



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
January 6, 2022 – 5:30 P.M.**

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

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. 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- December 2, 2021 Workshop
 - B. Minutes- December 16, 2021 Regular Council
 - C. Approved Planning Commission Minutes- November 9, 2022
 - D. **Resolution No. 2022-01-** Official Depository
 - E. **Resolution No. 2022-02-** Official Safety Deposit Box
 - F. **Resolution No. 2022-03-** Official Newspaper
 - G. **Resolution No. 2022-04-** 2022 Fee Schedule
 - H. **Resolution No. 2022-05-** Election Judges
 - I. Gambling Application- Rocky Mounty Elk's
 - J. Kennel License- Boughton
 - K. List of Bills- \$3,530,397.06
6. 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.
7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

8. FIRE CHIEF'S REPORT

9. ENGINEER'S REPORT

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

11. ADMINISTRATOR'S REPORT

A. **Resolution No. 2022-06-** Variance 460 12th St

12. MAYOR'S REPORT

13. COUNCIL REPORTS

14. POTENTIALLY CLOSED MEETING

(Meeting closed pursuant to the Attorney-Client Privilege under Minn. Stat. 13D.05, Subd. 3 (b), to discuss threatened litigation regarding the construction of the new City Hall.)

15. ADJOURNMENT



**CITY OF NEWPORT
REGULAR CITY COUNCIL WORKSHOP MINUTES
NEWPORT CITY HALL
December 2, 2021**

1. CALL TO ORDER

Mayor Elliott called the City Council Workshop to order at 6:49 p.m. on December 2, 2021.

2. ROLL CALL

Present (4): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Marvin Taylor, and Council Member Rozlyn Johnson.

Not Present (1): Council Member Tom Ingemann.

3. LOGO BRAND USE GUIDELINES

Mayor Elliott stated the logo brand guideline document included in the packet was put together by the consultant who designed the logo for the city. The document mainly applies to staff and Council when putting the logo on clothing items. It would not hinder the use of public works using the logo on reflective uniforms or vehicles. The logo brand document defines specific acceptable colors.

4. PARKS SURVEY

Mayor Elliott stated there three main priorities that came from the parks survey include improvements to our playgrounds, a dog park, and improvements to our sport courts.

Superintendent of Public Works Bruce Hanson briefly researched dog parks. He contacted a representative at Marathon to look at possible site locations. He also contacted the Wags Farm dog park in Cottage Grove. They had a good list of rules and regulations. The main costs would be in fencing and land. Mayor Elliott is hoping to get a city dog park next spring.

5. FUTURE AGENDA ITEMS

City Administrator Deb Hill stated future agenda items include Laserfiche proposal, contract to extend part-time work for Planner Sherri Buss, salary resolution, sale of City Hall, and street discussions.

6. ADJOURNMENT

Mayor Elliott adjourned the City Council Workshop at 7:22 p.m. on December 2, 2021.

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor



**CITY OF NEWPORT
REGULAR COUNCIL MEETING MINUTES
NEWPORT CITY HALL
December 16, 2021**

1. CALL TO ORDER

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on December 16, 2021.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present (4): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Tom Ingemann, and Council Member Marvin Taylor.

Not Present (1): Council Member Rozlyn Johnson

4. ADOPT AGENDA

City Administrator Deb Hill requested removal of item 13 for the Potential City Land Purchase/Sale and Litigation.

Member Chapdelaine motioned to adopt the agenda as amended. Seconded by Member Ingemann. Approved 4-0.

5. PUBLIC COMMENTS

Bill Sumner residing at 737 21st Street, addressed the Council. Mr. Sumner wished everyone a Merry Christmas.

6. ADOPT CONSENT AGENDA

- A. Minutes-** November 18, 2021 Regular Council
- B. Minutes-** November 30, 2021 Special Council Meeting
- C. Minutes-** December 2, 2021 Regular Council
- D. Library Advisory Committee Minutes-** October 5, 2021
- E. Planning Commission Minutes-** September 14, 2021
- F. Planning Commission Minutes-** October 12, 2021
- G. Resolution No. 2021-46** Non-Union Salaries
- H. Planning Services Contract-** Sherri Buss
- I. Gambling Application-** Capital City Strutters
- J. Resolution No. 2021-51** Certify Utility Bills
- K. Resolution No. 2021-52** 2022 Polling Location
- L. List of Bills-** \$132,194.50
- M. Financial Statement-** November 2021

Member Ingemann motioned to adopt the Consent Agenda. Seconded by Member Chapdelaine. Approved 4-0.

7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

Washington County Sheriff Deputy Sergeant Bill Harrell stated Newport has not had any package thefts but reminded everyone to call if they see suspicious activity. Sergeant Harrell also reminded everyone to slow down as there have been a lot of crashes on Highway 61 with the ice and snow.

8. FIRE CHIEF'S REPORT

Fire Chief Steve Wiley agreed with Sergeant Harrell's comments. There were approximately seven accidents between Highway 61 and 494 with the snow and certain spots tend to get very slippery. Chief Wiley thanked everyone who came out for the food and toy drive last Sunday. They raised over \$2,000 in cash, \$500 in gift cards, and a pickup truck full of toys and food. These items will be donated to the Friends in Need Food Shelf in St. Paul Park.

9. ENGINEER'S REPORT

City Engineer Jon Herdegen stated they completed the road condition assessment. From here staff will work to identify recommendations for priority projects. Engineer Herdegen inquired if he could present at a Council Meeting or Council Workshop in January or early February. Mayor Elliott stated it would be best at an upcoming Council Workshop.

Engineer Herdegen stated for the I/I mitigation project, MSA is working to get a scope pulled together that PFA will accept as part of the design and construction scope. They are also talking with vendors that have I/I reduction techniques to evaluate what options are available.

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

Superintendent of Public Works Bruce Hanson stated there is Pay Application No. 11 to H+U for the new City Hall / Public Safety building in the packet. The total cost with labor and materials is \$645,416.32.

Member Ingemann motioned to approve Pay Application No. 11 to H+U in the amount of \$645,416.32. Seconded by Member Chapdelaine. Approved 4-0.

Superintendent Hanson reminded residents not to push or plow snow into the roadway as it is illegal and creates a hazard.

Member Taylor inquired when the Loveland ice rink would open. Superintendent Hanson stated they need seven to ten days of 20-degree weather or cooler before they can flood the rink.

11. ADMINISTRATOR'S REPORT

1. OPG3 Contract- Laserfiche

Assistant to the City Administrator Travis Brierley stated there is a contract for OPG3 for Laserfiche. Laserfiche is an electronic filing system that the city can use for internal and external documents. The contract is \$3,100 per year after the initial setup fee of \$1,850. Staff recommends approval of this contract. Mayor Elliott stated it is important and valuable to have our documents electronically backed up and safely stored.

Mayor Elliott motioned to approve the OPG2 contract for Laserfiche. Seconded by Member Chapdelaine. Approved 4-0.

2. Resolution No. 2021-47 Hazard Mitigation

Administrator Hill stated at the last meeting Council approved a resolution to apply for grants from FEMA to mitigate the last house and breach the levee. Resolution No. 2021-47 allows the city to apply for matching funds from the DNR.

Member Chapdelaine motioned to adopt Resolution No. 2021-47 – Hazard Mitigation. Seconded by Member Taylor. Approved 4-0.

3. Resolution No. 2021-48 Transfer of Land to NEDA

Administrator Hill stated there are three home parcels on the corner of 2nd Avenue and 9th Street that were purchased through the Newport Economic Development Authority (NEDA) but recorded under the City of Newport. Our city attorney advises that we transfer the land back to NEDA to clean up the recording issue.

Member Ingemann motioned to adopt Resolution No. 2021-48 – Transfer of Land to NEDA. Seconded by Member Chapdelaine. Approved 4-0.

4. Resolution No. 2021-49 Accepting Coronavirus Local Fiscal Funds

Administrator Hill stated we received a supplemental fund in the amount of \$6,216.60. Once we accept the funds, we will need to distribute the funds back into the account, so there are two Resolutions for Council to approve.

Member Chapdelaine motioned to adopt Resolution No. 2021-49 – Accepting Coronavirus Local Fiscal Funds. Seconded by Member Ingemann. Approved 4-0.

5. Resolution No. 2021-50 Distribution of Coronavirus Funds

Member Chapdelaine motioned to adopt Resolution No. 2021-50 – Distribution of Coronavirus Funds. Seconded by Member Taylor. Approved 4-0.

6. City Hall Closed Dates

Administrator Hill inquired if Council would approve closing City Hall at 1:00 p.m. on Thursday, December 23rd. Assistant Brierley would take phone calls remotely for the remainder of the day.

Member Ingemann motioned to close the City Hall office at 1:00 p.m. on Thursday December 23rd. Seconded by Member Chapdelaine. Approved 4-0.

12. MAYOR AND COUNCIL REPORTS

Mayor Elliott stated she visited the North Pole restaurant earlier this morning to formally present them with the Newport Business of the Year award. The North Pole restaurant is an asset to our community and a fun place to go and meet with friends and family. Mayor Elliott stated there is a COVID vaccine clinic coming up on January 8th from 12:00 p.m. to 3:00 p.m. at Pullman Elementary. The vaccines are free, and no appointments are necessary.

Member Taylor stated the Planning Commission met this past Tuesday. They approved the residential parking ordinance that will be coming to Council. The Planning Commission also approved a driveway variance.

Member Chapdelaine stated he has a few updates from the watershed district. There were water issues a few years back in the Bailey Meadows development. The City of Woodbury primarily with the help of the watershed district was looking into what they could do with La Lake. The watershed district staff is aware this issue is important to Newport and will keep driving this forward. Member Chapdelaine stated the other issue that is important to Newport is on the other side of town off 65th Street. The Ravine near the cemetery and Ten-E Packaging is very deep and eroded. This spring it would be nice to do temporary repairs to the ditch. Member Chapdelaine stated at the HPC meeting they are working on a grant for the overlooks, which will require us to create addresses for these four locations.

Member Ingemann stated the Refuge Dry Fuel (RDF) plant is working to get disposable garbage. The goal is to get everything ready to go by the end of next year. Food bags will be available for free to Ramsey and Washington County residents.

13. ADJOURNMENT

Member Chapdelaine motioned to adjourn the City Council Meeting. Seconded by Member Ingemann. Approved 4-0.

The City Council Meeting was adjourned at 6:08 p.m. on December 16, 2021

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Laurie Elliott, Mayor



**CITY OF NEWPORT
PLANNING COMMISSION MEETING MINUTES
NEWPORT CITY HALL
November 9, 2021**

1. CALL TO ORDER

Chair Anthony Mahmood called the Planning Commission meeting to order at 5:30 p.m. on November 9, 2021.

2. ROLL CALL

Present (3): Chairman Anthony Mahmood, Commissioner Maria Bonilla, and Commissioner Michael Kermes.

Not Present (2): Commissioner Brandon Leyde and Commissioner Tami Fuelling.

3. MEETING MINUTES

A. October 12, 2021

Commissioner Kermes stated he would like an addition to the paragraph regarding the public hearing for the residential parking ordinance. When Mr. Sumner voted against the previous three vehicle ordinance, it was because he was in favor of four vehicles.

Commissioner Bonilla motioned to approve the Planning Commission meeting minutes from October 12, 2021, with the amendment from Commissioner Kermes. Seconded by Commissioner Kermes. Approved 3-0.

4. RESIDENTIAL PARKING ORDINANCE

City Planner Nathan Fuerst stated there are four proposed revisions for the residential parking ordinance. The first is parking in the public right of way. The second is recreational vehicles on residential parking. The third is the number of vehicles permitted to park on residential property. Finally, the fourth item is adding definitions. Planner Fuerst stated there are two main questions that the Commission should focus their discussion on. Should vehicles parked on residential property be regulated by an overall number or through some other means? Will the allowance for one commercial vehicle not to exceed 14,000 pounds or 20 feet in length adequately address the goal of allowing trades people to continue parking their vehicles?

The Commission discussed having standards on the vehicles parked on residential property such as the vehicles should be operational, have tabs, insurance, and be parked on an approved surface. The Commission also discussed allowing two trade vehicles and a trailer to be parked for commercial vehicles.

Planner Fuerst summarized the Commission is interested in exploring the option of allowing more than four vehicles provided there are licensed drivers in the household that those vehicles would belong to. They are also interested in allowing an additional commercial vehicle that meets the same criteria plus a trailer to allow for trades people to continue their business. The Commission would also like to consider if their exterior storage is screened that it not be counted towards total vehicle allowances. Planner Fuerst will update the residential parking ordinance and bring it back to the next Planning Commission meeting.

5. COMMISSION REPORTS

None.

6. ADJOURNMENT

Commissioner Bonilla motioned to adjourn the Planning Commission meeting. Seconded by Commissioner Kermes. Approved 3-0.

The Planning Commission meeting was adjourned at 5:58 p.m. on November 9, 2021.

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Anthony Mahmood, Chairman

City of Newport, MN
Resolution No. 2022-01
Designating an Official Depository of City Funds

WHEREAS, The council of any statutory city or of any city of the fourth class shall designate as a depository of city funds such national, state, or private banks as it may deem proper, and

WHEREAS, The City of Newport is a statutory, fourth class city as designated by law, and

WHEREAS, MidwestOne Bank, a corporation, is located in South Saint Paul, and is insured by an agency of the federal government (FDIC), and

WHEREAS, this designation is contingent upon MidwestOne Bank providing pledged securities and collateral to provide safety to all deposits as has been done in the past, and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Newport hereby designates MidwestOne Bank as its official depository, for city funds, for the year 2021, and

BE IT FURTHER RESOLVED, that the authorized persons to receive account information only are as follows:

Deborah Schulz, Accountant
Travis Brierley, Assistant to the City Administrator

BE IT FURTHER RESOLVED, that the authorized signatures are as follows:

Laurie Elliott, Mayor
Kevin Chapdelaine, Mayor Pro-Tem
Debora Hill, City Administrator

Adopted this 6th day of January, 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. 2022-02

Designating an Official Bank Holding the Official City Safety Deposit Box

WHEREAS, The City of Newport has a need for a safety deposit box, and

WHEREAS, Old National Bank in West Saint Paul, MN currently houses the City of Newport a safety deposit box, and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Newport hereby designates Anchor Bank as the location for the City of Newport's safety deposit box, for the year 2021.

BE IT FURTHER RESOLVED, that the authorized signatures are as follows:

Laurie Elliott, Mayor
Kevin Chapdelaine, Mayor Pro-Tem
Debora Hill, City Administrator

Adopted this 6th day of January, 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. 2022-03

Designating an Official Newspaper to Publish Ordinances and Other Matter as
Required by Law

WHEREAS, Minnesota State Statute 412.831, “an act,” requires statutory cities to designate a newspaper of general circulation as its official newspaper in which the city will publish ordinances and other matters as required by law, and

WHEREAS, The City of Newport is a statutory city, and

WHEREAS, The Pioneer Press is a newspaper of general circulation, and

WHEREAS, The Pioneer Press is generally circulated within the corporate limits of the City of Newport, and

WHEREAS, The City of Newport, has used the Pioneer Press as its official newspaper in the past, and

WHEREAS, The City of Newport will use the Pioneer Press as its official newspaper.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Newport hereby designates the Pioneer Press as its official newspaper to publish ordinances and other matters as required by law, for the year 2022.

Adopted this 6th day of January, 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 2022-07

A Resolution Establishing Municipal Water, Sanitary Sewer, Street Lights,
and Storm Sewer Rates For 2022-2025

WHEREAS, the City of Newport has reviewed projections of upcoming expenditures and income to both its Water and Sanitary Sewer Enterprise funds for 2022 and beyond; and

WHEREAS, the current Water and Sewer rates are adequate to meet operating expenses but not generating enough revenue to pay for depreciation, capital and bonds, and to maintain an adequate reserve; and

WHEREAS, the City of Newport bills on the calendar quarter,

WHEREAS, the City Council received a Rate Study report from the City Financial Advisor; and

WHEREAS, the Rate Study concluded that rates should be increased annually; and

WHEREAS, City Staff recommends the following rates as determined by the Rate Study effective January 1, 2022 through December 31, 2025:

Municipal Water

| <u>Flat Rates</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Residential | \$ 28.15 | \$ 29.56 | \$ 31.04 | \$ 32.59 | \$ 34.22 |
| Multi-Family | \$ 21.12 | \$ 22.18 | \$ 23.28 | \$ 24.45 | \$ 25.67 |
| Senior | \$ 28.15 | \$ 29.56 | \$ 31.04 | \$ 32.59 | \$ 34.22 |
| Commercial | \$ 46.16 | \$ 48.47 | \$ 50.89 | \$ 53.44 | \$ 56.11 |

| <u>Usage Rate (Per 1,000 Gallons)</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Residential & Multi-Family | | | | | |
| 0-8,000 Gallons | \$ 2.31 | \$ 2.43 | \$ 2.55 | \$ 2.67 | \$ 2.81 |
| 8,001-20,000 Gallons | \$ 2.88 | \$ 3.02 | \$ 3.18 | \$ 3.33 | \$ 3.50 |
| 20,001+ Gallons | \$ 4.04 | \$ 4.24 | \$ 4.45 | \$ 4.68 | \$ 4.91 |

| | | | | | |
|----------------------|---------|---------|---------|---------|---------|
| Senior | | | | | |
| 0-8,000 Gallons | \$ - | \$ - | \$ - | \$ - | \$ - |
| 8,001-20,000 Gallons | \$ 2.88 | \$ 3.02 | \$ 3.18 | \$ 3.33 | \$ 3.50 |
| 20,001+ Gallons | \$ 4.04 | \$ 4.24 | \$ 4.45 | \$ 4.68 | \$ 4.91 |

| | | | | | |
|----------------------|---------|---------|---------|---------|---------|
| Commercial | | | | | |
| 0-8,000 Gallons | \$ 2.31 | \$ 2.43 | \$ 2.55 | \$ 2.67 | \$ 2.81 |
| 8,001-20,000 Gallons | \$ 2.88 | \$ 3.02 | \$ 3.18 | \$ 3.33 | \$ 3.50 |
| 20,001+ Gallons | \$ 3.89 | \$ 4.08 | \$ 4.29 | \$ 4.50 | \$ 4.73 |

Sanitary Sewer & MWCC

| <u>Flat Rates</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Residential | \$ 24.66 | \$ 25.89 | \$ 27.19 | \$ 28.55 | \$ 29.97 |
| Multi-Family | \$ 18.50 | \$ 19.43 | \$ 20.40 | \$ 21.42 | \$ 22.49 |
| Senior | \$ 24.66 | \$ 25.89 | \$ 27.19 | \$ 28.55 | \$ 29.97 |
| Commercial | \$ 27.19 | \$ 28.55 | \$ 29.98 | \$ 31.48 | \$ 33.05 |

Usage Rates (Includes MET-C)

| | | | | | |
|---|---------|---------|---------|---------|---------|
| Sewer Only | \$ 6.44 | \$ 6.76 | \$ 7.10 | \$ 7.45 | \$ 7.83 |
| Residential, Multi-Family, & Commercial | \$ 6.44 | \$ 6.76 | \$ 7.10 | \$ 7.45 | \$ 7.83 |

Street Lights

| <u>Flat Rates</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Residential | \$ 9.25 | \$ 9.25 | \$ 9.25 | \$ 9.25 | \$ 9.25 |
| Multi-Family | \$ 67.10 | \$ 67.10 | \$ 67.10 | \$ 67.10 | \$ 67.10 |
| Commercial | \$ 111.76 | \$ 111.76 | \$ 111.76 | \$ 111.76 | \$ 111.76 |

Storm Sewer

| <u>Flat Rates</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Per REU | \$ 16.25 | \$ 16.58 | \$ 16.91 | \$ 17.24 | \$ 17.59 |

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Newport adopts the quarterly billing rates for Municipal Water, Sanitary Sewer, Street Lights, and Storm Sewer; and

BE IT FURTHER RESOLVED, that the City Council may change the any future rates by resolution.

Adopted this 6th day of January, 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. 2022-04
A Resolution Approving The 2022 City Fee Schedule

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

NOW, THEREFORE, BE IT RESOLVED, that the Newport City Council hereby approves the City Fee Schedule effective January 7, 2022.

Adopted this 6th day of January, 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
2022 FEE SCHEDULE**

Effective January 7, 2022

1. LIQUOR

| | | | |
|--|----|-------------------------------------|--|
| On-sale | \$ | 2,500.00 | |
| Off-sale | \$ | 240.00 | |
| Sunday on-sale | \$ | 200.00 | |
| On-sale wine | \$ | 1,250.00 | |
| 3.2 On-sale | \$ | 100.00 | |
| 3.2 One Day | \$ | 25.00 | |
| 3.2 Off-sale | \$ | 30.00 | |
| Brewer Taproom | \$ | 200.00 | |
| On-Sale Brew Pub | \$ | 200.00 | |
| Off-Sale Brew Pub | \$ | 200.00 | |
| Park Permit (Non-intoxicating) | \$ | 50.00 | |
| Park Maintenance Deposit Less than 25 People Attending | \$ | 100.00 | |
| Park Maintenance Deposit More than 25 People Attending | \$ | 150.00 | |
| 1 - 4 Day Temporary On-sale | \$ | 200.00 | |
| Investigation Fee for In-State | | Actual Cost, Not to Exceed \$500 | |
| Investigation Fee for Out-State | | Actual Cost, Not to Exceed \$10,000 | |

2. BUSINESS

| | | | |
|---|----|-----------|-----------------|
| Rubbish Haulers | \$ | 300.00 | |
| Commercial Contractors - not licensed with the State | \$ | 50.00 | |
| Seasonal | | | |
| Farmer's Market | \$ | 75.00 | |
| Christmas Trees | \$ | 75.00 | |
| Fireworks | \$ | 350.00 | |
| Incidental Fireworks | \$ | 50.00 | |
| Billboard | \$ | 100.00 | |
| Tobacco | \$ | 250.00 | |
| Games of Skill | \$ | 50.00 | per game |
| Solicitors (per day) | \$ | 50.00 | |
| Solicitors (per year) | \$ | 300.00 | |
| Transient Merchant (per day) | \$ | 100.00 | |
| Transient Merchant (per year) | \$ | 300.00 | |
| Peddler / Hawker (per day) | \$ | 50.00 | |
| Peddler / Hawker (per year) | \$ | 250.00 | |
| Investigation Fee for Solicitors, Transient Merchants, Peddlers, Hawkers, and Massage Therapists | \$ | 50.00 | |
| Whether or not permit is issued, this fee is not refundable. | | | |
| Pawn Shop License | \$ | 10,000.00 | |
| Investigation Fee for Pawn Shop | \$ | 750.00 | |
| \$500 will be refunded if total investigation is within MN. | | | |
| Monthly Transaction Fee for Pawn Shops | \$ | 1.50 | per transaction |
| Reporting Failure Penalty for Pawn Shops | \$ | 2.50 | per transaction |
| Massage Therapy Businesses | | | |
| Application Fee | \$ | 300.00 | |
| Investigation Fee | \$ | 300.00 | |
| Additional Owner/New Officer | \$ | 300.00 | |
| Change in On-Site Manager | \$ | 100.00 | |
| Amendment to License | \$ | 75.00 | |
| Massage Therapists | | | |
| New Application Fee | \$ | 100.00 | |
| Renewal Application Fee | \$ | 75.00 | |

3. ANIMAL CONTROL

| | | |
|---------------------------------------|----|-------------|
| Dog License | \$ | 10.00 |
| Dog License after Jan. 31st | \$ | 20.00 |
| Chicken Permit | \$ | 25.00 |
| Farm Animal Permit | \$ | 25.00 |
| Special Animal Permit | \$ | 25.00 |
| Kennel Permit (4 or more dogs / cats) | \$ | 50.00 |
| Domestic Boarding | | actual cost |
| Domestic Disposal | | actual cost |
| Farm Animal Impound | | actual cost |
| Farm Animal Boarding | | actual cost |
| Farm Animal Disposal | | actual cost |

4. BUILDING PERMIT

| | | |
|--|---|--|
| | Min \$20.50; 65% of Maximum Permit Fee for Permits Not Issued 68% of Maximum Permit Fee per sign request | |
| Plan Review Fee | | |
| Business Sign (Temporary Banner, etc.) | \$ | 10.00 |
| Business Sign (Permanent) | | based on value |
| Residential Fence | \$ | 15.00 |
| Fireplace (Wood Burning) | | based on value |
| Fireplace (Gas) | \$ | 50.00 |
| Swimming Pool | | based on value |
| Storage Shed Under 200 Square Feet | \$ | 75.00 |
| Storage Shed Over 200 Square Feet | | based on value |
| Residing (Residential) | \$ | 65.00 |
| Reroofing (Residential) | \$ | 65.00 |
| Commercial Fencing | | based on value |
| Commercial Slab | | based on value |
| Demolition (Residential) | \$ | 100.00 |
| Demolition (Commercial) | \$ | 150.00 |
| Commercial Roofing | | based on value minus the plan review |
| Commercial Siding | | based on value minus the plan review |
| Retaining Wall Over 4' (Residential) | | based on value |
| Retaining Wall Over 4' (Commercial) | | based on value |
| Replacing Windows (Residential) | \$ | 65.00 |
| Replacing Windows (Commercial) | | based on value minus the plan review |
| New Windows (Residential and Commercial) | | based on value |
| Moving House / Building | \$ | 300.00 |
| Residential Driveway | \$ | 15.00 |
| Commercial Paving / Parking Lot Repair | | based on value |
| State Surcharge for Fixed Fee Permits | \$ | 1.00 |
| State Surcharge for Value Based Permits | | based on value |
| Building Without Permit | | double fee |
| Additional Certificate of Survey Reviews (more than 2 reviews) | \$ | 100.00 |
| Additional Top-of-Block/Grading Verifications | | At Cost |
| Fire Inspection Permit | \$ | 50.00 |
| Engineering Reinspection | \$ | 300.00 |
| Rental Registration Fee | \$ | 50.00 |
| Each Additional Unit | \$ | 12.00 |
| Rental Reinspection | \$ | 50.00 |
| Certificate of Occupancy | \$ | 50.00 |
| Vacant Building Registration | | |
| Residential - First Year | \$ | 1,000.00 |
| Residential - Second Year | \$ | 2,000.00 |
| Commercial - First Year | \$ | 1,500.00 |
| Commercial - Second Year | \$ | 3,000.00 |

5. MECHANICAL

| | | | |
|---|----|--------|--------------------|
| New Home | \$ | 150.00 | |
| Air Conditioner | \$ | 50.00 | |
| Furnace (Up to 100,000 BTU's) | \$ | 50.00 | |
| Residential: | | | |
| Each additional 100,000 BTU's | \$ | 15.00 | |
| Commercial: | | | |
| General Mechanical Permit | | | based on valuation |
| State Surcharge for Fixed Fee Permits | \$ | 1.00 | |
| State Surcharge for Value Based Permits | | | based on value |

6. PLUMBING

| | | | |
|---|----|-------|----------------|
| Residential: | | | |
| Permit Base Fee | \$ | 50.00 | |
| Per Opening | \$ | 15.00 | |
| Commercial: | | | |
| Minimum or as set by City Administrator | | | based on value |
| Per Opening | | | based on value |
| Water Heater Replacement or New | \$ | 65.00 | |
| Water Softener Replacement or New | \$ | 65.00 | |
| Sprinkling System | | | based on value |
| Must be reviewed by State Fire Marshal | | | |
| State Surcharge for Fixed Fee Permits | \$ | 1.00 | |
| State Surcharge for Value Based Permits | | | based on value |

7. ELECTRICAL - SEE ATTACHED FEE SCHEDULE FOR RATES**8. UTILITY - SEE ATTACHED FEE SCHEDULE FOR RATES**

| | | | |
|---|----|--------|-------------------|
| Late Fee for Utility Bill | | 10% | |
| Certification of Delinquent Utilities Fee | \$ | 25.00 | plus 18% interest |
| Normal Working Hours | | | |
| Water On | \$ | 50.00 | |
| Water Off | \$ | 50.00 | |
| After Normal Working Hours (OT) | | | |
| Water On | \$ | 120.00 | |
| Water Off | \$ | 120.00 | |
| Final Meter Read | \$ | 25.00 | |
| Fire Flow Test | \$ | 100.00 | |

9. WATER PERMIT

| | | | |
|---------------------------------------|----|--------|--|
| Hook-Up | \$ | 100.00 | |
| Water Disconnect | \$ | 100.00 | |
| State Surcharge for Fixed Fee Permits | \$ | 1.00 | |

10. WATER TAPPING

| | | | |
|------------------|----|--------|-----------------|
| 1" - 1 1/2" line | \$ | 400.00 | |
| 2" line and over | | | time & material |

11. SEWER PERMIT

| | | | |
|---------------------------------------|----|--------|--|
| 4" line hook-up | \$ | 100.00 | |
| Sewer Disconnect | \$ | 100.00 | |
| State Surcharge for Fixed Fee Permits | \$ | 1.00 | |

| | | | |
|---|----|------------|--------------------|
| 12. HYDRANT USE / HOOK-UP | \$ | 50.00 | |
| Plus water usage at \$.01 / gal | | | |
| 13. WATER METER TESTING | | | |
| 2" or less | \$ | 75.00 | |
| 2" or more | \$ | 75.00 | |
| 14. WATER METER RENTAL PER DAY | \$ | 10.00 | |
| 1" with hydrant adapter (deposit) | \$ | 350.00 | |
| 2 1/2" with hydrant adapter (deposit) | \$ | 550.00 | |
| 15. WATER SALES TAX | | 7.1250% | |
| 16. SEWER AND WATER MAIN TRUNK | | | |
| Single Family | \$ | 1,750.00 | each |
| Multi-Family (1-4 Units per acre) per Dwelling Unit | \$ | 900.00 | each |
| Multi-Family (4-8 Units per acre) per Dwelling Unit | \$ | 640.00 | each |
| Multi-Family (8+ Units per acre) per Dwelling Unit | \$ | 490.00 | each |
| Commercial/Industrial | \$ | 4,360.00 | per acre |
| 17. Non-Resident Sewer and Water Main Trunk | | | |
| Outside City Limit Connections | \$ | 13,500.00 | |
| 18. CITY ACCESS FEE (WAC) | | | |
| Single Family | \$ | 1,050.00 | per MET-C SAC rate |
| Multi-Family | \$ | 1,050.00 | per MET-C SAC rate |
| Commercial/Industrial | \$ | 1,050.00 | per MET-C SAC rate |
| Outside City Limit Connections | \$ | 1,050.00 | per MET-C SAC rate |
| 19. CITY SEWER ACCESS FEE (SAC) | | | |
| Single Family | \$ | 1,050.00 | per MET-C SAC rate |
| Multi-Family | \$ | 1,050.00 | per MET-C SAC rate |
| Commercial/Industrial | \$ | 1,050.00 | per MET-C SAC rate |
| Outside City Limit Connections | \$ | 1,050.00 | per MET-C SAC rate |
| 20. RIGHT-OF-WAY PERMITS | | | |
| General ROW Permit (up to 100 feet) | \$ | 100.00 | |
| Fee per Additional 100 feet | \$ | 30.00 | |
| Work without Permit | | Double Fee | |
| 21. PUBLIC WORKS MAINTENANCE DEPARTMENT | | | |
| Truck use per hour (pick-up) | \$ | 40.00 | |
| Other vehicle use per hour | \$ | 75.00 | |
| Single axle dump truck | \$ | 150.00 | |
| Tandem axle dump truck | \$ | 200.00 | |
| Front end loader | \$ | 150.00 | |
| Back hoe | \$ | 150.00 | |
| Materials used | | 125% | |
| Labor | | 150% | |

22. ADMINISTRATION

| | | | |
|---|----|-------------------|--|
| Election Filing | \$ | 2.00 | |
| Assessment Search | \$ | 25.00 | |
| Searches may be requested in writing or oral. A fee is established 336A.09 MN Statutes 2008 | | | |
| Comprehensive Land Use Plan | \$ | 50.00 | |
| City Code of Ordinances | \$ | 100.00 | |
| Zoning Ordinance | \$ | 50.00 | |
| Large Zoning Map | \$ | 5.00 | |
| Ortho Photomap | | City cost at 125% | |
| Copies per page | \$ | 0.25 | |
| Public Data Requests Less Than 100 Pages | \$ | 0.25 | |
| | | Based on cost of | |
| Public Data Requests 100 Pages or More | | staff's time | |
| Fax Transmissions | \$ | 3.00 | |
| Each additional page | \$ | 1.00 | |
| Compost brush per cubic yard | \$ | 5.00 | |
| Leaves and grass clippings per load | \$ | 5.00 | |
| Rental of Railroad Building per day | \$ | 1.00 | |
| Non-Sufficient Funds (NSF) Checks | \$ | 30.00 | |
| Non-Resident Park Reservation Fee | \$ | 50.00 | |
| Ordinance Compliance Reinspection Fail Administrative Citation Fee | \$ | 100.00 | |

23. USE OF CITY HALL (capacity of 75)

| | | | |
|-------------------------|----|--------|---------|
| Commercial | \$ | 150.00 | |
| Special Council Meeting | \$ | 200.00 | |
| Charging of PHEVs | \$ | 1.00 | per day |

24. USE OF LIBRARY AND COMMUNITY CENTER

| | | |
|----|-------|---------|
| \$ | 35.00 | per day |
|----|-------|---------|

25. LIBRARY AND COMMUNITY CENTER

| | | | |
|--------------------------|----|-------------|------------|
| Copies/Printing | \$ | 0.25 | per page |
| Fax Transmissions | \$ | 3.00 | first page |
| Each additional page | \$ | 1.00 | |
| Library Card Replacement | \$ | 1.00 | |
| Headphones | | Actual Cost | |
| Paperback Books for Sale | \$ | 0.50 | |
| Hardcover Books for Sale | \$ | 1.00 | |
| VHS/DVDs/Cds for Sale | \$ | 2.00 | |
| Lamination Services | | | |
| 4 x 6" | \$ | 0.50 | per sheet |
| 5 x 7" | \$ | 1.00 | per sheet |
| 8 x 10" | \$ | 2.00 | per sheet |

26. PLANNING & ZONING

| | | | |
|--|----|-------------|-------------------|
| Rezoning | \$ | 500.00 | plus escrow |
| Street / Alley Vacation | \$ | 350.00 | plus escrow |
| Variance | \$ | 300.00 | plus escrow |
| Building Without Variance | | Double Fee | |
| Conditional Use/Interim Use Permit | | | |
| Residential | \$ | 300.00 | plus escrow |
| Commercial | \$ | 450.00 | plus escrow |
| Special Meeting | \$ | 200.00 | plus escrow |
| Certificate of Compliance (Home Occupation) | \$ | 150.00 | |
| Home Occupation annual renewal | \$ | 25.00 | |
| Comprehensive Guide Plan | \$ | 500.00 | plus escrow |
| Minor Subdivision/Lot Combination | \$ | 300.00 | plus escrow |
| Major Subdivision Preliminary Plat | \$ | 500.00 | plus escrow |
| Plus per lot | \$ | 50.00 | |
| Final Plat | \$ | 200.00 | |
| Park Dedication Fees | | | |
| Residential Single Family Land Dedication | | 10% of land | |
| Residential Multi-Family Land Dedication (5-9 Units per Acre) | | 13% of land | |
| Residential Multi-Family Land Dedication (10-19 Units per Acre) | | 15% of land | |
| Residential Multi-Family Land Dedication (Over 20 Units per Acre) | | 18% of land | |
| Residential Single Family (in lieu of land dedication) | \$ | 3,400.00 | per dwelling unit |
| Residential Multi-Family (in lieu of land dedication) | \$ | 2,550.00 | per dwelling unit |
| Commercial / Industrial (in lieu of land dedication) | \$ | 6,000.00 | per acre |
| Escrow Fees | | | |
| Rezoning | \$ | 500.00 | |
| Street/Alley Vacation | \$ | 1,000.00 | |
| Residential Variance | \$ | 500.00 | |
| Commercial Variance | \$ | 1,000.00 | |
| Residential Conditional Use/Interim Use Permit | \$ | 750.00 | |
| Commercial Conditional Use/Interim Use Permit | \$ | 1,000.00 | |
| Preliminary Plat Under 10 Acres | \$ | 3,500.00 | |
| Preliminary Plat Over 10 Acres | \$ | 6,500.00 | |
| Fees for Residential Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat and Planned Unit Development | | | |
| 8 Units or Less | \$ | 2,000.00 | |
| 9 to 40 Units | \$ | 3,200.00 | |
| 41 Units or More | \$ | 4,500.00 | |
| Fees for Commercial Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat and Planned Unit Development | | | |
| 0 to 5,000 sq ft building | \$ | 2,000.00 | |
| 5,001 to 10,000 sq ft building | \$ | 3,000.00 | |
| 10,001 to 50,000 sq ft building | \$ | 3,750.00 | |
| 50,000 plus sq ft building | \$ | 4,500.00 | |

27. WATER**Flat Rates**

| | | | |
|--------------|----|-------|--|
| Residential | \$ | 29.56 | |
| Senior | \$ | 29.56 | |
| Multi-Family | \$ | 22.18 | |
| Commercial | \$ | 48.47 | |

Usage Rages**Residential and Multi-Family**

| | | | |
|----------------------|----|------|------------------------|
| 0-8,000 Gallons | \$ | 2.43 | per 1,000 gallons used |
| 8,001-20,000 Gallons | \$ | 3.02 | per 1,000 gallons used |
| Over 20,000 Gallons | \$ | 4.24 | per 1,000 gallons used |

Senior

| | | | |
|----------------------|----|--------|------------------------|
| 0-8,000 Gallons | | \$0.00 | per 1,000 gallons used |
| 8,001-20,000 Gallons | \$ | 3.02 | per 1,000 gallons used |
| Over 20,000 Gallons | \$ | 4.24 | per 1,000 gallons used |

Commercial

| | | | |
|----------------------|----|------|------------------------|
| 0-30,000 Gallons | \$ | 2.43 | per 1,000 gallons used |
| 8,001-20,000 Gallons | \$ | 3.02 | per 1,000 gallons used |
| Over 20,000 Gallons | \$ | 4.08 | per 1,000 gallons used |

28. SEWER AND MWCC**Flat Rates**

| | | | |
|--------------|----|-------|--|
| Residential | \$ | 25.89 | |
| Multi-Family | \$ | 19.43 | |
| Commerical | \$ | 28.55 | |

Usage Rates (Includes MET-C)

| | | | |
|---|----|------|------------------------|
| Sewer Only | \$ | 6.76 | per 1,000 gallons used |
| Residential, Multi-Family and Commercial | \$ | 6.76 | per 1,000 gallons used |

| | | | |
|--------------------|----|-------|---------------------|
| STORM WATER | \$ | 16.58 | per REU per quarter |
|--------------------|----|-------|---------------------|

| | | | |
|---------------------------------|----|------|-------------|
| RESIDENTIAL STREET LIGHT | \$ | 9.25 | per quarter |
|---------------------------------|----|------|-------------|

| | | | |
|----------------------------------|----|-------|-------------|
| MULTI-FAMILY STREET LIGHT | \$ | 67.10 | per quarter |
|----------------------------------|----|-------|-------------|

| | | | |
|--------------------------------|----|--------|-------------|
| COMMERCIAL STREET LIGHT | \$ | 111.76 | per quarter |
|--------------------------------|----|--------|-------------|

**CITY OF NEWPORT
2022 ELECTRICAL PERMIT FEE SCHEDULE**

| | |
|--|--------------------|
| 0 to 400 Amp Power Source (0 to 250 volts) | \$50.00/source |
| 401 to 800 Amp Power Source (0 to 250 volts) | \$100.00/source |
| Over 800 Amp Power Source (0 to 250 volts) | \$150.00/source |
| 0 to 400 Amp Power Source (over 250 volts) | \$100.00/source |
| 401 to 800 Amp Power Source (over 250 volts) | \$200.00/source |
| Over 800 Amp Power Source (over 250 volts) | \$300.00/source |
| 0 to 200 Amp Circuit or Feeder | \$8.00/feeder or |
| Over 200 Amp Circuit Feeder (Fees Doubled 250v or more) | \$30.00/feeder or |
| Panel Changes | \$100.00/enclosure |
| Pools | \$80.00 |
| New One- or Two-Family Dwelling (0 to 25 circuits and feeders per unit) | \$125.00/dwelling |
| New One- or Two-Family Dwelling (additional circuits over 25 per unit) | \$8.00/feeder or |
| Existing One- or Two-Family Dwelling (where 15 or more feeders or circuits are | \$100.00/dwelling |
| Existing One- or Two-Family Dwelling (where 0 to 14 feeders or circuits are installed or | \$8.00/feeder or |
| Reconnected Existing Circuit or Feeder (for panelboard replacements) | \$100.00/enclosure |
| Retrofitting of Existing Lighting Fixtures | \$0.25/fixture |
| Manufactured Home Park Lot Supply | \$40.00/pedestal |
| RV Pedestals (all circuits originating in pedestal including factory circuits) | \$8.00/circuit |
| Separate bonding inspection | \$40.00/inspection |
| Inspection of concrete-encased grounding electrode | \$40.00/inspection |
| Technology circuits and circuits less than 50 volts | \$.75/device or |
| Additional inspection trip(s) | \$40.00/inspection |
| Street, parking, and outdoor lighting standards | \$5.00/standard |
| Traffic signals | \$5.00 each |
| Transformers for light, heat, and power (0 to 10 KVA) | \$20.00 each |
| Transformers for light, heat, and power (more than 10 KVA) | \$40.00 each |
| Transformers for electronic power supplies, signs, and outline lighting | \$5.50 each |
| State Surcharge | \$1.00 |
| Solar PV Systems | |
| 0 watts to and including 5,000 watts, \$90 or | |
| 5,001 watts to and including 10,000 watts, \$150 or | |
| 10,001 watts to and including 20,000 watts, \$225 or | |
| 20,001 watts to and including 30,000 watts, \$300 or | |
| 30,001 watts to and including 40,000 watts, \$375 or | |
| 40,001 watts to and including 1,000,000 watts, \$375, and \$25 for each additional | |
| 10,000 watts over 40,000 watts or | |
| 1,000,000 watts to 5,000,000 watts, \$3,975, and \$15 for each additional 10,000 | |
| watts over 1,000,000 watts or | |
| 5,000,000 watts and larger, \$12,975, and \$10 for each additional 10,000 watts over | |
| 5,000,000 watts | |

Total inspection fee is calculated using the above fee schedule or \$40.00 multiplied by the number of required inspection trips plus the fees for feeders, circuits, devices, apparatus, standards, transformers, or signals, whichever is greater.

City of Newport, MN
Resolution No. 2022-05
A Resolution Approving Statutory Appointments of Election Judges
In The City of Newport

WHEREAS, the City of Newport City Council appoints its Election Judges to serve in the City's Primary and General Elections; and

WHEREAS, the City of Newport is required under Minnesota State Statutes 204B.21, subd. 2 to make various annual appointments and designations; and

WHEREAS, the City of Newport City Council values the commitment and allegiance of its Election Judges.

WHEREAS, any individuals not specified on the following list can be placed as a replacement or as additional election judges needed up to and including the day of the election shall be appointed at that time.

WHEREAS, the election judges shall act as clerks of election, count the ballots cast, and submit the results to the county for canvass in the manner provided for the election(s).

WHEREAS, Election Judges receive compensation for their time served during election and training,

NOW, THEREFORE BE IT RESOLVED, that the Newport City Council hereby makes the following appointments for Election Judges to serve in the Primary Election on Tuesday August 9, 2022 and the General Election on Tuesday, November 8, 2021 or any Federal, State, County, or local election is lawfully ordered:

- | | |
|------------------------------------|-------------------|
| • Penny Duff (Head Election Judge) | • Jessica Benson |
| • Caroline Clausen | • Tim Finley |
| • Sonia Cordero Caban | • Jody Hilden |
| • Janice Kobe | • Dorene Fincel |
| • Donna Mahmood | • Anthony Mahmood |
| • Paski Paskaradevan | • Barbara Wilczek |
| • Carol Petersen | • Rozlyn Johnson |
| • Eric Short | • William Peine |
| • Angela Terry | • Mariah Kenney |
| • Everett Acker | • Chia Lor |
| • Mike Laughton | • Joseph Pautti |

BE IT FURTHER RESOLVED, that the Head Election Judge be compensated at the rate of \$14.50 per hour and Election Judges be compensated at the rate of \$13.50 per hour.

Adopted this 6th day of January, 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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

| | |
|---|--|
| Organization Name: <u>Eastern Pass - Rocky Mountain Elk Foundation</u> | Previous Gambling Permit Number: <u>x-32839</u> |
| Minnesota Tax ID Number, if any: _____ | Federal Employer ID Number (FEIN), if any: <u>81-0421425</u> |
| Mailing Address: <u>19978 Chippendale Ave West</u> | |
| City: <u>Farmington</u> | State: <u>MN</u> Zip: <u>55024</u> County: <u>Dakota</u> |
| Name of Chief Executive Officer (CEO): <u>Patrick McMullen</u> | |
| CEO Daytime Phone: <u>218-820-5151</u> | CEO Email: <u>pmmcullen@rmef.org</u> |
| (permit will be emailed to this email address unless otherwise indicated below) | |
| Email permit to (if other than the CEO): _____ | |

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal
 ☐ Religious
 ☐ Veterans
 ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Tinucci's

Physical Address (do not use P.O. box): 396 21st Street

Check one:

☒ City: Newport Zip: 55055 County: Washington

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 2-25-2022

Check each type of gambling activity that your organization will conduct:

- ☐ Bingo
 ☐ Paddlewheels
 ☐ Pull-Tabs
 ☐ Tipboards
 ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 12-21-2021
(Signature must be CEO's signature; designee may not sign)

Print Name: Patrick McMullen

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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 the

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 Depart-

ment 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, Minnesota
ANNUAL KENNEL LICENSE**

Name: Debra Boughton

Address: 1006 Catherine Dr

Phone: 651-491-7094 - Ed - 651-895-6411

Total Lot Size (Sq Ft): 325 x 150

Size of Kennel (Sq Ft): house dogs

Type of Animal to be Keneled: dogs

Breed(s): 3 labs - 1 ~~weim~~ Ger. wirehair

Maximum Adult Animals to be Keneled: 4

Applicants Signature: Debra Boughton

Fee: \$50

Receipt #: _____ Date: _____ Cash: _____ Check #: _____

Approved by the Newport City Council on the _____ day of _____, 20____.

This license is valid until December 31, 20____.

City Administrator

Mayor

Recurring

| | | | |
|-------|-------------------------------|-----------|---|
| 1796e | COMCAST | 16-Dec-21 | \$715.83 Business voice edge |
| 1797e | UNITED STATES TREASURY | 16-Dec-21 | \$9,107.31 SS, Federal & Medicare |
| 1798e | FURTHER | 16-Dec-21 | \$618.45 HSPA |
| 1799e | HEALTHPARTNERS | 16-Dec-21 | \$10,908.82 Health insurance |
| 1800e | MN REVENUE | 16-Dec-21 | \$1,570.84 State taxes |
| 1801e | MSRS | 16-Dec-21 | \$3,907.83 HCSP & voluntary retirement |
| 1802e | PSN | 16-Dec-21 | \$174.45 Monthly fee for utility payments & email billing |
| 1803e | UNUM | 16-Dec-21 | \$545.73 Long-term & life insurance |
| 1804e | EHLERS | 22-Dec-21 | \$1,000,000.00 Transfer to investment account |
| 1805e | COMCAST | 29-Dec-21 | \$176.14 Internet & Cable for Library |
| 1806e | COMCAST | 29-Dec-21 | \$209.38 City Hall Internet & Cable |
| 1807e | COMCAST | 29-Dec-21 | \$140.95 Fire Hall Internet |
| 1808e | DELTA DENTAL OF MN | 29-Dec-21 | \$855.85 Dental Insurance |
| 1809e | UNITED STATES TREASURY | 29-Dec-21 | \$9,190.66 SS, Federal, & Medicare |
| 1810e | FURTHER | 29-Dec-21 | \$618.45 HSA |
| 1811e | FURTHER | 29-Dec-21 | \$41.25 Monthly fees |
| 1812e | MN REVENUE | 29-Dec-21 | \$1,571.35 State Taxes |
| 1813e | MSRS | 29-Dec-21 | \$3,909.37 HCSP & Voluntary retirement |
| 1814e | WEX BANK | 29-Dec-21 | \$3,382.21 Petrol |
| 24258 | Cardmember Services | 16-Dec-21 | \$2,299.69 Credit card charges |
| 24259 | INTERNATIONAL UNION OF OP. EN | 16-Dec-21 | \$210.00 Union dues |
| 24260 | MN CHILD SUPPORT PAYMENT CN | 16-Dec-21 | \$65.00 Child support ID #0015727152 |
| 24261 | PERA | 16-Dec-21 | \$5,138.39 Retirement |
| 24262 | XCEL ENERGY | 16-Dec-21 | \$4,646.13 Natural gas and electricity |
| 24263 | ANCHOR SOLAR INVESTMENTS, LL | 22-Dec-21 | \$372.26 Solar leasing |
| 24264 | H & U CCONSTRUCTION | 22-Dec-21 | \$645,416.32 Pay application #11 for city and fire hall |
| 24265 | CODY OLSON | 22-Dec-21 | \$455.00 Escrow reimbursement |
| 24266 | SCHLOMKAS PORTABLE RESTROC | 22-Dec-21 | \$70.00 Port o potty |
| 24267 | VERIZON | 22-Dec-21 | \$474.42 Cell phones and hot spots |
| 24268 | BASIC NEEDS THRIFT SHOP | 29-Dec-21 | \$19.29 Lawful gambling donation |
| 24269 | FRIENDS IN NEED FOOD SHELF | 29-Dec-21 | \$19.29 Lawful Gambling Donation |
| 24270 | MARCO TECHNOLOGY LLC | 29-Dec-21 | \$263.17 Copier contract |
| 24271 | NEWPORT POST OFFICE | 29-Dec-21 | \$3,200.00 Postage for water bills & news letters 2022 |
| 24272 | PERA | 29-Dec-21 | \$5,108.92 Retirement |
| 24273 | SAMS CLUB DIRECT | 29-Dec-21 | \$116.14 City Hall Supplies |
| 24274 | XCEL ENERGY | 29-Dec-21 | \$11,240.65 Electricity & Natural Gas |
| | Staff | | \$43,437.73 |

Non-recurring

| | | | |
|-------|-------------------------------|-----------|--|
| 24275 | A-1 HYDRAULIC SALES & SERVICE | 06-Jan-21 | \$77.02 Equipment repair |
| 24276 | BAUER BUILT, INC | 06-Jan-21 | \$177.50 Tire |
| 24277 | BOLTON & MENK, INC. | 06-Jan-21 | \$1,881.00 City planning |
| 24278 | BURGGRAFS ACE | 06-Jan-21 | \$45.49 Shop |
| 24279 | CENTURY COLLEGE | 06-Jan-21 | \$918.75 Quarter 4 CEU program |
| 24280 | CINTAS | 06-Jan-21 | \$592.20 Uniform cleaning |
| 24281 | CRAWFORD DOOR SALES | 06-Jan-21 | \$166.62 Door repair |
| 24282 | DALCO | 06-Jan-21 | \$496.73 Building supplies |
| 24283 | DYNAMIC LIFECYCLE INNOVATION | 06-Jan-21 | \$707.16 Recycling |
| 24285 | FIRE SAFETY USA, INC. | 06-Jan-21 | \$960.15 Hydrogen cyanide clibrarian gas, 6 inch strainer, spanner wrenches |
| 24286 | GRAINGER PARTS | 06-Jan-21 | \$208.52 Shop supplies |
| 24287 | INSTRUMENTAL RESEARCH, INC. | 06-Jan-21 | \$38.00 Water testing |
| 24288 | MACQUEEN EQUIPMENT INC. | 06-Jan-21 | \$93.41 Sweeper repair |
| 24289 | MCMULLEN INSPECTIONS, INC. | 06-Jan-21 | \$3,878.75 Electrical inspections |
| 24290 | MENARDS - COTTAGE GROVE | 06-Jan-21 | \$291.89 Library paint |
| 24291 | NCPERS GROUP LIFE INS. | 06-Jan-21 | \$32.00 Addt. Life insurance |
| 24292 | NEWPORT POST OFFICE | 06-Jan-21 | \$265.00 marketing mail permit |
| 24293 | TRI-STATE BOBCAT | 06-Jan-21 | \$1,354.77 Toolcat repair |
| 24294 | UPS | 06-Jan-21 | \$15.45 Return |
| 24295 | VICKERS CONSULTING SERVICES | 06-Jan-21 | \$50.00 2022 FEMA grant writing update and re-submit |
| 24296 | WASHINGTON CTY PUBLIC SAFETY | 06-Jan-21 | \$3,000.60 Quarter 4 radio bill |
| 24297 | WASHINGTON CTY SHERIFF | 06-Jan-21 | \$424,702.65 2nd half polic service 2021 |
| 24298 | WATER CONSERVATION SERVICE | 06-Jan-21 | \$359.85 Leak locate |
| 24299 | EHLERS | 06-Jan-21 | \$5,392.50 Financial management plan update |
| 24300 | BOND TRUST SERVICES CORP. | 06-Jan-21 | \$1,314,493.78 G.O. Bond 2014A, 2016A & B, 2018A and 2021A payments, interest and agent fees |
| | | | \$3,530,397.06 |



MEMORANDUM

Memo Date: December 30, 2021
Meeting Date: January 6, 2022
To: City of Newport City Council
From: Nathan Fuerst, City Planner
Subject: Variance Request – 460 12th Street
Action Requested: The City Council is asked to make a determination on the variance request.

Overview

Applicant/Owner: Leeland Kinnell
Address: 460 12th St.
PID: 3602822320067
Zoning: R1 Low Density Single-Family Residential
Future Land Use: Single Family Detached
60-Day Period: January 8, 2022
Planning Commission Determination: At its regular meeting on December 14th, 2021, the Planning Commission voted unanimously to recommend approval of this request.

Request Summary:

The Applicant is seeking to improve the driveway on his property connecting his detached garage to 12th Street. The current driveway is considered legal-nonconforming with respect to its proximity to the side yard lot line and surface material. The driveway surface will be improved, but the location cannot be moved due to the configuration on the site of the home and detached garage. Since the applicant is seeking to improve the nonconforming “structure”, they are required to receive a variance to any aspects of the structure that are not being brought into compliance. If granted, this variance would permit the Applicant to keep the improved driveway in the same location.



Review

Conformance with Newport’s Comprehensive Plan:

The City’s Comprehensive Plan states the following regarding Single Family Detached Areas:

Single Family Detached areas in Newport provide for a variety of lot sizes, detached single family housing uses, and a limited set of allowed uses (such as home occupations and small group homes) that are compatible with or support residential uses...

Staff finds that his proposal is consistent with the land use guidance for this property found in the Comprehensive Plan. It will improve the property overall and reduce visual and physical impacts on those surrounding.

Consistency with Zoning Standards

The Current driveway is in violation of two standards found in City Code:

- **36-161.5.a.2** – *In Residential (R) districts, the first 40 feet of the driveway or the driveway area between the street and garage, whichever is less, shall be paved with concrete, asphalt or an acceptable surface that meets the city's public works design manual, except for properties whose main access is on a non-paved roadway.*

By paving the driveway, the Applicant is bringing this aspect of the driveway into conformance with City standards.

- **36-161.5.d** - *Setbacks. All parking areas shall be set back a minimum of five feet from property lines. All driveways shall be setback a minimum of five feet from side and rear property lines. Parking areas and driveways shall meet the standards in section 18-73.*

The current gravel driveway will be reduced in width from thirteen (13) to twelve (12) feet to remove a portion of the driveway which encroaches in the neighboring property. The driveway is currently in violation of the setback for such improvements, which must be located a minimum of five (5) feet from side lot lines per City Code. It is assumed by staff that the pre-existing driveway was located on this property prior to the current requirements for driveways being incorporated into City Code.

Lot Coverage is not impacted by this request as the amount of impervious surface on this property is not proposed to be increased. Gravel, or Class V, is generally considered to be impervious in circumstances where it is used for a driveway or parking area.

Findings of Fact

City Code Section 36-46.b requires that the City issue variances only “when the strict enforcement of this article would result in practical difficulties with carrying out the strict letter of this article”. The following criteria are provided, with staff comments in *italics*, to assess whether a Practical Difficulty exists:

1. The property owner proposes to use the property in a reasonable manner not permitted by this Code.
The Applicant is seeking to improve a structure which will remain nonconforming with respect to the required five-foot side yard setback. The driveway is required for this resident to access the detached garage which is located behind the home.
2. The plight of the landowner is due to circumstances unique to the property and not created by the landowner.
Due to the arrangement of the home and detached garage, the driveway cannot be placed in any other location to provide access from 12th Street.
3. The variance, if granted, will not alter the essential character of the locality.
Staff consider the improvement a net benefit to the surrounding properties and character of the locality.
4. Economic conditions alone shall not constitute practical difficulties.
This request is not seen as being impacted by economic considerations.
5. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Name: 460 12th St. Variance Request – Driveway Setback

Date: December 30, 2021

Page: 3

Staff do not anticipate any appreciable environmental impacts from this improvement.

6. That the requested variance is the minimum action required to eliminate the practical difficulty. *The Applicant is reducing the driveway width and changing the drive surface to a conforming material. The location of the driveway could not be changed without creating a practical difficulty.*
7. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

Planning Commission Recommendation:

Planning Commission Discussion

The Planning Commission held a public hearing on this item at its regular meeting on December 14th, 2021. One resident attended the public hearing and voiced support for approval of the variance request. The Planning Commission discussed the request and found it to be in line with the findings of fact required to establish *practical difficulties* and supported a conditional approval of the variance request subject to the following conditions outlined by staff:

1. The improved driveway shall be substantially in conformance with the application received November 4, 2021, and reviewed by the Planning Commission on December 14, 2021.
2. The Applicant shall receive any required permits prior to performing any work.
3. The Applicant is responsible for paying any fees and escrows related with this application.

To approve the variance request the City Council should make a motion to adopt Resolution 2022-06, approving a variance at 460 12th Street subject to the conditions identified therein.

Attachments:

- Variance Request Application, received November 4, 2021
- City Zoning Ordinance ([Link Only](#))

City of Newport, MN
Resolution No. 2022-06
A Resolution Approving A Variance Request
460 12th Street, Newport, MN 55055

WHEREAS, Leeland Kinnell, 460 12th Street, Newport, MN 55055 have submitted for a variance; and

WHEREAS, the location of the variance is for the property located at 460 12th Street, Newport, MN 55055; and

WHEREAS, the property is zoned as R-1 Low Density Single Family; and

WHEREAS, Section 36-46 of the city code governs variances, and the process; and

WHEREAS,

The city may grant a variance when the use is consistent with the Zoning Ordinance and Comprehensive Plan, and the City may impose conditions and safeguards to protect the health, safety and welfare of the community. Criteria for evaluating the proposed uses and developing conditions for the variance include the following:

1. The proposed use is designated in the zoning ordinance as a conditional use in the appropriate zoning district.
2. The proposed use is consistent with the Newport Comprehensive Plan.
3. The proposed use will not be detrimental to or endanger the public health, safety or general welfare of the City, including the factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions and parking facilities on adjacent streets and land.
4. The potential effects of the proposed use on surrounding properties, including valuation, aesthetics and scenic views, land uses, and character and integrity of the neighborhood.
5. The potential impacts of the proposed use on governmental facilities and services, including roads, sanitary sewer, water and police and fire.
6. The potential impacts on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.
7. The City may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the City and other governmental bodies having jurisdiction in the City.
8. In permitting a variance, the City may impose additional conditions which it considers necessary to protect the best interest of the surrounding area or the community and prevent or mitigate any impacts identified in criteria 1-7.

and;

WHEREAS, The Planning Commission recommends that the City Council approve a variance for the property at 460 12th Street to permit construction of a driveway that would be located closer to the side property line within the required setback of five (5) feet to be reduced to zero (0) feet and the Planning Commission finds the following:

1. The property owner proposes to use the property in a reasonable manner not permitted by this Code. The Applicant is seeking to improve a structure which will remain nonconforming with respect to the required five-foot side yard setback. The driveway is required for this resident to access the detached garage which is located behind the home.
2. The plight of the landowner is due to circumstances unique to the property and not created by the landowner. Due to the arrangement of the home and detached garage, the driveway cannot be placed in any other location to provide access from 12th Street.
3. The variance, if granted, will not alter the essential character of the locality. Staff consider the improvement a net benefit to the surrounding properties and character of the locality.
4. Economic conditions alone shall not constitute practical difficulties. This request is not seen as being impacted by economic considerations.
5. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood. Staff do not anticipate any appreciable environmental impacts from this improvement.
6. That the requested variance is the minimum action required to eliminate the practical difficulty. The Applicant is reducing the driveway width and changing the drive surface to a conforming material. The location of the driveway could not be changed without creating a practical difficulty.
7. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Newport approves the proposed variance for 460 12th Street, Newport, MN 55055, to City Council, with the following conditions:

1. The improved driveway shall be substantially in conformance with the application received November 4, 2021 and reviewed by the Planning Commission on December 14, 2021.
2. The Applicant shall receive any required permits prior to performing any work.
3. The Applicant is responsible for paying any fees and escrows related with this application.

Adopted this 6th day of January, 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 Planning Request Application

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

Application Date: 11/4/2021

Public Hearing Date _____

Applicant Information

RECEIVED

Name: LEEELAND G. KINNELL

Telephone: [REDACTED]

Mailing Address: 460 12TH ST.

Telephone: _____

City/State/Zip: NEWPORT, MN 55055 City of Newport

Property Owner Information

Name: LEEELAND G KINNELL

Telephone: [REDACTED]

Mailing Address: 460 12TH ST.

Telephone: _____

City/State/Zip: NEWPORT, MN 55055

Project Information

Location of Property: 460 12TH ST.

Legal Description of Property (Must match description on the Deed) and P.I.D. #: 36.028.22320067

Zoning District: R1

Flood Plain: AE 0.2% Annual Chance Flood Hazard

- | | |
|---|---|
| <input type="checkbox"/> Comprehensive Plan Amendment | \$500 or Actual Cost plus \$50 for Additional Staff Hours (10 Hr Min) |
| <input type="checkbox"/> Rezoning | \$500 plus Escrow |
| <input type="checkbox"/> Zoning Amendment | \$500 |
| <input checked="" type="checkbox"/> Variance | \$300 plus Escrow |
| <input type="checkbox"/> Conditional Use Permit | |
| <input type="checkbox"/> Residential | \$300 plus Escrow |
| <input type="checkbox"/> Commercial | \$450 plus Escrow |
| <input type="checkbox"/> Subdivision Approval | |
| <input type="checkbox"/> Minor Subdivision | \$300 plus Escrow and Parkland Dedication Fee |
| <input type="checkbox"/> Major Subdivision | \$500 plus Escrow, \$50 per Lot, \$200 for Final Plat, and 10% of land value or fee for Parkland Dedication Fee |

☐ Other: _____

☒ Applicable Zoning Code Chapter: CH 26-161

☐ Review by Engineer Cost: _____

☐ Total Cost: _____

Escrow Fees

The City of Newport requires that any developer or every person, company, or corporation that is seeking a planning request must first submit detailed plans to the City. The person submitting the planning request must also submit prepayment to the City to cover any expenses that the City incurs by investing extensive amounts of time reviewing these plans. All unused escrow fees will be returned to the applicant upon completion of the request. Additionally, if actual costs are above the paid escrow, the applicant will be required to pay the additional amount. The fees are as follows:

| Planning Request | Escrow Fee |
|---|------------|
| Rezoning | \$500 |
| Street/Alley Vacation | \$1,000 |
| Residential Variance | \$500 |
| Commercial Variance | \$1,000 |
| Residential Conditional Use/Interim Use Permit | \$750 |
| Commercial Conditional Use/Interim Use Permit | \$1,000 |
| Preliminary Plat Under 10 Acres | \$3,500 |
| Preliminary Plat Over 10 Acres | \$6,500 |
| Residential Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat, and Planned Unit Development: | |
| 8 Units or Less | \$2,000 |
| 9 to 40 Units | \$3,200 |
| 41 Units or More | \$4,500 |
| Commercial Minor Subdivision, Major Subdivision, Site Plan Review, Final Plat, and Planned Unit Development: | |
| 0 to 5,000 Square Foot Building | \$2,000 |
| 5,001 to 10,000 Square Foot Building | \$3,000 |
| 10,001 to 50,000 Square Foot Building | \$3,750 |
| 50,000 Plus Square Foot Building | \$4,500 |

Typical escrow costs include reviewing the application to ensure that State Statutes and the City Codes are followed, preparing the staff report, findings, and recommended conditions for both the Planning Commission and City Council, and communicating with the applicant as needed to complete the staff report. The average fee is \$100 per hour for the Planner and \$70 per hour for the Engineer.


Present Use of Property: SINGLE FAMILY HOME

State Reason for Planning Request: LACK OF SPACE FOR LEGAL DRIVEWAY
ACCESS TO GARAGE.

ALL MATERIALS/DOCUMENTATION, INCLUDING A SITE-PLAN, MUST BE SUBMITTED WITH APPLICATION THAT IS APPLICABLE TO PLANNING REQUEST.

I HEREBY APPLY FOR CONSIDERATION OF THE ABOVE DESCRIBED REQUEST AND DECLARE THAT THE INFORMATION AND MATERIALS SUBMITTED WITH THE APPLICATION ARE COMPLETE AND ACCURATE. I UNDERSTAND THAT APPLICANTS ARE REQUIRED TO REIMBURSE THE CITY FOR ALL OUT-OF-POCKET COSTS INCURRED FOR PROCESSING, REVIEWING, AND HEARING THE APPLICATION. THESE COSTS SHALL INCLUDE, BUT ARE NOT LIMITED TO: PUBLICATION AND MAILING OF NOTICES, REVIEW BY THE CITY'S ENGINEERING, PLANNING AND OTHER CONSULTANTS; LEGALS COSTS, AND RECORDING FEES. AN ESCROW DEPOSIT TO COVER THESE COSTS WILL BE COLLECTED BY THE CITY AT THE TIME OF APPLICATION. ANY BALANCE REMAINING AFTER REVIEW IS COMPLETE WILL BE REFUNDED TO THE APPLICANT. NO INTEREST IS PAID ON ESCROW DEPOSITS

SIGNATURE OF APPLICANT:

_____

SIGNATURE OF OWNER (IF APPLICABLE): _____

For Office Use

Fee: _____ Date Paid: _____ Receipt #: _____

Publication of Notice Date: _____

Public Hearing Date: _____

P.C. Resolution #: _____

Council Action Date: _____

Council Resolution #: _____

1B-451

2002

Name Leeland Kinn

Address 460 12th St Newport 55055

Phone [REDACTED] Alt Phone _____ Email _____

Directions W (S) Glen Rd exit (W) 7th Ave (S)

12th St (W)

Instructions Full Job

2022

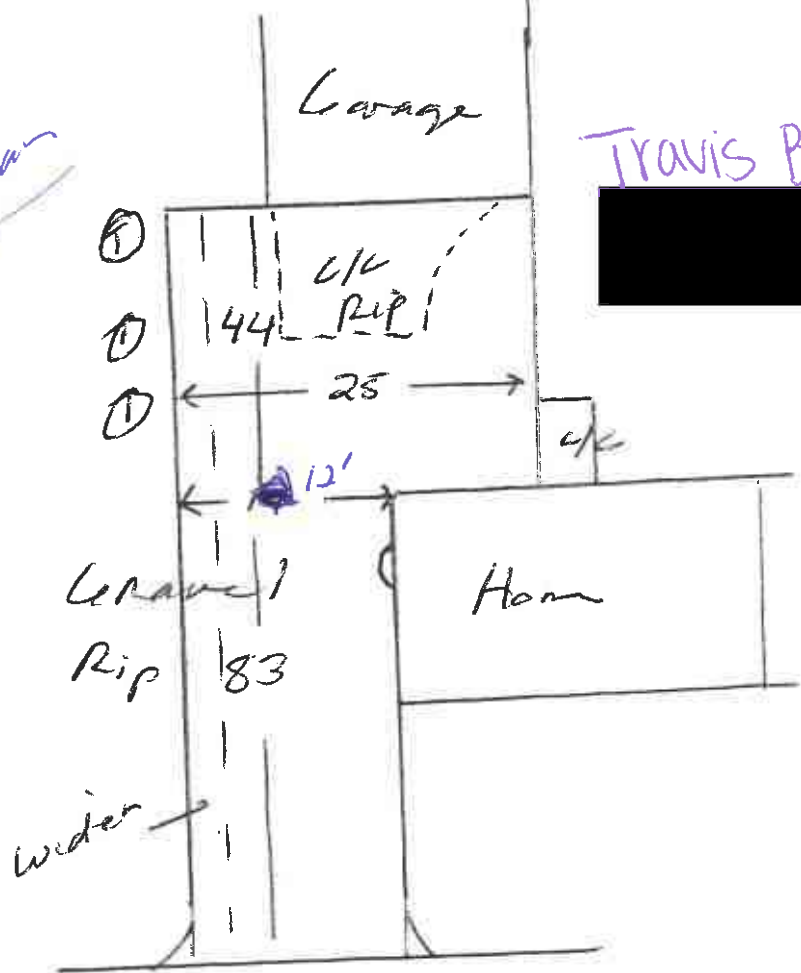
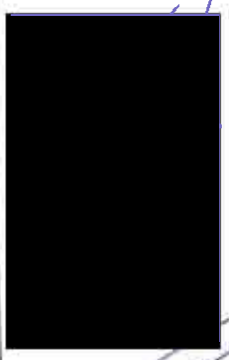
SQ. FT. 2300
250 46

DRAWING + NOTES

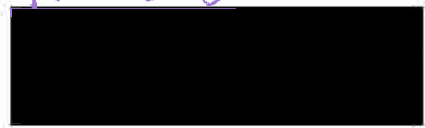
Office Use Only

Ok # _____ Date _____
e Mailed 10/26/21

Salesman



Travis B.



Prop Line 12'

*Peter
Tc email
Katie*

COLLECTION ☒ Yes ☐ No
FINANCE ☐ Yes ☐ No

091021 17,160

AMOUNT \$ 15,460
AMOUNT \$ _____

1B-451

#2002

Name

Leeland Kinn

Address

460 12th St Newport 55055

Phone

Alt Phone

Email

Directions

W (S) Glen Rd exit (W) 7th Ave #5

12th St (W)

Instructions

Full Job

2022

DRAWING + NOTES

Office Use Only

SQ. FT. 2300

250 40

Ok # 10126121
 Date 10/26/21
 e Mailed

RECEIVED

City of Newport



36,028.22.32,011
 DONNA YOUNG
 LOT 10B11 BLOCK 29
 36,028.22.32.0067
 ME - LOT 12 Block 29
 - 150' x 52.27' = 7841 sqft
 - 42' TO Edge of FACIA
 40' TO Edge of FOUNDATION

COLLECTION
 FINANCE

☒ Yes ☐ No
☐ Yes ☐ No

09102117,160

AMOUNT \$ 15,460
 AMOUNT \$

460 12th St

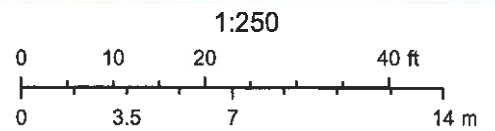


November 4, 2021

RECEIVED

NOV 04 2021

City of Newport



PIN 36.028.22.32.0067
Address 460 12TH ST
Owner KINNELL LEELAND G
Class Residential



RECEIVED

City of Newport