



CITY OF NEWPORT
2060 1ST Avenue
Newport, MN 55055
(651) 459-5677
ci.newport.mn.us

MAYOR: Laurie Elliott
COUNCIL: Marvin Taylor
Tom Ingemann
Bill Sumner
Josh Schmidt

City Administrator: Joe Hatch
Supt. of Public Works: Matt Yokiell
Fire Chief: Steven Wiley
Asst. to the City Admin: Anne Bell
Washington County Sergeant: Joel Legut

CITY COUNCIL AGENDA
February 6, 2025- 5:30 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. PARK SURVEY PRESENTATION - PETER LEATHERMAN
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. 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- January 16, 2025 Regular Council
 - B. Minutes- January 16, 2025 Council Workshop
 - C. Lawful Gambling Application – South St Paul Rod and Gun Club
 - D. List of Bills- **\$865,747.57**
8. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT
9. FIRE CHIEF'S REPORT
10. ENGINEER'S REPORT
11. SUPERINTENDENT OF PUBLIC WORKS REPORT
12. ADMINISTRATION REPORT
 - A. Closed Session under Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the sale of real property located at 2133 3rd Avenue, Newport.
 1. **Resolution No. 2025-14-** Approving the Acquisition of and Purchase Agreement for 2133 3rd Avenue

13. MAYOR AND COUNCIL REPORTS

14. ADJOURNMENT

City of Newport

2024 Residential Survey

The Morris Leatherman Company

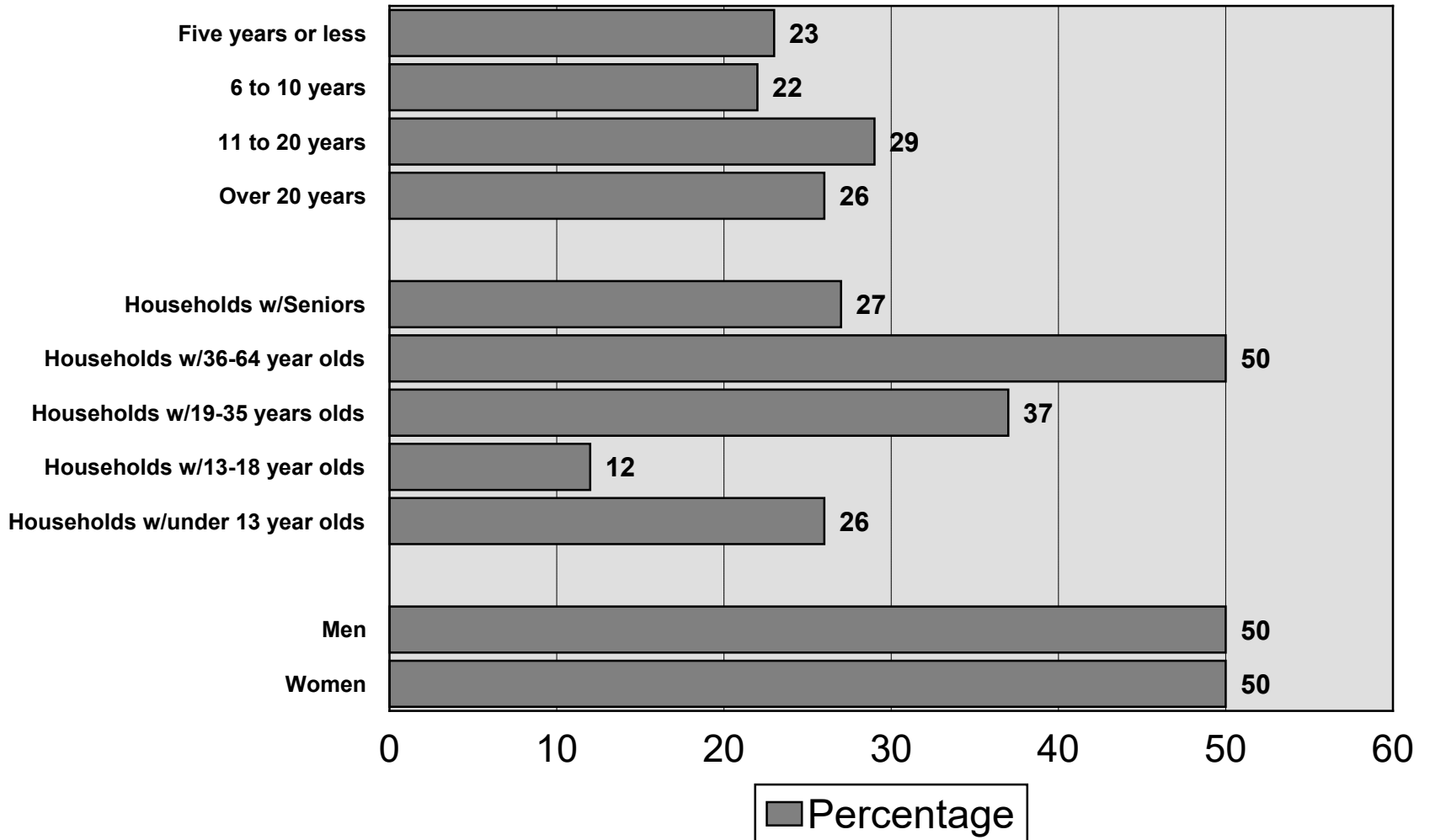
Survey Methodology

2024 City of Newport

-) 250 random household sample of City of Newport residents
-) Telephone interviews conducted between October 21st and 30th, 2024
-) Average interview time of 9 minutes
-) Non-response level of 6.0%
-) Projectable within +/- 5.0% in 95 out of 100 cases
-) Cellphone Only Households: 55%
-) Landline Only Households: 10%
-) Both Landline and Cellphone Households: 35%

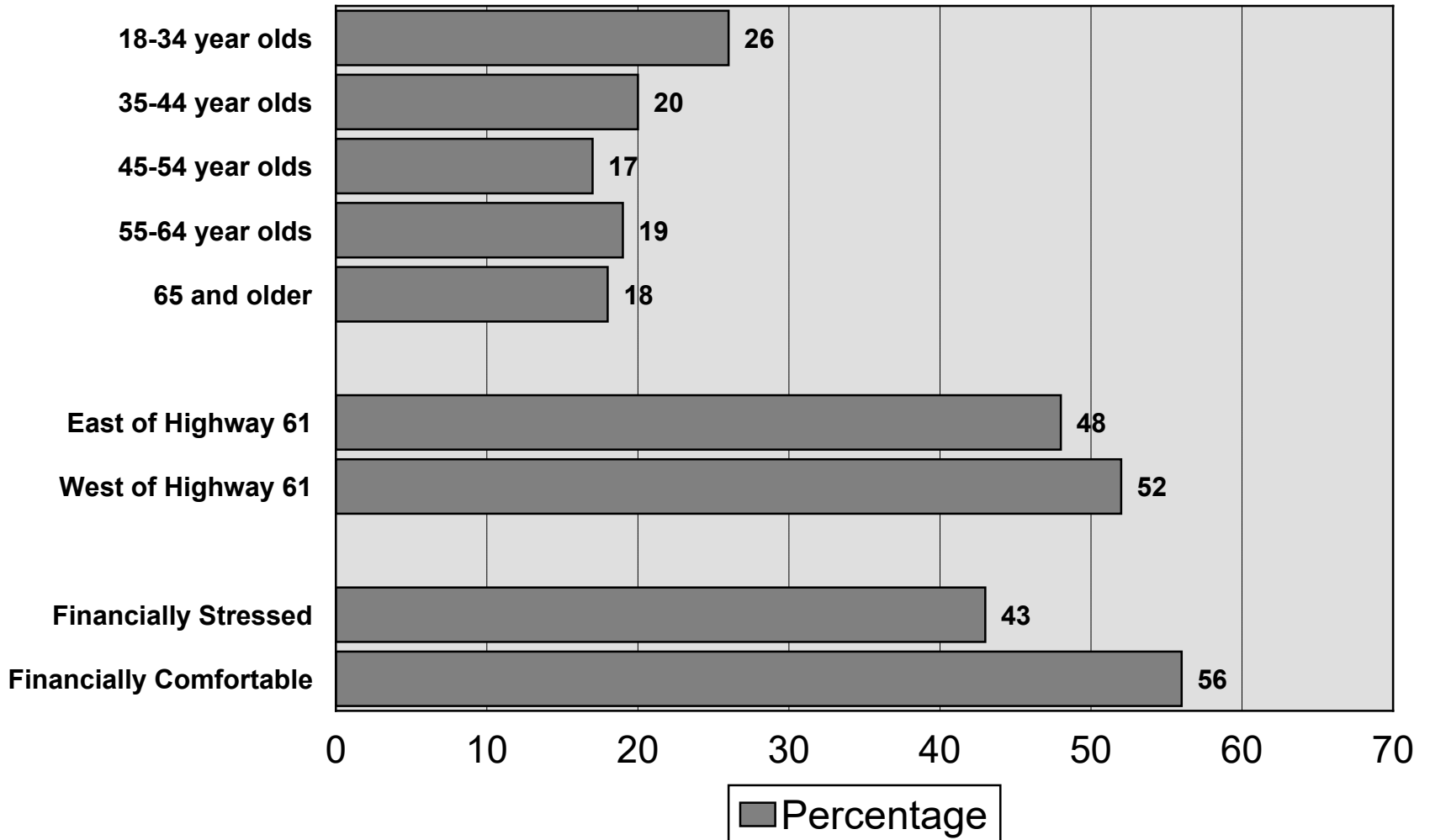
Demographics I

2024 City of Newport



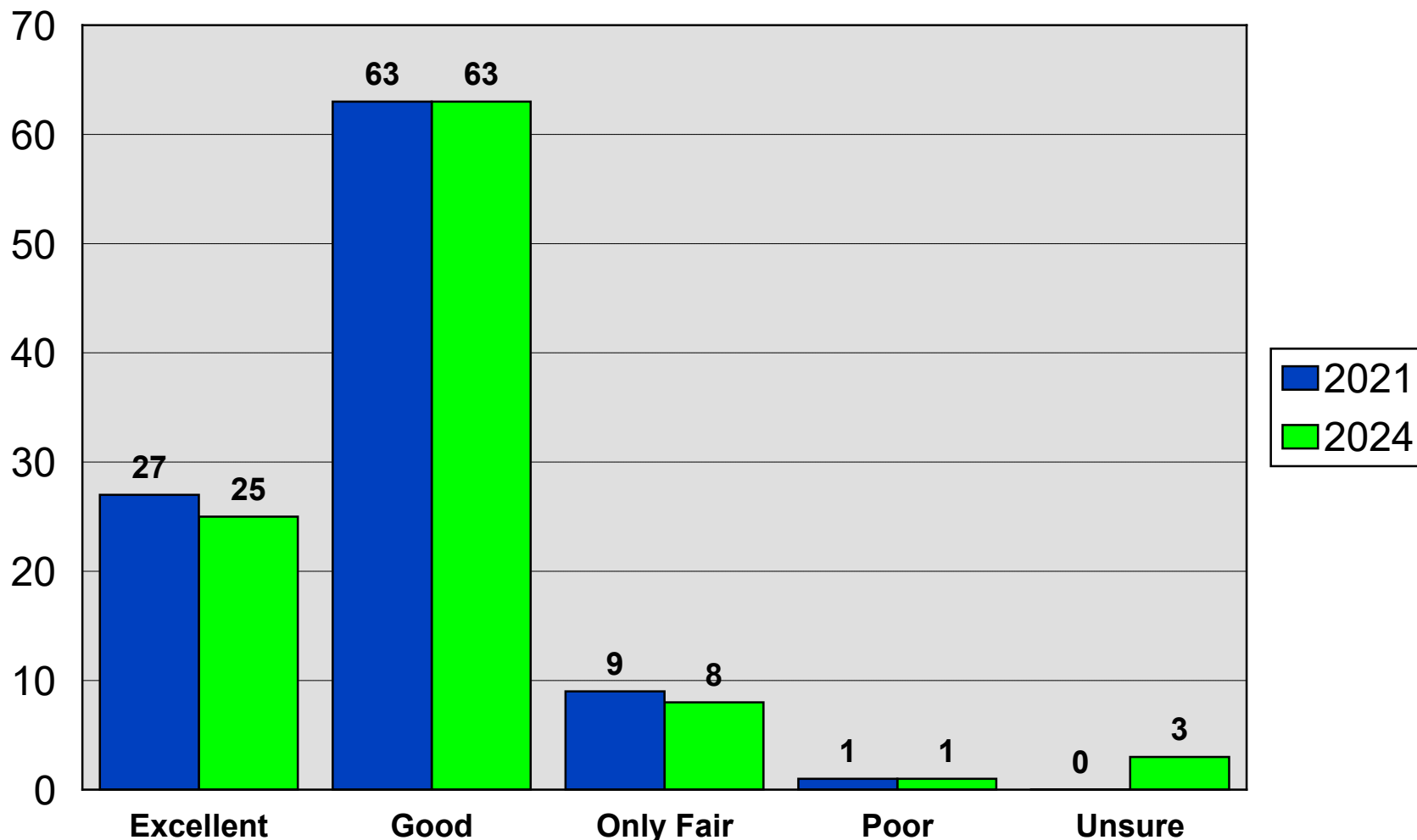
Demographics II

2024 City of Newport



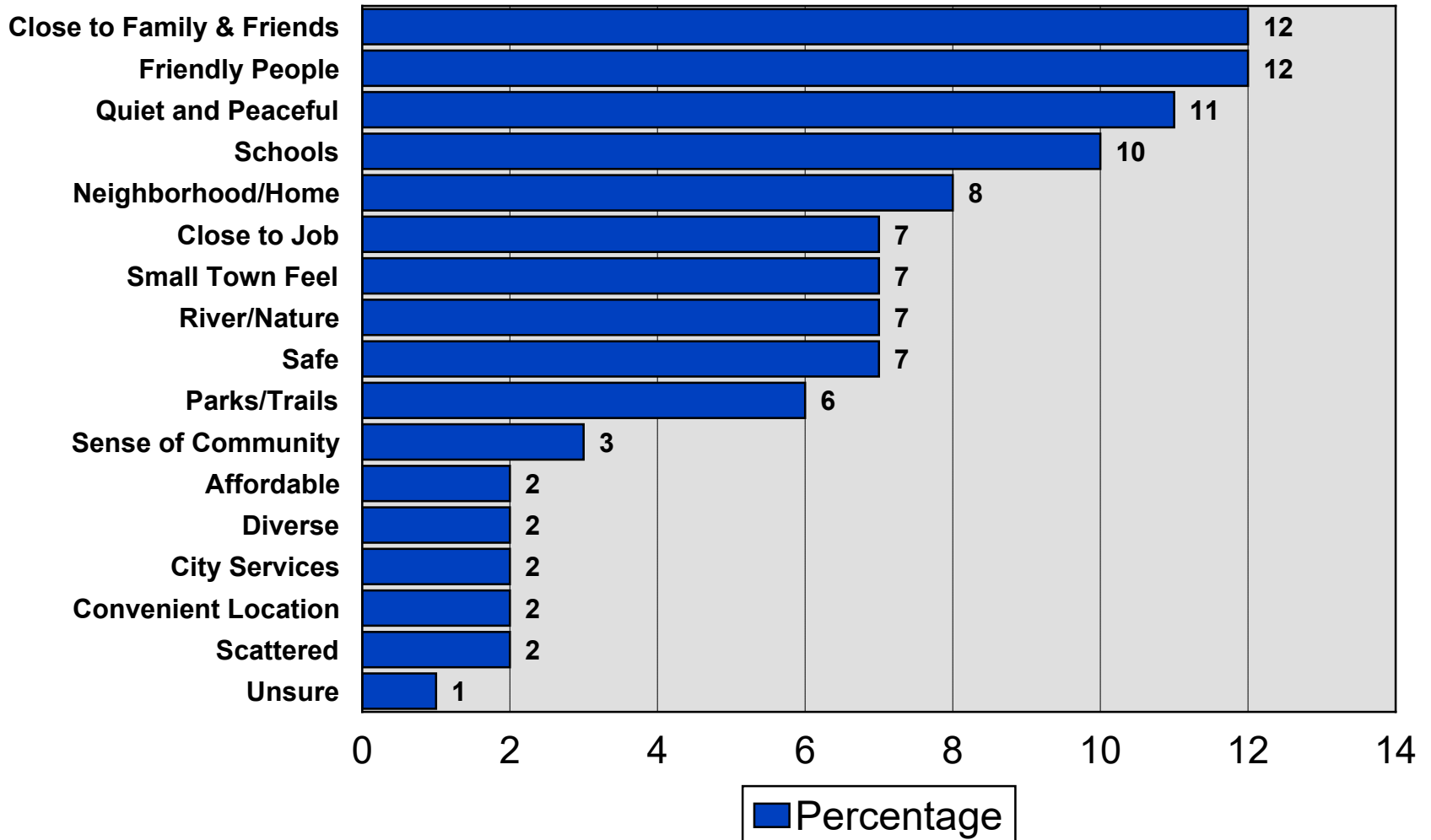
Quality of Life

2024 City of Newport



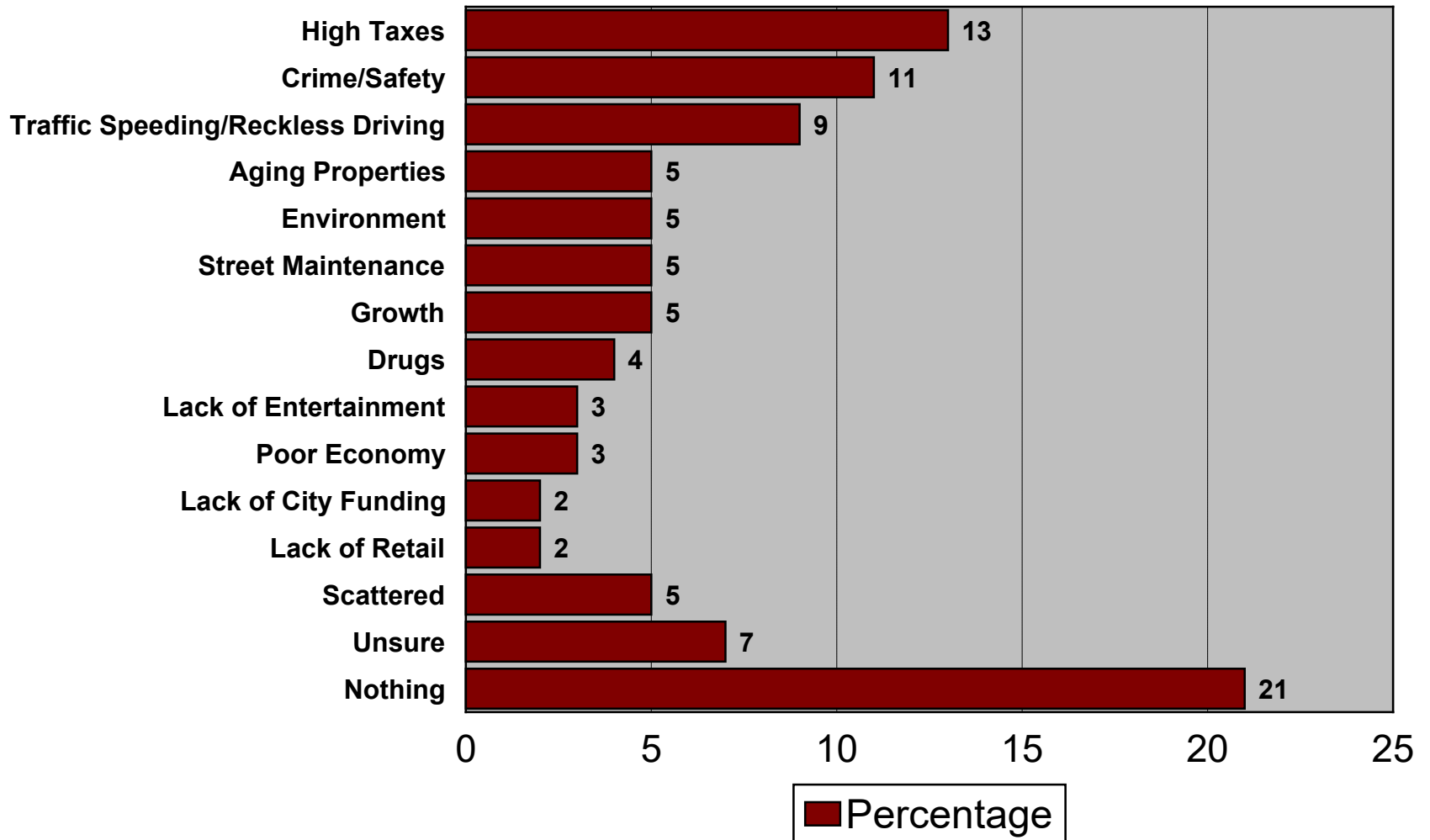
Like Most

2024 City of Newport



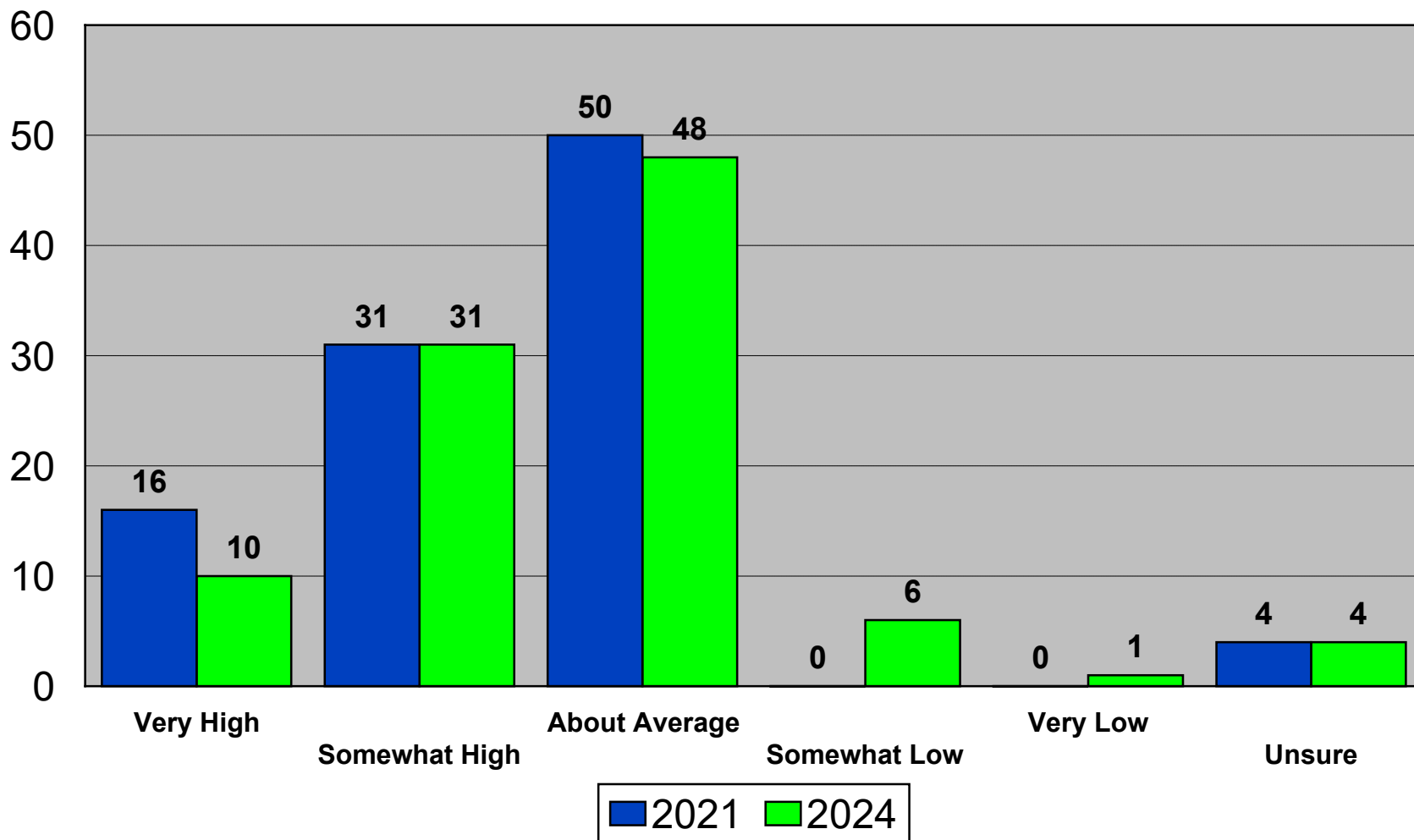
Most Serious Issue

2024 City of Newport



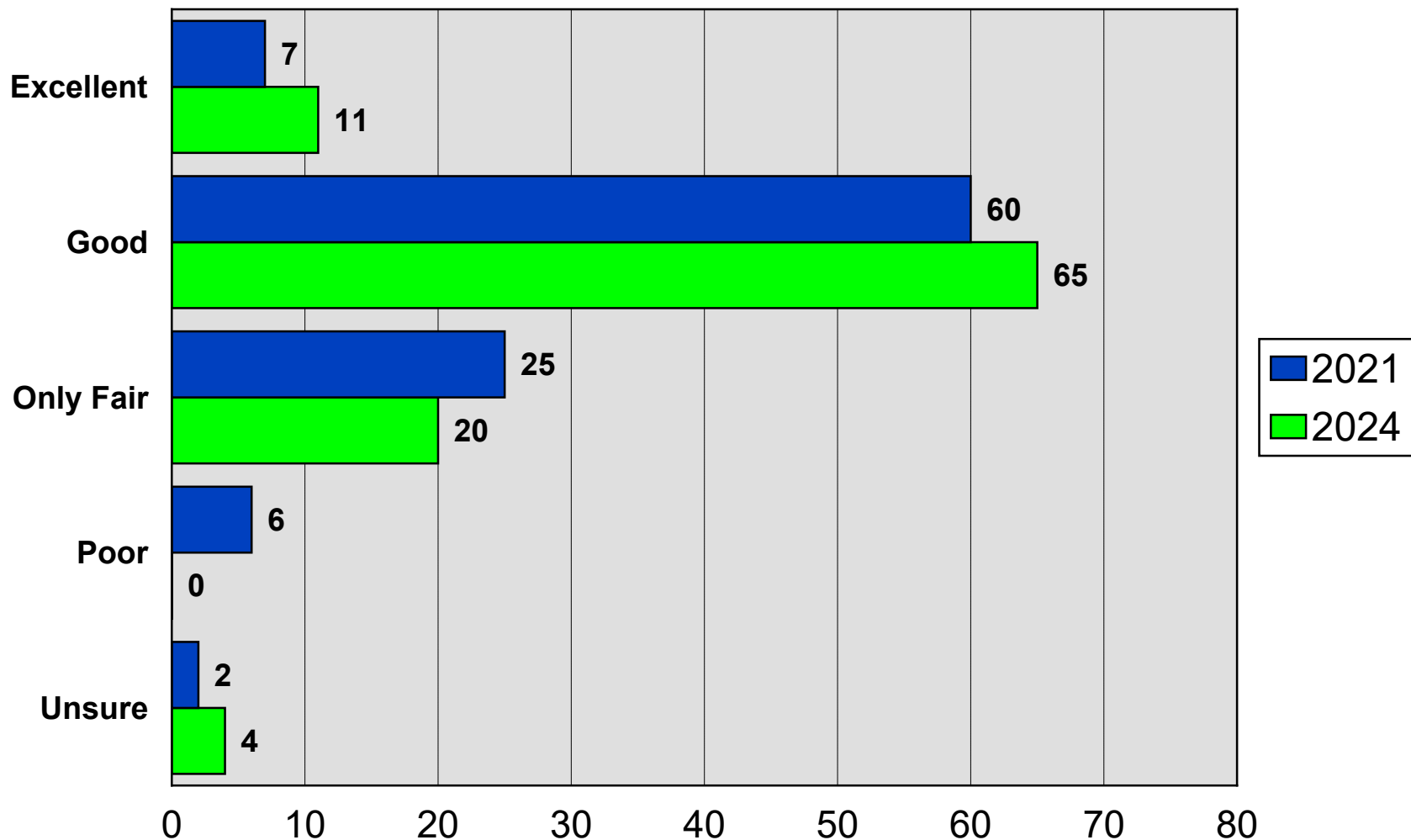
Property Tax Comparison

2024 City of Newport



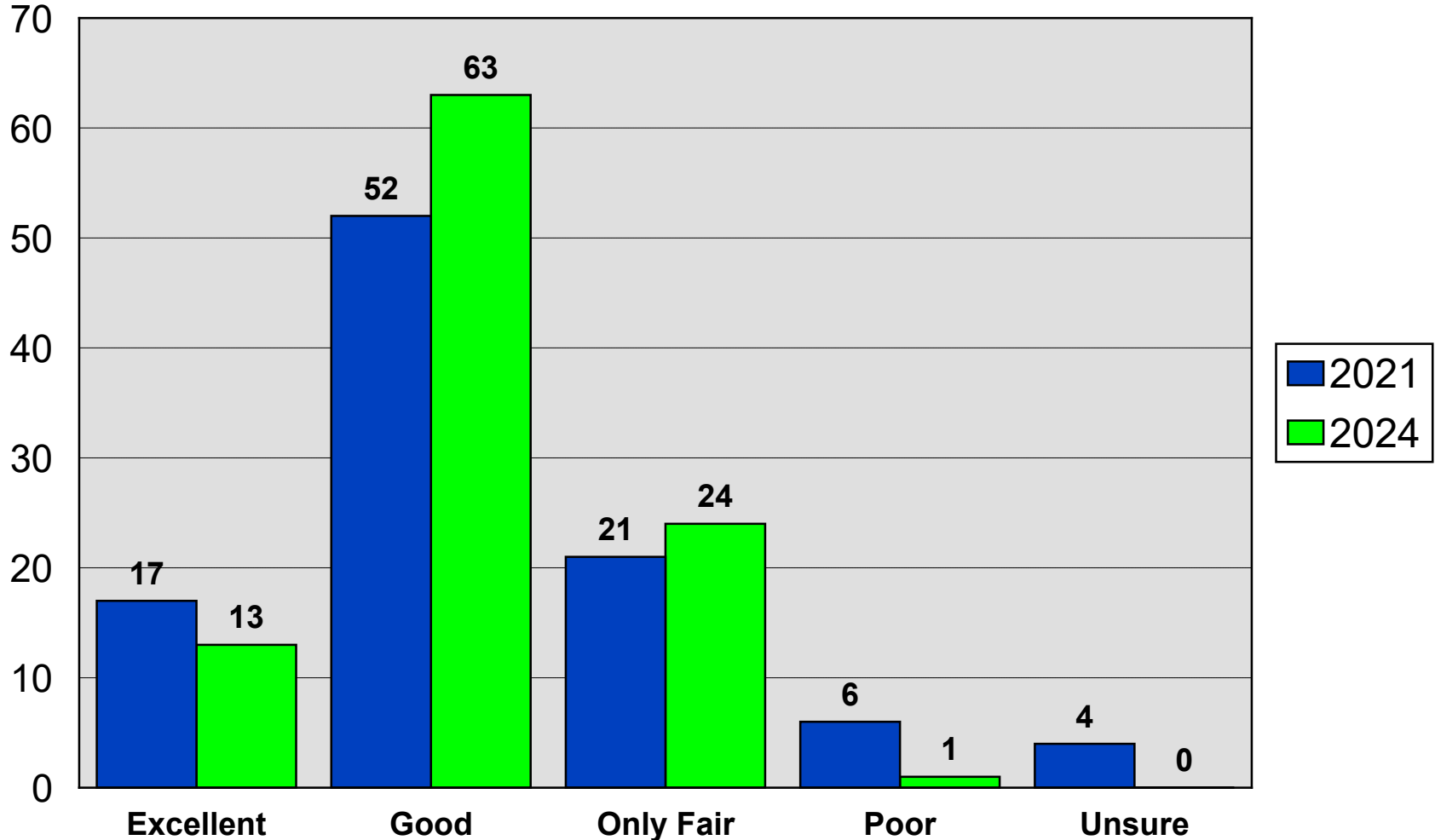
Value of City Services

2024 City of Newport



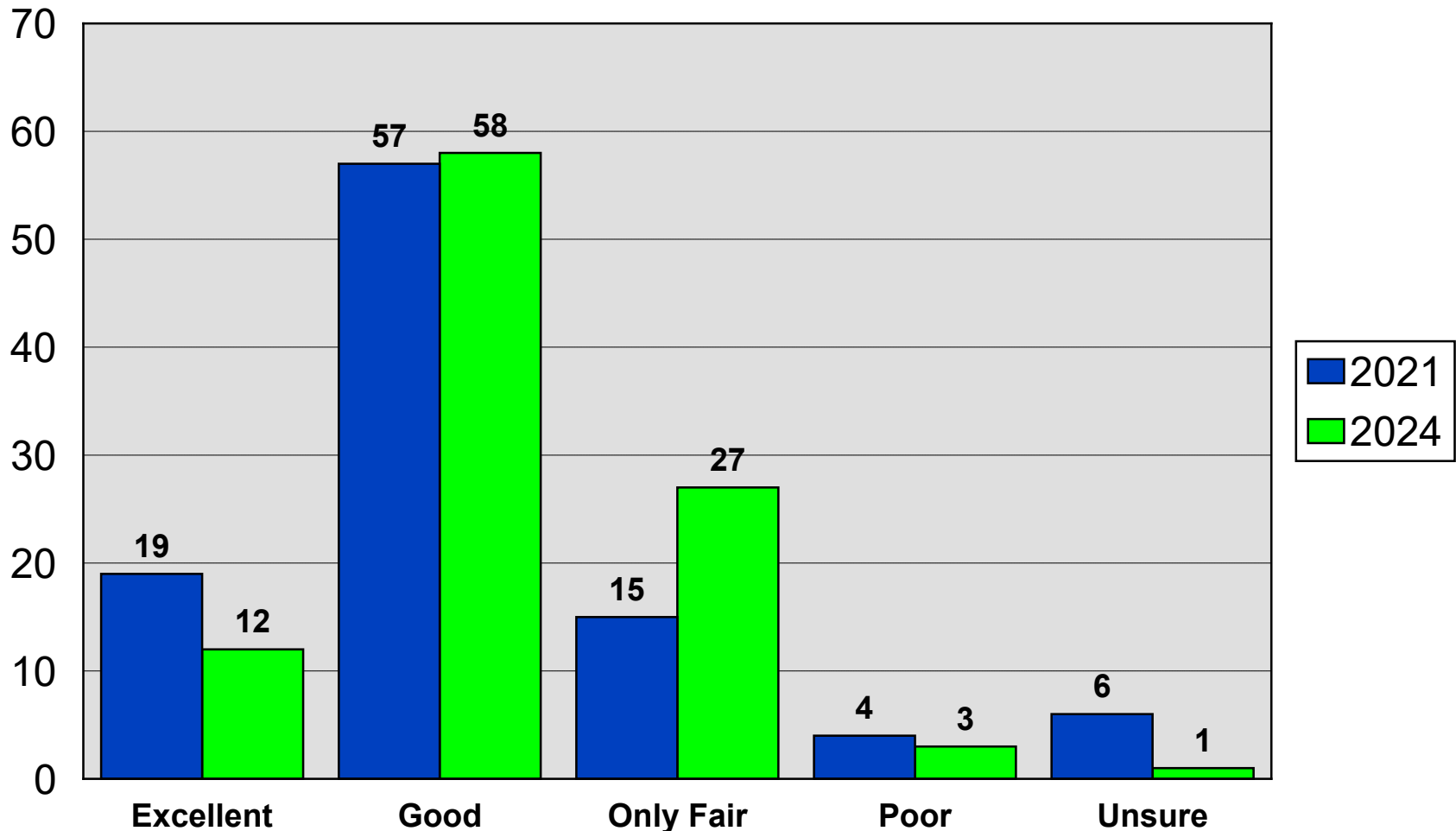
Rating of Park and Recreational Facilities

2024 City of Newport



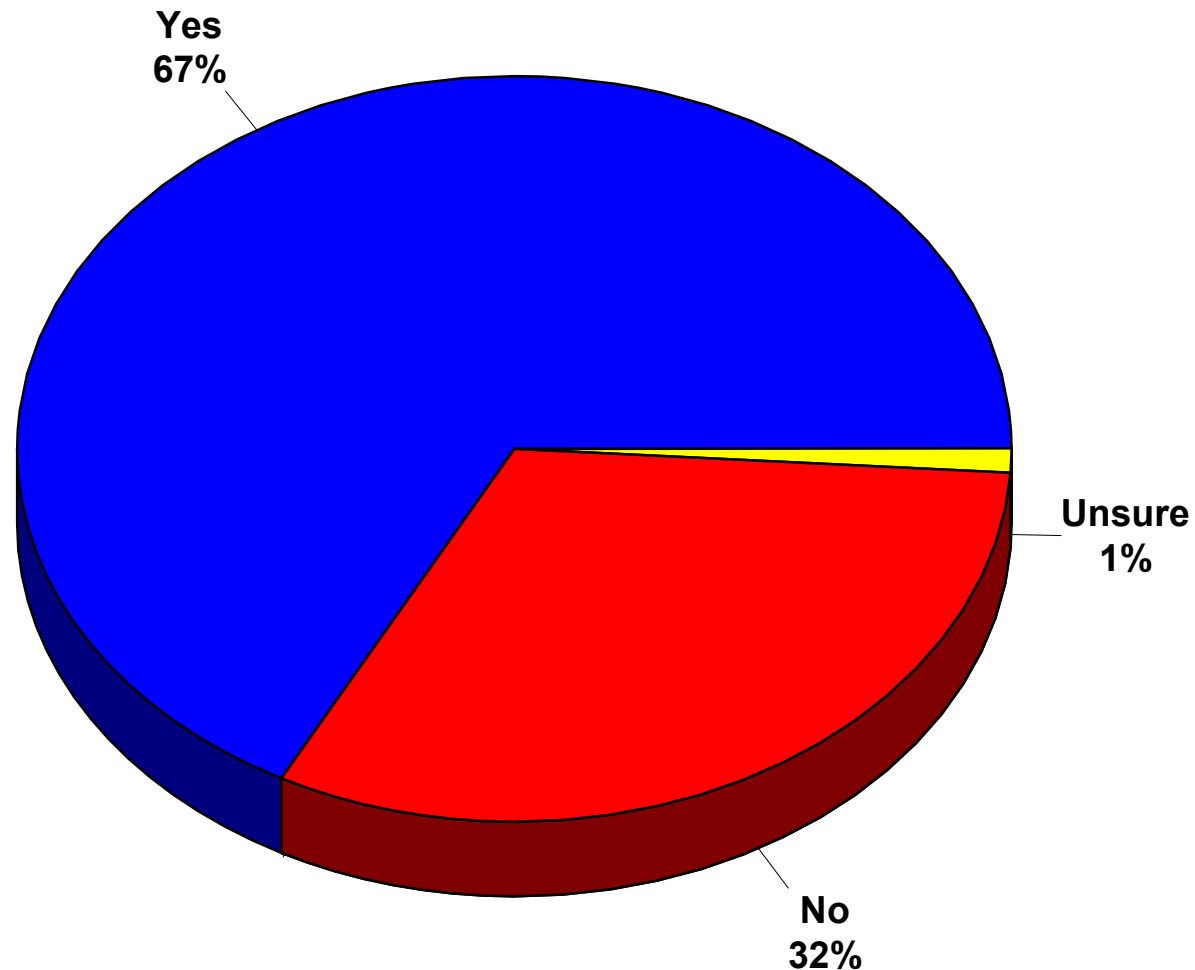
Rating of Maintenance and Upkeep of Park and Recreational Facilities

2024 City of Newport



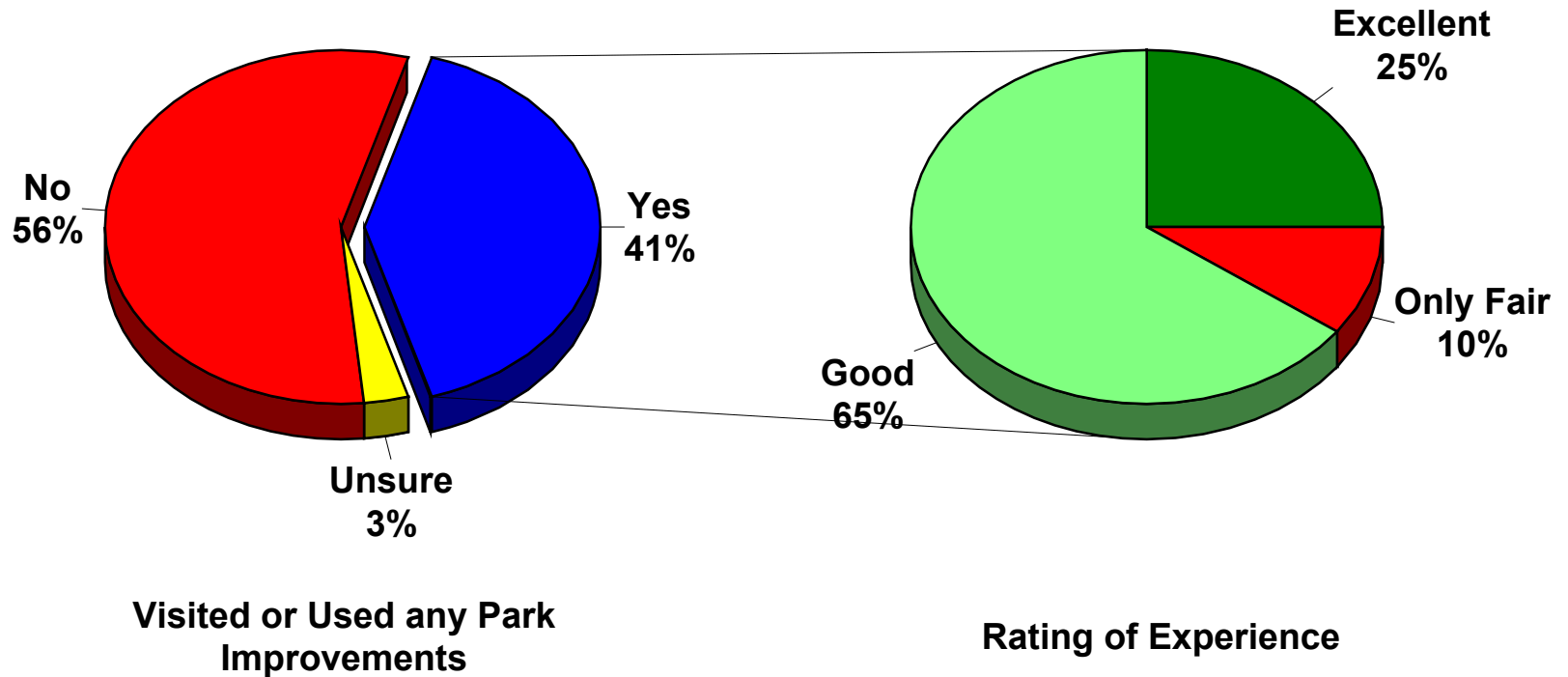
Aware of Park Improvements

2024 City of Newport



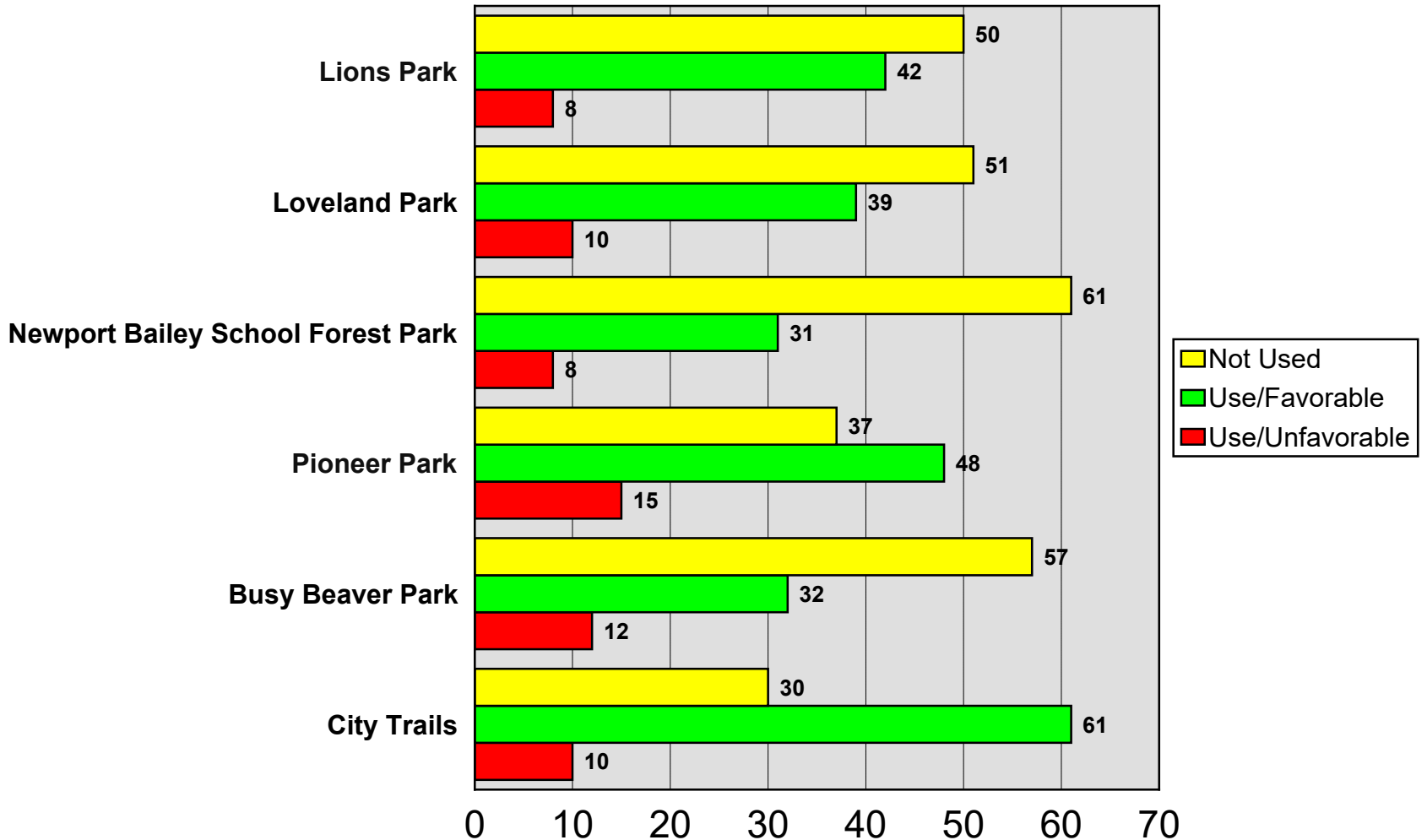
Park Improvements

2024 City of Newport



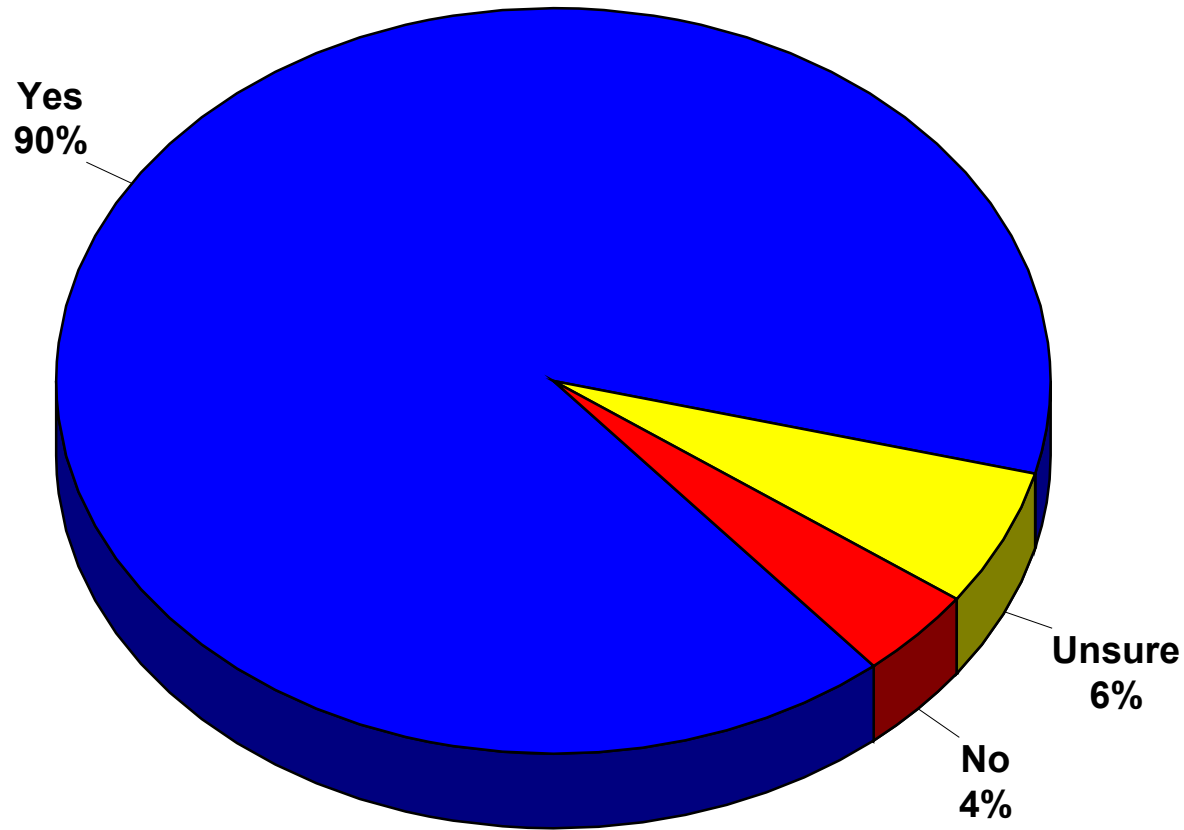
Usage and Ratings

2024 City of Newport



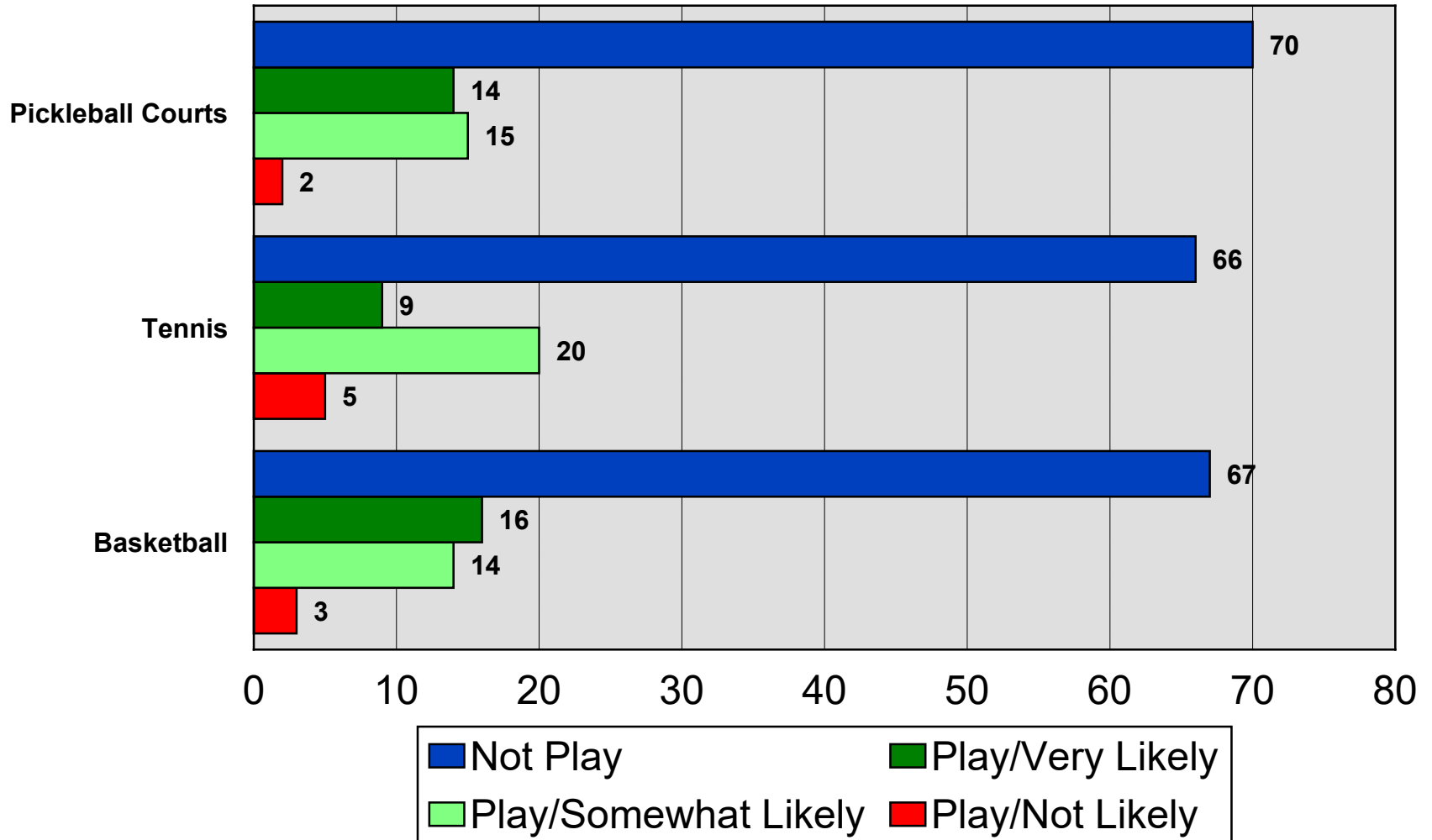
Current Mix Meet Needs of Household

2024 City of Newport



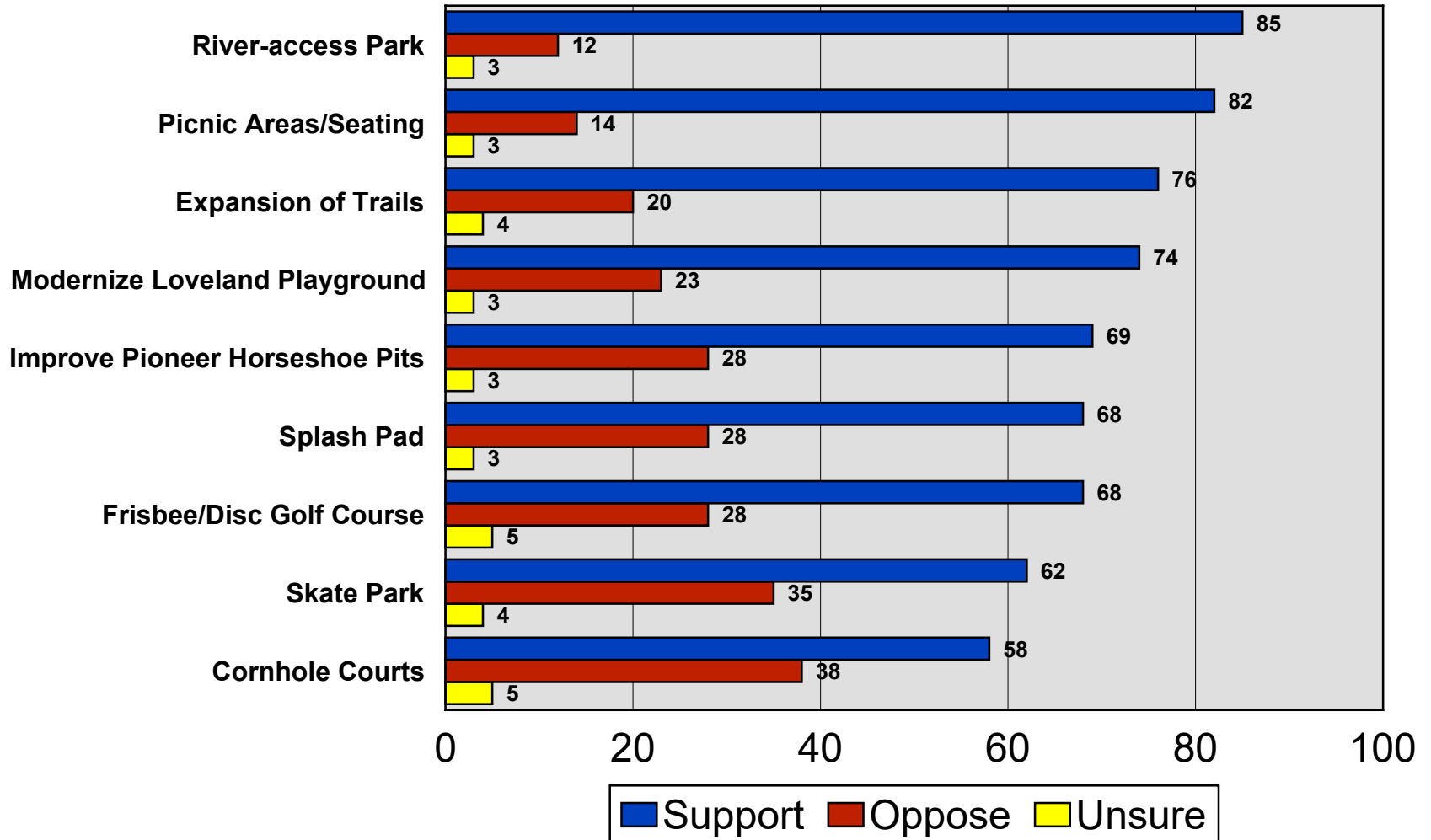
Sports Courts

2024 City of Newport



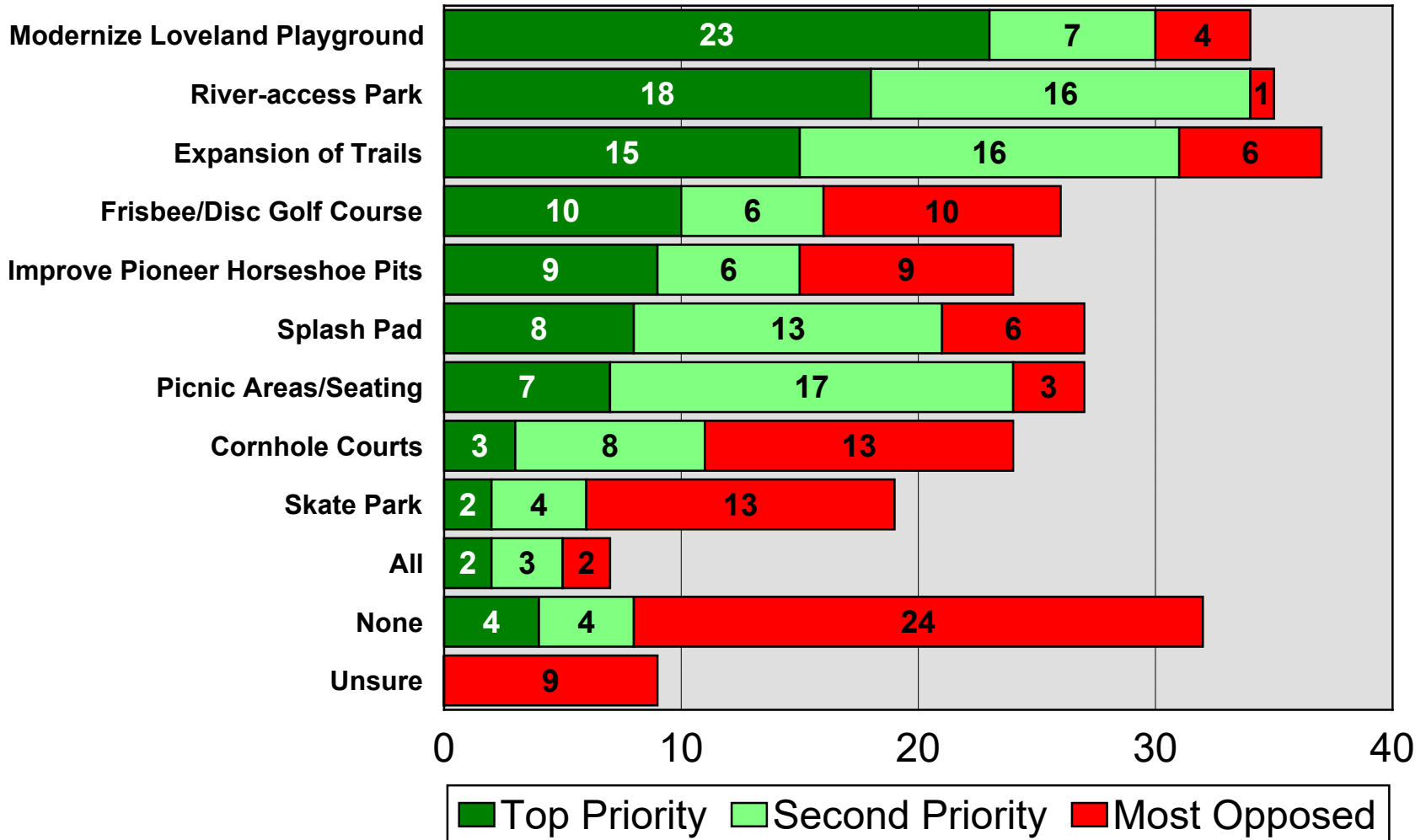
Use of City Funding for....

2024 City of Newport



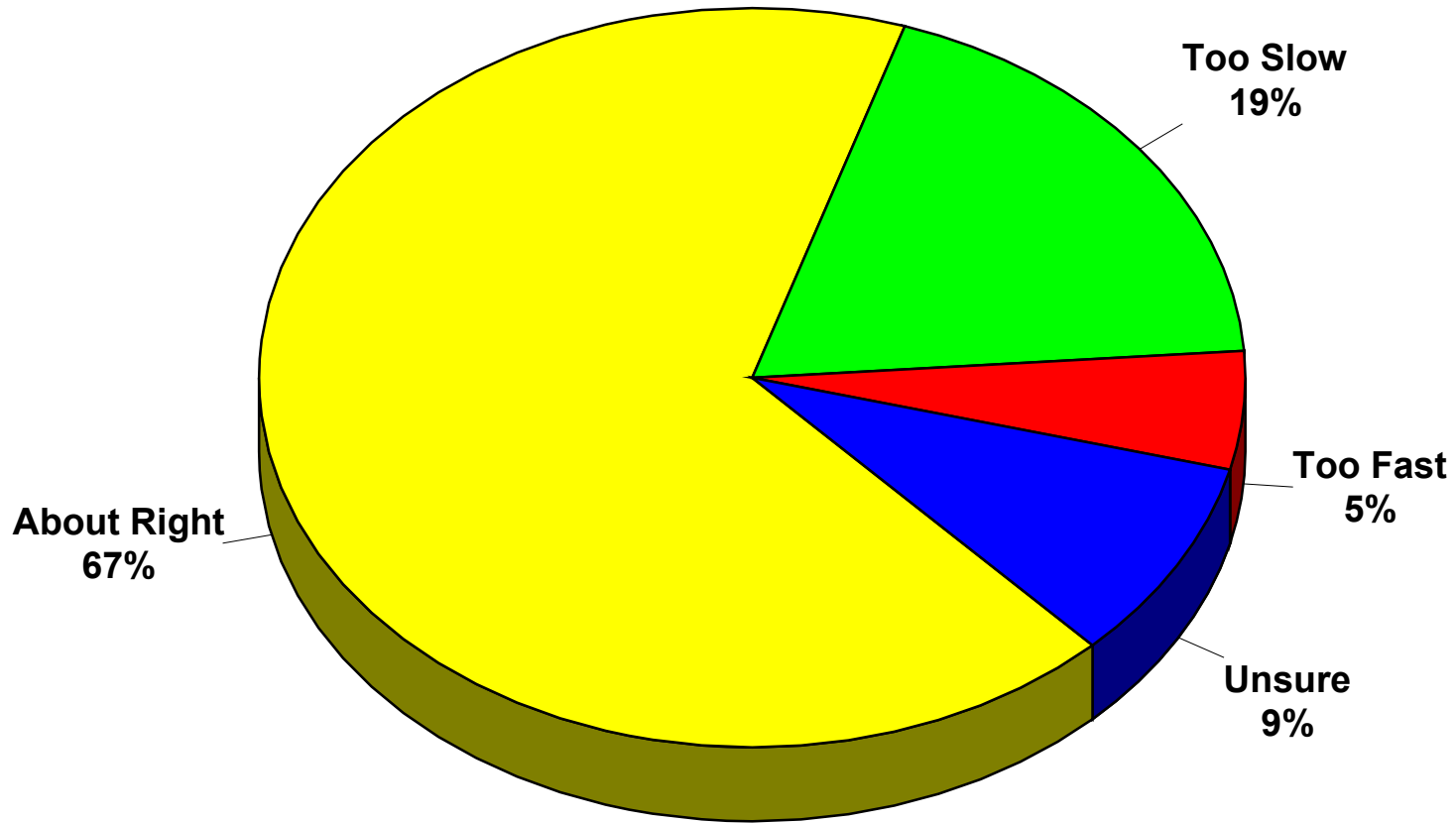
Priorities for Funding

2024 City of Newport



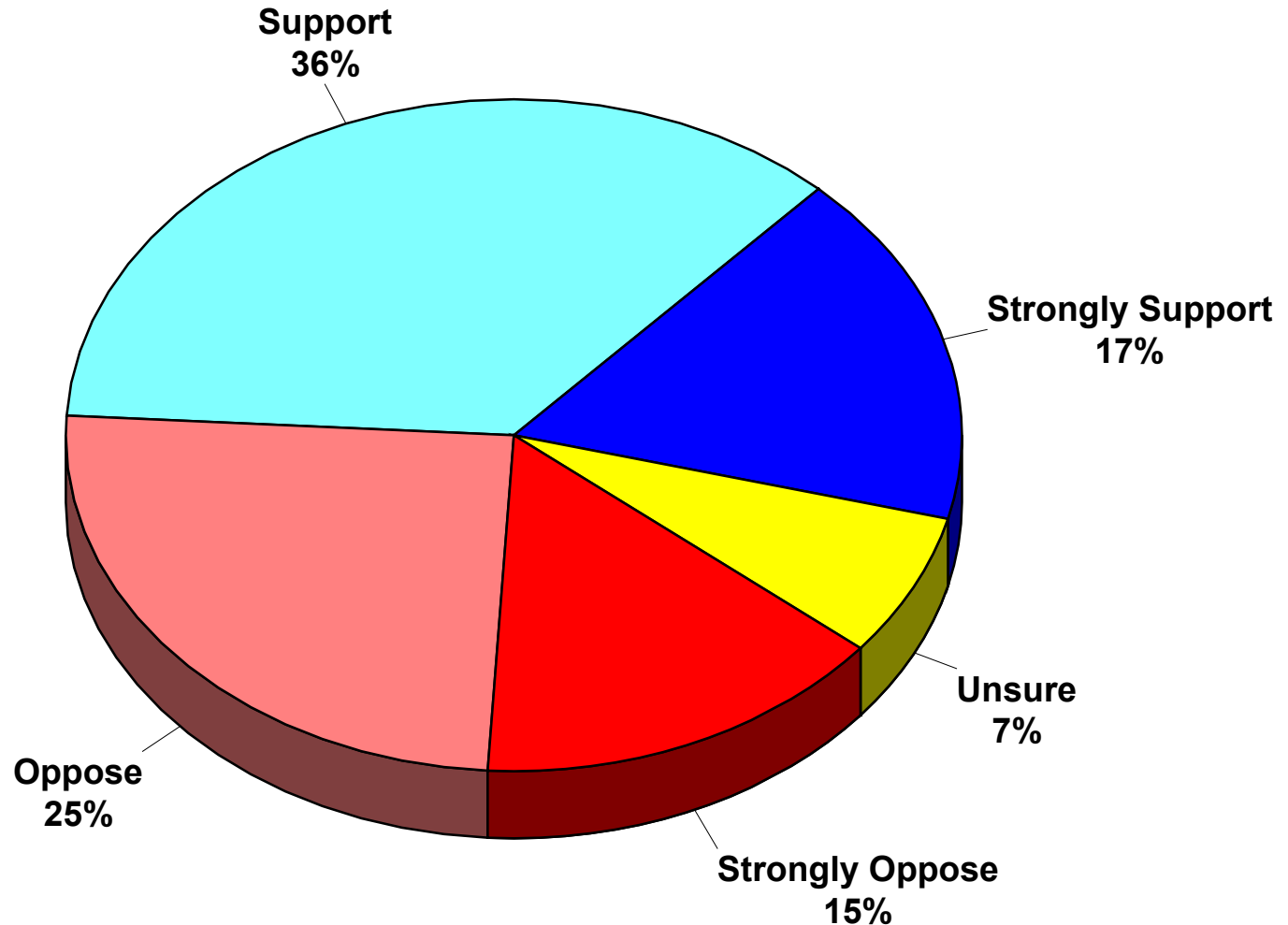
Pace of Park Improvements

2024 City of Newport



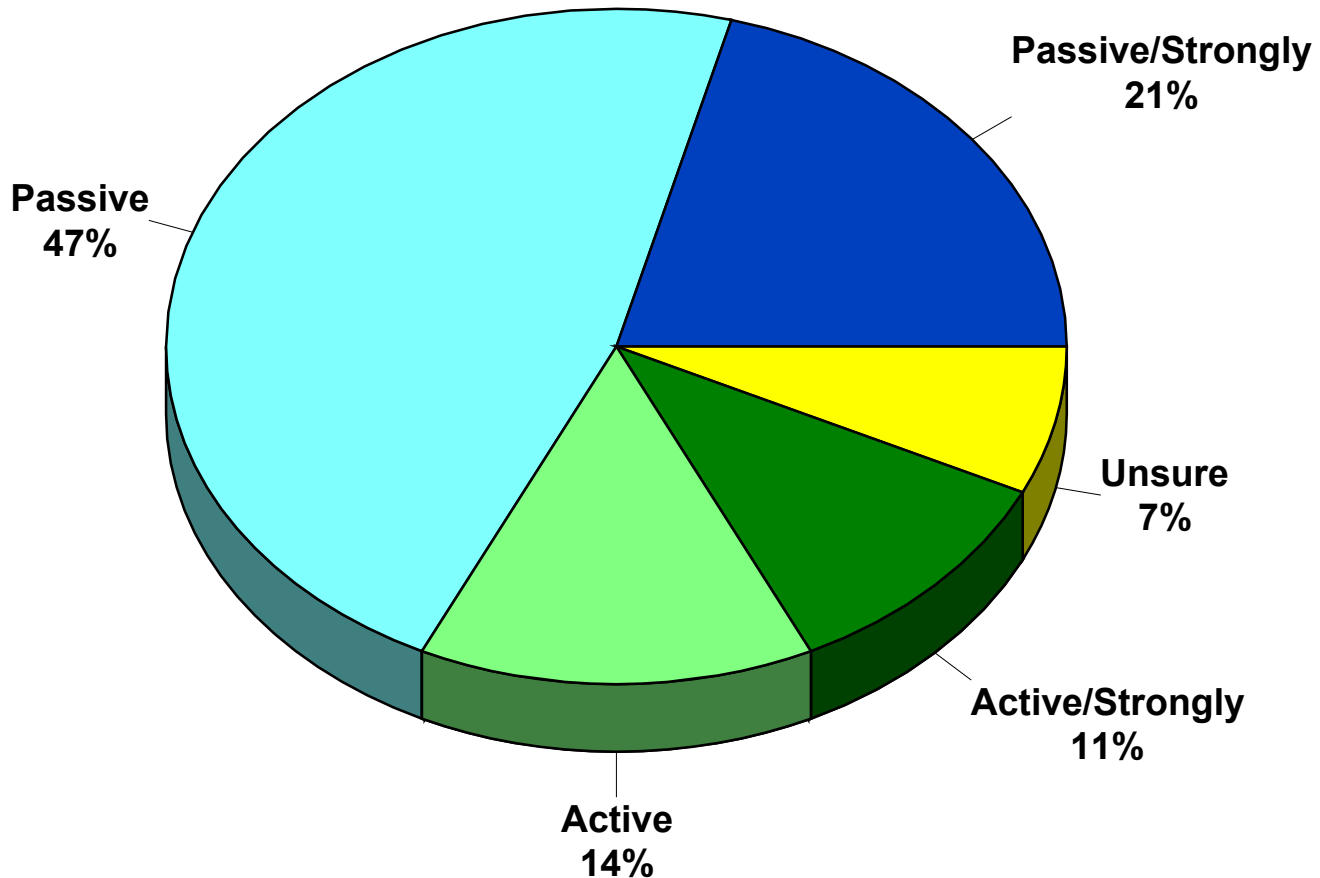
Property Tax Increase for Fast Park Improvements

2024 City of Newport



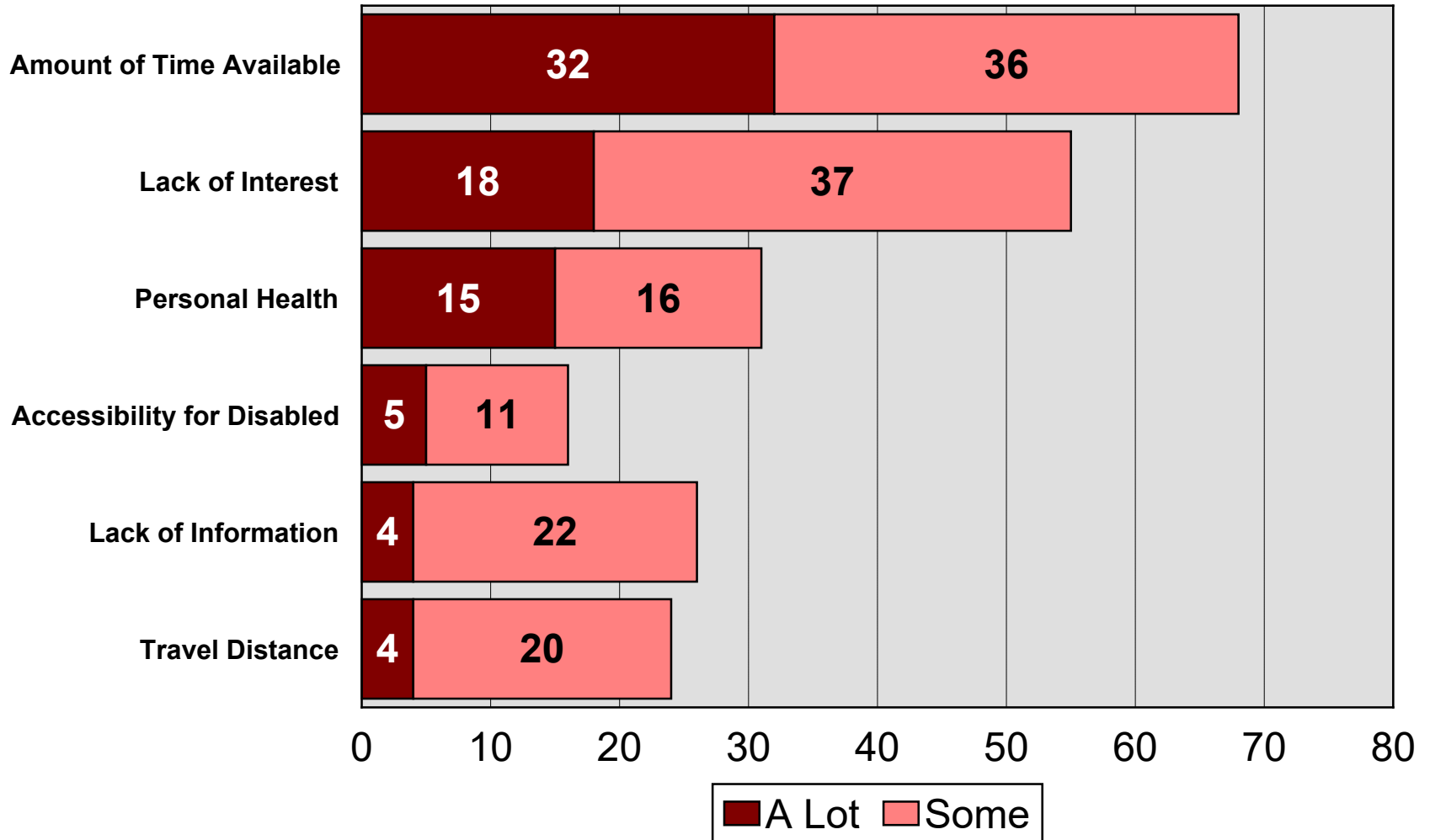
Recreation Preference

2024 City of Newport



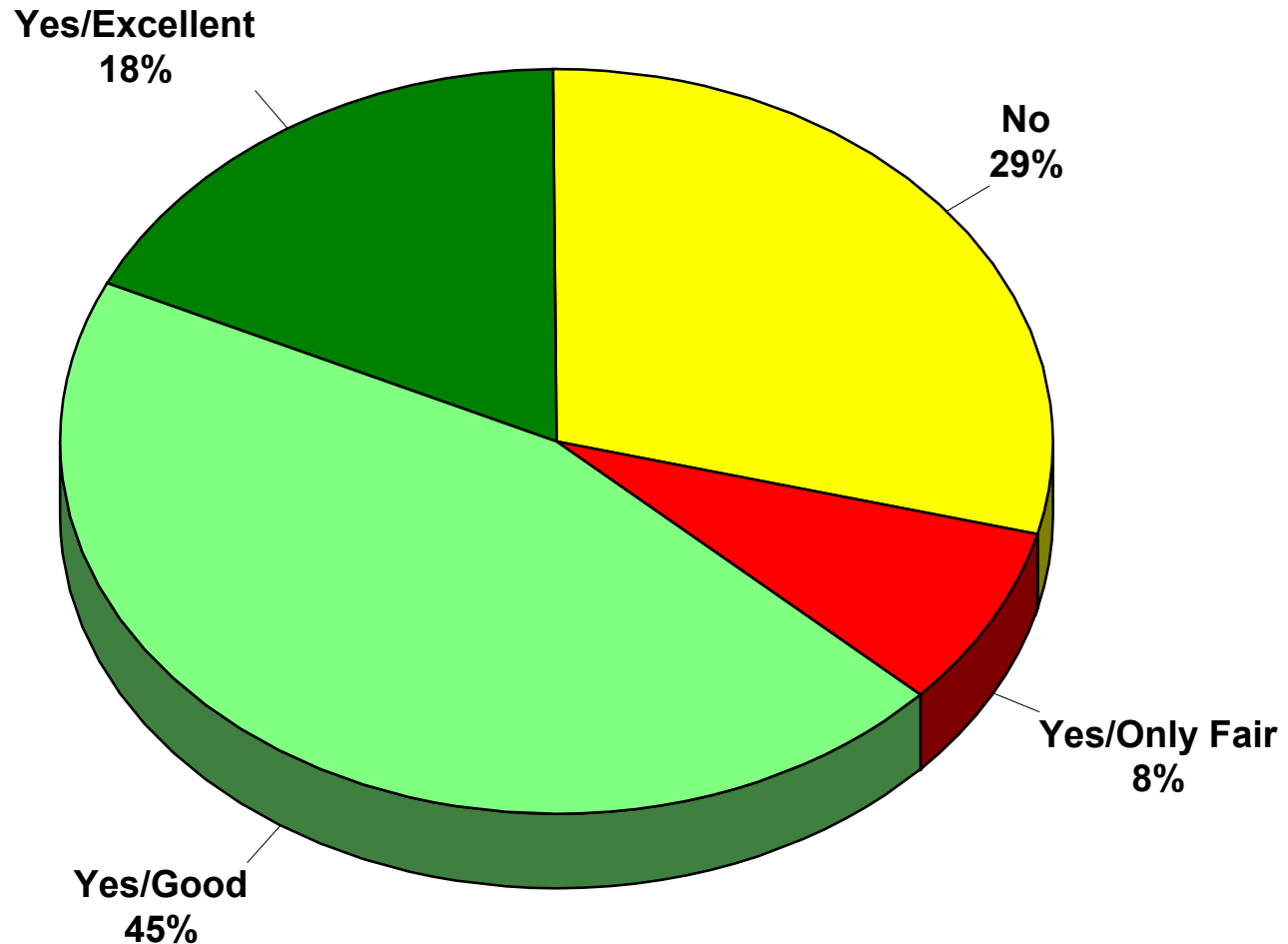
Barrier to Participation

2024 City of Newport



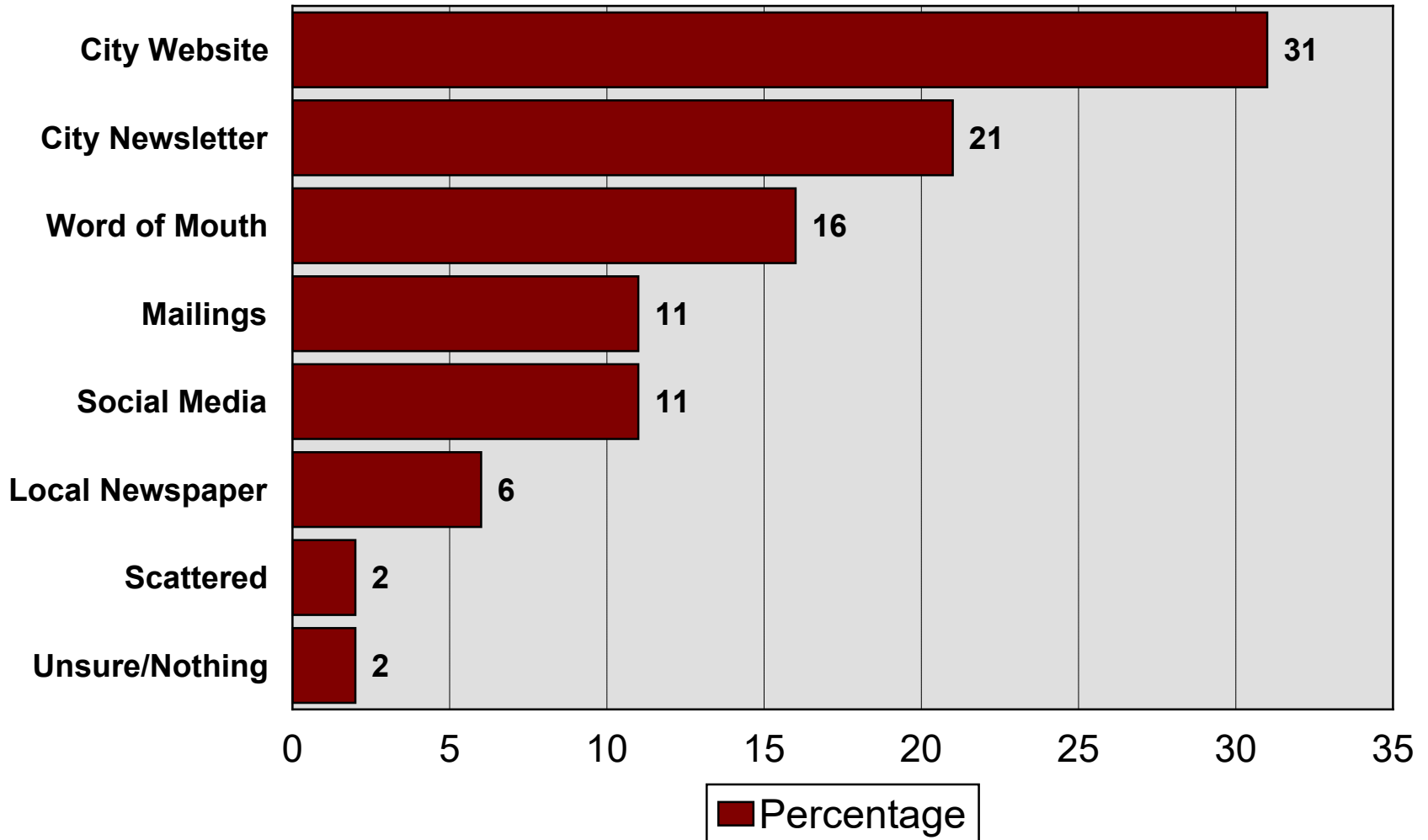
Pioneer Days

2024 City of Newport



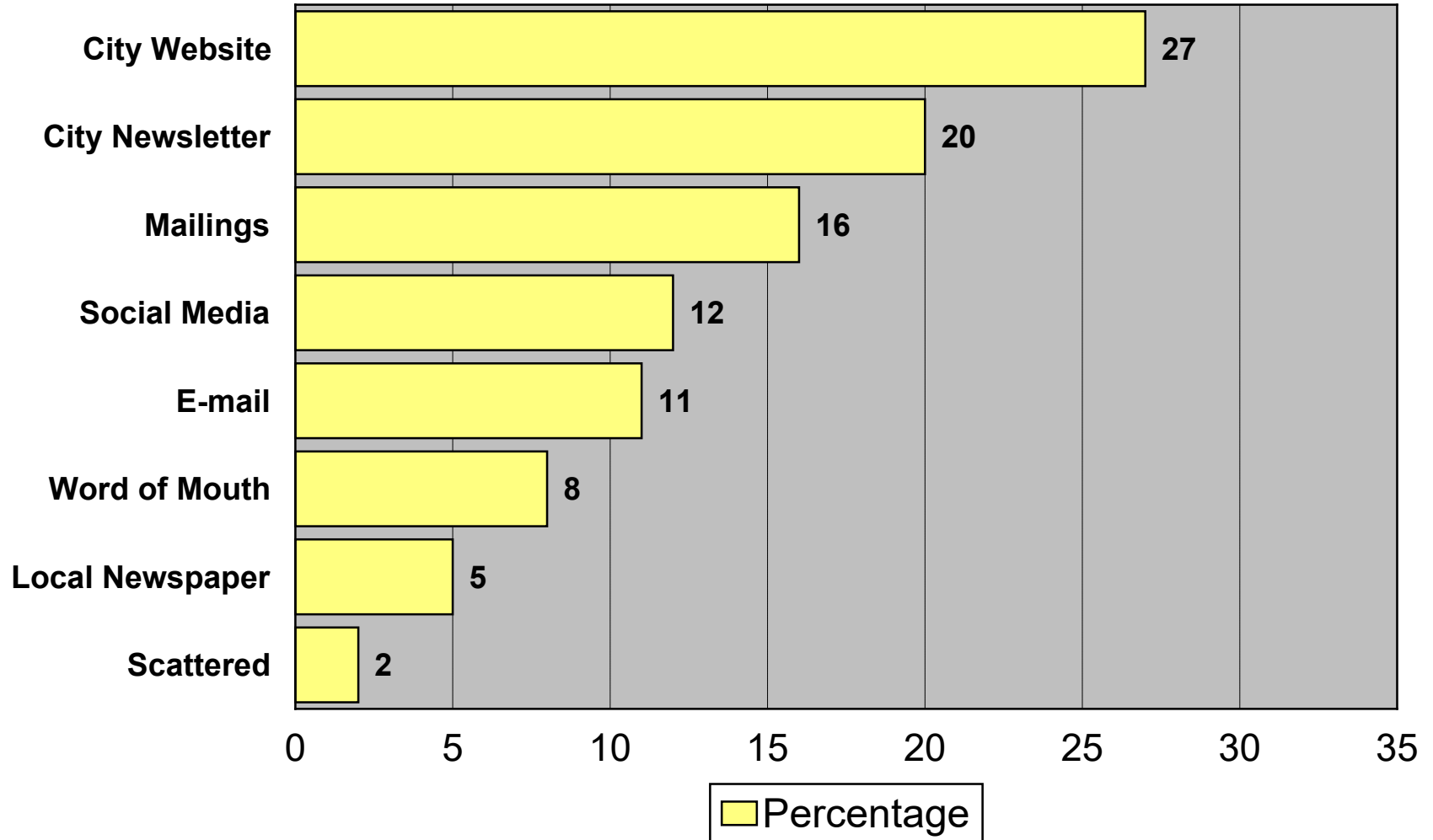
Principal Source of Information

2024 City of Newport



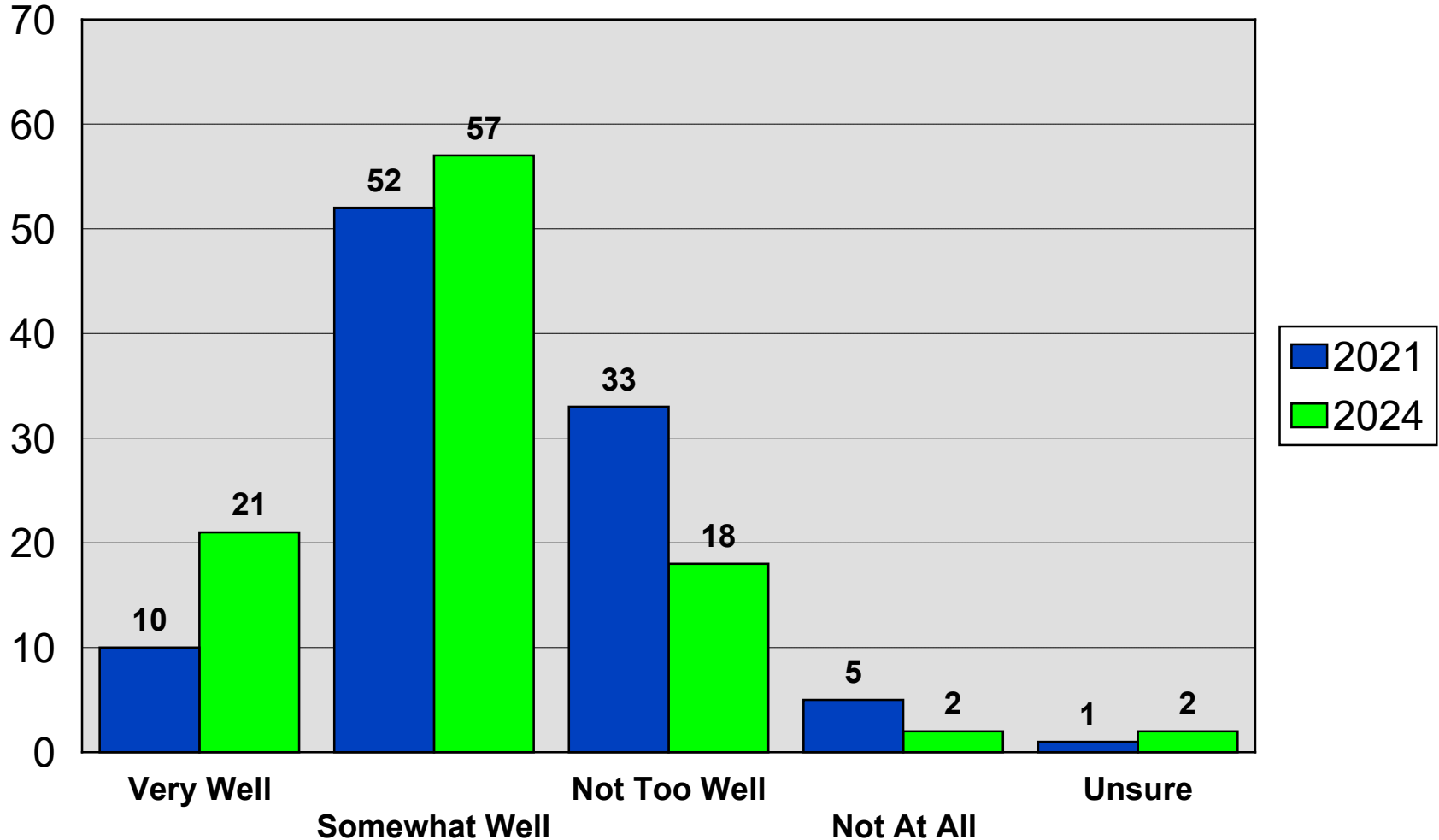
Most Effective Way

2024 City of Newport



Informed about Park and Recreational Facilities

2024 City of Newport



The Morris Leatherman Company

Summary of Findings

2024 City of Newport Parks and Recreation Facilities Study

Methodology:

This study contains the results of a telephone survey of 250 randomly selected residents of the City of Newport. Professional interviewers gathered all survey responses between October 21st and 30th, 2024. The average interview took nine minutes. The non-response rate was 6.0%. In general, random samples such as this yield results projectable to the entire universe of adult Newport residents within ± 6.3 percentage points in 95 out of 100 cases. Cellular telephone-only households are 55% of the sample, landline-only households are 10%, and combination households are 35%.

Residential Demographics:

Newport is becoming a stable community, with balance provided by a relatively high percentage of “newcomers” and a similar percentage of “long-term residents.” The median longevity of adult residents is 12.4 years; twenty-three percent report moving to the City during the past five years, while 26% have lived there for over two decades. The typical household in Newport contains two adults and no children. Twenty-seven percent are composed of senior citizens. Twenty-nine percent of the homes have school-aged children or pre-schoolers in residence; seventy-one percent are “empty-nests.”

Forty-three percent report they are fiscally stressed – either their monthly expenses exceed current income, or monthly expenses are met but little or no savings are put aside. Fifty-six percent report no fiscal stress – either managing comfortably and putting some money aside or managing very well.

The median age of adult respondents is 47.1 years old. Thirty-seven percent of the sample fall into the over 55 age range, while 26% are less than 35 years old. Women and men are equally represented in the sample. Forty-eight percent live east of Highway 61; fifty-two percent live west of the Highway 61.

General Perceptions of the Community:

At 12% each, “friendly people” and “closeness to relatives and friends” are the critical attribute people like most about living in the community. “Quiet and peaceful” is crucial to 11%, and

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“schools” is mentioned by 10%. “Neighborhood/Housing” is cited by eight percent. “River/Nature,” “closeness to job,” “small town feel,” or “safe” are each key to seven percent. “Parks/Trails” is mentioned by six percent. Each of these city attributes is statistically significant.

The most serious issues facing Newport are: “high taxes,” at 13%; “crime/safety,” at 11%, and “traffic speeding/reckless driving,” at nine percent. However, a comparatively high 21% are “city boosters,” who think no serious issues face the City. This level of boosterism is within the top decile of Metropolitan Area suburban communities.

A solid 88% rate the quality of life as either “excellent” or “good”; the 25% rating it as “excellent” is above the median for suburbs within the Metropolitan Area.

Attitudes toward Recreation:

Interviewees were asked which of the two statements comes closest to their preferences. Sixty-eight percent choose: “I prefer to undertake passive park and recreation activities that don’t require organization, such as walking.” Twenty-five percent opt for: “I prefer to undertake active park and recreation activities that require organization, such as sports leagues.” Twenty-one percent express “strong” preferences for the first statement, while 11% do the same for the second statement. These results strongly suggest that trails and natural areas should be prioritized.

Barriers for Participation:

Respondents were asked to what extent each of six considerations limit their City park and recreation activities usage. The table below arrays each consideration, followed by the percent of respondents who see it as “limiting a lot,” “somewhat,” or “not at all.” The table is ranked from highest to lowest by the percent reporting the consideration limits them “a lot.”

<i>Consideration</i>	<i>A Lot</i>	<i>Somewhat</i>	<i>Not at All</i>
Amount of time available	32% (+14%)	36%	32%
Lack of interest in activities offered	18% (-1%)	37%	45%
Personal health	15% (-1%)	16%	68%
Accessibility for the disabled	5% (-2%)	11%	84%
Lack of information about the City’s park and recreation activities	4% (-13%)	22%	74%
Travel distance to City parks	4% (-3%)	20%	76%

Three highly ranked considerations are individual preferences or circumstances: “amount of time available,” “lack of interest in activities offered,” and “personal health.” The scheduling of

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activities could impact limitations on the “amount of time available.” More passive recreational offerings could mitigate the “personal health” and “lack of interest in activities offered.”

Tax Climate:

While 41% report their city property taxes as “very high” or “somewhat high” in comparison with nearby suburban communities, 48% rate them as “about average,” and seven percent as either “somewhat low” or “very low.” The overall tax climate is “challenging.” Seventy-six percent of the residents view city services as either an “excellent” or a “good” value for the property taxes paid; twenty percent, an 11% drop in three years, rate the value as “only fair” or “poor.” The positive value level is at the Metropolitan Area suburban norm.

Park and Recreational Facilities:

Seventy-six percent rate park and recreational facilities in the City of Newport as “excellent” or “good,” an eight percent increase in three years. A 25% rate them lower, either “only fair” or “poor.” This level of dissatisfaction is at the suburban norm. Similarly, 70% favorably view the maintenance and upkeep of park and recreational facilities, while 30%, an eleven percent increase in three years, are more critical. The “excellent” rating is 10% lower than the suburban norm.

Twelve percent of the households in the city, down 20% in three years, regularly leave the community to use park and recreational facilities in other cities. Facilities in Saint Paul and Minneapolis are magnets for Newport residents.

Ninety percent feel the current mix of park and recreational facilities in the community meets the needs of members of their household; four percent disagree, and six percent are unsure. The only statistically significant suggestions among dissenters are the need for “more facilities for seniors” and “greater emphasis on connecting trails in the city.”

When asked about the importance of park and recreational facilities, 60%, a 12% drop in three years, consider them “very important” or “somewhat important.” Forty percent, a 12% increase, view park and recreational facilities as “not too important” or “not at all important.”

Park Improvements:

Sixty-eight percent of residents are aware of park improvements made in the City over the past few years. Forty-one percent of residents have visited or used these park improvements with 90% of users giving their experience a positive rating.

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Use of City Park and Recreational Facilities:

Residents were queried about their current use of individual park and recreational facilities. The table below shows citywide household usage levels and households east and west of Highway 61. The table ranks citywide use from high to low.

<i>Park or Recreational Facility</i>	<i>Household Usage</i>		
	<i>Citywide</i>	<i>East of 61</i>	<i>West of 61</i>
City Trails	70% (+25%)	71%	69%
Pioneer Park	63% (+4%)	66%	61%
Lions Park	50% (0%)	47%	53%
Loveland Park	49% (-11%)	46%	55%
Busy Beaver Park	43% (+10%)	49%	38%
Newport Bailey School Forest Park	39% (-8%)	42%	36%

Among the five city parks, use ranges between 39% and 63%. Pioneer Park attracts the most households; Newport Bailey School Forest Park attracts the least. The difference between household use by residents east of Highway 61 and west of Highway 61 is statistically insignificant except in one case: Busy Beaver Park draws more residents living east of Highway 61.

Positive and Negative Ratings of City Park and Recreational Facilities:

Visitors of each park system component were asked to rate that park or recreational facility. The features remain ordered by their citywide use. “Excellent” and “good” ratings are combined as “positive,” while “only fair” and “poor” ratings are considered “negative.”

<i>Park or Recreational Facility</i>	<i>Rating</i>	
	<i>Positive</i>	<i>Negative</i>
City Trails	87%	13%
Pioneer Park	76%	24%
Lions Park	84%	16%
Loveland Park	80%	20%
Busy Beaver Park	74%	26%
Newport Bailey School Forest Park	79%	21%

Favorable ratings of each component are significantly lower than in the 2021 study. Any negative ratings above twenty percent should be of concern to the City.

Upgrades to Athletic Courts:

Residents were asked about athletic court upgrades. First, they were asked if they or members of their household play the sport. For each sport played, they were then asked if they would be “very likely,” “somewhat likely,” or “not too likely” to play the sport in Newport if upgrades were made to courts in the city.

<i>Sport</i>	<i>Not Play</i>	<i>Very Likely</i>	<i>Somewhat Likely</i>
Pickleball	70%	14%	15%
Tennis	66%	9%	20%
Basketball	67%	16%	14%

Overall, 55% of residents play one of the three sports.

Use of City Funds for Park System Improvements:

Newport residents were asked about their support for a property tax increase to fund nine future park system improvements. The table below lists each proposal in order of its support from highest to lowest.

<i>Proposal</i>	<i>Support</i>	<i>Opposition</i>
A park providing access to the river, including picnic areas, non-motorized boat access, and trails	85%	12%
Picnic areas and seating	82%	14%
Expansion of trail system	76%	20%
Modernization of playground equipment at Loveland Park	74%	23%
Improvements to the horseshoe pits at Pioneer Park	69%	28%
A splash pad	68%	28%
A frisbee or disc golf course	68%	28%
A skate park	62%	35%
Cornhole courts	58%	38%

In concept, absent any cost discussion, residents provide solid support for four proposals, each shaded in blue. “Modernization of playground equipment at Loveland Park,” “expansion of trail system,” “picnic areas and seating,” and “a park providing access to the river, including picnic areas, non-motorized boat access, and trails” enjoy at least 74% support and over three-to-one support-to-opposition ratios. “A skate park” and “cornhole courts” have under 65% support levels and less than two-to-one support-to-opposition ratios could spark concern among residents.

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Priorities for Planning:

Interviewees were given two tasks in establishing their priorities for future park system changes. First, they were asked to select their “top priority” and “second priority” from the list. They were then asked to choose the component they were most opposed to.

<i>Proposal</i>	<i>Priority</i>		<i>Most Opposed</i>
	<i>Top</i>	<i>Top + Second</i>	
Park with access to the river	18%	34%	1%
Expansion of trail system	15%	31%	6%
Playground at Loveland Park	23%	30%	4%
Picnic areas and seating	7%	24%	3%
Splash pad	8%	21%	6%
Frisbee or disc golf course	10%	16%	10%
Horseshoe pits at Pioneer Park	9%	15%	9%
Cornhole courts	3%	11%	13%
Skate park	2%	6%	13%
ALL (vol.)	2%	5%	2%
NONE (vol.)	4%	8%	24%
UNSURE (vol.)	0%	0%	9%

Three planning priorities, each shaded in blue, emerge: “park with access to the river,” “expansion of trail system,” and “playground at Pioneer Park.” Two other proposals, shaded in orange, are more problematic given their initial levels of opposition: “cornhole courts” and “skate park.”

No statistically significant suggestions for amenities to be offered at Lions Park.

Feasibility of a Park Bond Referendum:

Sixty-seven percent of the sample think the current pace of park improvements in Newport is “about right.” Nineteen percent see it as “too slow,” five percent feel it is “too fast,” and nine percent are “unsure.”

By a very unimpressive 53%-40% majority, respondents would support a property tax increase to make park improvement happen fast. Seventeen percent “strongly support” this option, while a nearly identical 15% “strongly oppose” it. The typical support would be willing to vote in favor of a \$7.50 property tax increase per year – not really enough to make serious progress increasing the pace.

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Newport Pioneer Days:

Seventy-one percent of the sample report household members have attended the City's Pioneer Days. Eighty-nine percent of attendees favorably rate their experience, while 11% are more critical. Attendees post no statistically significant changes or improvements they would like to see at Pioneer Days. Non-attendees post three statistically significant reasons for their lack of participation: "no interest," at 43%; "age/health," at 19%; and "no time," at 18%.

Communication Channels:

In choosing their primary source of information about the Newport City Government and its services, 31% post the "city website." The "city newsletter" is next at 21%, followed by the "grapevine," at 16%. Eleven percent point to either "mailings" or "social media." The "local newspaper" rounds out the list at six percent. Most effective ways to receive information about City Government and its services generally follow the same pattern. Twenty-seven percent list the "city website," followed by the "city newsletter," at 20%, and "mailings," at 16%. "Social media," at twelve percent, "email," at 11%, and "word of mouth," at eight percent, complete the list. The communications network remains diffuse, with no one dominant communications channel.

Seventy-eight percent, a 16% increase in three years, evaluate themselves as "very well informed" or "somewhat well informed" about the City of Newport's park system and its facilities. Twenty percent, an 18% decrease, regard themselves as "not too well informed" or "not at all informed." These results are running well ahead of the levels expected in communities with this demographic composition.

Conclusions:

The survey found a comparatively large percent of contented and satisfied residents. Quality of life ratings are solid – the 25% "excellent" ratings are especially promising. Most residents see value in a high-quality park and recreational system, and no major park-related issues appear to distract from a funding proposal. The City, in general, may wish to engage residents to change positive ratings upward from "good" to "excellent." This communications change could further energize residents and increase "boosterism."

The current property tax climate is increasingly challenging, though not as poisonous as in many suburban communities. Although 48% see their total property taxes as "about average," 41% rank them as "high." As a result, the amount of city funding needed to fund any proposal must be carefully factored into planning discussions; currently residents are unwilling to support amounts which would accomplish meaningful changes in park and recreational facilities. In view of this environment, a bond referendum election should not be launched in the near future.

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In choosing specific park and recreational facilities to use city funding, a connected trail and sidewalks system is essential. A majority of households use city trails and over two-thirds of residents prefer passive activities such as walking. Tied to improvements in city parks, trails could help strengthen the support.

Four park improvements receive firm support from city residents. “A park providing access to the river, including picnic areas, non-motorized boat access, and trails” is a top priority. “Picnic areas and seating” rank next, followed by “expansion of trail system,” and “modernization of playground equipment at Loveland Park.” The construction of a skatepark or cornhole courts could be problematic: they post the highest level of opposition.



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Request for Council Action

Agenda Item:	7A
Meeting Date:	February 6, 2025
Department:	Administration
Subject / Title:	January 16, 2025 City Council Meeting Minutes
Background:	
N/A	
Budget Implication:	
N/A	
Staff Recommendation / Action:	
Approve the City Council Meeting Minutes from January 16, 2025	
Attachments:	
City Council Meeting Minutes 01-16-25	



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CITY COUNCIL MEETING MINUTES January 16, 2025

1. CALL TO ORDER

Mayor Elliott called the City Council Meeting to order at 5:30 p.m. on January 16, 2025.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present (3): Mayor Laurie Elliott, Council Member Marvin Taylor, and Council Member Josh Schmidt.

Not Present (2): Council Member Tom Ingemann and Council Member Bill Sumner.

4. ADOPT AGENDA

Member Taylor motioned to adopt the agenda. Seconded by Member Schmidt. Approved 3-0.

5. PUBLIC COMMENTS

No public comments were made.

6. CONSENT AGENDA

A. **Minutes-** January 2, 2025 Regular Council

B. **Resolution No 2025-11-** A Resolution Accepting Donations

C. **Resolution No 2025-12-** 2025 Fee Schedule

D. **List of Bills-** \$131,962.57

E. **Financial Statement-** December 2024

F. **Accept Minutes from Commissions and Boards**

G. **Resolution No 2025-15-** Gambling Application for St. Paul Park – Newport Lions Club

Member Taylor motioned to adopt the Consent Agenda. Seconded by Member Schmidt. Approved 3-0.

7. WASHINGTON COUNTY SHERIFF'S OFFICE REPORT

Washington County Sergeant Joel Legut reminded the public that scams are on the rise, and scammers are increasingly using artificial intelligence to deceive people. He advised everyone to be cautious about what they click on and to never send money to someone they don't know. Sergeant Legut emphasized that the Sheriff's Office will never contact you asking for payment to avoid arrest. If you have any concerns to questions, please reach out to the Sheriff's Office.

8. FIRE CHIEF'S REPORT

Fire Chief Steve Wiley reinforced Sergeant Legut's warning, mentioning that the Fire Department has been informed of a scam involving t-shirt sales, where individuals pay for a shirt but never receive it. Chief Wiley clarified that if the Fire Department conducts any fundraisers, all details will be clearly outlined online.

9. ENGINEER'S REPORT

City Engineer Jon Herdegen provided an update on the 2025 Street and Utility Improvements Plan, noting that the project plans are expected to be 60% complete by mid-January. Following this, they will collaborate with Public Works to gather feedback. Afterward, a public information meeting will be scheduled for residents affected by the project. The planned timeline includes bidding in late March, with construction set to begin in May. Engineer Herdegen stated they are still seeking grants to support the project. The MPCA has a stormwater resilience grant program which includes components of the project that may be eligible for funding. Additionally, they will explore available grants from the South Washington Watershed to determine if the project qualifies.

Engineer Herdegen stated the MPCA approved the grant application for the water treatment plant feasibility study. A portion of that study will be dedicated to determining our best options for the treatment of PFAS in the city's water. The study should be done in May and then we can move forward with a long-term plan.

10. SUPERINTENDENT OF PUBLIC WORKS REPORT

Superintendent of Public Works Matt Yokiell reported they completed the emerald ash borer grant for the right-of-way and public property. This three-year effort resulted in the removal of approximately 90 trees and the replanting of 120 trees replanted. Superintendent Yokiell stated that Public Works has been working on two water main breaks in the last week.

11. ADMINISTRATION REPORT

A. Interim Use Permit – Keller Fence

1. Resolution No. 2025-13- Keller Fence IUP

City Planner Nathan Fuerst explained that Keller Fence received a Conditional Use Permit (CUP) back in 2023. However, the development has been paused due to environmental contamination on the site. The applicant is currently seeking ownership of the property and has requested an Interim Use Permit (IUP) to allow for temporary storage of fencing materials on the site until they are able to construct their building. A Public Hearing was held on January 7th during the Planning Commission Meeting, where one resident raised concerns about the project. The Planning Commission recommends approval of the IUP and proposed extending its term from one to three years to be more business friendly. Staff also recommends approval, subject to 12 conditions outlined in the staff report. However, staff suggests a one-year term for the IUP to align with the CUP expiration date.

Tim Dyrhaug, owner of Keller Fence, addressed the Council. Mr. Dyrhaug explained the company intends to purchase the lot and utilize it while addressing the Phase II contamination issues. He stated the site would be used for overflow storage for excess materials and accessed infrequently, likely on a couple times per week.

Member Schmidt motioned to adopt Resolution No. 2025-13- Keller Fence IUP with the findings and conditions proposed by Staff. Seconded by Member Taylor. Approved 3-0.

B. Closed Session under Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the sale of real property located at 2133 3rd Avenue, Newport.

1. Resolution No. 2025-14- Approving the Acquisition of and Purchase Agreement for 2133 3rd Avenue

The closed session was tabled as at least four Council Members were required to be present.

12. MAYOR AND COUNCIL REPORTS

Mayor Elliott reminded residents that Winter Family Fun Night will be held on January 25th from 6-8 p.m. at Loveland Park. The event will include skating, games, snacks, a bonfire, and the Fire Department tug-of-war. Additionally, City offices will be closed on Monday in observance of Martin Luther King Jr. Day.

Member Taylor mentioned that the firefighters are currently training and preparing for the tug-of-war event at the Winter Family Fun night.

13. ADJOURNMENT

Member Schmidt motioned to adjourn the City Council Meeting. Seconded by Member Taylor. Approved 3-0.

The City Council Meeting was adjourned at 6:03 p.m. on January 16, 2025.

Respectfully submitted:
Jill Thiesfeld,
Deputy City Clerk

Signed: _____
Joe Hatch, City Clerk

Signed: _____
Laurie Elliott, Mayor



CITY OF NEWPORT
2060 1ST Avenue
Newport, MN 55055
(651) 459-5677
ci.newport.mn.us

Request for Council Action

Agenda Item:	7B
Meeting Date:	February 6, 2025
Department:	Administration
Subject / Title:	January 16, 2025 Council Workshop Minutes
Background:	
N/A	
Budget Implication:	
N/A	
Staff Recommendation / Action:	
Approve the Council Workshop Minutes from January 16, 2025	
Attachments:	
Council Workshop Minutes 01-16-25	



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COUNCIL WORKSHOP MINUTES January 16, 2025

1. CALL TO ORDER

Mayor Elliott called the City Council Workshop to order at 6:04 p.m. on January 16, 2025.

2. ROLL CALL

Present (3): Mayor Laurie Elliott, Council Member Marvin Taylor, and Council Member Josh Schmidt.

Not Present (2): Council Member Tom Ingemann and Council Member Bill Sumner.

3. MUNICIPAL DISPENSARY DISCUSSION

Assistant to the City Administrator, Anne Bell, explained that discussions have taken place with Delaney Consulting regarding a collaborative approach to launching a municipal dispensary. Under this model, each city would operate its own retail cannabis location, while consolidating operations and support services within a cooperative framework. The first step in this process would involve a feasibility study costing \$22,750, which would provide an initial overview of the required investment, ongoing costs, potential return on investment, and payback thresholds. Should the City choose to proceed after the feasibility study, the next phase would cost \$37,250 for Delaney Consulting to develop a comprehensive business case. However, staff recommends not moving forward at this time, citing insufficient interest from neighboring metro cities and the significant administrative burden involved. The Council agrees we should not continue to pursue a municipal dispensary at this time.

4. ADJOURNMENT

Mayor Elliott adjourned the City Council Workshop at 6:24 p.m. on January 16, 2025.

Respectfully submitted:

Jill Thiesfeld,
Deputy City Clerk

Signed: _____
Joe Hatch, City Clerk

Signed: _____
Laurie Elliott, Mayor



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Request for Council Action

Agenda Item:	7C
Meeting Date:	February 6, 2025
Department:	Administration
Subject / Title:	Lawful Gambling Application for South St. Paul Rod and Gun Club
Background:	
The city received a LG220 Application from South St. Paul Rod and Gun Club for a lawful gambling event at Tinucci's on February 19, 2025	
Budget Implication:	
N/A	
Staff Recommendation / Action:	
Approve the Lawful Gambling Application for South St. Paul Rod and Gun Club for their February Event	
Attachments:	
LG220 Application	

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

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: South St Paul Rod & Gun Club Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: 41-6040040 Federal Employer ID Number (FEIN), if any:

Mailing Address: 600 Gun Club Rd

City: South St Paul State: MN Zip: 55075 County: Dakota

Name of Chief Executive Officer (CEO): DAVID LUNDA

CEO Daytime Phone: 651-214-8312 CEO Email: dlunda@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): clubmanager@sspgunclub.com

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): T. Wheeler's

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

Check one: ☐ City: Newport Zip: 55055 County: Washington

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 2/19/2025

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: 1-26-25
(Signature must be CEO's signature; designee may not sign)

Print Name: David J. Lunda

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.

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



CITY OF NEWPORT
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Request for Council Action

Agenda Item:	7D
Meeting Date:	February 6, 2025
Department:	Administration
Subject / Title:	Payments
Background:	
Review recurring payments from January 16-February 6, and council review payments for February 6.	
Budget Implication:	
Payments	
Staff Recommendation / Action:	
Approve	
Attachments:	
List of payments	

Recurring

2605e	COMCAST	1/23/2025	\$565.17 City Hall Phone Lines and Phone Rentals
2606e	UNITED STATES TREASURY	1/23/2025	\$13,535.60 SS, Federal & Medicare 1/9/25
2607e	UNITED STATES TREASURY	1/23/2025	\$10,990.15 SS, Federal & Medicare 1/23/25
2608e	HEALTHPARTNERS	1/23/2025	\$12,342.91 Health and Dental Insurance
2609e	MN REVENUE	1/23/2025	\$2,683.65 State Taxes 1/9/25
2610e	MN REVENUE	1/23/2025	\$1,519.14 State Taxes 1/23/25
2611e	MSRS	1/23/2025	\$3,156.18 HCSP & Voluntary Retirement 1/9/25
2612e	MSRS	1/23/2025	\$2,233.48 HCSP & Voluntary Retirement 1/23/25
2613e	PERA	1/23/2025	\$6,074.60 Retirement 1/9/25
2614e	PERA	1/23/2025	\$6,244.12 Retirement 1/23/25
2615e	UNUM	1/23/2025	\$647.45 Long-term Disability and Life Insurance
2616e	WEX HEALTH	1/23/2025	\$15,966.67 2025 HSA Employer Contributions
2617e	WEX HEALTH	1/23/2025	\$779.58 HSA 1/9/25
2618e	WEX HEALTH	1/23/2025	\$712.28 HSA 1/23/25
2619e	WEX HEALTH	1/23/2025	\$33.00 Monthly fees
2620e	XCEL ENERGY	1/23/2025	\$37.57 Natural Gas and Electricity
2621e	XCEL ENERGY	1/23/2025	\$178.77 Natural Gas and Electricity
27288	ANCHOR SOLAR INVESTMENTS, LLC	1/23/2025	\$418.47 Solar Leasing PW Building
27289	ECKBERG LAMMERS, P.C.	1/23/2025	\$2,204.49 Legal fees
27290	FLAHERTY & HOOD, P.A.	1/23/2025	\$9,649.80 Legal fees
27291	IDEAL ENERGIES SOLAR LEASING 2	1/23/2025	\$922.69 Solar Leasing City Hall Building
27292	INTERNATIONAL UNION OF OP. ENG	1/23/2025	\$175.00 Union Dues
27293	LEAGUE OF MN CITIES INS TRUST	1/23/2025	\$500.00 Deductible for claim LMC GL 000000366218
27294	SARA-MARIE MALEWITZ	1/23/2025	\$58.61 Reimbursement for library event supplies
27295	MIDWESTONE BANK	1/23/2025	\$4,512.37 Credit Card Purchases December 2024
27296	NCPERS GROUP LIFE INS.	1/23/2025	\$16.00 Additional Life Insurance
27297	JEROMEY WERLE	1/23/2025	\$2,296.65 Reimbursement for CDL Training fees and lodging, October 2024
27298	YORWAY CUSTOM HOME BUILDERS IN	1/23/2025	\$2,600.00 Refund of Escrow for 1324 11th Avenue, Newport MN 55055
2622e	COMCAST	1/30/2025	\$109.94 Library Internet
2623e	VERIZON	1/30/2025	\$365.61 Cell phones and hotspots
2624e	XCEL ENERGY	1/30/2025	\$10,247.91 Natural Gas and Electrocity
10545282	PREFERRED TITLE INC.	1/30/2025	\$577,578.76 Purchase of Pomp's 1846 4th Ave, Newport, paid with teller's check from MidwestOne Bank
	Staff		\$30,749.52

Non-recurring

27299	ATOMIC DATA, LLC	2/6/2025	\$1,006.88 IT Support
27300	AWARDS BY HAMMOND	2/6/2025	\$170.30 PAR tags, name tags and locker plate
27301	BANYON DATA SYSTEMS, INC.	2/6/2025	\$3,000.00 Utility Billing Software Support
27303	CITY OF BLOOMINGTON	2/6/2025	\$278.75 Water lab testing
27304	BLUE CARD	2/6/2025	\$3,465.00 Blue Card Incident Command Training - Lovgren/Keller/Fisher/Boche/Campi Perez/Hutchinson/Lemke/Ramirez/Taylor
27305	BOLTON & MENK, INC.	2/6/2025	\$39,225.00 City Planning - Trail Network Plan
27306	BURGGRAFS ACE	2/6/2025	\$40.35 Install supplies for back splashes
27307	CIVIC PLUS LLC	2/6/2025	\$572.25 Code Hosting Subscription
27308	EARL F. ANDERSEN	2/6/2025	\$409.05 Welcome to Newport signs
27309	FERGUSON WATERWORKS #2518	2/6/2025	\$1,292.56 Water main repair clamps
27310	GERTENS	2/6/2025	\$543.60 Pea gravel for water main break
27311	GRAINGER PARTS	2/6/2025	\$330.68 Battery, key box, nozzle
27312	GUARDIAN SUPPLY	2/6/2025	\$1,178.79 Baseball caps, winter hats, t-shirts
27313	HAWKINS	2/6/2025	\$2,321.33 Chlorine, hydrofluosilicic acid
27314	HEALTHPARTNERS	2/6/2025	\$803.00 Pre-employment exam-Glover
27315	INSTRUMENTAL RESEARCH, INC.	2/6/2025	\$58.63 Water testing
27316	LEAGUE OF MINNESOTA CITIES	2/6/2025	\$525.00 2025 MCMA Annual Conference-Joe Hatch
27317	MARCO TECHNOLOGIES LLC	2/6/2025	\$308.49 Copier Contract
27318	MENARDS - COTTAGE GROVE	2/6/2025	\$221.28 Backsplash, cocoa for warming house
27319	MERIT CHEVROLET	2/6/2025	\$63.20 Spark plugs 1212
27320	METRO CITIES	2/6/2025	\$2,151.00 Membership dues
27321	MINNESOTA OCCUPATIONAL HEALTH	2/6/2025	\$180.00 Drug screening
27322	MINUTEMAN PRESS	2/6/2025	\$485.00 Envelopes
27323	MN FIRE SERVICE CERT. BOARD	2/6/2025	\$126.00 Firefighter II Certification - Ramirez
27324	MORRIS LEATHERMAN COMPANY	2/6/2025	\$7,500.00 Parks Survey - 2nd half
27325	MSA PROFESSIONAL SERVICES, INC	2/6/2025	\$68,595.22 City Engineering - Water System Interconnection
27326	NAPA AUTO PARTS	2/6/2025	\$109.90 Air filter, T20 capsules
27327	RIVER HEIGHTS INSPECTIONS LLC	2/6/2025	\$809.64 Electical inspections
27328	SAFE-FAST, INC.	2/6/2025	\$319.15 Uniforms for Mark
27329	CITY OF SOUTH SAINT PAUL	2/6/2025	\$1,266.48 Wakota Bridge Shared Expenses
27330	TOWMASTER	2/6/2025	\$1,659.14 Plow springs
27331	VALLEY-RICH CO, INC.	2/6/2025	\$5,332.45 Water main break repair
27332	WAKOTA MUTUAL AID FIRE FIGHTER	2/6/2025	\$50.00 2024 Membership dues
27333	WASHINGTON CONSERVATION DIST.	2/6/2025	\$185.71 4th Quarter Shared Educator
27334	WASHINGTON CTY FIRE CHIEF ASSO	2/6/2025	\$50.00 2025 Membership dues
27335	WASHINGTON CTY SHERIFF	2/6/2025	\$270.00 Code Red system
27336	WATER CONSERVATION SERVICE	2/6/2025	\$477.20 Leak locate
27337	MATT YOKIEL	2/6/2025	\$64.40 Mileage reimbursement
27338	BIFFS INC.	2/6/2025	\$196.00 Portable toilets

\$865,747.57

Dec-24	Cardholder	Location	Description	Amount	Receipt	Codes
Dec-24	Phav	Adobe Pro	Monthly software fee	\$21.66	Yes	101-41000-320
Dec-24	Phav	Amazon	Mail Organizer, monitor privacy screen	\$70.63	Yes	101-41000-200
Dec-24	Phav	Badger Meter	Mobile Hosting invoice 80179426	\$1.12	Yes	601-49400-399
Dec-24	Phav	MCFOA	Membership dues	\$50.00	Yes	101-41000-433
Dec-24	Phav	MNGFOA	Membership dues	\$70.00	Yes	101-41000-433
Dec-24		Phav	Total	\$213.41		
Dec-24						
Dec-24	Marson	Hotstart		\$233.94	Yes	101-41940-220
Dec-24	Marson	Blue Card Command	Blue Card Online Training	\$1,925.00	Yes	101-42260-208
Dec-24	Marson	Adobe Pro	Monthly software fee	\$21.66	Yes	101-43000-320
Dec-24	Marson	City of Bloomington	Lab services	\$278.75	Yes	601-49400-300
Dec-24	Marson	Office Max/Office Depot	Wall Calendar, office chairs	\$300.96	Yes	101-43100-210
Dec-24		Marson	Total	\$2,760.31		
Dec-24						
Dec-24	Thiesfeld	Amazon	Desk Calendar	\$11.38	Yes	101-41000-200
Dec-24	Thiesfeld	Adobe Pro	Monthly software fee	\$21.96	Yes	101-41000-320
Dec-24	Thiesfeld	Amazon	Printer paper	\$40.21	Yes	101-41000-200
Dec-24	Thiesfeld	Amazon	Desk shelves	\$35.75	Yes	101-41000-200
Dec-24		Thiesfeld	Total	\$109.30		
Dec-24						
Dec-24	Bell	Indeed	Job posting	\$68.21	Yes	101-41000-430
Dec-24	Bell	Adobe Pro	Monthly software fee	\$21.61	Yes	101-41000-320
Dec-24	Bell	League of MN Cities	MCMA Winter Workshop for Anne and Joe	\$200.00	Yes	101-41000-208
Dec-24	Bell	Speedway	Fuel for City truck	\$15.91	Yes	101-41000-331
Dec-24		Bell	Total	\$305.73		
Dec-24						
Dec-24	Wiley	Amazon	Investigation supplies-HD cards	\$28.77	Yes	101-42260-200
Dec-24	Wiley	Amazon	Investigation supplies-Digital Cameras & cases, batteries, evidence markers	\$568.72	Yes	101-42260-200
Dec-24	Wiley	Jerry's	Food & Toy Drive candy canes	\$21.66	Yes	101-42260-208
Dec-24	Wiley	Amazon	Investigation supplies-Tape measure, Clipboard with storage, Hand warmers	\$91.05	Yes	101-42260-200
Dec-24	Wiley	Amazon	Printer ink	\$29.59	Yes	101-42260-200
Dec-24	Wiley	Amazon	3-ring binder	\$49.99	Yes	101-42260-200
Dec-24	Wiley	WPSG (TheFireStore)	Helmet shields, airway kit	\$206.51	Yes	101-42260-417
Dec-24	Wiley	Amazon	CR2032 batteries	\$25.32	Yes	101-42260-200
Dec-24	Wiley	Amazon	CR2450 batteries	\$10.75	Yes	101-42260-200
Dec-24	Wiley	Amazon	Parking lot/driveway safety stopper	\$52.02	Yes	101-42260-213
Dec-24	Wiley	Amazon	Label tape, heavy duty tape	\$39.24	Yes	101-42260-200
		Wiley	Total	\$1,123.62		
			OVERALL TOTAL	\$4,512.37		