



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
August 4, 2022 – 5:30 P.M.**

MAYOR:	Laurie Elliott	City Administrator:	Deb Hill
COUNCIL:	Kevin Chapdelaine	Supt. of Public Works:	Matt Yokiel
	Tom Ingemann	Fire Chief:	Steven Wiley
	Marvin Taylor	Asst. to the City Admin:	Travis Brierley
	Rozlyn Johnson	Law Enforcement (WCSO):	Bill Harrell

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. PUBLIC COMMENTS - Visitors may share their concerns with the City Council on any issue, which is not already on the agenda, under Public Comments. Please give your name, address and your concern or comments. Each person will have 3 minutes to speak. Your comments must be addressed exclusively to the Mayor and City Council, not to any individual Council or staff member. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Council. No action will be taken at this time.
6. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
 - A. Minutes- July 21, 2022 Regular Council
 - B. List of Bills- \$351,140.57
7. **Resolution No 2022-30-** City Administrator Deb Hill Appreciation
8. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT
9. FIRE CHIEF'S REPORT
10. ENGINEER'S REPORT
 - A. Lateral Lining and Manhole Sealing
 1. **Resolution No 2022-31-** Accepting Feasibility Report
 - B. **Ordinance No 2022-07-** Utilities
 - C. 21st Street Watermain Improvements
 1. MSA Scope and Fee Proposal
11. SUPERINTENDENT OF PUBLIC WORKS REPORT

12. ADMINISTRATOR'S REPORT

- A. **Ordinance No 2022-06-** Council Salaries

13. MAYOR AND COUNCIL REPORTS

14. 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 7th Ave
 - 1. **Resolution No 2022-29**

15. ADJOURNMENT



**CITY OF NEWPORT
REGULAR COUNCIL MEETING MINUTES
NEWPORT CITY HALL
July 21, 2022**

1. CALL TO ORDER

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on July 21, 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

City Administrator Deb Hill requested to remove item thirteen for the potential closed meeting.

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

5. PUBLIC COMMENTS

No public comments were shared.

6. ADOPT CONSENT AGENDA

- 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**

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

7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

None.

8. FIRE CHIEF'S REPORT

Fire Chief Steve Wiley thanked everyone who came out and supported the Fire Department's Booya on July 10th. It was a successful drive-in event, and they hope to be in person next year. Chief Wiley stated that Night to Unite is coming up on August 2nd. The fire department will be attending Newport Lutheran Church for their festivities and can be requested at other Newport events by visiting the city's website under fire department - night to unite.

9. ENGINEER'S REPORT

A. 21ST Street Watermain

City Engineer Jon Herdegen stated that Washington County is working on developing plans and specs for the County Road 38 trail, which is a 2023 project. The city has been working with the county on watermain replacement work along 21st Street between 1st Avenue and 7th Avenue. This watermain has sustained several breaks and therefore it would be beneficial to replace this watermain before the trail project. The estimated project cost is \$470,000 which includes 20% contingency and 15% overhead. Administrator Hill stated she spoke to our financial advisor Ehlers about using the water fund in the interim. Mayor Elliott stated she is pleased to see on the plan the addition of three more gate valves as that allows the shut-off closer to the break and reduces the number of residents affected.

Member Ingemann motioned to direct MSA staff to continue researching the watermain replacement improvement project in conjunction with the trail project. Seconded by Member Johnson. Approved 5-0.

B. Sewer Lateral Lining & Manhole Sealing

Engineer Herdegen stated MSA has completed the manhole investigation work, prepared approximately 50% of the design plans, met with Met Council to create FAQs for the I/I impacts on Newport sewer rates, and engaged the Public Facilities Authority (PFA) to begin assembling the documents required for the grant application.

1. Resolution No 2022-25- I&I Feasibility

Engineer Herdegen stated Resolution No. 2022-25 orders the feasibility study. The city would be assessing a portion of the improvements, and therefore must follow the 429 procedure which starts with the feasibility study.

Member Ingemann motioned to adopt Resolution No. 2022-25 – Ordering the I/I Feasibility Study. Seconded by Member Chapdelaine. Approved 5-0.

2. Resolution No 2022-26- I&I Grant

Engineer Herdegen stated Resolution No. 2022-26 is a formal resolution which has the city apply for the grant through the PFA. Engineer Herdegen stated they are proposing ordinance revisions. Our ordinance currently places the ownership of the sanitary sewer lateral up to and including the fitting where it connects to the main as the property owner's responsibility. This needs to be amended so we can use public money on the main and the fitting. The city would like to approach this as a three-way intersection where the city would own two legs, and the property owner would own the lateral which goes to the house. Engineer Herdegen inquired how to get the ordinance changed. Assistant to the City Administrator Travis Brierley stated in order to make an ordinance change, we must post a notification 10 days in advance that Council is considering these changes.

Member Ingemann motioned to adopt Resolution No. 2022-26 – to apply for the I/I Grant. Seconded by Member Chapdelaine. Approved 5-0.

C. MS4 Update

Engineer Herdegen stated we renewed our MS4 permit last year and there are several new requirements that the city is required to do. One requirement is a pet waste ordinance, and another is a chloride reduction ordinance. Met Council provided the city with model ordinances that can be used as a guide. Member Taylor stated the chloride reduction ordinance puts a burden on the city and will be hard to enforce. Mayor Elliott stated she would look to staff and Engineer Herdegen to draft these ordinances that can be brought forward at a later meeting for Council consideration.

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

A. City Hall and Public Safety Building Update

Superintendent of Public Works Matt Yokiell gave Council an update on the new City Hall / Public Safety building. He stated the contractors are working on punch list items. They are scheduled for patching and landscaping this week. Final paving is scheduled for next Thursday. Both the electronic sign and the city logo sign will be installed soon. They are also working on communication in the building in preparation for a certificate of occupancy.

B. H&U Pay Request- \$297,127.74

Superintendent Yokiell stated H+U submitted pay request number 18 in the amount of \$297,127.74 for labor and materials.

Member Chapdelaine motioned to approve pay request No. 18 in the amount of \$297,127.74 to H+U. Seconded by Member Johnson. Approved 5-0.

11. ADMINISTRATOR'S REPORT

A. Resolution No 2022-27- Comp Plan Amendment

City Planner Nathan Fuerst stated in March of 2022 the Council approved a comprehensive plan amendment to the future land use map in the area surrounding the Newport Transit Station. After city approval, the Met Council reviewed for consistency with regional plans and policies. The Met Council identified an inconsistency between the city's comprehensive plan and the Met Council's regional housing policy. The inconsistency is in Chapter 9, Table 9-7, which is the city's housing implementation plan to address affordable housing needs. The staff report includes four bullet points that were identified by Met Council housing review staff that would bring the city's comprehensive plan into full compliance and not substantially impact the city's operation. The draft resolution No. 2022-27 amends Table 9-7 and brings the comp plan into compliance. A Public Hearing was held at the Planning Commission meeting on July 12th and one Newport resident commented in support of this request.

Member Chapdelaine motioned to adopt Resolution No. 2022-27 – Comp Plan Amendment. Seconded by Member Johnson. Approved 5-0.

B. Ordinance No 2022-05- Signs

Planner Fuerst stated there is a zoning text amendment request from Vollrath Serving Systems at 910 Hastings Avenue. This is an industrial building that can be seen from Highway 61. This request comes as they had requested a temporary sign that exceeded the city's allowance in terms of both size and proposed duration. Staff identified they must go through the zoning text amendment process to change the city code to allow their request. The specific request they are asking for is to display a large vinyl banner that is 50 feet long and about 5 feet tall that would be hung between six months and one year. Currently our code allows for a temporary sign up to 20 square feet and a duration of 30 days. Staff finds the request for a large banner reasonable on a large façade but recommends no more than six months for the duration. The proposed revisions include banners can only be permitted in zoning districts for businesses, requires that banners be affixed to a façade, ensures the sign remains in good repair, and requires a zoning permit to help track the duration of the sign. A public hearing was held at the Planning Commission meeting on July 12th. One member of the public spoke in support of this revision. The Planning Commission recommends approval of draft ordinance No. 2022-05.

Council discussed the history of business signs as well as what neighboring cities allow for temporary signs. Woodbury has a maximum of 80 square feet for temporary signs. Mayor Elliott inquired if the Planning Commission had comments regarding the size of the sign. Planner Fuerst stated staff is proposing that the sign should take up no more than 10% of the façade or if combined with wall signs then take up no more than 20% of the façade.

Mayor Elliott stated there are three discussion items. These include the size of the sign, what district we allow the signs in, and finally how long the city wants to allow temporary signs. The Council discussed it would be reasonable for a duration of no more than 120 days and a maximum size of 80 square feet.

Member Ingemann motioned to table the Zoning Text Amendment for signs until the next meeting. Seconded by Member Chapdelaine. Approved 5-0.

C. Temporary Liquor Fees

1. Resolution No 2022-28- 2022 Fee Schedule Amendment

Assistant Brierley stated the city was approached by the Lions Club for a temporary liquor license for Pioneer Days. Staff researched neighboring communities and found most were around \$50 per day, whereas ours is \$200 per day. Temporary liquor licenses are allowed between one and four days per calendar year. Staff recommends changing our fee for a temporary liquor license from to \$50 per day.

Member Ingemann motioned to adopt Resolution No. 2022-28 – for the 2022 Fee Schedule Amendment related to temporary liquor license. Seconded by Member Chapdelaine. Approved 5-0.

Administrator Hill stated that staff is trying to coordinate the move into the new City Hall and needs time to prepare and move between buildings. Staff is requesting to close City Hall on Thursday, July 28th from 10:00 a.m. to 6:00 p.m. and on Monday, August 1st from 8:00 a.m. to 6:00 p.m.

Member Chapdelaine motioned to close City Hall on July 28th from 10:00 a.m. to 6:00 p.m. and on August 1st from 8:00 a.m. to 6:00 p.m. Seconded by Member Johnson. Approved 5-0.

12. MAYOR AND COUNCIL REPORTS

Mayor Elliott stated we are hoping this is our last Council meeting in the old building and plan to be in the new City Hall for the August 4th Council meeting. Mayor Elliott stated the current City Hall building has served us well for four decades, but we are looking forward to the new building with modern technology.

Mayor Elliott had the opportunity to meet with representative Rick Hansen. For those following the redistricting, both the state representative Keith Franke and State Senator Karla Bigham were redistricted out of Newport and have both chosen to run for County Commission. Representative Hansen is in the district that would include Newport starting on January 1st. His position is up for reelection but had a nice discussion about challenges in Newport. Most of our challenges are related to I/I and how the state can support us.

Mayor Elliott attended the 3M drinking water meeting yesterday. The Environmental Protection Agency (EPA) has come out with some much lower numbers for water contamination. The interim numbers from the EPA for PFOA is .004 and for PFOS is .02. They expect these numbers to change as they continue through their regulatory process. The biggest concerns are coming out of Woodbury and Cottage Grove because they are in the process of designing water treatment plants to filter these contaminants. Mayor Elliott wanted to remind Newport residents that as part of the settlement we will have our water system interconnected with the cities of Woodbury and Cottage Grove so that we can enjoy the same level of clean drinking water as the larger communities.

Member Johnson stated there are adult crafters that meet every Wednesday from 1:00 p.m. to 3:00 p.m. at the Newport Library. You can bring your own craft, or they will supply you with some items for free. The library will have morning hours on Mondays starting at 9:00 a.m. and Thursdays starting at 10:00 a.m. On Thursdays, they are making paper flowers. They are also looking for volunteers, especially on Tuesdays from 5:00 p.m. to 8:00 p.m. and on Sunday afternoons.

Assistant Brierley stated our new website is up and running. We have quick links set up on the main page as well as our calendar with many events. The new website allows us to communicate better with our residents with news articles and the ability to sign up for E-Notifications.

13. ADJOURNMENT

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

The City Council Meeting was adjourned at 7:13 p.m. on July 21, 2022.

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor

Recurring

1968e	COMCAST	21-Jul-22	\$649.97 Phone service and rental
1969e	UNUM	21-Jul-22	\$527.03 Long-term disability and life insurance
1970e	COMCAST	27-Jul-22	\$176.48 Library Internet and cable
1971e	COMCAST	27-Jul-22	\$140.95 Fire Hall Internet
1972e	COMCAST	27-Jul-22	\$273.85 City hall Internet and cable
1973e	UNITED STATES TREASURY	27-Jul-22	\$8,640.20 SS, federal and Medicare
1974e	FURTHER	27-Jul-22	\$41.25 Monthly fees
1975e	FURTHER	27-Jul-22	\$661.32 HSPA
1976e	MN REVENUE	27-Jul-22	\$1,475.37 State taxes
1977e	MSRS	27-Jul-22	\$4,297.95 HCSP & voluntary retirement
1978e	WEX BANK	28-Jul-22	\$3,541.07 Petrol
24798	NAPA AUTO PARTS	19-Jul-22	\$179.78 Supplies
24799	ANCHOR SOLAR INVESTMENTS, LL	21-Jul-22	\$372.26 Solar leasing
24800	H & U CCONSTRUCTION	21-Jul-22	\$279,127.74 Pay application #18 City hall/public safety building
24801	QUADIENT FINANCE USA, INC.	21-Jul-22	\$164.97 Quarterly contract
24802	VERIZON	21-Jul-22	\$320.47 Cell phones and hot spots
24803	TRAVIS BRIERLEY	27-Jul-22	\$105.56 Mileage reimbursement
24804	MARCO TECHNOLOGY LLC	27-Jul-22	\$268.70 Copier contract
24805	NCPERS GROUP LIFE INS.	27-Jul-22	\$16.00 Addt. Life insurance
24806	PERA	27-Jul-22	\$4,822.80 Retirement
24807	XCEL ENERGY	27-Jul-22	\$11,251.17 Natural gas and electricity
	Staff		\$2,012.30

Non-recurring

24808	CITY OF BLOOMINGTON	04-Aug-22	\$254.45 Lab testing-well 1
24809	BURGGRAFS ACE	04-Aug-22	\$261.45 Bollard fasteners for city hall, water parts, and chain sharpening
24810	CORE & MAIN	04-Aug-22	\$100.08 Hydrant grease
24811	CITY OF COTTAGE GROVE	04-Aug-22	\$9,477.90 Code enforcement and rental inspections
24812	EHLERS	04-Aug-22	\$3,550.00 Continuing disclosure reporting
24813	HAWKINS	04-Aug-22	\$30.00 Chlorine and chlorine cylinder
24814	INSTRUMENTAL RESEARCH, INC.	04-Aug-22	\$47.10 Water testing
24815	MENARDS - COTTAGE GROVE	04-Aug-22	\$294.03 Paint, wasp spray parks
24816	MMKR	04-Aug-22	\$16,764.00 Final billing for 2021 audit
24817	OXYGEN SERVICE CO.	04-Aug-22	\$27.18 Oxygen supplies
24818	SOUTH SUBURBAN RENTAL, INC.	04-Aug-22	\$140.23 LP gas for patch trailer
24819	ALAN SUBOLA	04-Aug-22	\$300.00 Pioneer Day Entertainment
24820	T.A. SCHIFSKY & SONS, INC.	04-Aug-22	\$491.25 Asphalt
24821	JILL THIESFELD	04-Aug-22	\$150.00 Pioneer Day petty cash
24822	WASHINGTON CONSERVATION DIS	04-Aug-22	\$185.71 2nd quarter shared educator
			\$351,140.57

City of Newport, MN
Resolution No. 2022-30
A Resolution Expressing Appreciation To City Administrator Deb Hill
On Her Many Dedicated Years Of Service

WHEREAS, Deb Hill was hired as the City Accountant on July 18, 2011, and promoted to City Administrator on January 21, 2013; and

WHEREAS, She has managed three labor union contract negotiations and six bonding processes for street, reconstruction and city hall projects; and

WHEREAS, Deb Hill worked diligently to receive frequent grants for the city, including the Knauff property clean up and over \$1,000,000 in FEMA grants to acquire five levee homes and breaching the levee at the least cost to the City; and

WHEREAS, She negotiated the agreement and placement of the electronic billboard on 494 at Maxwell that provides the City with over \$150,000 a year in revenue; and

WHEREAS, Deb Hill oversaw numerous redevelopments: the Knauff property, Perkins I and II Additions, Bailey Meadows housing development, Scannell warehouses; Wings of Newport, Johnson Properties and Red Rock Square Apartments; and

WHEREAS, Her financial wherewithal helped reduce the city's tax rate from 70% to 54%, increase the tax base by 80%, grow City investments to maximize interest income, and increase the City's bonding rate two notches to an AA Stable rating with Standard and Poor's; and

WHEREAS, Deb Hill oversaw land purchases and sales and encouraged development, including the new city hall site, Johnson/Mosely property, Bailey Meadows and Perkins I and II additions to name a few; and

WHEREAS, She coordinated with Leo Daly for the City Hall and Public Safety Building master plan for vision, concepts and overview and worked to improve the day to day life for residents and businesses in Newport; and

NOW THEREFORE, BE IT RESOLVED, that the Newport City Council congratulates City Administrator Deb Hill on retirement and expresses their gratitude for her service to the City of Newport.

Adopted this 4th day of August, 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



MSA Engineer's Report

To: Honorable Mayor and City Council Members
From: Jon Herdegen, P.E. – City Engineer
Subject: Sanitary Sewer Lateral Lining
Date: July 28, 2022 – For the August 4th City Council Meeting

MSA has prepared a feasibility study for the Sanitary Sewer Lateral Lining project as directed at the July 21st City Council Meeting. The study separates the project into three (3) phases: Lateral Lining (Phase 1), Mainline End Seals (Phase 2) and Manhole Sealing (Phase 3). Assessment are limited to Phase 1 improvements but the other phases are incorporated into the report provide an comprehensive view the entire project scope.

The methodology for distributing the costs to benefitting property owners is based on a three-way intersection concept where the City owns the sewer main (2/3) and the property owner is responsible for the lateral (1/3). The costs associated with the installation of a T-liner as part of the Phase 1 improvement are distributed in this manner. The total anticipated assessment for each property owner will be **\$1,800 to \$2,000.**

Staff have previously discussed extending the lateral lining to the property line as part of the improvements. While extending the length of the lateral liners will improvement the system's overall integrity, there are some concerns regarding the return on the investment. Please consider the following:

- The cost to extend the lateral liner to the property line is approximately \$3,600 per property in addition to the assessment amount listed above. Since this work would be conducted on private infrastructure, the Bonding Bill Appropriation monies cannot be used and the cost would be the property owner's sole responsibility.
- An access cleanout is needed to extend the lateral liner. The vacuum excavation process and vac-a-tee installation can limit surface disturbance but there is some risk of damaging the existing lateral when the access hole is drilled (4" hole drilled into a 4" cast-iron lateral pipe).
- The typical lateral service pipe is constructed with a cast iron "riser" extending at a 45° angle from the sewer main. The length of the riser is dependent on the depth of the sewer but is generally 3-10 feet. At the top of the riser, there is a cast-iron fitting that directs the service lateral to the residence. The connection point between the main and cast-iron riser pipe is the point that is most-susceptible to I/I. The standard T-liner will effectively seal this connection point. The fitting at the top of the riser may or may not be sealed by the T-liner depending on the riser length. Based on our experience replacing lateral lines on reconstruction projects, the cast-iron fitting at the top of the risers are in fair condition but the gaskets are deteriorating.
- The City's Local Improvement policy does not specifically address an assessment procedure for improvements made to private infrastructure. Generally, the assessments are levied to cover the benefitting property owner's share of public improvements not private improvements.

Based on the factors outlined above, Staff's suggested approach is to assessment 1/3 of the cost of the T-liner and allow the property owners to choose to extend the liner at their own cost. The bidding documents would be structured to require the contractor to provide a unit cost to install a cleanout and per foot cost to extend a lateral liner. Prior to the T-liner installation, the contractor will clean/televise each service and televising video would be shared with the property owner to aid in their decision. If the property owner elects to extend the lateral lining, the

60 PLATO BLVD EAST, SUITE 140, ST. PAUL, MN 55107-1835
P (612) 548-3132 • TF (866) 452-9454 • F (763) 786-4574
WWW.MSA-PS.COM

MEMO

July 12, 2022

cost would be added to their assessment and they would be exempt from the City's point of sale requirements for televising/repair sanitary laterals.

ACTIONS REQUESTED: We respectfully request Council consider the following:

1. Staff's recommendation for voluntary extension for lateral liners
2. Draft resolution Accepting the Feasibility Study and Ordering the Improvement Hearing
3. Specify a date and time for the Improvement Hearing.

Attachments:

1. Feasibility Study
2. Draft Resolution Receiving the Feasibility Study and Ordering the Improvement

City of Newport, MN
Resolution No. 2022-31
A Resolution Receiving Feasibility Report And Calling For Hearing

WHEREAS, pursuant to resolution 2022-25 adopted July 21, 2022 a report has been prepared by Jon D. Herdegen P.E., Newport City Engineer with reference to the Lateral Lining & Manhole Sealing project (City Project No. 2022-01), and

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

*Included unimproved right-of-way

and,

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

WHEREAS, the report provides information regarding 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 the individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED,

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,076,565.

2. A public hearing shall be held on such proposed improvement on the _____ day of _____, 20_____, in the council chambers of the City Hall at _____ p.m. and the Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 4th Day of August, 2022 by the Newport City Council.

Motion by: _____, Seconded by: _____

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

Signed: _____
Laurie Elliott, Mayor

Attest: _____
Deb Hill, City Administrator

Lateral Lining & Manhole Sealing Improvements

City of Newport
Washington County, Minnesota
July 2022

Prepared by:

MSA Professional Services
60 Plato Boulevard #140
St. Paul, MN 55107
www.msa-ps.com

Project No. 10316075

© July 2022 MSA Professional Services, Inc.



Lateral Lining & Manhole Sealing Improvements

City of Newport, Minnesota

SUBMITTAL CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: Jon D. Herdegen, P.E.

Team Leader

Signature: 

Date: July 28, 2022

License #: 46288

Prepared by: Steve Winter, P.E.

Senior Project Engineer

Signature: 

Date: July 28, 2022

License #: 42814

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION	2
II. PURPOSE	2
III. EXISTING CONDITIONS	3
IV. PROPOSED IMPROVEMENTS	5
V. RIGHT-OF-WAY, EASEMENTS AND PERMITS	6
VI. RECOMMENDED IMPROVEMENT OPTIONS	6
VII. FINANCING AND ASSESSMENTS	7
VIII. NECESSITY AND COST-EFFECTIVENESS	7
IX. PROJECT SCHEDULE	8
X. CONCLUSION & RECOMMENDATION	8

LIST OF TABLES

<i>Table VI. 1: Estimate of Project Costs</i>	6
<i>Table IX. 1: Project Schedule</i>	7
<i>Table A. 1: Engineer's Opinion of Cost</i>	Appendix A

LIST OF EXHIBITS

<i>Exhibit 1: Project Area</i>	Appendix A
<i>Exhibit 2: Assessment Area</i>	Appendix A
<i>Exhibit 3: Soils Map</i>	Appendix B

I. INTRODUCTION

On July 21, 2022, the City Council passed a resolution authorizing the Lateral Lining & Manhole Sealing Improvements Feasibility Study. The study is necessary to assess whether improvements should be made to the sewer system and determine estimated costs of the improvements as recommended. The improvements will be made to 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 (Also See Exhibit 1 "Sewer Lateral Lining Project Map and Exhibit 2 "Sewer Lateral Lining Project Map" in Appendix A):

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

*Includes unimproved right-of-way

II. PURPOSE

The purpose of this study is to analyze the necessity, possible alternatives, and cost effectiveness of the proposed sanitary sewer improvements. The study discusses the existing conditions, proposed improvements, estimated construction costs, and financing sources necessary to complete the proposed work.

III. EXISTING CONDITIONS BACKGROUND

A. LOCATION

The City of Newport is located in Washington County, along the Mississippi River approximately 10 miles southeast of the City of St. Paul, Minnesota. The City is located primarily in Sections 25 and 36 of T28N, R22W, or 44° 52' 16" N, 93° 0' 7" W. It has an approximate area of 3.9 mi² with 3.6 mi² of land, 0.25 mi² of water and is situated directly across the Mississippi River from South St. Paul, MN. See Figure 1 for a project location map.

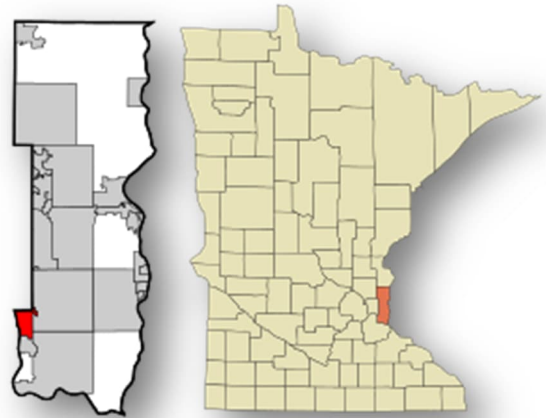


Figure 1 Location Map of Newport, Minnesota

B. GEOLOGY

The bedrock unit underlying Newport was deposited during the Cambrian and Ordovician periods of the early Paleozoic. The water table occurs in the Prairie du Chien Group. The Prairie du Chien Group is a thin-bedded sandy or oolitic dolomite with thin beds of sandstone and chert in its upper portions. Solution cavities have been observed near the water table in the Prairie du Chien in cores collected in St. Paul Park (Barr, 1991).

The lower Prairie du Chien is thickly to massively bedded dolomite. A thin (12- to 13- foot thick) sandy transitional zone occurs adjacent to the contact with the Jordan Sandstone. The Prairie du Chien Group is 130 to 200 feet thick in the vicinity of Newport. The Jordan Sandstone is Cambrian in age and is 60 to 100 feet thick in the vicinity of Newport. The Prairie du Chien and Jordan Sandstone are generally considered to act as a single hydrogeological unit in the Twin Cities area (Prairie du Chien – Jordan Aquifer). These units are heavily used for water supply in southern Washington County. The Prairie du Chien is unconfined near Newport and the Jordan is considered confined.

Groundwater flow in the Prairie du Chien is controlled by fractures, joints, and solution cavities. Flow in the Jordan Sandstone is mainly through intergranular pore spaces. Groundwater in the Prairie du Chien Group and Jordan Sandstone flows from northern Washington County towards the Mississippi and St. Croix Rivers. The general direction of groundwater movement is westerly. The primary source of water for the Prairie du Chien Group and Jordan Sandstone is leakage from adjoining aquifer units. Where the Prairie du Chien Group is the uppermost bedrock unit it also receives water via infiltration of precipitation. Discharge is to the major streams, the Mississippi River and the St. Croix River.

C. SOILS

The Newport area is comprised of two geomorphic regions. The Mississippi Valley Outwash is the dominant surface configuration, covering over 90% of the area. The northern part of the area is comprised of a loamy rolling surface configuration called the Twin City Formation. The Newport area is an “island” in the outwash plain. The soil is well drained and consists of 1 to 3 feet of loam or silt over the limestone or

sandstone bedrock. East Newport and portions west of Highway 61 are known to have a high infiltration rate causing surface runoff to be low. The flatter outwash plain in the west portion of Newport has fewer erosion problems and fewer wetland areas. The east portions of Newport have the highest erosion risk; there are some areas with slopes greater than 12 percent. A detail soils report of the Newport city limits is provided in Appendix B.

D. THE PROBLEM

Inflow and infiltration (I/I) can be defined as excess water that flows into sewer pipes as groundwater and surface water runoff. Groundwater (infiltration) seeps into sewer pipes through holes, cracks, joint failures, and faulty connections. Surface water runoff (inflow) rapidly flows into sewers from roof drain downspouts, foundation drains, storm drain cross-connections, and through holes in manhole covers. Most I/I is caused by aging infrastructure that needs maintenance or replacement.

The City of Newport has been advised by the Metropolitan Council Environmental Services (MCES) that the City's sanitary sewer system has a significant inflow and infiltration problem. On several occasions over the past decade, the City has exceeded the maximum allowable wastewater peak discharge to the regional MCES plant at Pig's Eye Island. The excessive peak discharge recorded on June 1, 2014 resulted in a surcharge of \$833,000 to be applied to the rehabilitation and repair of the City's sanitary sewer infrastructure. In the past, the City has recovered similar surcharges from MCES by using these surcharges to help improve the condition of the sanitary sewer system and implementing repairs to reduce the excessive inflow and infiltration.

The City of Newport experiences various levels of flooding from the Mississippi River on a regular basis. Typically, the river reaches flood stage during the spring snow melt, but it can also occur after large rainfall events. Over the last several years, the spring snow melt has boosted river levels above the flood stage elevation of 701.0. The portion of the sewer infrastructure closest to the Mississippi along Cedar Lane from 17th Street to 15th Street, 1st Avenue from 12th Street to 10th Street, and the wet well for Lift Station No. 2 lies below the flood stage elevation and is especially susceptible to inflow.

E. BEHIND THE PROBLEM

Servicing the majority of residential homes throughout Newport is a sanitary sewer collection system that was installed using vitrified clay pipe (VCP) bedded in rock trenches excavated from the surrounding rock shelf. Connecting the homes to the trunk sewer system are typically cast iron service lateral lines. Many of these services were not connected with a saddle, wye, or other modern fitting, but are simply pipe protruding into the main trunk pipe. Using existing practices of the time, service connections were created by cutting or even breaking the sewer main with a hammer requiring grouting around the service connection.

Adding to poor construction techniques of the past is the fact that the rock trenches that were excavated provide an easy path for water to collect. These trenches in existing bedrock act much like a series of French Drains that convey water ultimately into the sanitary sewer. In locations where the pipe gaskets have failed, were not installed, or the grout collar has failed, leaks allowing clear water to enter the system are a result.

F. RELATED PROJECTS

In 2011/2012, the City commissioned a mainline cured-in-place-pipe (CIPP) lining project within the study area. In total, over 15,500 feet of CIPP liners were installed nearly 30 sanitary manholes were sealed with chemical grout. The project improved the structural integrity of the mainline pipe but did not have the anticipated I/I reduction impact. In order to connect each service lateral to the mainline after the CIPP lining was completed, the liner was cut (or reinstated) at each service penetration. The clear water tracking between the liner and host pipe was able to enter the collection system at each reinstated service and manhole bench.

IV. PROPOSED IMPROVEMENTS

A. PHASE 1 LATERAL SERVICE LINING

The first phase of the proposed improvement includes installing a custom-made lateral service liner, "T-liner", from inside the mainline sewer toward the residence. Hydrophilic "o-rings" will be incorporated into the T-liner to create a water-tight seal between the liner and service pipe preventing clear water from entering the collection system. Ancillary costs include the pre-televised inspection and cleaning work to ensure a quality installation and post televised inspection to ensure the problem has been remediated.



Figure 2 T-Liner

A standard T-liner extends 3-5 feet up that lateral line from the sewer main. In order to extend the liner further up the lateral, a cleanout access on the lateral line is needed to aid in the installation of the liner. A cleanout can be installed on the lateral line by means of vacuum excavation to minimize surface disturbance.

B. PHASE 2 MAINLINE END SEALING

The next phase on the improvement will target clear water entry at the point where each sewer main is connected to the access manholes. The work will consist of removing a small portion of existing liner on each mainline pipe just outside manhole and installing redundant hydrophilic o-rings against the original sewer main. An in-line Cured-in Place Pipe (CIPP) patch will be place over the o-ring and lap the existing liner to seal the sanitary sewer main and prevent clear water from entering into the manhole.

C. PHASE 3 MANHOLE SEALING ALTERNATES

Phase 3 will focus on the 68 manholes within the project area. City Staff is in the process of evaluating various sealing technologies to determine an appropriate application based on the condition of each manhole. Staff will work with vendor to complete a condition assessment and install sealing products as a demonstration to be monitored over time to verify effectiveness. Upon successful demonstration, the City may utilize the remainder of the State Bonding Bill Appropriation to seal manholes most susceptible to I/I within the project area.

V. RIGHT-OF-WAY, EASEMENTS AND PERMITS

The proposed improvements will not exceed the current width of the roadway. The existing right-of-way is adequate for the proposed lateral lining and manhole seals. No additional easements or permits are needed to complete these improvements. If the property owners request to install the lateral liner to the house an easement will be required at that time.

VI. RECOMMENDED IMPROVEMENT OPTIONS

MSA develops opinions of construction cost based on the complexity of the proposed project and the bid prices received on previous similar projects. The volume of projects bidding, the cost of raw materials, the cost of fuels and other various factors can have a significant impact on the cost of construction.

In this case, we have consulted with contractor familiar with this type of work and has completed projects for similar communities in the past. This study assumes the lateral lining and manhole sealing can be completed at reasonably similar prices.

The estimated construction costs and associated overhead costs for the proposed improvements are summarized in Table VI.1 below. A detailed estimate considered can be found in the Appendix on Table A.1. Engineer's Opinion of Cost

Table VI.1: Estimated Project Costs

	Total Construction Cost	Private Facilities Cost	Public Facilities Cost
Phase 1: Lateral Lining	\$1,024,850	\$341,617	\$683,233
Phase 2: Mainline End Sealing	\$536,000	\$0	\$536,000
Phase 3: Manhole Sealing Alternatives	No costs provided as part of this report		
Construction Subtotal	\$1,560,850	\$341,617	\$1,219,233
Overhead, Contingency (10%) & Inflation	\$515,715	46,118	\$469,597
Total Construction Cost	\$2,076,565	\$387,735	\$1,688,830

VII. FINANCING AND ASSESSMENTS

In accordance with the City's current local improvement policy, a portion of the costs associated with Class C or D improvement projects shall be assessed against the benefited property on a unit. The policy does not specifically state how sanitary sewer services, aka sewer laterals, are assessed. The City's standard practice on past street reconstruction projects has been to assess a portion of the cost to replace lateral services lines up to the property line.

The "Private Facilities Cost" shown in Table VI.1 consist of 1/3 of the lateral lining improvements described in Phase 1. The remaining 2/3 of the lateral lining costs, represented as "Public Facilities Cost" in Table VI.1 above, will be paid by the City. The City intends to use the \$2,000,000 State Bonding Bill appropriation to finance the City portion of the Phase 1 costs as well as costs associated with Phase 2 and 3.

At the property owner's request and at the property owner's cost, the lateral "T-liners" may be extended further up the lateral line. The anticipated cost to extend the T-liner to the property line (+/-30 feet) is \$3,600. The City may consider including the additional cost in the assessment for the benefitting property owners.

It is estimated that there is approximately 199 properties. The properties include platted residential lots. The attached [Exhibit 2](#) in Appendix A presents the anticipated lots to be assessed for the project. Based on the "Private Facilities Costs" provided in Table VI.1 above, the anticipated per unit assessment amount is approximately \$2,000

VIII. NECESSITY AND COST-EFFECTIVENESS

The Lateral Lining & Manhole Sealing improvements are necessary and cost effective for the City. The Lateral Lining & Manhole Sealing Improvements is also feasible from an engineering perspective. The City of Newport has repaired the mainline sewer in various parts of the City and will need to continue to improve the Sewer Utility to reduce the amount of clear water entering the sewer system and found the improvements to increase the value of the properties benefiting from the improvements.

IX. PROJECT SCHEDULE

Task	Action	Date
1	City Council authorized Feasibility Study	July 21, 2022
2	Council Receives the Feasibility Study and Orders the Improvement Hearing	August 4, 2022
3	City Council holds Improvement Hearing	August 2022
4	City Council Orders Improvement	August 2022
5	Council Approves Plans and Orders Bid Advertisement	October 20, 2022
6	Council Accepts Bids and Awards contract	November 14, 2022
7	Preconstruction Work Begins	January 2023
8	Prepare Assessment Roll	March 2023
9	Orders Assessment Hearing	April 2023
10	Assessment Hearing	April/May 2023
11	Construction Work Begins	May 2023
11	Construction Complete	Dec. 31, 2023
12	Property Owner Makes First Assessment Payment to County	May 2024
13	Warranty Review	Summer 2024

X. CONCLUSION & RECOMMENDATION

It is recommended that the City chooses to complete the Lateral Lining & Manhole Sealing Improvements project. The total estimated project cost of the project, which includes the Lateral Lining & Manhole Sealing Improvements as well as overhead and contingency cost, is \$2,076,565. It is recommended that this study be used as a guide for the layout, design, cost allocation, and project scheduling for the public improvements.

If the improvements considered within the scope of this report are to be completed during the 2023 construction season, it is critical to initiate the public hearing process, then order plans and specifications as soon as possible to allow the construction project to start in the early part of summer. The project identified herein, is necessary, cost effective, and feasible from an engineering perspective. The project is proposed to be financed through the assessment of the improvements to abutting properties, in accordance with Minnesota Statute 429.

APPENDIX A

Exhibit 1

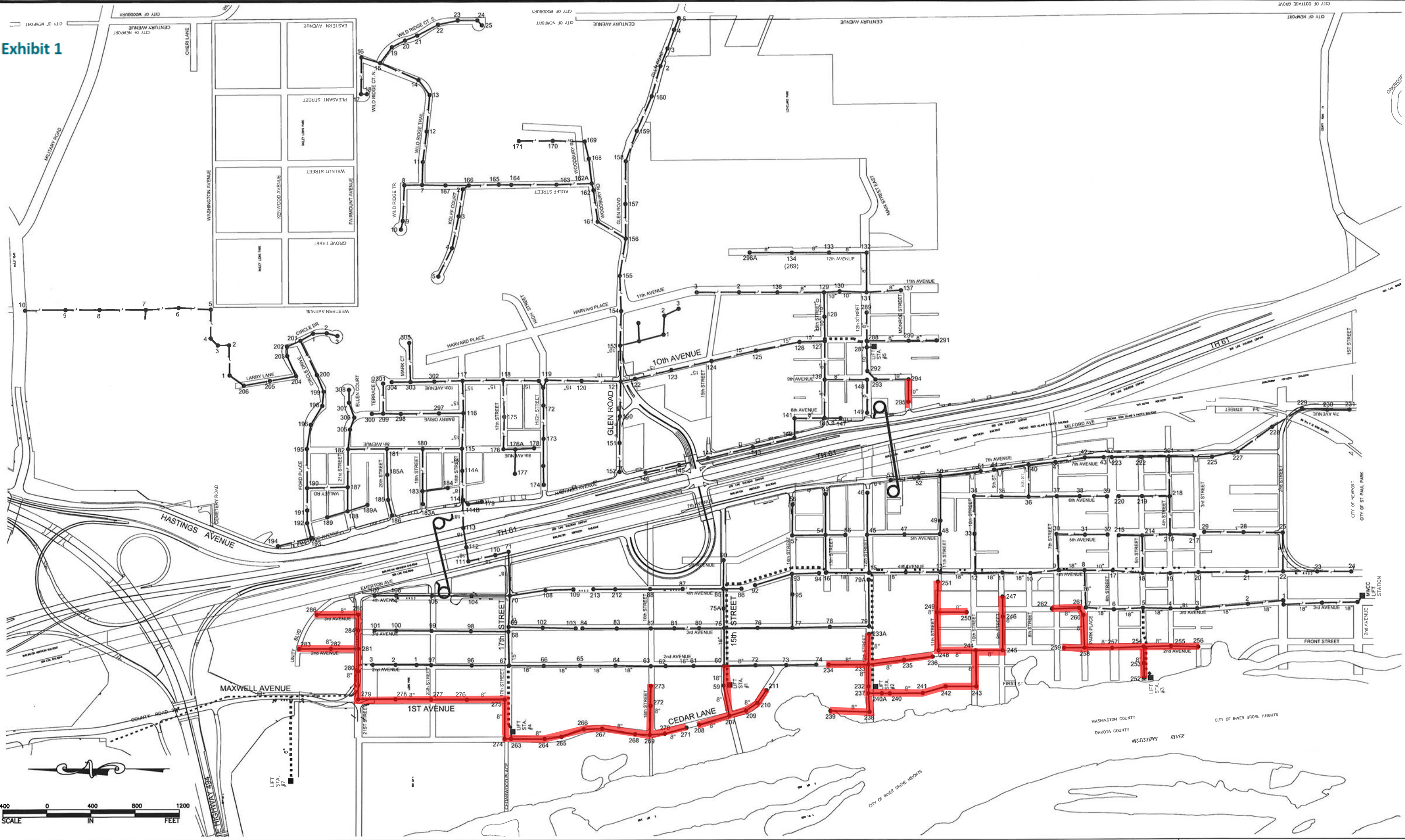
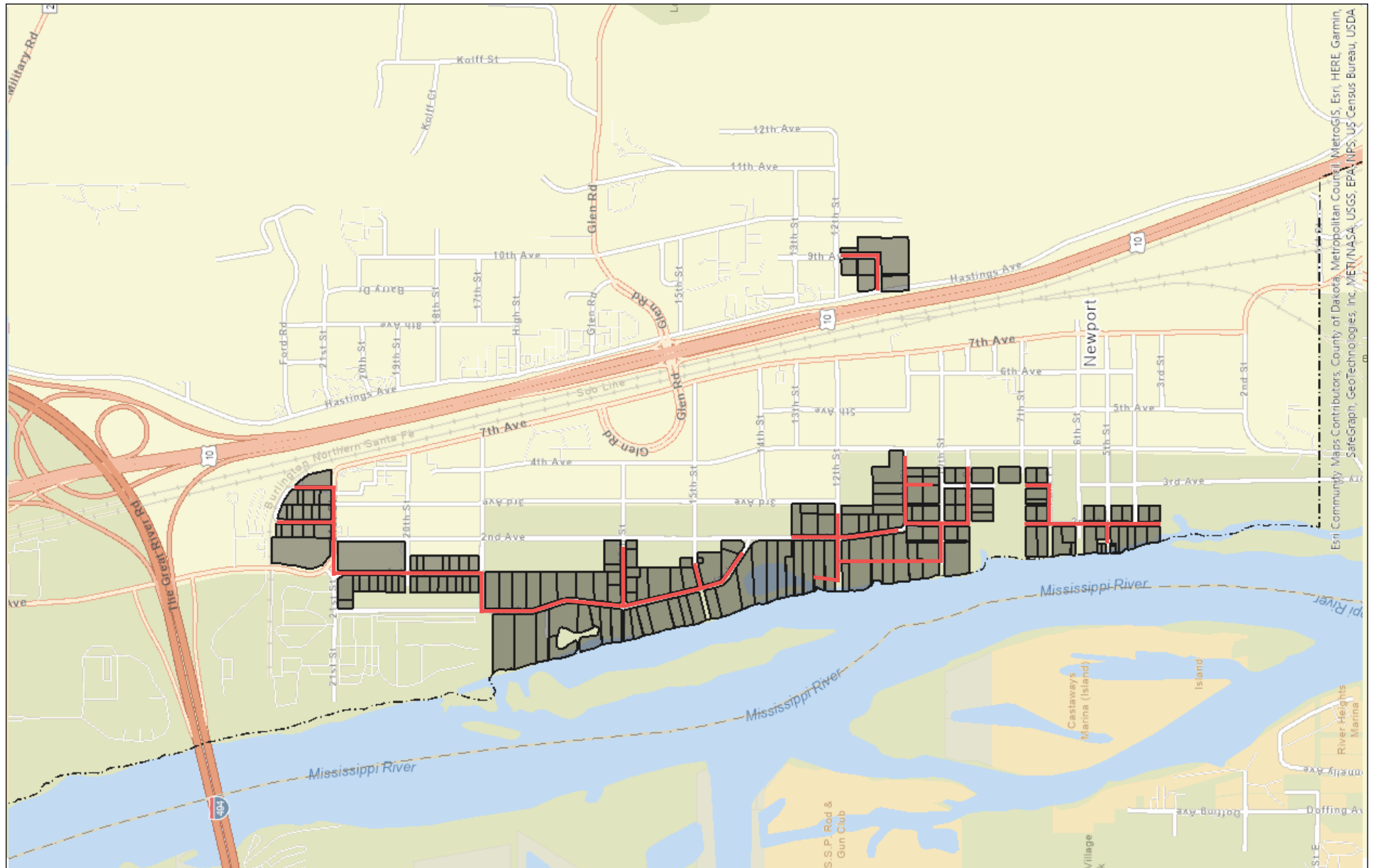


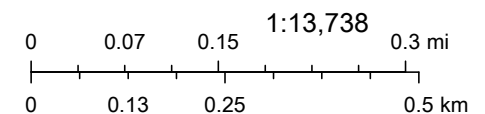
Exhibit 2: Sewer Lateral Lining Assessment Map



Project No. 10316075



MSA Professional Services
60 Plato Boulevard #140
St. Paul, MN 55107
www.msa-ps.com



Esri Community Maps Contributors, County of Dakota, Metropolitan Council, MetroGIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/

Table A.1 Engineer's Opinion of Cost

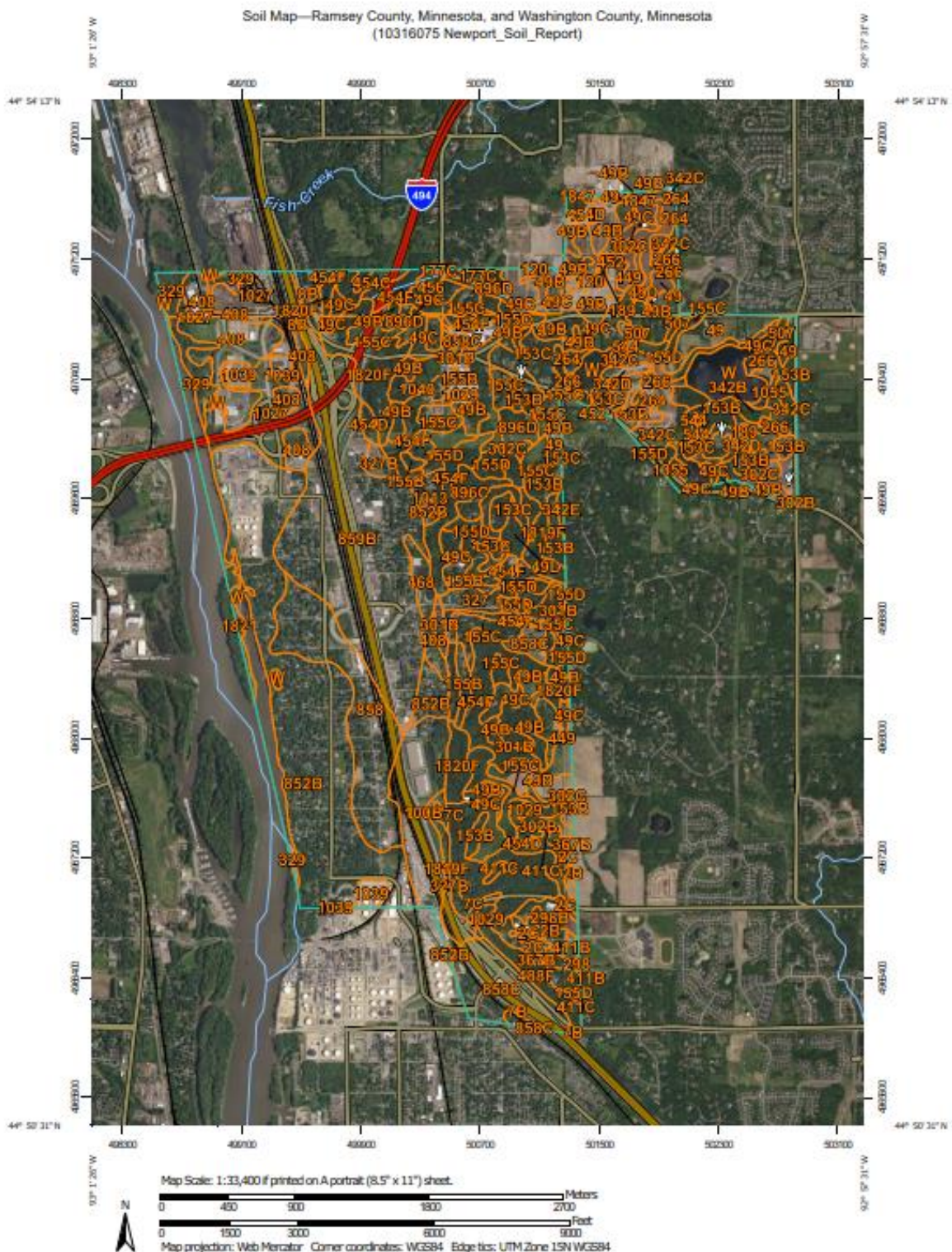
A. 1 Engineer's Opinion of Cost

ITEM NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	TOTAL AMOUNT	PRIVATE FACILITIES COST	PUBLIC FACILITIES COST
<u>PHASE 1: LATERAL LINING</u>							
1	MOBILIZATION	LS	1	\$ 69,650	\$ 69,650	\$ 23,217	\$ 46,433
2	"SHORT" T-LINER (UP TO 5 FEET)	EA	199	\$ 4,250	\$ 845,750	\$ 281,917	\$ 563,833
3	CONSTRUCTION PREPARATION	LS	1	\$ 109,450	\$ 109,450	\$ 36,483	\$ 72,967
T	PHASE 1 - TOTAL				\$ 1,024,850	\$ 341,617	\$ 683,233
<u>* PHASE 1A: LATERAL LINING ALTERNATES</u>							
4	ACCESS CLEANOUT (VACA-TEE)	EA	1	\$ 1,800	\$ 1,800	\$ 1,800	
5	ADDITIONAL LINER LENGTH	FT	30	\$ 35	\$ 1,050	\$ 1,050	
6	PAVEMENT RESTORATION	EA	1	\$ 750	\$ 750	\$ 750	
T	PHASE 1A - TOTAL				\$ 3,600	\$ 3,600	
<u>PHASE 2: MAINLINE END SEALING</u>							
7	END SEALS	EA	134	\$ 4,000	\$ 536,000		\$ 536,000
T	PHASE 2 - TOTAL				\$ 536,000		\$ 536,000
<u>PHASE 3: MANHOLE SEALING ALTERNATES</u>							
NO COST INCLUDED AT THIS TIME							
<u>CONSTRUCTION COST SUMMARY</u>							
T	PHASE 1: LATERAL LINING				\$ 1,024,850	\$ 341,617	\$ 683,233
*	PHASE 1A: LATERAL LINING ALTERNATES				\$ 3,600	\$ 3,600	\$ -
T	PHASE 2: MAINLINE END SEALING				\$ 536,000	\$ -	\$ 536,000
T	CONSTRUCTION COST SUBTOTAL				\$ 1,560,850	\$ 341,617	\$ 1,219,233
OVERHEAD					\$ 305,000.00		\$ 305,000.00
CONTINGENCY					10% \$ 156,085.00	\$ 34,161.67	\$ 121,923.33
INFLATION					3.5% \$ 54,629.75	\$ 11,956.58	\$ 42,673.17
T	TOTAL PROJECT COST				\$ 2,076,565	\$ 387,735	\$ 1,688,830

*COSTS ASSOCIATED WITH EXTENDING LINER TO PROPERTY LINE (+/-30 FEET). WORK PERFORMED AT PROPERTY OWNERS REQUEST AND PROPERTY OWNERS COST. NOT INCLUDED IN TOTAL PROJECT COSTS.

APPENDIX B

Exhibit 3 Soils Map



To: Honorable Mayor and City Council Members
From: Jon Herdegen, P.E. – City Engineer
Subject: Sanitary Sewer lateral Lining
Date: July 29, 2022 – For the August 4th City Council Meeting

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 to 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.*

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 st Public Engagement; Council Order Improvement....	Week of August 22 nd
MSA Reviews 75% Plans with Staff.....	Week of Sept. 26 th
Council Approves Plans/Specs; Order Ad for Bid.....	October 20 th
Open Bids; Bid Evaluation	November 17 th
Council Awards Construction Contract	December 1 st
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

City of Newport, MN
Ordinance No. 2022-07

An Ordinance Amending Chapter 36- Utilities, Article I- In General, Section
34-14- Liability For Maintenance And Repairs Of Utility Lines

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 34, Article I- In General

Sec. 34-14. Liability for maintenance and repairs of utility lines.

After the initial connection has been made to the sanitary sewer line or to the water system, the responsibility for maintenance and repair shall be as follows:

(1) *Sanitary sewer lines.*

- a. 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 *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 previous lined, the city is responsible for repair and maintenance from the outside edge of liner.*
- b. The owner, occupant, or user is responsible for the repair of any break between the structure and the sanitary sewer main. All repairs shall be made at the expense of the property owner meeting the adopted city public works design manual and inspection of the public works superintendent or his designee.
- c. The term "maintenance," as used in this section, shall include, but not be limited to, the following: repair of any break, cleaning or removal of roots, debris, clogs, and freeze-ups between the structure and the sewer main.

(2) *Water lines.*

- a. The owner, occupant, or user of the structure shall be responsible for all maintenance and repair of water lines between the structures and the water main, excluding the curb stop box.
- b. The owner, occupant, or user shall be responsible for repair of the water line from the structure to the water main. All repairs shall be made meeting the adopted city's public works design manual and inspection of the public works supervisor or his designee.
- c. The term "maintenance," as used in this section, shall include, but not be limited to, the following: repair of any break, cleaning or removal of roots, debris, clogs, and freeze-ups between the structure and the water main, excluding the curb stop box.
- d. Leak in service line. Any owner, occupant, or user of premises who shall discover a leak in a service line to the premises shall notify the public works department within 24 hours. Any water wasted due to failure of such person to comply with this regulation shall be estimated by the public works supervisor and be charged against the owner of such premises at the established rate.

- e. All water breaks in a structure that occur due to freezing are the responsibility of the owner. This includes water services, pipes, fixtures, and water meters. If a water meter should break or leak due to freezing, it is the responsibility of the owner to immediately contact the city public works department so the damaged meter can be repaired or replaced. The city reserves the right to charge the owner for the repair or replacement of the damaged water meter and the estimated amount of water lost during the break.

(3) *Curb stop box installations.*

- a. The curb stop box shall be installed as required by the adopted city public works design manual.
- b. The curb stop box shall be maintained at a height at finished grade of the land or property, and the owner of such property shall not interfere with the same.
- c. No structure or driveway shall be installed in such a manner as to interfere with access to the curb stop box.
- d. The homeowner shall be responsible to ensure that the curb stop box remains at finished grade where there is any landscaping or where grade changes are made.

(Code 1997, § 1000.14)

SECTION 3. This Ordinance shall take effect following its passage and publication.

Passed by the City Council of Newport, Minnesota this 4th day of August, 2022.

Motion by: _____,

Seconded by: _____

VOTE:

Elliott _____
Chapdelaine _____
Ingemann _____
Taylor _____
Johnson _____

Signed: _____
Laurie Elliott, Mayor

Attest: _____
Deb Hill, City Administrator



MSA Engineer's Report

To: Honorable Mayor and City Council Members
From: Jon Herdegen, P.E. – City Engineer
Subject: Sanitary Sewer Lateral Lining
Date: July 28, 2022 – For the August 4th City Council Meeting

MSA has prepared a feasibility study for the Sanitary Sewer Lateral Lining project as directed at the July 21st City Council Meeting. The study separates the project into three (3) phases: Lateral Lining (Phase 1), Mainline End Seals (Phase 2) and Manhole Sealing (Phase 3). Assessment are limited to Phase 1 improvements but the other phases are incorporated into the report provide an comprehensive view the entire project scope.

The methodology for distributing the costs to benefitting property owners is based on a three-way intersection concept where the City owns the sewer main (2/3) and the property owner is responsible for the lateral (1/3). The costs associated with the installation of a T-liner as part of the Phase 1 improvement are distributed in this manner. The total anticipated assessment for each property owner will be **\$1,800 to \$2,000.**

Staff have previously discussed extending the lateral lining to the property line as part of the improvements. While extending the length of the lateral liners will improvement the system's overall integrity, there are some concerns regarding the return on the investment. Please consider the following:

- The cost to extend the lateral liner to the property line is approximately \$3,600 per property in addition to the assessment amount listed above. Since this work would be conducted on private infrastructure, the Bonding Bill Appropriation monies cannot be used and the cost would be the property owner's sole responsibility.
- An access cleanout is needed to extend the lateral liner. The vacuum excavation process and vac-a-tee installation can limit surface disturbance but there is some risk of damaging the existing lateral when the access hole is drilled (4" hole drilled into a 4" cast-iron lateral pipe).
- The typical lateral service pipe is constructed with a cast iron "riser" extending at a 45° angle from the sewer main. The length of the riser is dependent on the depth of the sewer but is generally 3-10 feet. At the top of the riser, there is a cast-iron fitting that directs the service lateral to the residence. The connection point between the main and cast-iron riser pipe is the point that is most-susceptible to I/I. The standard T-liner will effectively seal this connection point. The fitting at the top of the riser may or may not be sealed by the T-liner depending on the riser length. Based on our experience replacing lateral lines on reconstruction projects, the cast-iron fitting at the top of the risers are in fair condition but the gaskets are deteriorating.
- The City's Local Improvement policy does not specifically address an assessment procedure for improvements made to private infrastructure. Generally, the assessments are levied to cover the benefitting property owner's share of public improvements not private improvements.

Based on the factors outlined above, Staff's suggested approach is to assessment 1/3 of the cost of the T-liner and allow the property owners to choose to extend the liner at their own cost. The bidding documents would be structured to require the contractor to provide a unit cost to install a cleanout and per foot cost to extend a lateral liner. Prior to the T-liner installation, the contractor will clean/televise each service and televising video would be shared with the property owner to aid in their decision. If the property owner elects to extend the lateral lining, the

60 PLATO BLVD EAST, SUITE 140, ST. PAUL, MN 55107-1835
P (612) 548-3132 • TF (866) 452-9454 • F (763) 786-4574
WWW.MSA-PS.COM

MEMO

July 12, 2022

cost would be added to their assessment and they would be exempt from the City's point of sale requirements for televising/repair sanitary laterals.

ACTIONS REQUESTED: We respectfully request Council consider the following:

1. Staff's recommendation for voluntary extension for lateral liners
2. Draft resolution Accepting the Feasibility Study and Ordering the Improvement Hearing
3. Specify a date and time for the Improvement Hearing.

Attachments:

1. Feasibility Study
2. Draft Resolution Receiving the Feasibility Study and Ordering the Improvement



MSA Engineer's Report

To: Honorable Mayor and City Council Members
From: Jon Herdegen, P.E. – City Engineer
Subject: 21st Street Watermain Improvements
Date: July 28, 2022 – For the August 4th City Council Meeting

MSA has prepared the enclosed scope of service and fee proposal for the 21st Street Watermain Replacement project for review and consideration.

Action Requested: We respectfully request Council consider the enclosed proposal and authorize MSA to proceed with the 21st Street Watermain Replacement project.

Attachments: MSA Scope of Services and Proposal

21ST STREET WATERMAIN REPLACEMENT

PROJECT OVERVIEW

Washington County plans to mill and overlay 21st Street between Maxwell Avenue and 7th Avenue as part of the Multi-Use Trail Extension project scheduled for 2023 construction. The City has watermain under 21st 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. The estimated total project costs is \$470,000 based on the attached conceptual plan. Ancillary work includes adding/replacing water and sewer services along the corridor. No sanitary sewer mainline is included as it was recently lined. The County will be including stormsewer improvements as part of their project.

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 and/or 18 inches of vertical separation between watermain and sewer main (as long as the watermain is above the sewer). In order to mitigate project costs and preserve the City's past investment in sewer lining, staff proposes that in the areas where there is currently less than 18 inches of vertical separation, 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.

PROJECT SCOPE

MSA will provide the following design and construction services:

ASSESSMENT PROCEEDURE

1. Prepare a feasibility study in accordance with MN Statute Chapter 429.
2. Conduct required public hearings in accordance with MN Statute Chapter 429.
3. Prepare associated Chapter 429 resolutions and public notices.

UTILITY DESIGN

1. Using topographical and in-place utility drawings prepared by Washington County's design consultant, MSA will prepare a base map for the 21st Street corridor between 1st Avenue and 7th Avenue.
2. MSA's survey crews will conduct up to two (2) field visits to collect additional field data that was not provided by the County design consultant regarding City facilities.
3. MSA will prepare utility removal drawings (2 sheets) that depict the extend of the utility replacement work.
4. MSA will prepare utility plan and profile drawings (3 sheets) that will depict the new watermain profile with at least 18 inches of vertical separation from the existing sanitary sewer, reconnection at each terminus and side streets, and new/replacement water/sewer lateral lines.
5. MSA will prepare standard detail drawings (2 sheets) and construction charts for the associated utility work.
6. Prepare technical specifications for utility construction to be included in the County bid package.
7. Attend up to eight (8) Project Team Meetings (PMT) with Washington County.

BIDDING (\$1,600)

1. Correspond with perspective bidders and the County's design consultant.
2. Attend the pre-bid meeting (1 meeting).
3. Prepare and publish addenda in coordination with Washington County.
4. Evaluate bid prices associated with utility improvements.

CONSTRUCTION ADMINISTRATION

1. Review shop drawing related to utility construction.
2. Attend in-person preconstruction meeting (1 meeting).
3. Provide construction staking (3 site visits) for utility construction.
4. Review and process partial payment applications in coordination with Washington County.
5. Prepare a project record drawing and GIS as-builts for utility construction.

CONSTRUCTION OBSERVATION

1. Provide full-time construction observation for all buried utilities and part-time for restoration and punch list verification work: 4 weeks at 40 hours per week as dictated by the contractor construction schedule.

ASSUMPTIONS

- Washington County will provide topographical and in-place utility drawing in CAD format for MSA's use.
- MSA's plans are limited to the drawings listed above and will be incorporated into the Washington County plans.
- MSA will provide specification associated with the utility replacement work and will be incorporating into the bidding documents for the County project.
- Costs associated with boundary survey work or easement preparation are not included but can be provided at an additional service.
- Pavement design and geotechnical evaluation will be performed by Washington County.

COMPENSATION

MSA proposes to provide the Design and Construction-Related services herein described for a **\$68,200 plus reimbursables** in accordance with the following table. Invoices will be prepared as work is completed and submitted to the City monthly.

PROJECT PHASE	CONTRACT TYPE	FEE
ASSESSMENT PROCEEDURE	LUMP SUM	\$6,000
UTILITY DESIGN	LUMP SUM	\$24,300
BIDDING	LUMP SUM	\$1,600
CONSTRUCTION ADMINISTRATION	LUMP SUM	\$17,300
CONSTRUCTION OBSERVATION	HOURLY	\$19,000
REIMBURSABLE EXPENSES (ESTIMATED)		\$1,000
TOTAL FEE		\$69,200

If you have any questions or would like to discuss our scope, please feel free to contact me directly. Thank you for the opportunity to provide you a proposal for this project and we look forward to continuing our relationship with the City of Newport

Sincerely



Jon Herdegen, P.E.
City Engineer



MEMO

TO: Newport Mayor and City Council

FROM: Travis Brierley, Assistant to the City Administrator

DATE: August 4, 2022

SUBJECT: Council Salaries

Background: City Administrator Deb Hill presented a memo to Council during the July 28, 2022 Council Workshop. Council discussion concluded that pay raises are warranted. The previous raise approved to be a 15% increase in 2018.

Discussion:

Pay Increase discussed are as follows:

Mayor- From \$5,040 to \$6,000 per year

Council- From \$4,380 to \$4,800 per year

Recommendation: Staff has prepared and properly noticed amendments to Chapter 2, Article II, Section 2023 of the Newport City Code. Council should consider amending Ordinance No 2022-06.

City of Newport, MN
Ordinance No. 2022-06
An Ordinance Amending Chapter 2- Administration,
Article II- City Council, Section 2-23- Salaries

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 2, Article II- City Council

Sec. 2-23. Salaries.

The salary of the mayor shall be \$~~5,040.00~~6,000.00 per year. The salary of each of the council members shall be \$~~4,380.00~~4,800.00 per year.

(Code 1997, § 200.03; Ord. No. 2018-03, 11-1-2018)

SECTION 3. This Ordinance shall take effect following its passage and publication.

Passed by the City Council of Newport, Minnesota this 4th day of August, 2022.

Motion by: _____,

Seconded by: _____

VOTE:

Elliott	_____
Chapdelaine	_____
Ingemann	_____
Taylor	_____
Johnson	_____

Signed: _____

Laurie Elliott, Mayor

Attest: _____

Deb Hill, City Administrator