nrugh@hu-construction.com)>  
**Subject:** RE: [External] Receipt from Schmit Towing

Yes, that is. It should be split between Newport and Lake Elmo for demobilizing the skid loader from Newport and mobilizing the skid loader to Lake Elmo. I paid it this morning.

Joe

---

**From:** Nicole Rugh <[nrugh@hu-construction.com](mailto:nrugh@hu-construction.com)>  
**Sent:** Tuesday, May 31, 2022 1:18 PM  
**To:** Joseph Uhlhorn <[juhlhorn@hu-construction.com](mailto:juhlhorn@hu-construction.com)>  
**Subject:** FW: [External] Receipt from Schmit Towing

Hi Joe,

Is the below receipt from you/legit?

I received this morning, so wanted to be sure...

**Nikki Rugh**



**H+U Construction**

5555 West 78<sup>th</sup> Street, Suite A  
Minneapolis, MN 55439

**O:** 612 438 0258 **C:** 612 638 7150

**E:** [nrugh@hu-construction.com](mailto:nrugh@hu-construction.com)

[www.hu-construction.com](http://www.hu-construction.com)

**+ [To learn more about our work, click here!](#)**

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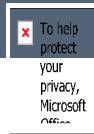
**From:** Schmit Towing via Square <[receipts@messaging.squareup.com](mailto:receipts@messaging.squareup.com)>

**Sent:** Tuesday, May 31, 2022 10:26 AM

**To:** Nicole Rugh <[nrugh@hu-construction.com](mailto:nrugh@hu-construction.com)>

**Subject:** [External] Receipt from Schmit Towing

Square automatically sends receipts to the email address  
you used at any Square seller. [Learn more](#)



**Schmit Towing**



Let Schmit Towing know how your  
experience was

\$517.46

---

Custom Amount × 1  
22-72477

\$517.46





ST. PAUL CS DEPT  
EAGAN, MN 55121  
(651) 646-8148

Federal ID 37-0962090

Professional Service Industries, Inc.  
www.psiusa.com

ATTN: apwci@hu-construction  
H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439  
USA

H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439

Customer #	Purchase Order	Project Number	Date	Invoice #	Page
1205845		06751521	05/31/22	00823525	0001

Project: NEWPORT CITY HALL

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
04/11/22	06751521-6	ENGINEERING TECH (HR) - CONCRETE	4.00	48.00	192.00
04/11/22	06751521-6	TRIP CHARGE (EA)	1.00	10.00	10.00
04/11/22	06751521-6	CON, COMPST-4X8" CYL (EA)	4.00	17.00	68.00
04/12/22	06751521-7	ENGINEERING TECH (HR) - CONCRETE	4.00	48.00	192.00
04/12/22	06751521-7	TRIP CHARGE (EA)	1.00	10.00	10.00
04/12/22	06751521-7	CON, COMPST-4X8" CYL (EA)	4.00	17.00	68.00
04/13/22	06751521-8	ENGINEERING TECH (HR) - CYLINDER PICK UP	2.00	48.00	96.00
04/13/22	06751521-8	TRIP CHARGE (EA)	1.00	10.00	10.00
04/19/22	06751521-9	ENGINEERING TECH (HR) - CONCRETE	4.00	48.00	192.00
				Invoice Total:	*Continued*

**TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.**

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance  
to:

Customer #	Invoice #	Project Number	Amount Enclosed
1205845	00823525	06751521	

Professional Service Industries, Inc.  
PO Box 74008418  
Chicago, IL 60674-8418



ST. PAUL CS DEPT  
EAGAN, MN 55121  
(651) 646-8148

Federal ID 37-0962090

Professional Service Industries, Inc.  
www.psiusa.com

ATTN: apwci@hu-construction  
H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439  
USA

H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439

Customer #	Purchase Order	Project Number	Date	Invoice #	Page
1205845		06751521	05/31/22	00823525	0002

Project: NEWPORT CITY HALL

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
04/19/22	06751521-9	TRIP CHARGE (EA)	1.00	10.00	10.00
04/19/22	06751521-9	CON, COMPST-4X8" CYL (EA)	4.00	17.00	68.00
04/20/22	06751521-10	ENGINEERING TECH (HR) - CYLINDER PICK UP	2.00	48.00	96.00
04/20/22	06751521-10	TRIP CHARGE (EA)	1.00	10.00	10.00
04/21/22	06751521-11	ENGINEERING TECH (HR) - CONCRETE	4.00	48.00	192.00
04/21/22	06751521-11	TRIP CHARGE (EA)	1.00	10.00	10.00
04/21/22	06751521-11	CON, COMPST-4X8" CYL (EA)	4.00	17.00	68.00
04/22/22	06751521-12	ENGINEERING TECH (HR) - CYLINDER PICK UP	2.00	48.00	96.00
04/22/22	06751521-12	TRIP CHARGE (EA)	1.00	10.00	10.00
				Invoice Total:	*Continued*

**TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.**

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance  
to:

Customer #	Invoice #	Project Number	Amount Enclosed
1205845	00823525	06751521	

Professional Service Industries, Inc.  
PO Box 74008418  
Chicago, IL 60674-8418



ST. PAUL CS DEPT  
EAGAN, MN 55121  
(651) 646-8148

Federal ID 37-0962090

Professional Service Industries, Inc.  
www.psiusa.com

ATTN: apwci@hu-constructio  
H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439  
USA

H U CONSTRUCTION  
5555 WEST 78TH STREET  
SUITE A  
MINNEAPOLIS MN 55439

Customer #	Purchase Order	Project Number	Date	Invoice #	Page
1205845		06751521	05/31/22	00823525	0003

Project: NEWPORT CITY HALL

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
04/25/22	06751521-13	ENGINEERING TECH (HR) - CONCRETE	4.00	48.00	192.00
04/25/22	06751521-13	TRIP CHARGE (EA)	1.00	10.00	10.00
04/25/22	06751521-13	CON, COMPST-4X8" CYL (EA)	4.00	17.00	68.00
04/26/22	06751521-14	ENGINEERING TECH (HR) - CYLINDER PICK UP	2.00	48.00	96.00
04/26/22	06751521-14	TRIP CHARGE (EA)	1.00	10.00	10.00
04/26/22	06751521-14	ENGINEER, PROJECT (HR)	3.00	100.00	300.00
Invoice Total:					\$2,074.00
Balance Due:					\$2,074.00

**TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.**

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance  
to:

Customer #	Invoice #	Project Number	Amount Enclosed
1205845	00823525	06751521	

Professional Service Industries, Inc.  
PO Box 74008418  
Chicago, IL 60674-8418

## APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO CONTRACTOR:

H &amp; U

PROJECT: Newport City Hall &amp; Public Safety Buildi

APPLICATION NO: 6

PERIOD TO: 6/30/2022

SUBCONTRACT FOR: 0510

SUBCONTRACT DATE: 12/14/2020

PROJECT NO:

Distribution to:

☐ OWNER☐ ARCHITECT☒ CONTRACTOR☐ FIELD

FROM SUBCONTRACTOR:

Amerect Inc.

1110 7th Avenue

Newport, MN 55055

## SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract.  
AIA Document G703, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 79,660.00
2. Net change by Change Orders	\$11,454.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 91,114.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 91,114.00
5. RETAINAGE:	
a. 5% of Completed Work (Column D + E on G703)	\$ 4,555.70
b. 5% of Stored Material (Column F on G703)	\$ -

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 4,555.70

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 86,558.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 84,343.85
8. CURRENT PAYMENT DUE	\$ 2,214.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 4,555.70

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due.

SUBCONTRACTOR: Amerect Inc.

By: Caleb Fiermann Date: 3/23/2022Laura D. Nelson

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$10,575.00	
Total approved this month	\$879.00	
TOTAL	\$11,454.00	
NET CHANGES by Change Order	\$11,454.00	

# Schedule of Values

Newport City Hall & Public Safety Building

PAGE 2 OF 2 PAGES

Name: Amerect Inc.  
1110 7th Avenue  
Newport, MN 55055

APPLICATION NO: 6  
APPLICATION DATE: 6/1/2022  
PERIOD TO: 6/30/2022  
JOB NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Steel erection	\$ 73,725.00	\$ 72,273.00	\$ 1,452.00	,	\$ 73,725.00	100%	\$ -	\$ 3,686.25
2	House Keeping	\$ 1,000.00	\$ 1,000.00	\$ -		\$ 1,000.00	100%	\$ -	\$ 50.00
3	Bond Cost	\$ 1,135.00	\$ 1,135.00	\$ -		\$ 1,135.00	100%	\$ -	\$ 56.75
4	Equipment	\$ 3,800.00	\$ 3,800.00	\$ -		\$ 3,800.00	100%	\$ -	\$ 190.00
6	CO#1	\$ 604.00	\$ 604.00	\$ -		\$ 604.00	100%	\$ -	\$ 30.20
7	CO#2	\$ 2,364.00	\$ 2,364.00	\$ -		\$ 2,364.00	100%	\$ -	\$ 118.20
8	CO#3	\$ 7,607.00	\$ 7,607.00	\$ -		\$ 7,607.00	100%	\$ -	\$ 380.35
9	CO #4	\$ 879.00	\$ -	\$ 879.00		\$ 879.00	100%	\$ -	\$ 43.95
10		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
11		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
12		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
13		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
14		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
15		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
16		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
17		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
18		\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	\$ -
	GRAND TOTALS	\$ 91,114.00	\$ 88,783.00	\$ 2,331.00	\$ -	\$ 91,114.00	100%	\$ -	\$ 4,555.70





# AIA® Document G732™ – 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

<b>TO OWNER:</b>	City of Newport 596 7th Ave. Newport, MN 55055	<b>PROJECT:</b>	Newport City Hall, Fire Hall & Law Enforcement Center 2060 1st Ave. Newport, MN 55055	<b>APPLICATION NO:</b> 10Labor	<b>Distribution to:</b>
<b>FROM CONTRACTOR:</b>	Tekton Construction Co. 861 E. Hennepin Ave. Suite 200 Minneapolis, MN 55414	<b>VIA CONSTRUCTION MANAGER:</b>	H + U Construction	<b>PERIOD TO:</b> June 30, 2022	
<b>CONTRACT FOR:</b>	General Construction	<b>VIA ARCHITECT:</b>	Bruntun Architects & Engineers	<b>CONTRACT DATE:</b> December 14, 2020	<b>OWNER:</b> <input type="checkbox"/>
				<b>PROJECT NOS:</b> 3298 / /	<b>CONSTRUCTION MANAGER:</b> <input type="checkbox"/>
					<b>ARCHITECT:</b> <input type="checkbox"/>
					<b>CONTRACTOR:</b> <input type="checkbox"/>
					<b>FIELD:</b> <input type="checkbox"/>
					<b>OTHER:</b> <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	224,800.00
2. NET CHANGES IN THE WORK .....	23,653.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	248,453.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	204,922.47
<b>5. RETAINAGE:</b>	
a. 5 % of Completed Work (Column D + E on G703)	10,246.12
b. 0 % of Stored Material (Column F on G703)	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	10,246.12
6. TOTAL EARNED LESS RETAINAGE .....	194,676.35
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	154,835.53
(Line 6 from prior Certificate)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**

By: 

State of: Minnesota

County of: Hennepin

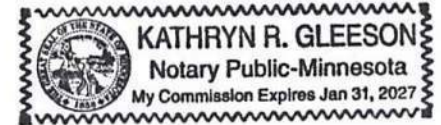
Subscribed and sworn to before

me this 16th day of June, 2022

Notary Public: Kathryn R. Gleeson

My Commission expires: 1/31/2027

Date: 6/16/22



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

8. CURRENT PAYMENT DUE ..... 39,840.82

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 minus Line 6)

53,776.65

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	23,653.00	0.00
Total approved this month including Construction Change Directives	0.00	0.00
TOTALS	23,653.00	0.00
NET CHANGES IN THE WORK		23,653.00

AMOUNT CERTIFIED ..... 39,840.82

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By:

*Lucas D. Nelson*

Date: 6/27/22

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

*Vijin Sachdev*

Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





# AIA® Document G703® – 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

10

APPLICATION DATE:

June 16, 2022

PERIOD TO:

June 30, 2022

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	ROUGH CARPENTRY-LABOR	18,878.00	18,878.00	0.00	0.00	18,878.00	100.00%	0.00	943.90
	COMPOSITE DECKING-LABOR	2,772.00	2,772.00	0.00	0.00	2,772.00	100.00%	0.00	138.60
	FINISH CARPENTRY-LABOR	2,090.00	0.00	2,090.00	0.00	2,090.00	100.00%	0.00	104.50
	INTERIOR ARCHITECTURAL WOODWORK/SOLID SURFACE-LABOR	17,846.00	8,923.00	8,923.00	0.00	17,846.00	100.00%	0.00	892.30
	FRP-LABOR	1,280.00	1,280.00	0.00	0.00	1,280.00	100.00%	0.00	64.00
	HM FRAMES-LABOR	24,640.00	24,640.00	0.00	0.00	24,640.00	100.00%	0.00	1,232.00
	DOOR AND HARDWARE-LABOR	24,090.00	12,045.00	12,045.00	0.00	24,090.00	100.00%	0.00	1,204.50
	SIGNAGE-LABOR	6,990.00	4,194.00	0.00	0.00	4,194.00	60.00%	2,796.00	209.70
	TOILET COMPARTMENTS-LABOR	3,960.00	1,980.00	1,980.00	0.00	3,960.00	100.00%	0.00	198.00
	CORNER GUARDS-LABOR	990.00	0.00	0.00	0.00	0.00	0.00%	990.00	0.00
	TOILET ACCESSORIES-LABOR	4,444.00	0.00	4,444.00	0.00	4,444.00	100.00%	0.00	222.20
	FIRE PROTECTION SPECIALTIES-LABOR	495.00	495.00	0.00	0.00	495.00	100.00%	0.00	24.75
	LOCKERS-LABOR	2,475.00	0.00	2,475.00	0.00	2,475.00	100.00%	0.00	123.75
	FLAGPOLES-LABOR	1,650.00	1,650.00	0.00	0.00	1,650.00	100.00%	0.00	82.50



A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	ROLLER SHADES-LABOR	4,437.00	0.00	0.00	0.00	0.00	0.00%	4,437.00	0.00
	LABORER ALLOWANCE	24,000.00	2,902.50	0.00	0.00	2,902.50	12.09%	21,097.50	145.13
	CARPENTER ALLOWANCE	21,250.00	21,250.00	0.00	0.00	21,250.00	100.00%	0.00	1,062.50
	FIRE POLE ALLOWANCE	15,000.00	10,604.56	2,763.41	0.00	13,367.97	89.12%	1,632.03	668.39
	GENERAL CONDITIONS	29,500.00	20,600.00	5,500.00	0.00	26,100.00	88.47%	3,400.00	1,305.00
	INSURANCE/BOND	6,613.00	6,613.00	0.00	0.00	6,613.00	100.00%	0.00	330.65
	HOUSEKEEPING	8,200.00	0.00	0.00	0.00	0.00	0.00%	8,200.00	0.00
	SHOP DRAWINGS	3,200.00	3,200.00	0.00	0.00	3,200.00	100.00%	0.00	160.00
	CO # 1	578.00	0.00	0.00	0.00	0.00	0.00%	578.00	0.00
	CO # 2	17,173.00	15,455.70	1,717.30	0.00	17,173.00	100.00%	0.00	858.65
	CO # 3	400.00	0.00	0.00	0.00	0.00	0.00%	400.00	0.00
	CO # 4	5,502.00	5,502.00	0.00	0.00	5,502.00	100.00%	0.00	275.10
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$248,453.00	\$162,984.76	\$41,937.71	\$0.00	\$204,922.47	82.48%	\$43,530.53	\$10,246.12



# Document G732™ – 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	The City of Newport 496 7th Avenue Newport, MN 55055	PROJECT:	Newport City Hall, Fire Hall and LEC Labor	APPLICATION NO:	008	DISTRIBUTION TO:	OWNER <input type="checkbox"/>
FROM				PERIOD TO:	06/30/2022	CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>
CONTRACTOR:	Central Roofing Company 4550 Main Street NE Minneapolis, MN 55421	VIA CONSTRUCTION MANAGER:	H+U Construction	CONTRACT DATE:		ARCHITECT	<input type="checkbox"/>
CONTRACT FOR:		VIA ARCHITECT:		PROJECT NOS:	/ /	CONTRACTOR	<input type="checkbox"/>
						FIELD	<input type="checkbox"/>
						OTHER	<input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 168,600.00
2. NET CHANGES IN THE WORK.....	\$ 7,019.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 175,619.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....	\$ 175,619.00
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ 8,780.95
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....	\$ 8,780.95
6. TOTAL EARNED LESS RETAINAGE.....	\$ 166,838.05
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 141,291.79
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 25,546.26
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 8,780.96

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 7,019.00	\$
Total approved this month, including Construction Change Directives	\$ 0	\$
TOTALS	\$ 7,019.00	\$
NET CHANGES IN THE WORK	\$ 7,019.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:  
By: [Signature]  
State of: Minnesota  
County of: Anoka  
Subscribed and sworn to before  
me this 20 day of June, 2022  
Notary Public: Joanne M Ledin  
My Commission expires: 1/31/2025

Date: 06/20/2022



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 25,546.26

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

#### CONSTRUCTION MANAGER:

By: [Signature] Date: 6/27/22

ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: [Signature] Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 06/20/22

To: 06/30/22

Architect's Project No.:

Invoice # : 31025

Contract : 221004. Newport City Hall Labor

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored	G Total Completed and Stored To Date	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
					(Not in D or E)	(D+E+F)			
1	Metal Wall Panel Labor	54,785.00	32,871.00	21,914.00	0.00	54,785.00	100.00%	0.00	2,739.26
2	Roofing Labor	99,536.00	94,559.20	4,976.80	0.00	99,536.00	100.00%	0.00	4,976.80
3	Shop Drawings	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	75.00
4	Housekeeping	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	75.00
5	Bond/Insurance	11,279.00	11,279.00	0.00	0.00	11,279.00	100.00%	0.00	563.95
6	0750L-01 RFCO16	408.00	408.00	0.00	0.00	408.00	100.00%	0.00	20.40
7	0750L-02 0750M-02	5,478.00	5,478.00	0.00	0.00	5,478.00	100.00%	0.00	273.90
8	0750L-03	1,133.00	1,133.00	0.00	0.00	1,133.00	100.00%	0.00	56.65
Grand Totals		175,619.00	148,728.20	26,890.80	0.00	175,619.00	100.00%	0.00	8,780.96

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/GC*a*

## GENERAL CONTRACTOR EDITION

PAGE ONE OF 2 PAGES

### TO OWNER:

City of Newport

596 7th Avenue

Newport, MN 55055

### FROM CONTRACTOR:

Carciofini Company

12101 Nicollet Ave S

Burnsville, MN 55337

CONTRACT FOR: Joint Sealants

### PROJECT:

Newport City Hall, Fire Hall

and Law Enforcement Center

2060 1st Avenue

Newport, MN 55055

Labor & Equipment

VIA GENERAL CONTRACTOR: H + U Construction

VIA ARCHITECT: Brunton Architects and Engineers

APPLICATION NO: 5

Distribution to:

☐ OWNER

PERIOD TO: 06/30/22

☐

PROJECT NO:

☐ ARCHITECT

CONTRACT DATE: 12/14/20

☐ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	39,740.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	39,740.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	15,597.00
5. RETAINAGE:		
a. 5% of Completed Work	\$	779.85
(Column D + E on G703)		
b. 5% of Stored Material	\$	0.00
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	779.85
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	14,817.15
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	12,533.83
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	2,283.32
		24,922.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Carciofini Co.

By: Julie G. Pederson - Controller Date: 06/16/22

State of: Minnesota County of: Dakota  
Subscribed and sworn to before me this 16th day of June 22

Notary Public:

My Commission expires:

Krista Anne Rutherford



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the General Contractor and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$2,283.32

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

GENERAL CONTRACTOR: Lucas D. Nelson

By: Lucas D. Nelson Date: 6/27/22

ARCHITECT:

By: Virgin Sacha Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 2 OF 2

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, CONTAINING

APPLICATION NUMBER: 5

CONTRACTOR'S SIGNED CERTIFICATION IS ATTACHED.

APPLICATION DATE: 06/16/22

IN TABULATIONS BELOW, AMOUNTS ARE STATED TO THE NEAREST DOLLAR.

PERIOD TO: 006/30/22

USE COLUMN 1 ON CONTRACTS WHERE VARIABLE RETAINAGE FOR LINE ITEMS MAY APPLY.

ARCH. PROJ. NUMBER:

A	B	C	D	E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%( G / C)	BALANCE TO FINISH (C - G)	RETAINAGE 5.00%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Joint Sealants as per Contract								
	Labor								
	Housekeeping	1,065.00	266.25			266.25	25%	798.75	\$13.31
	Bond	1,000.00	1,000.00	0.00		1,000.00	100%	0.00	\$50.00
	Submittals	540.00	540.00	0.00		540.00	100%	0.00	\$27.00
	Joint Sealant	24,035.00	8,412.25	2,403.50		10,815.75	45%	13,219.25	\$540.79
	Firestop	8,500.00	2,975.00	0.00		2,975.00	35%	5,525.00	\$148.75
	Firestop Allowance	4,600.00				0.00	0%	4,600.00	\$0.00
	Page 2 Totals	39,740.00	13,193.50	2,403.50	0.00	15,597.00	39%	24,143.00	779.85



# AIA® Document G732™ – 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: <u>City of Newport</u>	PROJECT: <u>Newport City Hall Labor &amp; Equip</u>	APPLICATION NO: <u>8</u>	DISTRIBUTION TO:
FROM	VIA CONSTRUCTION	PERIOD TO: <u>6-30-22</u>	OWNER <input type="checkbox"/>
CONTRACTOR: <u>Capital City Glass</u>	MANAGER: <u>H + U Construction</u>	CONTRACT DATE: <u>12-14-20</u>	CONSTRUCTION MANAGER <input type="checkbox"/>
		PROJECT NOS: <u>/ /</u>	ARCHITECT <input type="checkbox"/>
CONTRACT FOR: <u>Glass Glazing</u>	VIA ARCHITECT: <u>Brunton Arch &amp; Eng.</u>		CONTRACTOR <input type="checkbox"/>
			FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ <u>49,500.00</u>
2. NET CHANGES IN THE WORK.....	\$ <u>16,978.00</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ <u>66,478.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ <u>65,649.00</u>
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ <u>3,282.45</u>
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ <u>3,282.45</u>
6. TOTAL EARNED LESS RETAINAGE.....	\$ <u>62,366.55</u>
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	<u>60,389.00</u>
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ <u>1,976.95</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ <u>4,111.45</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature]  
By: [Signature]  
State of: MINNESOTA  
County of: Anoka  
Subscribed and sworn to before  
me this 21<sup>st</sup> day of June, 2022  
Notary Public: Carole B Swiden  
My Commission expires: 1-31-2024

Date: 6-21-22



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 1,976.95  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:  
By: [Signature] Date: 6/27/22  
ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
By: [Signature] Date: 07/11/2022  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ <u>16,978.00</u>	\$ _____
Total approved this month, including Construction Change Directives	\$ _____	\$ _____
TOTALS	\$ <u>16,978.00</u>	\$ _____
NET CHANGES IN THE WORK	\$ <u>16,978.00</u>	

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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**CONTINUATION SHEET**

Page 2 of 2 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 8

PROJECT:

APPLICATION DATE: 06/21/22

Newport City Hall, Fire Hall &amp; Law

PERIOD TO: 30-Jun-22

Enforcement Center

ARCHITECT'S PROJECT NO:

Labor &amp; Equipment

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Housekeeping	500.00	478.00	17.00		495.00	99%	5.00	24.75
2	Submittals	5,475.00	5,475.00			5,475.00	100%		273.75
3	Bonds	2,000.00	2,000.00			2,000.00	100%		100.00
4	Labor 079200 Sealants & Caulking	6,641.00	6,641.00			6,641.00	100%		332.05
5	Labor 084313 Aluminum Framed SF	18,403.00	18,403.00			18,403.00	100%		920.15
6	Labor 088000 Glazing	16,481.00	15,657.00			15,657.00	95%	824.00	782.85
7	c/o #1	5,512.00	5,512.00			5,512.00	100%		275.60
8	c/o #2	2,064.00		2,064.00		2,064.00	100%		103.20
9	c/o #3	7,889.00	7,889.00			7,889.00	100%		394.45
10	c/o #4	432.00	432.00			432.00	100%		21.60
11	c/o #5	1,081.00	1,081.00			1,081.00	100%		54.05
12									
13									
14									
15									
16									
17									
18									
19									
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22									
23									
24									
25									
26									
27									
28									
	SUBTOTALS PAGE 2	66,478.00	63,568.00	2,081.00		65,649.00	99%	829.00	3,282.45



# APPLICATION AND CERTIFICATION FOR PAYMENT

RTL Inv # 21101L10

TO OWNER:  
Hoffmann+Uhlhorn Construction  
5555 West 78th Street, Suite A  
Minneapolis, MN 55439

PROJECT: Newport City Hall

APPLICATION NO: 10

FROM CONTRACTOR:  
RTL Construction, Inc.  
290 Sarazin Street  
Shakopee, MN 55379

PERIOD TO: 6/30/2022

RTL JOB NO: 21-101

## CONTRACTORS APPLICATION FOR PAYMENT

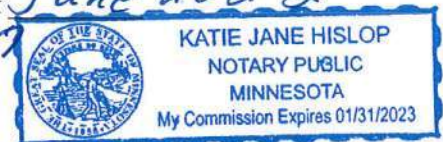
The undersigned contractor certifies that to the best of the contractor's knowledge, information and belief the Work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

1.) ORIGINAL CONTRACT SUM .....	\$186,369.00
2.) Net Change by Change Orders.....	\$28,561.00
3.) Contract Sum to Date .....	\$214,930.00
4.) Completed and Stored to Date .....	\$209,930.00
5.) Retainage .....	\$10,496.50
6.) Total Earned less Retainage.....	\$199,433.50
7.) Less Previous Certificates for Payment.....	196,642.99
8.) Current Payment Due.....	\$2,790.51
9.) Balance to Finish, Including Retainage.....	\$15,496.50

CONTRACTOR: RTL Construction, Inc.

BY: [Signature] Date: 6.14.22

State of: MN County of: Scott  
Subscribed and sworn before me this 14 day of June 2022  
Notary Public: [Signature]  
My Commission Expires: 1/31/2023



CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved previously		
Total approved this month		
Totals		
NET CHANGES by Change Order	28,561.00	

## ARCHITECTS CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architects Knowledge, information and belief the Work has progressed as indicated, the quality of the work is In accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 2,790.51 [Signature]  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with amount certified.)

ARCHITECT:

By: [Signature] Date: 07/11/2022

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor Named herein. Issuance, payment and acceptance of payment are without prejudice to any rights Of the Owner or Contractor under this contract.



# Continuation Sheet

Project: Newport City Hall  
 Application No: 10  
 Period To: 6/30/2022  
 Invoice # 21101L10

ITEM NO.	DESCRIPTION	SCHEDULED VALUE	PREVIOUS	THIS PERIOD	STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
1	Bonds/Insurance	5,000.00	5,000.00	0.00	0.00	5,000.00	100	0.00	250.00
2	Shop drawings/submittals/O&M/Closeout /As-Builts	5,000.00	5,000.00	0.00	0.00	5,000.00	100	0.00	250.00
3	Housekeeping	4,727.00	4,632.46	94.54	0.00	4,727.00	100	0.00	236.35
4	Allowance	5,000.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
5	General Conditions	5,000.00	5,000.00	0.00	0.00	5,000.00	100	0.00	250.00
6	054000 Cold-Formed Metal Framing - Labor	12,000.00	12,000.00	0.00	0.00	12,000.00	100	0.00	600.00
7	072119 Foamed-In Place Insulation - Labor	3,500.00	3,500.00	0.00	0.00	3,500.00	100	0.00	175.00
8	072500 Weather Barriers - Labor	4,000.00	4,000.00	0.00	0.00	4,000.00	100	0.00	200.00
9	092116 Gypsum Board Assemblies - Labor	142,142.00	139,299.16	2,842.84	0.00	142,142.00	100	0.00	7,107.10
10	CO #1	2,075.00	2,075.00	0.00	0.00	2,075.00	100	0.00	103.75
11	CO #2	25,641.00	25,641.00	0.00	0.00	25,641.00	100	0.00	1,282.05
12	CO #3	845.00	845.00	0.00	0.00	845.00	100	0.00	42.25
		<b>214,930.00</b>	<b>206,992.62</b>	<b>2,937.38</b>	<b>0.00</b>	<b>209,930.00</b>		<b>5,000.00</b>	<b>10,496.50</b>

# PAYMENT APPLICATION

Page 1

TO: City of Newport 596 7th Ave Newport, MN 55055 Attn:	PROJECT NAME AND LOCATION: Newport City Hall, Fire Hall L 2060 1st Ave Newport, MN 55055	APPLICATION # 2 PERIOD THRU: 06/30/2022 PROJECT #s: DATE OF CONTRACT: 12/14/2020	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM: Multiple Concepts Interiors 26 1st Ave N Waite Park, MN 56387	ARCHITECT:		
FOR: Newport City Hall, Fire Hall & Law Enforcement Center	CONSTRUCTION MANAGER: H & U Construction		

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
Continuation Page is attached.

1. CONTRACT AMOUNT	<u>\$41,479.00</u>
2. SUM OF ALL CHANGE ORDERS	<u>(\$161.00)</u>
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	<u>\$41,318.00</u>
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	<u>\$34,799.60</u>
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	<u>\$1,739.98</u>
b. 5.00% of Material Stored (Column F on Continuation Page)	<u>\$0.00</u>
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	<u>\$1,739.98</u>
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	<u>\$33,059.62</u>
7. LESS PREVIOUS PAYMENT APPLICATIONS	<u>\$19,031.01</u>
8. PAYMENT DUE	<u>\$14,028.61</u>
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	<u>\$8,258.38</u>

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	(\$161.00)
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	(\$161.00)
NET CHANGES	(\$161.00)	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Multiple Concepts Interiors

By: Ryan Corrigan Date: 06/13/2022

State of: Minnesota

County of: Benton

Subscribed and sworn to before

me this 13th day of June, 2022

Notary Public: Kristine Y King

My Commission Expires: 01/31/2024



## CERTIFICATION

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.

CERTIFIED AMOUNT..... \$ 14,028.61

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

CONSTRUCTION MANAGER:

By: Lucas D. Nelson Date: 6/27/22

ARCHITECT:

By: Viggo Asch Date: 07/11/2022

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

**CONTINUATION PAGE**

Page 2 of 2

PROJECT: Newport City Hall, Fire Hall L APPLICATION #: 2  
 Newport City Hall, Fire Hall & Law Enforcement Center DATE OF APPLICATION: 06/13/2022  
 Payment Application containing Contractor's signature is attached. PERIOD THRU: 06/30/2022  
 PROJECT #s:

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
2	Resilient Flooring Labor	\$7,040.00	\$3,520.00	\$0.00	\$0.00	\$3,520.00	50%	\$3,520.00	\$176.00
3	Carpet Flooring Labor	\$5,071.00	\$3,042.60	\$0.00	\$0.00	\$3,042.60	60%	\$2,028.40	\$152.13
4	Resilient Athletic Flooring Labor	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$970.00	\$0.00
5	Epoxy Coating Labor	\$28,398.00	\$13,631.04	\$14,766.96	\$0.00	\$28,398.00	100%	\$0.00	\$1,419.90
6	Change Order Number:0965L-01	(\$161.00)	(\$161.00)	\$0.00	\$0.00	(\$161.00)	100%	\$0.00	(\$8.05)

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

CONSTRUCTION MANAGER-ADVISER EDITION

Page 1 of 2

TO OWNER:  
CITY OF NEWPORT  
596 7th Avenue  
Newport, MN 55055  
FROM CONTRACTOR:  
Universal Painting & Drywall, Inc.  
CONTRACT FOR:  
0990 - Painting

PROJECT: Newport City Hall, Fire Hall & Law Enforcement Ctr-Newport, MN
Contract No.:
VIA ARCHITECT: Brunton Architects & Engineers
VIA CONSTRUCTION MANAGER:

APPLICATION NO.: 3  
PERIOD TO: 6/30/2022  
PROJECT NOS.:  
CONTRACT DATE: 12/14/2020

Distribution to:  
\_\_\_ OWNER  
\_\_\_ CONSTRUCTION  
MANAGER  
\_\_\_ ARCHITECT  
\_\_\_X\_ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 67,500.00
2. NET CHANGE BY CHANGE ORDERS	\$ 1,425.00
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$ 68,925.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)	\$ 53,856.00
5. RETAINAGE:	
a. 5% of Completed Work	\$ 2,692.80
(Columns D+E on G703)	
b. of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a+5b or Total in Column 1 of G703)	\$ 2,692.80
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 51,163.20
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 20,847.75
8. CURRENT PAYMENT DUE	\$ 30,315.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 17,761.80

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 1,425.00	
Total approved this Month		
Totals	\$ 1,425.00	
Net Changes by Change Order	\$ 1,425.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Kathleen M. Cooper Date: 6-30-22  
State of: Minnesota County of: Anoka  
Subscribed and sworn to before me this 20th day of June, 2011  
Notary Public: Lori Ann Zimmer  
My Commission expires: January 31, 2025

## CERTIFICATE FOR PAYMENT



In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify that to the best of their knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

**AMOUNT CERTIFIED** \$ 30,315.45

(Attach explanation if amount certified differs from the amount applied for.  
Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: Lance D. Nelson Date: 6/27/22

ARCHITECT:

By: Virgin Sach Date: 07/11/2022

This certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Insurance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

AIA DOCUMENT G703

Page 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 3  
APPLICATION DATE: 6/20/2022  
PERIOD TO: 6/30/2022  
ARCHITECT'S PROJECT NO.:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Newport City Hall, Fire Hall &		\$ -		\$ -	\$ -	#DIV/0!	\$ -	
2	LEC Labor Contract	\$ 58,020.00	\$ 20,307.00	\$ 31,911.00	\$ -	\$ 52,218.00	90%	\$ 5,802.00	
3	Equipment	\$ 3,036.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,036.00	
4	Bond	\$ 1,588.00	\$ 1,588.00		\$ -	\$ 1,588.00	100%	\$ -	
5	Shop Drawings	\$ 506.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 506.00	
6	Housekeeping	\$ 1,350.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,350.00	
7	Allowance-Paint Color Chg	\$ 3,000.00	\$ 50.00		\$ -	\$ 50.00	2%	\$ 2,950.00	
8	Approved by Lucas Nelson \$50.	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
9		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
10		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	ORIGINAL CONTRACT	\$ 67,500.00			\$ -				
	C.O. #1-Date: 01/11/2022	\$ 1,425.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,425.00	
	PR 09R Council Chambers	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	Design Details-Paint soffit	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	and wall covering	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	TOTAL CONTRACT	\$ 68,925.00	\$ 21,945.00	\$ 31,911.00	\$ -	\$ 53,856.00		\$ 15,069.00	\$ -



# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER: CITY OF NEWPORT  
596 7TH AVENUE  
NEWPORT, MN 55055

PROJECT: NEWPORT CITY HALL  
596 7TH AVE  
NEWPORT MN 55055-1345

APPLICATION NO: 2

Distribution to:

Owner
Architect
Contractor

FROM CONTRACTOR: Minnesota Elevator, Inc.  
Lockbox 446080  
P.O. Box 64069  
St. Paul, MN 55164-0069

ARCHITECT:

PERIOD TO: 04/30/22

PROJECT NOS: 19423-1

CONTRACT FOR: Elevator Installation

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	55,877.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	55,877.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	48,951.65
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	2,447.58
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	2,447.58
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	46,504.07
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	15,908.80
8. CURRENT PAYMENT DUE	\$	30,595.27
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	9,372.93

CONTRACTOR:

Minnesota Elevator, Inc.

By:

Date:

04/21/22

State of: Minnesota

Subscribed and sworn to before me this

Notary Public:

My Commission expires:

21  
Kallie Smith  
1-31-2023  
County of Blue Earth  
KALLIE ANN SMITH  
Notary Public-Minnesota  
My Commission Expires Jan 31, 2023

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$

\$30,595.27

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

0

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2

Contractor's signed certification is attached.

APPLICATION DATE: 04/21/22

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 04/30/22

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 19423-1

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	Hydraulic Elevators								
(1)	Shop Drawings	\$1,000.00	\$1,000.00		\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
(2)	Housekeeping	\$2,500.00			\$0.00	0	0.00%	\$2,500.00	\$0.00
(3)	P & P Bonds	\$882.00	\$882.00		\$0.00	\$882.00	100.00%	\$0.00	\$44.10
(4)	Installation	\$49,547.00	\$14,864.10	\$32,205.55	\$0.00	\$47,069.65	95.00%	\$2,477.35	\$2,353.48
	Electric Chain Hoists								
(1)	Labor	\$1,948.00			\$0.00	0	0.00%	\$1,948.00	\$0.00
	<b>GRAND TOTALS</b>	\$55,877.00	\$16,746.10	\$32,205.55	\$0.00	\$48,951.65	87.61%	\$6,925.35	\$2,447.58

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

## APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF Pages

TO:  
H & U Construction  
5555 West 78th St Suite A  
Minneapolis MN 55439

PROJECT:  
Newport City Hall and Public Safety Building

Application: 14  
Period To: 06/30/2022  
Contract Date:  
Project NOS:

Distribution to:

OWNER: ☐CONSTRUCTION MANAGER: ☐ARCHITECT: ☐CONTRACTOR: ☐FIELD: ☐OTHER: ☐

FROM : Davis Mechanical Systems, Inc.  
21225 Hamburg Ave, Lakeville MN 55044

VIA CONSTRUCTION  
MANAGER:  
VIA ARCHITECT:

Inv#: 20075-14 Labor

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM . . . . .	\$210,735.00
2. Net change by Change Orders . . . . .	\$81,946.00
3. CONTRACT SUM TO DATE (line 1 + 2) . . . . .	\$292,681.00
4. TOTAL COMPLETED & STORED TO DATE . . . . . (Column G on G703)	\$284,681.00
5. RETAINAGE:	
a. 5% of Completed Work . . . . . (Columns D + E on G703)	\$14,234.05
b. % of Stored Material . . . . . (Columns F on G703)	\$0
Total Retainage (Line 5a + 5b or Total in Column I of G703) . . . . .	\$14,234.05
6. TOTAL EARNED LESS RETAINAGE . . . . . (Line 4 less Line 5 Total)	\$270,446.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) . . . . .	\$259,806.95
8. CURRENT PAYMENT DUE . . . . .	\$10,640.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$22,234.05

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	81,946.00	0.00
Total approved this Month	0.00	0.00
TOTALS	81,946.00	0.00
NET CHANGES by Change Order	81,946.00	

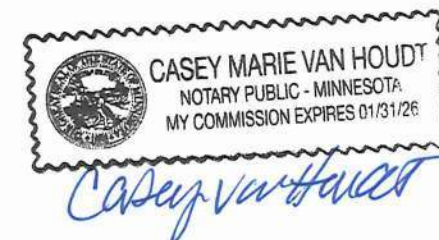
The undersigned Contractor certifies that to the best of the Contractor's Knowledge, information and belief the Work covered by this Application for Payment has been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

## CONTRACTOR:

By: Calvin McDonald Date: 06/13/2022

State of: MINN  
County of: Dakota  
Subscribed and sworn to before  
me this 13 day of June, 2022

Notary Public: Casey Van Houdt  
My Commission expires: 01/31/2026



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certifies to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Amount certified . . . . . \$ 10,640.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

## CONSTRUCTION MANAGER:

By: Lucas Nelson Date: 6/27/22

## ARCHITECT:

By: Viggo Sech Date: 07/11/2022

This Certificate is not negotiable. the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 14  
 APPLICATION DATE: 06/01/2022  
 PERIOD FROM: 06/01/2022  
 PERIOD TO: 06/30/2022  
 JOB: Newport City Hall and Public Safety Building

Description of Item	Scheduled Value	Previous Application	This Period	Total Complete	%	Balance to Finish	Retained
Labor							
Trench Drains	22,000.00	22,000.00		22,000.00	100.00		1,100.00
Fixtures	23,000.00	5,000.00	10,000.00	15,000.00	65.22	8,000.00	750.00
Rough In Labor	114,580.00	114,580.00		114,580.00	100.00		5,729.00
Insulation	16,000.00	16,000.00		16,000.00	100.00		800.00
Equipment	6,740.00	6,740.00		6,740.00	100.00		337.00
Cleanup/Housekeeping	9,200.00	8,000.00	1,200.00	9,200.00	100.00		460.00
Permits/Mobilization/submittals	15,000.00	15,000.00		15,000.00	100.00		750.00
Bond	4,215.00	4,215.00		4,215.00	100.00		210.75
Job 20075							
Change Order# 6	54,934.00	54,934.00		54,934.00	100.00		2,746.70
Change Order# 5	1,099.00	1,099.00		1,099.00	100.00		54.95
Change Order# 10-1-Floor rework	25,913.00	25,913.00		25,913.00	100.00		1,295.65
<b>Totals:</b>	<b>292,681.00</b>	<b>273,481.00</b>	<b>11,200.00</b>	<b>284,681.00</b>	<b>97.27</b>	<b>8,000.00</b>	<b>14,234.05</b>

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 25415

To Owner: CITY OF NEWPORT  
596 7TH AVENUE

Project: 21070.00 NEWPORT CITY HALL -  
LABOR AND EQUIPMENT

Application No.: 12

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor

NEWPORT, MN 55055

Period To:

From Contractor: B & B ELECTRIC INC.  
1303 WESTERN AVENUE  
EAU CLAIRE, WI 54703

Via Architect: BRUNTON ARCHITECTS LTD  
225 BELGRADE AVE  
NORTH MANKATO MN 56003

Project Nos:

Contract For:

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$178,500.00
2. Net Change By Change Order .....	\$43,337.00
3. Contract Sum To Date .....	\$221,837.00
4. Total Completed and Stored To Date .....	\$221,837.00
5. Retainage:	
a. 5.00% of Completed Work	\$11,091.85
b. 0.00% Of Stored Material	\$0.00
Total Retainage .....	\$11,091.85
6. Total Earned Less Retainage .....	\$210,745.15
7. Less Previous Certificates For Payments .....	\$203,335.15
8. Current Payment Due .....	\$7,410.00
9. Balance To Finish, Plus Retainage .....	\$11,091.85

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: B & B ELECTRIC INC.

By: [Signature]

Date: 4/30/2022

State of: WI

Subscribed and sworn to before me this 13 day of June 2022

Notary Public:

My Commission expires 11/20/24

## ARCHITECT'S CERTIFICATE FOR PAYMENT.

In accordance with the Contract Documents and based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 7,410.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature]

By: [Signature]

Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$43,337.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$43,337.00	\$0.00
Net Changes By Change Order	\$43,337.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 12

Application Date : 06/28/22

To:

Architect's Project No.:

Invoice # : 25415

Contract : 21070.00 NEWPORT CITY HALL - LABOR AND EQUIPMENT

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period in Place					
1	PIPE & WIRE	61,000.00	59,000.00	2,000.00	0.00	61,000.00	100.00%	0.00	
2	TEMPORARY	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00%	0.00	
3	FIXTURES	50,000.00	46,500.00	3,500.00	0.00	50,000.00	100.00%	0.00	
4	SWITCHGEAR	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	
5	GENERATOR	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	
6	FIRE ALARM	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	
7	DATA	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	
8	HOUSEKEEPING	3,700.00	3,000.00	700.00	0.00	3,700.00	100.00%	0.00	
9	O&M CLOSE-OUTS	1,600.00	0.00	1,600.00	0.00	1,600.00	100.00%	0.00	
CO #01	CHANGE ORDER #01	13,024.00	13,024.00	0.00	0.00	13,024.00	100.00%	0.00	
CO #02	CHANGE ORDER #02	2,772.00	2,772.00	0.00	0.00	2,772.00	100.00%	0.00	
CO #03	CHANGE ORDER #03	20,443.00	20,443.00	0.00	0.00	20,443.00	100.00%	0.00	
CO #04	CHANGE ORDER #04	7,098.00	7,098.00	0.00	0.00	7,098.00	100.00%	0.00	
Grand Totals		221,837.00	214,037.00	7,800.00	0.00	221,837.00	100.00%	0.00	11,091.85

# APPLICATION AND CERTIFICATE FOR PAYMENT

## TO (OWNER)

City of Newport  
596 7th Ave  
Newport, MN 55055

## PROJECT:

NEWPORT CITY HALL & FIRE STATION  
MATERIAL

## APPLICATION NO:

18

## PERIOD TO:

6/30/2022

Distribution to:

☒ OWNER

☐ ARCHITECT

☐ CONST. MANAGER

☒ FILE

## FROM (CM):

HOFFMANN + UHLHORN CONSTRUCTION, INC.  
5555 W 78TH ST, SUITE A  
MINNEAPOLIS, MN 55439

CONTRACT DATE:

## APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders Approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$246,906.00	(\$3,105.00)
Approved this Month		\$0.00	\$0.00
Number	Date Approved		
TOTALS		\$246,906.00	(\$3,105.00)
Net change by Change Orders		\$243,801.00	

The undersigned Construction Manager certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and that current payments shown herein are now due.

## CONSTRUCTION MANAGER:

HOFFMANN + UHLHORN CONSTRUCTION, INC.

By:

*Lucas D. Nelson*

Date: 7/8/2022

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the Amounts Certified.

Application is made for Payment, as shown below,

**Continuation Sheet, AIA Document G703**, is attached.

1. COMMITTED COST	\$3,324,734.00
2. Net Change by Change Orders	\$243,801.00
3. SUM TO DATE (Line 1+2)	\$3,568,535.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$3,478,546.57
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D+E on G703)	\$173,927.36
b. <u>  </u> % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$173,927.36
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$3,304,619.21
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$3,226,601.79
8. CURRENT PAYMENT DUE	\$78,017.42
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$263,915.79

State of: MINNESOTA

County of:

Anoka County

Subscribed and sworn to before me this

7/8/2022

Notary Public:

*[Signature]*

My Commission expires:

31-Jan-23

## AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for).

ARCHITECT:

**Brunton Architects & Engineers**

By:

*Vijin Sachdev*

Date: 07/11/2022



## CITY OF NEWPORT - MATERIAL

H+U CONSTRUCTION EDITION OF AIA DOCUMENT G703

APPLIC. FOR PAYMENT NO.#18

PERIOD ENDING 6/30/2022

AIA Document G723, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

		A	B	C	D	E	F		G	H
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULE VALUE  (A+B)	WORK COMPLETED		TOTAL COMPLETED AND STORED	% (F/C)	BALANCE TO FINISH (C-F)	RETAINAGE
					FROM PREV. APPL.	THIS PERIOD				
#0330	Cast-In-Place Concrete	145,000.00	9,002.00	154,002.00	99,200.00	0.00	99,200.00	64%	54,802.00	4,960.00
#0330-1	Concrete Delays	0.00	(24,510.00)	(24,510.00)	0.00	0.00	0.00	0%	(24,510.00)	0.00
#0341	Strutctural Precast	1,033,333.00	12,877.00	1,046,210.00	1,046,210.00	0.00	1,046,210.00	100%	0.00	52,310.50
#0512	Steel Supply	125,000.00	4,429.00	129,429.00	129,115.00	0.00	129,115.00	100%	314.00	6,455.75
#0610	Carpentry & GC	183,700.00	47,980.00	231,680.00	156,974.29	51,350.35	208,324.64	90%	23,355.36	10,416.23
#0750	Roofing & Metal Panels	207,360.00	2,663.00	210,023.00	204,911.00	5,112.00	210,023.00	100%	0.00	10,501.15
#0790	Caulking & Firestopping	13,525.00	0.00	13,525.00	5,512.50	1,806.25	7,318.75	54%	6,206.25	365.94
#0810	Doors, Frames, Hardware - Supply	95,490.00	0.00	95,490.00	91,385.00	0.00	91,385.00	96%	4,105.00	4,569.25
#0833	Coiling & Sectional Doors	86,400.00	450.00	86,850.00	86,850.00	0.00	86,850.00	100%	0.00	4,342.50
#0840	Aluminum Storefronts & Curtainwall	60,000.00	16,393.00	76,393.00	73,484.00	1,740.00	75,224.00	98%	1,169.00	3,761.20
#0920	Drywall & Fireproofing	50,000.00	9,008.00	59,008.00	59,008.00	0.00	59,008.00	100%	0.00	2,950.40
#0930	Tile	31,000.00	0.00	31,000.00	31,000.00	0.00	31,000.00	100%	0.00	1,550.00
#0950	Acoustical Ceilings & Panels	25,700.00	0.00	25,700.00	25,700.00	0.00	25,700.00	100%	0.00	1,285.00
#0965	Resilient Flooring & Carpet	52,820.00	0.00	52,820.00	50,320.00	0.00	50,320.00	95%	2,500.00	2,516.00
#0990	Painting and Wallcovering	11,900.00	2,125.00	14,025.00	2,720.00	10,115.00	12,835.00	92%	1,190.00	641.75
#1420	Conveying Equipment	66,643.00	0.00	66,643.00	66,643.00	0.00	66,643.00	100%	0.00	3,332.15
#2100	Fire Protection	46,160.00	0.00	46,160.00	37,100.00	0.00	37,100.00	80%	9,060.00	1,855.00
#2200	Plumbing & Heating	248,555.00	141,352.00	389,907.00	389,907.00	0.00	389,907.00	100%	0.00	19,495.35
#2300	HVAC & Controls	213,000.00	5,808.00	218,808.00	216,058.00	0.00	216,058.00	99%	2,750.00	10,802.90
#2600	Electrical	376,100.00	46,470.00	422,570.00	410,570.00	12,000.00	422,570.00	100%	0.00	21,128.50
#3100	Earthwork & Site Utilities	101,500.00	2,282.00	103,782.00	103,782.00	0.00	103,782.00	100%	(0.00)	5,189.10
#3210	Asphalt Paving	136,404.00	6,100.00	142,504.00	109,973.18	0.00	109,973.18	77%	32,530.82	5,498.66
#3290	Landscaping & Fencing	15,144.00	335.00	15,479.00	0.00	0.00	0.00	0%	15,479.00	0.00
	TOTAL CONTRACT AMOUNTS	3,324,734.00	243,801.00	3,607,498.00	3,396,422.97	82,123.60	3,478,546.57	96%	128,951.43	173,927.36

**INVOICE SUMMARY-  
CITY OF NEWPORT - MATERIAL**

**PAYMENT APPLICATION NO. #18  
PERIOD ENDING 6/30/2022**

ITEM NO#	DESCRIPTION	VENDOR	DATE	NUMBER	AMOUNT	RETAINAGE	DUE
#0610	Carpentry & GC	Tekton	6/30/22	Applic #10	\$51,350.35	\$2,567.52	\$48,782.83
#0750	Roofing & Metal Panels	Central Roofing	6/30/22	Applic #5	\$5,112.00	\$255.60	\$4,856.40
#0790	Caulking & Firestopping	Carciofini Company	6/30/22	Applic #4	\$1,806.25	\$90.31	\$1,715.94
#0840	Aluminum Storefronts & Curtainwall	Capital City Glass	6/30/22	Applic #7	\$1,740.00	\$87.00	\$1,653.00
#0990	Painting and Wallcovering	Universal Painting	6/30/22	Applic #2	\$10,115.00	\$505.75	\$9,609.25
#2600	Electrical	B&B Electric, Inc.	6/30/22	Applic #14	\$12,000.00	\$600.00	\$11,400.00
<b>SUBTOTAL AMOUNT DUE</b>					<b>\$82,123.60</b>	<b>\$4,106.18</b>	<b>\$78,017.42</b>

**TOTAL AMOUNT DUE**

**\$78,017.42**

# **AIA® Document G732™ – 2019**

## **Application and Certificate for Payment, Construction Manager as Adviser Edition**

<b>TO OWNER:</b>	City of Newport 596 7th Ave. Newport, MN 55055	<b>PROJECT:</b>	Newport City Hall, Fire Hall & Law Enforcement Center 2060 1st Ave. Newport, MN 55055	<b>APPLICATION NO:</b> 10 Material	<b>Distribution to:</b>
<b>FROM CONTRACTOR:</b>	Tekton Construction Co. 861 E. Hennepin Ave. Suite 200 Minneapolis, MN 55414	<b>VIA CONSTRUCTION MANAGER:</b>	H + U Construction	<b>PERIOD TO:</b> June 30, 2022	
<b>CONTRACT FOR:</b>	General Construction	<b>VIA ARCHITECT:</b>	Brunton Architects & Engineers	<b>CONTRACT DATE:</b>	
				<b>PROJECT NOS:</b> 3298 / -10 /	

OWNER: ☐  
 CONSTRUCTION MANAGER: ☐  
 ARCHITECT: ☐  
 CONTRACTOR: ☐  
 FIELD: ☐  
 OTHER: ☐

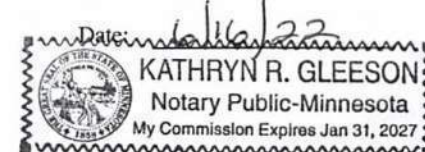
### **CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	183,700.00
2. NET CHANGES IN THE WORK .....	47,980.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	231,680.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	208,324.64
<b>5. RETAINAGE:</b>	
a. 5 % of Completed Work (Column D + E on G703)	10,416.23
b. 0 % of Stored Material (Column F on G703)	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	10,416.23
6. TOTAL EARNED LESS RETAINAGE .....	197,908.41
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	149,125.58
(Line 6 from prior Certificate)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** \_\_\_\_\_  
 By: \_\_\_\_\_  
 State of: Minnesota  
 County of: Hennepin  
 Subscribed and sworn to before  
 me this 16th day of June, 2022  
 Notary Public: Kathryn R. Gleeson  
 My Commission expires: 1/31/2027



### **CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.



8. CURRENT PAYMENT DUE ..... 48,782.83

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 minus Line 6)

33,771.59

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	49,985.00	0.00
Total approved this month including Construction Change Directives	0.00	2,005.00
TOTALS	49,985.00	2,005.00
NET CHANGES IN THE WORK		47,980.00

AMOUNT CERTIFIED ..... 48,782.83

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By:

*Laura D. Nelson*

Date:

6/27/22

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

*Viggo Seesholtz*

Date:

07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





# AIA® Document G703® – 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

10

APPLICATION DATE:

June 16, 2022

PERIOD TO:

June 30, 2022

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G÷C)		
	ROUGH CARPENTRY-MATERIAL	11,590.00	11,590.00	0.00	0.00	11,590.00	100.00%	0.00	579.50
	COMPOSITE DECKING-MATERIAL	1,320.00	1,320.00	0.00	0.00	1,320.00	100.00%	0.00	66.00
	INTERIOR ARCHITECTURAL WOODWORK/SOLID SURFACE-MATERIAL	76,857.00	34,585.65	42,271.35	0.00	76,857.00	100.00%	0.00	3,842.85
	FRP-MATERIAL	1,408.00	1,408.00	0.00	0.00	1,408.00	100.00%	0.00	70.40
	SIGNAGE-MATERIAL	26,168.00	22,242.80	0.00	0.00	22,242.80	85.00%	3,925.20	1,112.14
	TOILET COMPARTMENTS-MATERIAL	6,410.00	6,410.00	0.00	0.00	6,410.00	100.00%	0.00	320.50
	CORNER GUARDS-MATERIAL	1,775.00	1,775.00	0.00	0.00	1,775.00	100.00%	0.00	88.75
	TOILET ACCESSORIES-MATERIAL	6,880.00	0.00	6,880.00	0.00	6,880.00	100.00%	0.00	344.00
	FIRE PROTECTION SPECIALTIES-MATERIAL	2,056.00	2,056.00	0.00	0.00	2,056.00	100.00%	0.00	102.80
	LOCKERS-MATERIAL	8,030.00	8,030.00	0.00	0.00	8,030.00	100.00%	0.00	401.50
	FLAGPOLES-MATERIAL	14,039.00	14,039.00	0.00	0.00	14,039.00	100.00%	0.00	701.95

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	ROLLER SHADES-MATERIAL	12,167.00	0.00	0.00	0.00	0.00	0.00%	12,167.00	0.00
	MATERIAL ALLOWANCE	15,000.00	5,061.84	2,199.00	0.00	7,260.84	48.41%	7,739.16	363.04
	CO # 1	1,529.00	0.00	0.00	0.00	0.00	0.00%	1,529.00	0.00
	CO # 2	48,156.00	48,156.00	0.00	0.00	48,156.00	100.00%	0.00	2,407.80
	CO # 3	-2,005.00	0.00	0.00	0.00	0.00	0.00%	-2,005.00	0.00
	CO # 4	300.00	300.00	0.00	0.00	300.00	100.00%	0.00	15.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$231,680.00</b>	<b>\$156,974.29</b>	<b>\$51,350.35</b>	<b>\$0.00</b>	<b>\$208,324.64</b>	<b>89.92%</b>	<b>\$23,355.36</b>	<b>\$10,416.23</b>





# Document G732™ – 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	The City of Newport 496 7th Avenue Newport, MN 55055	PROJECT:	Newport City Hall, Fire Hall and LEC Materials	APPLICATION NO:	005	DISTRIBUTION TO:	
FROM				PERIOD TO:	06/30/2022	OWNER	<input checked="" type="checkbox"/>
CONTRACTOR:	Central Roofing Company 4550 Main Street NE Minneapolis, MN 55421	VIA CONSTRUCTION MANAGER:	H+U Construction	CONTRACT DATE:		CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>
				PROJECT NOS:	/ /	ARCHITECT	<input type="checkbox"/>
CONTRACT FOR:		VIA ARCHITECT:				CONTRACTOR	<input type="checkbox"/>
						FIELD	<input type="checkbox"/>
						OTHER	<input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 207,360.00
2. NET CHANGES IN THE WORK.....	\$ 2,663.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 210,023.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ 210,023.00
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ 10,501.15
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ 10,501.15
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 minus Line 5 Total)	\$ 199,521.85
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... (Line 6 from prior Certificate)	\$ 194,665.45
8. CURRENT PAYMENT DUE.....	\$ 4,856.40
9. BALANCE TO FINISH, INCLUDING RETAINAGE  (Line 3 minus Line 6)	\$ 10,501.15

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 2,663.00	\$
Total approved this month, including Construction Change Directives	\$ 0	\$
TOTALS	\$ 2,663.00	\$
NET CHANGES IN THE WORK	\$ 2,663.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature] Date: 06/20/2022  
By: [Signature]  
State of: Minnesota  
County of: Anoka

Subscribed and sworn to before

me this 20 day of June, 2022

Notary Public: Joanne M Ledlin

My Commission expires: 1/31/2025



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 4,856.40

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: [Signature] Date: 6/27/22

ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: [Signature] Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5

Application Date : 06/20/22

To: 06/30/22

Architect's Project No.:

Invoice # : 31030

Contract : 221004. 01 Newport City Hall Materials

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
1	Metal Wall Panels Materials	25,560.00	20,448.00	5,112.00	0.00	25,560.00	100.00%	0.00	1,278.00
2	Roofing Materials	181,800.00	181,800.00	0.00	0.00	181,800.00	100.00%	0.00	9,090.00
3	0750M-01	800.00	800.00	0.00	0.00	800.00	100.00%	0.00	40.00
4	0750M-02	1,392.00	1,392.00	0.00	0.00	1,392.00	100.00%	0.00	69.60
5	0750M-03	471.00	471.00	0.00	0.00	471.00	100.00%	0.00	23.55
</									

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/GC*a*

## GENERAL CONTRACTOR EDITION

PAGE ONE OF 2 PAGES

### TO OWNER:

City of Newport

596 7th Avenue

Newport, MN 55055

### FROM CONTRACTOR:

Carciofini Company

12101 Nicollet Ave S

Burnsville, MN 55337

CONTRACT FOR: Joint Sealants

### PROJECT:

Newport City Hall, Fire Hall

and Law Enforcement Center

2060 1st Avenue

Newport, MN 55055

Materials

VIA GENERAL CONTRACTOR: H + U Construction

VIA ARCHITECT: Brunton Architects & Engineers

APPLICATION NO: 4

Distribution to:

☐ OWNER

PERIOD TO: 06/30/22

☐

PROJECT NO:

☐ ARCHITECT

CONTRACT DATE: 12/14/20

☐ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	13,525.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	13,525.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	7,318.75
5. RETAINAGE:		
a. 5% of Completed Work	\$	365.94
(Column D + E on G703)		
b. 5% of Stored Material	\$	0.00
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	365.94
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	6,952.81
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	5,236.87
8. CURRENT PAYMENT DUE	\$	1,715.94
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	6,572.19

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Carciofini Co.

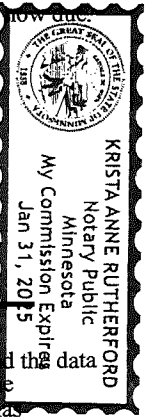
By: Julie G. Pederson Controller Date: 06/16/22

State of: Minnesota County of: Dakota  
Subscribed and sworn to before me this 16th day of June 2022

Notary Public:

My Commission expires:

Krista Anne Rutherford



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the General Contractor and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 1,715.94

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

GENERAL CONTRACTOR:

By: James D. Nelson Date: 6/27/22

ARCHITECT:

By: Vijin Sachdev Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 2 OF 2

 AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, CONTAINING  
 CONTRACTOR'S SIGNED CERTIFICATION IS ATTACHED.

APPLICATION NUMBER: 4

APPLICATION DATE: 06/16/2022

PERIOD TO: 06/30/2022

IN TABULATIONS BELOW, AMOUNTS ARE STATED TO THE NEAREST DOLLAR.

ARCH. PROJ. NUMBER:

USE COLUMN 1 ON CONTRACTS WHERE VARIABLE RETAINAGE FOR LINE ITEMS MAY APPLY.

A	B	C	D	E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE 5.00%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Joint Sealants as per Contract								
	Material								
	Joint Sealant	7,225.00	3,612.50	1,806.25		5,418.75	75%	1,806.25	\$270.94
	Firestop	3,800.00	1,900.00			1,900.00	50%	1,900.00	\$95.00
	Firestop Allowance	2,500.00				0.00	0%	2,500.00	\$0.00
Page 2 Totals		13,525.00	5,512.50	1,806.25	0.00	7,318.75	54%	6,206.25	365.94



# AIA® Document G732™ – 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: <u>City of Newport</u>	PROJECT: <u>Newport City Hall Material</u>	APPLICATION NO: <u>7</u>	DISTRIBUTION TO:
FROM CONTRACTOR: <u>Capital City Glass</u>	VIA CONSTRUCTION MANAGER: <u>H + U Construction</u>	PERIOD TO: <u>6.30.22</u> CONTRACT DATE: <u>12-14-20</u> PROJECT NOS: <u>1 1</u>	OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
CONTRACT FOR: <u>Glass/Glazing</u>	VIA ARCHITECT: <u>Brunton Arch</u>		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ <u>60,000.00</u>
2. NET CHANGES IN THE WORK.....	\$ <u>16,393.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ <u>76,393.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ <u>75,224.00</u>
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ <u>3,761.20</u>
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ <u>3,761.20</u>
6. TOTAL EARNED LESS RETAINAGE.....	\$ <u>71,462.80</u>
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ <u>76,809.80</u>
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ <u>1,653.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ <u>4,930.20</u>

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ <u>16,393.00</u>	\$ _____
Total approved this month, including Construction Change Directives	\$ _____	\$ _____
TOTALS	\$ <u>16,393.00</u>	\$ _____
NET CHANGES IN THE WORK	\$ <u>16,393.00</u>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: \_\_\_\_\_  
By: [Signature]  
State of: MINNESOTA  
County of: Anoka  
Subscribed and sworn to before  
me this 21<sup>st</sup> day of June, 2022  
Notary Public: Carole B Swiden  
My Commission expires: 1.31.2024

Date: 6.21.22



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 1,653.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:  
By: [Signature] Date: 6/27/22  
ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
By: [Signature] Date: 07/11/2022  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

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**CONTINUATION SHEET**

Page 2 of 2 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 7

PROJECT:

APPLICATION DATE: 06/21/22

Newport City Hall, Fire Hall &amp; Law

PERIOD TO: 30-Jun-22

Enforcement Center

ARCHITECT'S PROJECT NO:

Material

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Material 079200 Sealants & Caulking	2,809.00	2,809.00			2,809.00	100%		140.45
2	Material 084313 Aluminum Framed SF	33,794.00	33,794.00			33,794.00	100%		1,689.70
3	Material 088000 Glazing	23,397.00	22,228.00			22,228.00	95%	1,169.00	1,111.40
4	c/o #1	4,079.00	4,079.00			4,079.00	100%		203.95
5	c/o #2	1,740.00		1,740.00		1,740.00	100%		87.00
6	c/o #3	8,283.00	8,283.00			8,283.00	100%		414.15
7	c/o #4	555.00	555.00			555.00	100%		27.75
8	c/o #5	1,736.00	1,736.00			1,736.00	100%		86.80
9									
10									
11									
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26									
27									
28									
	SUBTOTALS PAGE 2	76,393.00	73,484.00	1,740.00		75,224.00	98%	1,169.00	3,761.20



# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

CONSTRUCTION MANAGER-ADVISER EDITION

Page 1 of 2

## TO OWNER:

City of Newport

596 7th Avenue

Newport, MN 55055

## FROM CONTRACTOR:

Universal Painting & Drywall, Inc.

## CONTRACT FOR:

0990 - Painting

## PROJECT:

Newport City Hall, Fire Hall & Law

Enforcement Ctr-Newport, MN

Contract No.: 0990M

## VIA ARCHITECT:

Brunton Architects and Engineers

## VIA CONSTRUCTION MANAGER:

APPLICATION NO.: 2

PERIOD TO: 6/30/2022

PROJECT NOS.:

CONTRACT DATE: 12/28/2020

## Distribution to:

\_\_\_ OWNER

\_\_\_ CONSTRUCTION

MANAGER

\_\_\_ ARCHITECT

\_\_\_X\_\_\_ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 11,900.00
2. NET CHANGE BY CHANGE ORDERS	\$ 2,125.00
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$ 14,025.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)	\$ 12,835.00
5. RETAINAGE:	
a. 5% of Completed Work	\$ 641.75
(Columns D+E on G703)	
b. of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a+5b or Total in Column 1 of G703)	\$ 641.75
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 12,193.25
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 2,584.00
8. CURRENT PAYMENT DUE	\$ 9,609.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,831.75

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 2,125.00	
Total approved this Month		
Totals	\$ 2,125.00	
Net Changes by Change Order	\$ 2,125.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

## CONTRACTOR:

By: Kathleen M. Cooper

Date: 6-20-2022

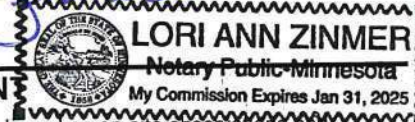
State of: Minnesota

County of: Anoka

Subscribed and sworn to before me this 20th day of June, 2022

Notary Public: Lori Ann Zimmer

My Commission expires: January 31, 2025



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify that to the best of their knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

## AMOUNT CERTIFIED

\$ 9,609.25

(Attach explanation if amount certified differs from the amount applied for.

Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

## CONSTRUCTION MANAGER:

By: Lisa D. Nelson

Date: 6/27/22

## ARCHITECT:

By: Vijin Sachdev

Date: 07/11/2022

This certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Insurance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## CONTINUATION SHEET

AIA DOCUMENT G703

Page 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.:	2
APPLICATION DATE:	6/20/2022
PERIOD TO:	6/30/2022
ARCHITECT'S PROJECT NO.:	

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Newport City Hall, Fire Hall & LEC / MATERIALS P.O.		\$ -		\$ -	\$ -	#DIV/0!	\$ -	
2		\$ 11,900.00	\$ 595.00	\$ 10,115.00	\$ -	\$ 10,710.00	90%	\$ 1,190.00	
3		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
4		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
5		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	ORIGINAL CONTRACT	\$ 11,900.00			\$ -				
	Change Order #0990M-01 - Date: 01/11/2022 - PR 09R Council Chambers Design Details - Paint soffit and wall covering	\$ 2,125.00	\$ 2,125.00			\$ 2,125.00	100%		
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
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		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	
	TOTAL CONTRACT	\$ 14,025.00	\$ 2,720.00	\$ 10,115.00	\$ -	\$ 12,835.00		\$ 1,190.00	\$ -

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 25413

To Owner: CITY OF NEWPORT  
596 7TH AVENUEProject: 21070.01 NEWPORT CITY HALL -  
MATERIALS

Application No.: 14

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor  
☐  
☐

NEWPORT, MN 55055

Period To:

From Contractor: B & B ELECTRIC INC.  
1303 WESTERN AVENUE  
EAU CLAIRE, WI 54703Via Architect: BRUNTON ARCHITECTS LTD  
225 BELGRADE AVE  
NORTH MANKATO MN 56003

Project Nos:

Contract For:

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$376,100.00
2. Net Change By Change Order .....	\$46,470.00
3. Contract Sum To Date .....	\$422,570.00
4. Total Completed and Stored To Date .....	\$422,570.00
5. Retainage:	
a. 5.00% of Completed Work	\$21,128.50
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$21,128.50
6. Total Earned Less Retainage .....	\$401,441.50
7. Less Previous Certificates For Payments .....	\$390,041.50
8. Current Payment Due .....	\$11,400.00
9. Balance To Finish, Plus Retainage .....	\$21,128.50

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$46,470.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$46,470.00	\$0.00
Net Changes By Change Order	\$46,470.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: B &amp; B ELECTRIC INC.

By: Matthew B. Byl Date: 11/22/24State of: WI  
Subscribed and sworn to before me this  
Notary Public:  
My Commission expires: 11/22/24

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 11,400.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Virginia Sachse Date: 07/11/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 14

Application Date : 06/28/22

To:

Architect's Project No.:

Invoice # : 25413

Contract : 21070.01 NEWPORT CITY HALL - MATERIALS

A	B	C	D	E	F	G	H	I	
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored  (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
1	GENERAL MATERIAL	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00%	0.00	
2	BOND	4,700.00	4,700.00	0.00	0.00	4,700.00	100.00%	0.00	
3	FIXTURES	115,000.00	115,000.00	0.00	0.00	115,000.00	100.00%	0.00	
4	SWITCHGEAR	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	
5	GENERATOR	117,000.00	117,000.00	0.00	0.00	117,000.00	100.00%	0.00	
6	EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	
7	FIRE ALARM	22,000.00	16,000.00	6,000.00	0.00	22,000.00	100.00%	0.00	
8	DATA	31,000.00	25,000.00	6,000.00	0.00	31,000.00	100.00%	0.00	
9	PERMIT/INSPECTIONS	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00%	0.00	
CO#01	CHANGE ORDER #01	11,227.00	11,227.00	0.00	0.00	11,227.00	100.00%	0.00	
CO#02	CHANGE ORDER #02	1,844.00	1,844.00	0.00	0.00	1,844.00	100.00%	0.00	
CO#03	CHANGE ORDER #03	30,789.00	30,789.00	0.00	0.00	30,789.00	100.00%	0.00	
CO#04	CHANGE ORDER #04	2,610.00	2,610.00	0.00	0.00	2,610.00	100.00%	0.00	
Grand Totals		422,570.00	410,570.00	12,000.00	0.00	422,570.00	100.00%	0.00	21,128.50



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12224 Nicollet Avenue  
Burnsville, MN 55337-1649

Ph: (952) 890-0509  
Fax: (952) 890-8065  
Bolton-Menk.com

## MEMORANDUM

**Memo Date:** July 14, 2022  
**Meeting Date:** July 21, 2022  
**To:** City of Newport, City Council  
**From:** Nathan Fuerst, City Planner  
**Subject:** Comprehensive Plan Amendment – Chapter 9: Housing  
**Action Requested:** Review and provide a determination on the proposed Comprehensive Plan Amendment.

---

**Applicant:** City of Newport

### Overview

#### Background

In March 2022, the Newport City Council approved a Comprehensive Plan amendment to the Future Land Use Map in the area immediately surrounding the Newport Transit Station along with other text revisions. As part of the Comprehensive Plan Amendment Process, the Met Council is in the process of reviewing the proposed changes and has identified an inconsistency between Met Council Housing policy and the City's adopted 2040 plan.

The purpose of this item brought forward by staff is to receive formal approval on proposed changes to Chapter 9, Table 9-7: *Housing Implementation Plan to Address Affordable Housing Needs*. The amendment will add several additional tools or strategies for the City to consider as opportunities arise. The amendment will bring the City's 2040 Comprehensive Plan into consistency with the Metropolitan Council's 2040 Housing Policy Plan and will not require any immediate actions be taken.

#### Nature of the Inconsistency

The City adopted its 2040 Comprehensive Plan in 2018, and was one of the first to have its plan reviewed and approved by the Met Council. At the time it was reviewed and ultimately approved by the Met Council, Met Council staff allowed for approval of a plan that was not fully consistent with regional Housing Policy. Had it been reviewed later, this issue would have likely been required to be resolved prior to the Met Council's initial approval of the plan. During more recent communication with Met Council, the following was noted from housing policy review staff:

*to be found fully consistent with the Council's Housing Policy Plan, remaining changes outlined in the Metropolitan Council Staff Report from April 10, 2019 (and included on page 476 the final adopted plan document) must be made. Please note that Cities not found fully consistent with Council housing policy are unable to draw down funds from the program.*

The amendment required to bring the City's Comprehensive Plan into conformance is not substantial. It will formally recognize strategies to support affordable housing without requiring action.



### **Proposed Amendments**

Per Met Council requirements, the city's Comprehensive Plan did include a table within the Housing chapter (Chapter 9) which provided an implementation plan specifically to help address affordable housing needs. The table, Table 9-7, categorizes various implementation strategies using the following prioritizations:

1. Current and ongoing
2. New efforts, 1st priority
3. New efforts, as needed or as funding available

Table 9-7 will need to be amended to include consideration of the following strategies, all of which staff are proposing to assign the lowest priority, level 3:

- Effective referrals to partner organizations that can meet identified housing needs
- Participation in housing related collaboratives, initiatives, or other efforts to support staff knowledge of housing strategies
- Specific tools that can be used to preserve naturally occurring affordable housing (NOAH), including Housing Improvement Areas, partnership with NOAH acquisition funders/developers, and local 4d tax incentives
- Support for the creation of Land Trust units with Two Rivers Community Land Trust

### **Why amend the Plan?**

There are several reasons staff felt it reasonable to make this adjustment at this time. The first is eligibility for the Met Council's LCA funding. With an inconsistent housing element, the City would likely lose out on funding opportunities for a number of different grants which it would otherwise be well positioned for.

Second, is that City staff may have already been taking various actions consistent with the strategies proposed above as opportunities arise. Third, is this will result in no immediate or long-term requirements of the City but it will create a fully consistent Comprehensive Plan. This review item will not resurface in future Met Council reviews, saving staff time in the future.

### **Public Hearing**

A public hearing was noticed and held at the Planning Commission's regular meeting on July 12, 2022. One member of the public provided comment at the public hearing in support of the requested comprehensive plan amendment.

### **Action Requested:**

After discussion, the Planning Commission unanimously voted to recommend the proposed comprehensive plan amendments to the City Council for approval. Discussion on this item primarily consisted of questions about the Comprehensive Plan and amendment process. The Planning Commission found proposed changes proposed to Table 9-7 to be acceptable for the reasons identified by staff.

Example Motion:

**"Move to adopt Resolution\_\_\_\_\_ amending the City's 2040 Comprehensive Plan, Chapter 9, Table 9-7."**

### **Resources Used:**

- Draft Resolution
- City of Newport 2040 Comp Plan – [link here](#)
- Metropolitan Council – Comprehensive Plan Amendment – [link here](#)

City of Newport, MN  
Resolution No. 2022-27  
A Resolution Approving an Amendment to the City of Newport's  
2040 Comprehensive Plan

**WHEREAS**, the 2040 Comprehensive Plan was prepared by the City of Newport in conjunction with various community members for the purpose of providing community-based policies and guidelines which enable public officials to enhance the future by implementing planning action steps; and

**WHEREAS**, the Comprehensive Plan contains goals, recommendations and action steps relating to the future growth of the community that fulfills the vision set by the Comprehensive Plan; and

**WHEREAS**, the City's 2040 Comprehensive Plan's Housing Chapter is not fully consistent with the Metropolitan Council's *2040 Housing Policy Plan*; and

**WHEREAS**, the City desires to bring its 2040 Comprehensive Plan into full conformance with the Metropolitan Councils adopted plans and policies; and

**WHEREAS**, the proposed amendments are detailed in pages attached to this resolution; and

**WHEREAS**, the City's Planning Commission held a public hearing at its regular meeting on July 12, 2022, regarding the Comprehensive Plan Amendments and voted unanimously to recommend City Council approval.

**WHEREAS**, the City Council considered the recommendation of the Planning Commission at their regular meeting on July 21, 2022, and voted to approve the Comprehensive Plan Amendments.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Newport approves a Comprehensive Plan Amendment to amend Table 9-7, bringing Chapter 9 into full conformance with the Metropolitan Council's *2040 Housing Policy Plan*.

Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

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

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

**Table 9-7: Housing Implementation Plan to Address Affordable Housing Needs**

Identified Need	Available Tools	Circumstance and Sequence of Use
<b>≤ 30% AMI and 51-80% AMI</b>		
Preservation of existing affordable housing within all bands of affordability	Foreclosure Prevention Counselling & Homeowner Refinancing Counselling	<b>1:</b> Newport will continue to participate in the Washington County CDA's Homeowner Counselling Programs that include Foreclosure Prevention Counselling and Homeowner Refinancing Counselling.
"	Affordable Mortgages	<b>2:</b> Newport will refer residents to the CDA's Homebuyer Services program, which includes the Start Up Loan program for affordable mortgages.
"	Zoning Ordinance and Code Enforcement	<b>1:</b> Newport will continue to enforce its zoning ordinance and codes to preserve and improve the quality of existing homes in the City and ensure that they meet State Building Code requirements.
"	<a href="#"><u>Preservation of Natural Affordability</u></a>	<b>3:</b> <a href="#"><u>Specific tools that can be used to preserve naturally occurring affordable housing (NOAH), including Housing Improvement Areas, partnership with NOAH acquisition funders/developers, and local 4d tax incentives</u></a>
Housing Maintenance Assistance for low-income homeowners within all bands of affordability.	Home Improvement Loans	<b>1:</b> Newport will continue to participate in the CDA's Home Improvement Assistance Loan program, available to households with incomes at or below 80% AMI and will consider participation in or use of other programs that preserve affordable housing as Housing Improvement Areas, acquisition opportunities and incentive programs.



“	Septic System Loan and Grant Programs	<b>1:</b> Newport will refer residents to the CDA’s Septic System Loan and Grant Programs.
Provide additional rental housing and senior housing affordable to households with incomes below 30% AMI and between 51- 80% of AMI.	Rental Assistance and Vouchers	<b>1:</b> Newport will continue to participate in the CDA’s rental assistance programs that serve seniors and families.
“	Options include tax abatement, housing bonds, MHFA programs, Washington County GROW fund, CDBG and HOME funds, Livable Communities funds, and tax incentive programs.	<p><b>1:</b> Newport will continue to work with the CDA, housing developers, and other organizations to utilize programs that create “workforce” housing, affordable senior housing, and other housing that provides new affordable rental units.</p> <p>Newport may work through the CDA to issue housing bonds or seek CDBG and HOME funds. The City has the authority and may abate taxes for housing developments to meet its goals.</p>
“	TIF Local Fee Waiver	<b>2:</b> Newport will consider using TIF funds and fee waivers for redevelopment in locations that are appropriate for TIF funding and city assistance to provide affordable housing for seniors and families if they are part of a mixed-income development.
“ –	<a href="#">Referrals</a>	<a href="#"><b>3: Effective referrals to partner organizations that can meet identified housing needs.</b></a>
“ –	<a href="#">Community Land Trust Units</a>	<a href="#"><b>3: Support for the creation of Land Trust units with Two Rivers Community Land Trust</b></a>

<a href="#">Other Strategies</a>	Site Clean-up of brownfields or other contamination	<b>3:</b> Newport would consider supporting or sponsoring an environmental clean-up grant application for senior housing affordable at 30-50% AMI at locations eligible for such grants.
“ —	Site Assembly	<b>1:</b> Newport will continue to work with the CDA to purchase properties in its Red Rock Gateway Area for redevelopment for housing (including affordable units) and related service and employment opportunities.
“ —	Guiding land at densities that support affordable housing	<b>2:</b> The City’s future land use plan guides land use to permit densities at 8-50 units per acre and includes sufficient areas for development and redevelopment to meet City and regional goals to provide affordable housing. The City will adopt a new zoning map and update its ordinances to be consistent with the plan.
“ —	<a href="#">Staff Training</a>	<a href="#">3: Participation in housing related collaboratives, initiatives, or other efforts to support staff knowledge of housing strategies</a>



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12224 Nicollet Avenue  
Burnsville, MN 55337-1649

Ph: (952) 890-0509  
Fax: (952) 890-8065  
Bolton-Menk.com

## MEMORANDUM

**Memo Date:** July 14, 2022  
**Meeting Date:** July 21, 2022  
**To:** Newport City Council  
**From:** Nathan Fuerst, City Planner  
**Subject:** Zoning Text Amendment – Sign Ordinance

**Action Requested:** Review the request and provide a determination on the zoning text amendment.

---

### Overview

**Applicant:** Vollrath

**Request:** Zoning Text Amendment to City Code Section 36-554

**60 Day Period:** August 21, 2022

### Background

Staff recently received an inquiry from Vollrath, a company operating at 910 Hastings Avenue in the City, for a proposed temporary banner advertising employment opportunities. This banner could not be permitted due to the City's temporary signage regulations which will not allow for the banner size or duration of time proposed by Vollrath. The company is seeking to install a large vinyl banner on the 910 Hastings Avenue industrial building which would be visible from Highway 61.

Specifically, the company is seeking to install a 50' by 63" vinyl banner for 6 (six) months to 1 (one) year. The proposed banner would be approximately 262.5 square feet in area. Staff have suggested a zoning text amendment as the only way to permit the sign as proposed.

### Current Code Section

Temporary Signage is defined in City Code Section 36-552 as follows:

*Temporary sign means a sign which is erected or displayed for a limited time. Temporary signs are typically constructed of lightweight, non-permanent materials and structures.*

The existing City Code Section regulating temporary signage (Sec. 36-554.a) in Business and Mixed Use zoning districts is provided on the next page:

a) *Temporary signs. Temporary signs or banners that are a maximum 20 square feet in size are allowed. A maximum of three temporary signs are allowed per parcel on commercial properties in business, commercial, and mixed-use districts. Temporary signs may be displayed for a maximum of 30 consecutive days. No sign permit is required for temporary signs.*

1) *Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards. The design and construction of all the signs shall be professional looking and not be allowed to become torn or weathered.*

2) *Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district.*

### **Zoning Text Amendment Request**

The applicant's stated reason for making this request is as follows:

*Placing a 'now hiring' sign on the building viewable from the highway. Preference is to leave on the building for six months to a year.*

By requesting a 262.5 square foot vinyl banner for over 6 months, the applicant is effectively requesting two separate amendments.

- To increase allowable sign area from 20 square feet to over 260 square feet.
- To increase the duration of a temporary sign from approximately 30 days to over 180 days.

### **Assessment of the Request**

#### **Size**

The applicant is requesting a substantially larger sign than is otherwise permitted by City Code. Were it a permanent sign, the proposed banner would exceed the maximum sign area for any one wall sign of 150 square feet.

It is common in neighboring communities surrounding Newport's to permit banners greater than 20 square feet in area. Of those ordinances that call out specific numeric maximums, Woodbury's sign ordinance permits the largest temporary banners of up to 80 square feet in size. Other ordinances such as West Saint Paul allow temporary signage with allowable square feet based on the square footage of the structure.

Staff finds that this request makes sense only in specific circumstances. On a large structure, a banner over 260 square feet may not feel too large as it is a small percentage of the overall surface to which it is affixed. However, on a smaller structure, this size of sign could take up a significant area and have perceived deleterious aesthetic or other impacts.

#### **Duration**

The applicant is also requesting to greatly increase the amount of time that any one temporary sign can be utilized. The current ordinance allows for three separate signs to be up for a period of 30 days each. This requirement would not allow any one sign to be utilized for more than 30 days.

Neighboring community ordinances allow temporary signage for varying durations with several greater than the City's 30 day allowance. Woodbury, again, has the most flexibility allowing banners up to 6 months per year. Other ordinances allow individual or multiple signs for periods of 30, 45, 60 and 90 days.

Staff finds it unreasonable to request a temporary sign for a duration any longer than 6 months. Temporary signage is defined in City Code as allowed for a “limited time”. A period longer than 6 months would mean that such signage is permitted most of the year. It would be contrary to the code’s initial intent to allow such signage for longer durations on the basis that a permanent solution should be found if permanent or semi-permanent signage is desired. Staff also have concerns about ensuring that temporary signage remains in good repair and doesn’t have a blighting influence.

### **City Consideration**

City Code Section 36-40(e) provides considerations that are intended to guide the City’s decision on zoning amendments. Notably, it states that: *No change shall be recommended unless it is required of the public good, is in the interest of the public health, safety, and welfare, and is compatible with the comprehensive plan of the city and any applicable requirements of this article.*

### **Revisions Proposed**

If the City intends to approve this request, staff are proposing that the following revisions occur to accomplish this while reducing unnecessary impacts:

1. Banners be permitted on parcels zoned only for business. This would help to avoid issues in residential contexts.
2. Banners, specifically when affixed to a façade, shall be allowed to have an overall square footage of 300 or take up 10% of the façade area, whichever is less. When in combination with wall signs, the signage may take up no more than 20% of the wall area.
3. Banners be permitted for a maximum duration of no longer than 6 months or 180 days per calendar year.
4. Temporary banners shall require a zoning permit. Other temporary signage shall not require a permit

Staff review of also resulted in identification of several ways the existing code could be improved for consistency and clarity. Those proposed changes are summarized as follows:

1. Improve definition of temporary signage based on language already found in the ordinance.
2. Relocate language prohibiting certain types of temporary signage to a more suitable location in code.

### **Public Hearing**

A public hearing was noticed and held at the Planning Commission’s regular meeting on July 12, 2022. One member of the public provided comment at the public hearing in support of the requested amendment to the City Code.

### **Planning Commission Recommendation**

After discussion, the Planning Commission unanimously voted to recommend the requested amendments to the City Council for approval with several specific revisions. The specific revisions requested by the planning commission were to require a zoning permit for temporary banners, and to ensure that such signage is regulated according to a calendar year. The Planning Commission’s discussion included consideration for how the City can track the duration of banners, concern for keeping such banners in good repair, and how this ordinance would impact multi-tenant parcels.

Staff revised the draft ordinance presented with this item to include language satisfying the Planning Commission’s recommendation relating to temporary banners.

Name: Vollrath Text Amendment Request  
Date: July 12, 2022  
Page: 4

### **City Council Determination**

The City Council is asked to provide a determination about whether to approve or deny this request. The Council should review the text amendment for consistency with the intent of the City's established policies and plans.

Staff have provided an example motion as follows:

**“Move to [adopt/deny] the draft Ordinance 2022-XX, amending City Code Chapter 36, Article 9”**

### **Resources:**

- Application Documents (attached)
- Draft Ordinance 2022-XX (attached)
- Citywide Zoning Map ([link only](#))
- City Sign Ordinance ([link only](#))



The Vollrath Company, LLC  
1236 N. 18th Street  
Sheboygan, WI 53081  
Phone: 1.800.624.2051  
vollrathcompany.com

July 6, 2022

City of Newport  
Attn: Planning Commission  
596 7<sup>th</sup> Avenue  
Newport, MN 55055

Re: Request for Zoning Amendment for 910 Hastings Ave, Suite 150, Newport, MN 55055

Dear Chairman and Commission Members,

We lease a commercial building at 910 Hastings Ave, Suite 150, Newport, MN 55055. The zoning code limits the size of sign we may place on the building.

We are requesting a zoning amendment because we would like to hang a "now hiring" sign that can be seen from the highway. Anything placed on the ground by our building is only viewable on a low traffic frontage road, not viewable from the highway. Given the large size of the building and plain exterior, we do not think it will have a negative visual impact on the neighborhood or region. The sign will state "Now Hiring" and provide a list of positions open "welders/fabricators, polishers/finishers". It will have our logo "Vollrath" and list our website where positions are posted "vollrathcompany.com/careers". A sign rendering has been provided for your reference to see what the sign will look like.

The sign we are proposing is 50' wide by 63" high. The intention is to have the sign up for as long as we can. We are requesting a minimum of 6 months, but up to a year would be ideal. If approved, it will be printed on heavy duty vinyl and installed securely.

We would like to place the sign as soon as possible and hope the Planning Commission can consider this request at its earliest possible date.

Thank you for your consideration of this matter.

Sincerely,

Tiffany Wieser, Senior Project Manager  
Corporate Communications, Media, and PR  
The Vollrath Company, L.L.C.





# NOW HIRING

VOLLRATHCOMPANY.COM/CAREERS

› WELDERS/FABRICATORS

› POLISHERS/FINISHERS

Design - 50' wide x 63" high



Street View Mock



Highway View Mock



City of Newport, MN  
Ordinance No. 2022-05  
An Ordinance Amending Chapter 36, Article IX, Section 554.

**THE CITY COUNCIL OF THE CITY OF NEWPORT DOES ORDAIN THAT** (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted, sections which are only proposed to be re-numbered are only set forth below as to their number and title):

**SECTION 1.** City of Newport City Code, Chapter 36 – Zoning, Article IX- Signs

**Sec. 36-552. Definitions.**

*Temporary sign* means a sign which is erected or displayed for a limited time. Temporary signs are typically constructed of lightweight, non-permanent materials and structures. Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards.

**Sec. 36-553. District regulations.**

- (a) All permanent signs shall be constructed in accordance with the current state building code and National Electrical Code. To the extent that any conflict exists between those provisions and the provision of this Code, the more restrictive shall apply. All signs shall be constructed in such a manner and of such material that they shall be safe and substantial, provided that nothing in this Code shall be interpreted as authorizing the erection or construction of any sign not permissible under the current zoning or building codes of the city.
- (b) All permanent signs utilizing electricity shall be subject to the state's current electrical code and electrical wiring shall be buried or concealed.
- (c) All permanent sign structures shall be designed and constructed to withstand a wind pressure of not less than 80 mph, or as determined by the current state building code.
- (d) All billboards and signs along interstates and highways shall comply with applicable federal laws and rules and with M.S.A. §§ 173.13-173.231 and Minn. R. pts. 8810.0200—8810.1400 and successor statutes and rules.
- (e) All sign distances and setbacks required in this article shall be measured from the outer edge of the sign that is closest to the structure or roadway edge from which the setback is required.
- (f) Freestanding and monument signs.
  - (1) Non-accessory freestanding and wall signs are prohibited in all districts, except in areas specially designated for off-premises signs in this article.
  - (2) The base or support structure for freestanding and monument signs shall compliment the design of the building and incorporate 40 percent of brick, stone, decorative block, or similar substantial materials as approved by the city. The base of the sign shall be at least 75 percent of the width of the sign from the ground to the bottom of the sign.
  - (3) Freestanding, on-premises signs along major thoroughfares (I-494 and T.H. 61) shall be subject to a review by the zoning administrator. The focus of the review is to assure the quality of the sign's design and materials and compliance with this code. Furthermore, the zoning administrator will consider the signs' relationship to any architectural theme of existing or proposed structures on the parcel.
  - (4) Any freestanding sign within 25 feet of any intersection of street right-of-way lines or driveway entrances shall have vertical clearance for proper visibility by motorists on all affected roadways.
- (g) No sign other than public traffic controls shall be erected within any street right-of-way or upon any public easements except as permitted in this section.

- (h) A permit for a sign to be located within 50 feet of any street or highway regulatory or warning sign, or of any traffic sign or signal, or of any crossroad or crosswalk, will be issued only if:
  - (1) The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk.
  - (2) The sign will not distract drivers nor offer any confusion to any street or highway sign, or any traffic sign or signal. The burden of establishing whether a sign configuration will not disturb or confuse drivers will be on the applicant seeking to construct the sign.
  - (3) Campaign yard signs permitted by this section may be placed not less than five feet from the curb, lot line or edge of street in residential, mixed-use, business, and industrial districts.
- (i) Any illuminated sign located within 50 feet of lot line of a residential use or a Residential or Mixed-Use district shall have diffused or indirect illumination so direct rays of light shall not be directed into an adjacent residence. All illuminated signs in Business and Industrial Districts adjacent to Residential and Mixed-Use Districts shall be designed to illuminate the sign and not illuminate residential properties to the extent practicable.
- (j) The building official, in granting permits for illuminated signs, shall specify the hours during which the same may be kept lighted to prevent the creation of a nuisance. All illuminated signs shall have a shielded light source.
- (k) Roof signs shall be prohibited in all districts.
- (l) Billboards shall be prohibited in all districts except as expressly allowed in Section 36-555.
- (m) Campaign yard signs, posted by a bonafide candidate for political office or by a person or group promoting a political issue or a political candidate, may be placed in any district. Such signs may be erected beginning 46 days before the state primary in a state general election year and must be removed no later than ten days following the election. The signs shall be setback a minimum of five feet from the edge of the street and signs shall not visually obstruct motor vehicle operation. Candidates shall be provided a copy of this ordinance upon filing for office.
- (n) Temporary real estate signs may be erected for the purpose of selling or promoting residential development projects provided:
  - (1) Such signs shall not exceed 128 square feet in area.
  - (2) Only one sign shall be permitted per street frontage upon which the property abuts.
  - (3) Such signs shall be removed when the project is 80 percent completed, sold, or leased.
  - (4) Such signs shall be located no closer than 100 feet to any residence not part of the project.
- (o) Temporary signs adjacent to the public right-of-way for the purpose of selling or leasing individual lots or buildings shall be permitted provided:
  - (1) Such signs shall not exceed six square feet in area for residential property and 32 square feet for nonresidential property and multiple-family developments of four or more dwelling units.
  - (2) Only one such sign is permitted per street frontage upon which the property abuts.
  - (3) Such signs shall be removed within seven days following the lease or sale.
- (p) Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time, in any zoning district, unless otherwise specified in this chapter.
- (p) The total sign area of any multi-faced free-standing or projecting wall sign shall not exceed two times the permitted area of a two-sided sign or three times the area of a three-sided sign. All applications for signs of more than two sides shall be reviewed by the zoning administrator, and at his/her discretion by the planning commission and city council.
- (q) Off-premises signs, except permitted temporary signs and permitted pylon signs and billboards in business, commercial, and industrial districts, are prohibited in all districts.

- (~~f~~s) Bench signs are permitted in all districts at MTC bus stops. Back-lighted signs are permitted on the ends of bus shelters or transit stations.
- (~~s~~t) Church directional signs shall be permitted in all districts provided the total area of such signs shall not exceed four square feet per facing.
- (~~t~~u) Canopies and marquees shall be considered an integral part of the structure to which they are accessory. Signs may be attached to a canopy or marquee but such structure shall not be considered as part of the wall area and thus shall not warrant additional sign area.
- (~~h~~v) Signs advertising garage, yard or similar household sales shall be removed within seven days of the sale.
- (~~w~~u) Signs with moving or changing electronic messages are allowed as part of the total area of a permitted sign.
- (~~w~~x) Signs located in the interior of a building and are not visible from the outside of the building shall be exempt from the provisions of this section and shall not require permits or payment of fees.
- (~~x~~y) No sign shall contain any obscene matter as described by M.S.A § 617.241 or successor statutes.

### **Sec. 36-554. District regulations.**

- (a) In addition to those signs permitted or prohibited in all districts, the following signs are allowed in each specific district and shall be regulated as to size, location, and character according to the requirements set forth:
  - (1) *Residential and mixed-use districts.*
    - a. Non-commercial (election) signs that comply with M.S.A. § 211B.045 or successor statutes.
    - b. Nameplate signs: one for each dwelling unit, not greater than two square feet in area, indicating the name and/or address of the occupant.
    - c. Recreational signs: one sign or bulletin board per street frontage for a park and recreational use in residential districts. Such sign or bulleting board shall not exceed 24 square feet in area nor shall it be placed closer than ten feet to any edge of a street line nor shall it be placed in a location that would interfere with the safe movement of traffic.
    - d. Temporary signs that are a maximum of 20 square feet in size. A maximum of three temporary signs are allowed per parcel in residential districts. Temporary signs may be displayed for a maximum of 14 days, up to two times per year.
    - e. Temporary signs for individual lot or building sales and for sales of residential development projects that comply with section 36-553.
    - f. One permanent sign up to 32 square feet per street frontage shall be allowed by sign permit to identify residential subdivisions and multiple-unit developments. The sign may be a maximum of six feet in height. The sign shall be designed to be architecturally compatible with the building or project with the base of the sign consisting of colors and materials compatible to the building or project.
    - g. The maximum height of freestanding signs in residential districts shall be eight feet.
    - h. Lighting must be indirect or diffused and comply with the requirements of this section.
    - i. Non-residential institutional uses in residential districts and mixed-use districts:
      - 1. Wall signs: one wall sign for each street frontage shall be permitted on a building. The total area of all wall signs affixed to a building wall shall not exceed 20 percent of the total area of that wall. No individual wall sign shall exceed 150 square feet.  
  
A wall sign shall not project more than 18 inches from the wall to which the sign is to be affixed. Furthermore, wall-mounted signs shall not exceed the roofline of any building.

Banners shall be included in the allowance for wall signs. The design and construction of all banners shall be professional looking and not be allowed to become torn or weathered.

2. Free-standing signs: one freestanding sign is permitted for each street frontage. The total area of a free-standing sign for a building having one street frontage shall not exceed 60 square feet. Where a building has two or more street frontages, each permitted free-standing sign in excess of one shall be no greater than one-half the area of the first sign.

No part of a free-standing sign shall be closer than eight feet to the property line or exceed ten feet in height. The height shall be measured from the base of the sign or grade of the nearest adjacent roadway, whichever is lower.

3. Temporary signs: temporary special event signs may be displayed upon issuance of a permit for not more than ten calendar days, and not more than two times each year. Such signs shall include banners, pennants, flying signs, air-inflated devices, search lights, portable bulleting signs, streamers, and other signs approved by the city.

Established churches are exempt from permit requirements, number of days, and frequency guidelines.

4. Electronic message signs: for non-residential institutional uses in residential and mixed-use districts, signs with moving or changing electronic messages are allowed as part of the total area of the permitted sign, with the following standards:

- i. A Conditional use permit is required.
- ii. The sign is allowed as a portion of a free-standing sign.
- iii. The electronic portion of the sign shall not exceed 32 square feet.
- iv. Signs may be square or rectangular and contain all messages within.
- v. Signs must have minimum display duration of 30 seconds.
- vi. No dynamic display electronic sign shall be erected that by reason of position, shape, movement, or color, interferes with the proper function of a traffic sign, signal, or which constitutes a traffic hazard.
- vii. Signs shall not exceed 4,500 Nits between the hours of civil sunrise and civil sunset, as measured from the sign face.
- viii. Electronic portion of the sign may not be illuminated between 10:00 pm and 6:00 am and shall have a maximum of 250 Nits from civil sunset to civil sunrise, as measured from the sign face. The city council may extend the hours of illumination if the proposed sign is located at least 100 feet from all residential property boundaries.
- ix. Signs shall have a fully-functional off switch that automatically shuts the display sign off when the display deteriorates ten percent or greater.
- x. The lamp wattage and luminance level in Nits shall be provided at the time of permit application.
- xi. Public service messages, in addition to messages such as Amber Alerts, are to be provided at no cost to the public.
- xii. Electronic message signs are prohibited as temporary signs.

- j. The following types of signs are not allowed in residential zoning districts or on parcels with residential uses or adjacent to residential uses in all other districts: awning signs, canopy signs, changeable copy signs, dynamic display signs, flashing signs, marquee signs, pole signs, and pylon signs.

(2) *Business districts and business signs in mixed-use districts.*

- a. *Temporary signs.* Temporary signs or banners that are a maximum 20 square feet in size are allowed in all business and mixed use districts unless specified otherwise. A maximum of three temporary signs are allowed per parcel on commercial properties in business, commercial, and mixed-use districts. Temporary signs may be displayed for a maximum of 30 consecutive days per year in all business and mixed use districts unless specified otherwise. No sign permit is required for temporary signs unless otherwise noted.
  1. ~~Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards.~~ The design and construction of ~~all the temporary~~ signs shall be professional looking and not be allowed to become torn or weathered. The City may require removal of a temporary sign if found inconsistent with this requirement.
  2. Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district as established in Sec. 36.553(p).
  3. In business districts, one additional banner meeting the requirements established in Sec. 36-554(a)(2)(b) may be allowed with a permit.
- b. *Wall signs.*
  1. One wall sign for each street frontage shall be permitted on a building for each business located within the building. The total area of all wall signs affixed to a building wall shall not exceed 20 percent of the total area of that wall. No individual wall sign shall exceed 150 square feet. The business or property owner shall obtain a sign permit for each wall sign.
  2. A wall sign shall not project more than 18 inches from the wall to which the sign is to be affixed. Furthermore, wall mounted signs shall not exceed the roof line on any building.
  3. ~~Banners shall be included in the allowance for wall signs.~~ The design and construction of all banners shall be professional-looking and not be allowed to become torn or weathered. The City may require removal of a temporary sign if found inconsistent with this requirement.
  4. In business districts, one temporary banner is allowed in addition to existing wall signs or other temporary signage for a period of up to 180 days per year. Such temporary banners require a permit and must be affixed to a façade.
  5. In business districts, temporary banners affixed to a façade shall be limited in size to 300 square feet or 10% of the building façade, whichever is less. When combined on a façade with Wall Signs, the overall sign area shall not exceed 20% of the total area of that wall.
- c. *Permanent freestanding signs.* One permanent freestanding sign is allowed for each building for each street frontage. The business or property owner shall obtain a sign permit for each permanent freestanding sign.
  1. The total area of a freestanding sign for a building having one street frontage shall not exceed 80 square feet. Where a building has two or more street frontages, each permitted freestanding sign in excess of one shall be no greater than one-half the area of the first sign.
  2. No part of a permanent freestanding sign shall be closer than ten feet to the front property line or exceed 25 feet in height. The height shall be measured from the base of the sign or grade of the nearest adjacent roadway, whichever is lower, to the top edge of the sign.
- d. *Portable signs.* One portable message sign up to 40 square feet in area may be displayed only during the merchant's business hours. The business or property owner shall obtain a sign permit for a portable sign if the sign has electrical components. Such signs shall be located within the width of the storefront to which it is related and shall not be placed within the public right-of-way or public easements.

- e. *Multi-tenant monument signs.* One monument sign shall be permitted for each multi-tenant building provided the surface area of the sign does not exceed 100 square feet per side, 25 feet in height, and is setback in no case less than 20 feet from the property lines. The area may be increased to maximum of 150 square feet per side for developments of over 20 acres.
- f. *Pylon signs.* Retail and service establishments on property abutting an interstate freeway or state highway right-of-way may erect one pylon sign for each building or building owned by a corporate entity or business. The sign shall not exceed 150 square feet of display surface area and shall be in addition to their one freestanding sign or wall sign. The pylon sign must be placed a minimum of 50 feet from the right-of-way of highways or interstate roadways. The maximum allowed height of pylon signs is 35 feet unless the city approves an increase in the height of the sign.
  - 1. Application may be made to the city for a variance to increase the maximum pylon sign height on a lot having the following characteristics:
    - i. The lot abuts the right-of-way of an interstate freeway or state highway or abuts a frontage road immediately adjacent to an interstate freeway or state highway.
    - ii. The lot does not have and is not allowed to have directional signage on the interstate freeway or state highway directing the public to the subject lot.
  - 2. To be eligible for a variance to increase sign height, the application shall be accompanied by the following drawings drawn to scale:
    - i. A site plan showing the location of the proposed sign, property lines of the subject property, road alignments of adjacent streets and highways and the locations of any cross-sectional drawings necessary to analyze the request.
    - ii. Cross-sectional drawings necessary to analyze the request showing the entire traveled surface of the freeway or state highway, any retaining walls or fences, any frontage roads, and the proposed sign location.
  - 3. The zoning administrator may approve an application for a variance to increase pylon sign height above the 35 foot maximum height permitted in this section when the proposed sign plan meets each of the following requirements:
    - i. The sign is no higher than necessary to allow the bottom edge of the sign face to be visible from at least 50 percent of the traveled surface of the interstate or state highway.
    - ii. The top of the sign face is no more than 12 feet above the bottom of the sign face.
    - iii. The location of the sign is such that the increase in sign height is minimized.
    - iv. The sign face shall not exceed 150 square feet.
- g. *Flags.* An individual business and institution may have no more than three flags or 45 square feet of flag surface area displayed at any one time.
- h. *Illuminated signs.* The building inspector and zoning administrator, in granting permits for illuminated signs, shall specify the hours during which the sign may be kept lighted to prevent the creation of a nuisance. All illuminated signs shall have a shielded light source that will prevent the direct view of that light source from any passing roadway or residence at grade. Any illuminated sign located within 50 feet of a lot line of a residential district shall be diffused or indirect so as not to direct rays of light into adjacent residences.
- i. *Electronic dynamic display business signs.* Signs with moving or changing electronic messages are allowed as part of the total area of the permitted sign in business districts or for business uses in mixed-use districts, with the following standards:
  - 1. Require a sign permit and approval of the city administrator.

2. Allowed for use with free-standing, wall, and pylon signs.
  3. Signs may be square or rectangular and shall contain the entire message within the sign area.
  4. Signs must have a minimum display duration of 30 seconds.
  5. Goods and services described on the sign must be available at the businesses.
  6. No electronic dynamic display business sign shall be erected that by reason of position, shape, movement, or color, interferes with the proper functioning of traffic signs, signals, or which constitutes a safety hazard.
  7. Signs shall not exceed 4,500 Nits between the hours of civil sunrise and civil sunset and shall not exceed 500 Nits between the hours of civil sunset and civil sunrise, as measured from the sign face.
  8. Signs adjacent to residential properties shall be shut off from 10:00 pm to 6:00 am or have a maximum of 250 Nits from civil sunset to civil sunrise.
  9. Signs shall have a fully functional off switch that automatically shuts the display sign off when the display deteriorates ten percent or more.
  10. The lamp wattage and luminance level in Nits shall be provided at the time of permit application.
  11. Public service messages, in addition to messages such as Amber Alerts, are to be provided at no cost to the public.
  12. Electronic dynamic display business signs are prohibited as temporary signs.
- j. Non-commercial (election) signs that comply with M.S.A. § 211B.045 or successor statutes are permitted in Business and Mixed-Use Districts.
- (3) *Industrial districts.*
- a. *Temporary signs.* Temporary signs or banners that are a maximum 20 square feet in size are allowed. A maximum of three temporary signs are allowed per parcel on commercial properties industrial districts. Temporary signs may be displayed for a maximum of 30 consecutive days. No sign permit is required for temporary signs.
1. Temporary signs shall include: banners, pennants, portable bulletin signs, freestanding signs, streamers, and sandwich boards. The design and construction of all the signs shall be professional looking and not be allowed to become torn or weathered.
  2. Temporary signs such as flying signs, air inflated devices, and search lights shall not be allowed at any time in any zoning district.
- b. *Free-standing identification signs.* One identification sign is permitted for each building, not to exceed 80 square feet in area.
- No part of a freestanding sign shall be closer than ten feet to the front property line or exceed 15 feet in height. The height shall be measured the same as for a freestanding sign in the Commercial Districts.
- The maximum height of free-standing signs shall be 20 feet.
- c. *Wall signs:* One wall sign is permitted for each tenant having a private entry into a multi-tenant building in addition to the free-standing building identification sign. The sign be displayed at or near the tenants' entrance and not to exceed ten percent of the area of the wall to which it is affixed.
- No wall sign shall exceed 150 square feet in area. Commercial activities such as motels, restaurants, and similar businesses may have signs according to the standards of the Business and Mixed-Use districts.



- d. Billboard signs are permitted that comply with section 36-555.
- e. Non-commercial (election) signs that comply with M.S.A. § 211B.045 or successor statutes are permitted in Industrial Districts.

**SECTION 2.** This Ordinance shall take effect following its passage and publication:

Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

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

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



# MEMO

TO: Newport Mayor and City Council

FROM: Travis Brierley, Assistant to the City Administrator

DATE: July 21, 2022

SUBJECT: Temporary, On-Sale Liquor Licenses

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**Background:** The City can issue temporary, on-sale liquor licenses. Currently the City charges \$200 per application. Temporary, on-sale licenses can be issued for up to 4 days per year.

## **Discussion:**

The fees charged by the City are not in line with neighboring communities and staff believes charging a fee of \$200 for a single day use, such as Pioneer Day, is excessive.

- Cottage Grove- \$50 per day
- Woodbury- \$50 per day
- St. Paul Park- \$50 per day

**Recommendation:** Staff recommends that the City amends the On-Sale, Temporary Liquor License from \$200 to \$50 per day via Resolution No 2022-28.

City of Newport, MN  
Resolution No. 2022-28  
A Resolution Approving The 2022 City Fee Schedule Amendment

**WHEREAS**, the City Council of Newport annually establishes and approves a fee schedule for services rendered by the City; and

**WHEREAS**, the City Fee Schedule undergoes annual review, revisions, and updates, and

**WHEREAS**, the City Council adopted the 2022 fee schedule on January 7, 2022 with Resolution No. 2022-04, and

**WHEREAS**, the fee schedule requires revision since its adoption, and

**WHEREAS**, the City should consider the following fees to be amended:

1. 1 – 4 Day Temporary On-Sale (\$200)

**NOW, THEREFORE, BE IT RESOLVED**, that the Newport City Council hereby approves the City Fee Schedule amendment for the following fees:

1. 1 – 4 Day Temporary On-Sale (\$50 per day)

,and

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that the Newport City Council hereby approves these changes to be effective for all applications submitted on or after August 1, 2022 and all licenses with effective dates on or after August 1, 2022.

Adopted this 21<sup>st</sup> day of July, 2022 by the Newport City Council.

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

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

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

Signed: \_\_\_\_\_

Laurie Elliott, Mayor

Attest: \_\_\_\_\_

Deb Hill, City Administrator