

City Manager..... (802) 334-5136
City Clerk / Treasurer..... 334-2112
Public Works..... 334-2124
Zoning Adm. / Assessor..... 334-6992
Recreation / Parks..... 334-6345
Fax..... 334-5632



City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Newport City Council Meeting

Regular Meeting Agenda

Monday, January 11, 2021, beginning at 6:30 p.m.

REMOTE MEETING

**The Municipal Building is Closed as part of the Stay Home/Stay Safe Measures
In Order to Participate Remotely:**

Phone 1- (978) 990-5000 and enter PIN: 185354#

or

**by Computer go to <https://freeconferencecall.com> and join the meeting by using id:
cityofnewportremote**

City Council: Paul Monette, Mayor
Dan Ross, Council President
Kevin Charboneau
Melissa Pettersson
John Wilson

Laura Dolgin, City Manager
James D. Johnson, City Clerk/Treasurer

1. Call the Regular Council Meeting to Order
2. Approve Minutes of January 4, 2021
3. Comments by Members of the Public
4. Water Tower Indebtedness Necessity Resolution & Form of Ballot, Vote
5. Updated Prouty Beach Seasonal Agreement Review, Vote
6. Custodian Job Description Update, Vote
7. Authorize City Attorney to Conduct Tax Sale, Vote
8. DRB Member Resignation Acceptance, Vote
9. New Business
10. Old Business
11. Set Next Regularly Scheduled Council Meeting: February 1, 2021 @ 6:30pm
12. Adjourn

Non-confidential Materials Pertaining to this Agenda are Available for Viewing & Download on the City's Website at <https://www.newportvermont.org/> Commencing at 9:00 a.m., the Morning of the Meeting.

Newport City Council Meeting Participation Guidelines

Newport City Council meetings are for the purpose of allowing Council members to conduct City business. Distinct from public hearings or town meetings, City Council meetings are held in public, but are not meetings of the public. City Council meetings are the only time the City Council members have to discuss, deliberate and decide upon City matters. In an effort to conduct orderly and efficient meetings, the Mayor kindly requests your cooperation and compliance with the following guidelines per the policy adopted on December 21, 2015 and ratified on January 23, 2017, April 1, 2019, and again on March 16, 2020.

1. Please be respectful of each other, Council members, city staff, and the public.
2. Please raise your hand to be recognized by the Mayor. Once recognized, please state your name and address or affiliation.
3. Please address only the Mayor and not members of the public, staff, or presenters.
4. Please abide by any time limits. Time limits will be used to ensure everyone is heard and that there is sufficient time for the Council to complete their agenda within a reasonable timeframe.
5. The Mayor will make a reasonable effort to allow everyone to speak once before speakers address the Council a second time per the limits adopted on March 16, 2020.
6. Once public comment has been heard, discussion will be limited to the City Council members.
7. Please do not interrupt or mock other speakers or otherwise exhibit disruptive behavior during the City Council meeting.
8. Please do not repeat the points made by others, except to indicate agreement or disagreement with other views.
9. Please use the hallway for side conversation. It is difficult to hear speaker remarks when side conversations are occurring in the Council Chamber.
10. Presentations to the Council are not open to public comment. However, per the policy adopted on December 21, 2015, matters on the agenda requiring a vote are open to public comment immediately prior to the Council vote.
11. Individuals who do not abide by these procedures will be asked to leave the Council Chamber.

DRAFT

Council Minutes

January 4, 2021

A duly warned meeting of the Newport City Council was held remotely on January 4, 2021. Participating in the meeting were Mayor Paul Monette, Council President Daniel Ross, Council Members Melissa Pettersson, John Wilson and Kevin Charboneau, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Police Chief Travis Bingham, Fire Chief John Harlamert, Zoning Administrator Eric Voegtlin, Recreation Director Jessica Booth, Rebecca Therrien, Stacey Therrien, Robyn Churchill, members of the Press and Public.

Mayor Monette called the meeting to order at 6:33 PM

Mayor noted that an executive session will be needed before the operational budget discussion.

Mr. Ross moved to amend the agenda for an executive session. Seconded by MS. Pettersson, motion carried unanimously

Approval of Minutes

Ms. Pettersson moved to approve the minutes of December 21, 2020. Seconded by Mr. Charboneau. Mr. Wilson noted that there was no motion in the minutes to approve the minutes of December 7, 2020. The motion and second to approve the minutes were withdrawn.

Comments by the Public

Christine Russell commented about Facebook postings discussing snowplows knocking down mailboxes.

Public Works Truck Body and Plow Purchase (attached)

Mr. Wilson moved to approve the purchase of a dump body, plow, and sander from Viking Cives in the amount of \$54,850. Seconded by Mr. Ross, motion carried unanimously.

Executive Session for Personnel

Ms. Pettersson moved to enter executive session for personnel. Seconded by Mr. Wilson, motion carried unanimously.

No action.

FY21-22 Operational Budget

Mr. Charboneau moved to approve the FY21-22 budget. Seconded by Mr. Ross, motion carried unanimously.

New Business

None

Old Business

Mr. Ross had a question on the Prouty Beach seasonal sites due dates.

Mr. Johnson stated he had loan documents for the new police cruiser for the council to sign. The bank is waiting for the minutes to issue the payment. He requested that the council approve the minutes for December 21, 2020 showing the approval of the December 7, 2020 minutes. Mr. Ross moved to approve the minutes of December 21, 2020 as amended. Seconded by Mr. Charboneau, motion carried unanimously.

Next Meeting Date

January 11, 2021

Adjournment

Mr. Charboneau moved to adjourn at 7:53 PM. Seconded by Mr. Wilson, motion carried unanimously.

Attested _____ this _____ day of _____ 2021

Mayor

RESOLUTION OF NECESSITY FOR CAPITAL CONSTRUCTION PROJECT

RESOLVED, at a regular meeting of the City Council of the City of Newport duly warned and noticed and held on January 11, 2021, it was determined that the public interest and necessity demand that the City of Newport ("City") undertake certain public water systems improvements, namely, acquiring a +/-20,000 square-foot parcel of land and associated access and water pipeline easement southerly of 1678 East Main Street in the City, the construction of a water system storage tank on that parcel of land, the replacement of the Palin Hill Reservoir liner and floating cover and the installation of water meters and appurtenances for the remaining unmetered water service connections in the City, together with functionally related storage, pumping and transmission equipment, appurtenances and additions, at an aggregate estimated cost of Four Million Nine Hundred Eighty-Five Thousand Dollars (\$4,985,000); and

BE IT FURTHER RESOLVED that the costs of completing said public improvements after the application of available state and federal construction grants-in-aid, appropriations, reserves, and other funds, are too great to be paid out of the ordinary annual income and revenue of the City; and

BE IT FURTHER RESOLVED that a proposal for making public water system improvements and the issuance of general obligation bonds or notes of the City in an amount not to exceed Four Million Nine Hundred Eighty-Five Thousand Dollars (\$4,985,000) subject to reduction from available state and federal grants-in-aid and other financial assistance, should be submitted to the legal voters of the City at the annual meeting thereof to be duly warned and held for that purpose on March 2, 2021; and

BE IT FURTHER RESOLVED that the City will hold public informational hearings on the bond issue proposition on Monday, February 8, 2021, and on Monday March 1, 2021, commencing at six thirty o'clock (6:30) in the afternoon (p.m.) at the Municipal Building, 222 Main Street in the City of Newport; and

BE IT FURTHER RESOLVED that all acts relating to the proposition of incurring bonded indebtedness and the issuance of general obligation bonds or notes of the City for the purpose of financing such improvements, as well as the maintenance, operation, and financing of such improvements within the corporate limits of the City, be in accordance with the provisions of Chapters 53 and 89 of Title 24, and Chapter 7 of Title 24A, Vermont Statutes Annotated; and

BE IT FURTHER RESOLVED that the attached form of Ballot is specifically adopted for use in connection with consideration of the above-stated proposition of making public improvements and incurring bonded indebtedness therefor.

Dated: _____

CITY OF NEWPORT CITY COUNCIL

Paul L. Monette, Mayor

John Wilson

Kevin Charboneau

Dan Ross

Melissa Petterson

ATTEST:

Date

James Johnson, City Clerk

CITY OF NEWPORT
OFFICIAL BALLOT
MARCH 2, 2021

ARTICLE 5

Shall general obligation bonds or notes of the City of Newport, Vermont, in an amount not to exceed Four Million Nine Hundred Eighty-Five Thousand Dollars (\$4,985,000), subject to reduction from available state and federal construction grants-in-aid and other financial assistance, be issued for the purposes of (1) acquiring a +/-20,000 square-foot parcel of land and associated access and water pipeline easement southerly of 1678 East Main Street in the City, (2) constructing a water system storage tank on that parcel of land, (3) replacement of the Palin Hill Reservoir liner and floating cover, and (4) installation of water meters and appurtenances for the remaining unmetered water service connections in the City, together with functionally related storage, pumping and transmission equipment, appurtenances and additions?

If in favor of the bond issue, make a cross (X) in this square .

If opposed of the bond issue, make a cross (X) in this square .



2021 PROUTY BEACH CAMPGROUND SEASONAL APPLICATION



Newport Parks & Recreation

222 Main Street, Newport VT 05855

Campground Office: (802)334-7951 ● Parks & Rec Office: (802)334-6345

ProutyBeach@NewportRecreation.org ● www.NewportRecreation.org

PLEASE PRINT CLEARLY ● PLEASE PRINT CLEARLY

PRIMARY SEASONAL CONTACT

Full Name:	
Mailing Address:	
Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
Email (required): *EMAIL IS OUR PRIMARY MODE OF CONTACT - PLEASE PRINT CLEARLY TO RECEIVE IMPORTANT CAMPGROUND UPDATES*	

ADDITIONAL SEASONAL OCCUPANTS

Name:	Phone:	<input type="checkbox"/> Adult (18+)	<input type="checkbox"/> Child, age:
Name:	Phone:	<input type="checkbox"/> Adult (18+)	<input type="checkbox"/> Child, age:
Name:	Phone:	<input type="checkbox"/> Adult (18+)	<input type="checkbox"/> Child, age:
Name:	Phone:	<input type="checkbox"/> Adult (18+)	<input type="checkbox"/> Child, age:
Do you have pets? <input type="checkbox"/> No <input type="checkbox"/> If yes, how many and what breed?			

EMERGENCY CONTACT

Emergency Contact (if main contact is unreachable):	
Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
Email:	

RECREATIONAL VEHICLE INFORMATION

Make:	Style:
Length:	Do you have an ATV? <input type="checkbox"/> No <input type="checkbox"/> Yes

*****ALL APPLICATIONS MUST INCLUDE \$200 DEPOSIT PAYMENT***
FORMS THAT ARE ILLEGIBLE, INCOMPLETE OR DO NOT INCLUDE DEPOSIT WILL BE RETURNED.**

In consideration of submitting this entry, I hereby release the City of Newport, its employees and agents from all liability of personal injury, loss, or damage to personal property which I may experience in connection with camping at Prouty Beach. I certify that I have read and understand my responsibilities as outlined in the Prouty Beach Campground Seasonal Agreement. I understand that this application is not approved until I have received confirmation from Newport Parks & Recreation.

Signature: _____ Date: _____

OFFICE USE ONLY

RECV'D:	AMT:	<input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CK#	SITE ASSIGNMENT:
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2021 SEASONAL CAMPSITE AGREEMENT

Newport Parks & Recreation

222 Main Street, Newport VT 05855

Campground Office: (802)334-7951 ● Parks & Rec Office: (802)334-6345
 ProutyBeach@NewportRecreation.org ● www.NewportRecreation.org



This agreement is to allow temporary, seasonal occupancy for registered guests at Prouty Beach Campground in Newport, Vermont. This agreement is not a lease of real estate, and the seasonal camper is not a tenant of the City. No person shall occupy a seasonal site at Prouty Beach Campground without registering first with the City of Newport. RV owners who register for a seasonal site with the City of Newport agree to the terms of this contract in its entirety and are bound by the conditions of the agreement.

AGREEMENT TERMS

This seasonal agreement commences on Saturday, May 1, 2021 and terminates on Tuesday, October 12, 2021. Registered seasonals can access campground sites between these dates, unless weather or other environmental conditions as determined in sole discretion by the City, prohibit Prouty Beach Campground from opening. If a change to the facility opening date and/or closing date occurs, no fee adjustments will be made. Seasonal fees will not be prorated for camper arrivals after the first day of the season, or departure before the last day of the season. All deposits are non-refundable.

Campground Closes for 2020 Season.....	October 14, 2020
\$200 Deposit & Agreement Due.....	January 15, 2021
Remaining Balances Due.....	February 28, 2021
Campground Opens.....	May 1, 2021
Campground Closes for the 2021 Season.....	October 12, 2021

FEES & PAYMENTS

Cash, check, cashiers checks or card payments are accepted at the Campground office (May-October) and at the Parks & Recreation main office (November-April). We do not accept foreign currency. Off-season payments can be delivered in person or by mail to: Prouty Beach Campground, 222 Main Street, Newport VT 05855.

2021 RATES	RESIDENT*	NON-RESIDENT
Seasonal Slip	\$1750	\$2000
RV Sites	\$44/night \$245/week \$850/month	\$49/night \$275/week \$950/month
Prime Sites	\$57/day \$325/week	\$57/day \$325/week
Waterfront Sites	\$75/day \$425/week	\$75/day \$425/week
Tent Sites	\$36/night \$200/week	\$36/night \$200/week
Long-term Trailer/RV/Vehicle Storage	\$5/night \$15/week	\$5/night \$15/week
Boat Docking Fees	\$35/month \$130/season	\$35/month \$130/season
Kayak/Canoe Rack Storage	\$75/season \$10/week	\$75/season \$10/week
Boat Rentals	\$10/hour \$25/four hours \$40/day	\$10/hour \$25/four hours \$40/day
Bike Rentals	FREE	\$10/day

FACILITY RULES & REGULATIONS

Most of these rules are based on common respect for fellow campers and our shared environment. Failure to adhere to the campground rules may result in eviction without refund, suspension of future reservations or additional charges for fines, clean-up or repair. The following rules are to be observed at Prouty Beach Campground at all times.

Courtesy: Please travel and camp quietly to avoid disturbing neighbors. Children must be supervised at all times. Campground quiet hours are 10PM - 8AM. During quiet hours campers should turn music down, keep voices low, and refrain from activities that produce an unreasonable amount of noise.

Pets: Pets are restricted to the confines of the registered camper, or must be leashed and under the control of the owner at all times when outside. Pets should not be left outside unsupervised. Owners must pick up after their pet and keep barking to a minimum.

Smoking: Please respect non-smoking areas like restrooms, laundry facilities, shelters, playground, waterfront, athletic fields, walking paths and other public park amenities. Dispose of cigarette butts appropriately, not on the ground.

Respecting Nature: Wildlife is plentiful here and we ask that all guests observe from afar to avoid disturbing our native creatures. Give animals a wide berth and stay away from habitat areas. Please do not feed wildlife and be sure to store food scraps securely while camping to avoid unwanted pests.

Never hammer nails into trees or impact vegetation with clippers, hatchets or saws. Do not damage bark and roots by tying things to trees.

Respecting Park Amenities: Please adhere to posted rules when using park amenities. Children 12 and under must be supervised at all times. Foot traffic only on the tennis, basketball and shuffleboard courts (no bikes, skateboards, scooters, rollerblades etc.). Lifeguards are not on duty at the waterfront swimming area, swim at your own risk.

Waste: Discharging waste material, refuse or rubbish of any kind on City property is prohibited and waste receptacles are reserved for campground use only. All rubbish must be bagged and placed in the dumpster or recycling receptacle located near the Campground office, not in restroom or park receptacles.

Fire Safety: Fire rings are provided at each camp site. Fires must always be attended and under control. Burning trash or using fire rings as a receptacle for garbage is not acceptable. To prevent the spread of invasive insects, please burn local logs only. Wood is available for purchase at the campground store. Fireworks, firearms and explosives are expressly prohibited in the park.

Guests: Only members listed on the seasonal application will be considered seasonal campers. Guests are welcome to visit free of charge for the day. Overnight guests should register at the office and pay a \$7/person/night fee. Tents are permitted on seasonal sites as long as there is room. It is the duty of the registered seasonal camper to inform all visitors of the campground rules and regulations.

Vehicles: The campground speed limit for all vehicles is 10MPH. Vehicles (including ATVs) must be driven only on roads maintained for vehicular traffic. Do not cut through campsites, drive on the beach, recreation paths or on wooded/grassy areas. Fees for damages associated with use of vehicles and ATVs in unauthorized areas will be billed directly to the registered camper.

Parking: Parking is limited to two vehicles per site (including ATVs, golf carts, motorcycles etc.). Additional vehicles can be parked in the overflow parking areas near the campground office or laundry building. Boat and ATV trailers are not permitted on campsites unless written permission is given from the campground office. Parking along the road, in vacant sites or on grassy areas is strictly prohibited. Those found in violation of this rule are subject to a \$10 penalty per occurrence.

ATVs: All drivers and riders are responsible for adhering to Vermont State Law including wearing required helmets. Please use the roads and trails for riding, do not tour around the campground or use your ATVs to run errands or travel to park amenities. All operators must be over the age of 16 and must have a valid operator's license. Children are not permitted to drive ATVs in the campground, even with an adult escort.

Operation of ATVs is prohibited during quiet hours, 10:00PM to 8:00AM. ATV riders are expected to operate their machines as quietly as possible during daytime hours and after dusk to help maintain a relaxing campground environment. Please keep music and voices low until you have left the campground.

Boats: Launching trailered boats on the waterfront at Prouty Beach is prohibited, with the exception of non-motorized vessels that can be carried (canoes, SUPs, kayaks, etc.). Campers with larger boats on trailers can visit the Newport City Dock (across the bay) to access the boat launch. Dock space is limited at Prouty Beach, available on a first come, first served basis, and cannot be reserved ahead of time. There is no charge for day use on floating docks at Prouty Beach. Vessels that will be tied up for one night or more must be registered with the office, and boat docking fees paid.

RV AND CAMP SITE CONSIDERATIONS

Seasonal Accommodations: Seasonal sites include full hook ups to water and sewer, and access to electricity via 30amp and 50amp plug-ins. Electricity is metered separately for each site and Seasonals will be responsible for paying monthly fees based usage. Rates for electricity are set at the beginning of the season and bills sent by the campground office monthly.

All seasonals are responsible for the condition and action of their campers. No RVs may be parked in such a manner that their vehicle extends into the driveway or neighboring sites. All campers must be backed in, without exception. To reduce odors, all RVs that do not have a tightly sealed sewer connection, must use a sewer donut. Water pressure is quite strong at our campground, so RVs should use a water pressure reducer.

Maintenance: Seasonal campers are expected to keep sites neat and presentable. Park staff will mow around seasonal lots, however it is the campers responsibility to maintain the grass near or under any of their equipment or personal items. Staff will not move personal belongings while performing maintenance chores like mowing and weed whacking. Tidy sites are appreciated, as are buried water lines, power and tv cords wherever possible.

Site Alterations & Improvements: Seasonal campers may not make temporary or permanent alterations to seasonal sites, buildings or City property (including installation of decks, buildings, storage units, landscaping fixtures or any other accessory structures) without express written permission from the Director of Parks & Recreation. Wood or composite decks are allowed with permission, and must not to exceed the length of the camper. All landscaping work including addition/removal of fill, rock, or dirt must be pre-approved by the City in writing, prior to work being done. Improvements that alter the condition of the site will be considered permanent and will become the property of the City of Newport upon departure, unless the camper agrees to return the site to it's original condition, at their expense, upon removal.

Surveillance & Foul Weather: The City of Newport provides reasonable surveillance during regular hours when the park is open but is not responsible for the security or safekeeping of campers at any time. RV owners must not rely on the skill or intervention of campground staff to protect campers when foul or dangerous weather threatens. Awnings should be put up during long absences, or when stormy weather is expected. Anyone parking a vehicle in the public park assumes all risk of damage or loss of property due to fire, theft, "act of God", or by any other means during day or night time hours. Seasonal Campers are responsible for maintaining valid insurance on their RV for the entire duration of their stay at Prouty Beach Campground.

In-Season Storage: Long-term storage of campers, boats, trailers, equipment or other vehicles on City property is prohibited unless registered with the Campground Office, and storage fees paid. Unregistered violations not addressed within ten days of notification from the City will be removed at the expense of the owner. If not retrieved within 30 days, items will be considered abandoned, and will be disposed of or become property of the City of Newport.

Off-Season Storage: The campground closes the day after Columbus Day each year. By this day, all RVs, vehicles, equipment and belongings (grills, landscaping accessories, storage bins etc.) must be removed from seasonal sites with the exception of decks and sheds where express permission is given from the City. See *Off-season Storage* above for policies about items left behind without permission. The City is not liable for items left behind that may be lost, stolen or damaged during the off-season.

Pre & Post Season Accommodations: Seasonals are not permitted to occupy their site before opening day or after closing day, unless express written permission is given by the Parks & Recreation Director. If granted, the seasonal will be charged the transient rate for additional days before opening day or beyond the closure of the season. Unoccupied RVs on site with permission will be charged the storage rate.

REGISTRATION POLICIES & PROCEDURES

Annual Renewals: Seasonal sites *are not automatically renewed* for returning campers. A Seasonal Campsite Agreement must be submitted annually with a non-refundable deposit, before closing day at the Campground to be considered for the upcoming season. Remaining balances for seasonal site renewals are due no later than February 28 each year. Failure to settle balances by the payment deadline will result in forfeiture of the site beginning March 1. Returning campers who forfeit their seniority for lack of payment or otherwise will be considered in the same fashion as new seasonal applicants if they wish to return.

If a registered seasonal does not wish to renew the following season, all of their belongings must be removed from the site upon departure. The City will not deliver, mail or ship items that are left behind. Items that are not removed will be charged storage rates for 30 days, then will become property of the City of Newport or be disposed of at the expense of the owner if not retrieved after 30 days.

Waitlist: A waitlist is maintained for those who wish to acquire a seasonal site at Prouty Beach Campground. To secure a spot on the waitlist, an individual must submit a \$25 non-refundable deposit and provide accurate contact information. The waitlist is updated annually in mid-September and deposits rolled into the following year if interest is confirmed by closing day at the campground. If an individual is non-responsive during the annual update, they will be removed from the list. If they wish to re-apply, they will be added to the bottom of the list after submitting a new deposit and updated information. Newport City residents will be given priority on the waitlist.

Site Assignments: Payment of seasonal fees gives guest access to a site at Prouty Beach Campground suitable for their RV, it does not entitle campers to a specific spot. While the City does its best not to disturb

assignments and accommodate requests when possible, the City still reserves the right to adjust site assignments when necessary to ensure the best possible experience for all guests. In the event that a change needs to be made, the City will notify campers at least six months in advance.

Vacant sites, as they come available, will be offered to existing seasonals via a lottery system in March each year. The names of all interested parties will be drawn at random to fill vacant sites. In the order in which they are drawn, existing seasonals will have the option to keep their current location or move to a vacant site. This will be done on a conference call with all parties in attendance, once per year in March.

Transfer of Sites: Seasonal sites are non-transferable in any fashion by the camper without express written permission from the City of Newport. No private subleasing, renting or transfer of RVs between sites is allowed. Those listed on this agreement should be the primary users of the site with the names on the seasonal application matching the name on the RV's owner registration. The City may rent vacant seasonal accommodations to transient campers with express written permission from the seasonal site holder. Seasonal campers may not invite guests to occupy their seasonal site in their absence.

Change of RV: Due to site restrictions, seasonal campers acquiring a larger RV than previously registered, must notify the City prior to changing RV. The Director of Parks & Recreation may refuse any new RV request or reassign sites based on size limitations.

Commercial Operations: All commercial operations at Prouty Beach & Campground must be approved by the Parks & Recreation Director and the Newport City Council in advance.

Relinquishment: A registered seasonal may relinquish their site at any time without refund by giving written notification to the Director of Parks & Recreation. Any camper or equipment not removed within 7 days after receipt of notification shall be considered abandoned and will become property of the City of Newport and/or removed at the expense of the owner.

Termination: The City of Newport may terminate this agreement without refund if the registered seasonal(s) violates any conditions of this agreement or fails to comply with any order issued by the City of Newport. The City may determine, for any reason in the City's sole discretion, that it is necessary for the registered seasonal to immediately leave the premises prior to the scheduled end of season. If the agreement is terminated early, due to disturbance of peace or any other disciplinary action, the registered seasonal(s) has no right to a refund.

After proper notice, if the owner fails to remove the RV and other property from the seasonal site within 7 days after termination, the City is entitled to:

- Charge the owner the storage or transient rate per day for as long as the camper remains on-site.
- Remove the camper from the site and store it in any location at the expense of the owner until the violation is addressed and fees paid.
- Lock the RV in place until the violation is addressed and fees paid.
- Exercise any other right the City shall have at law, equity or admiralty.
- Any combination of, or all of the above remedies.



City of Newport
Custodian
Job Description

Newport City Council Approved: _____

The purpose of this position is to provide custodial care, cleaning and light maintenance and repairs to municipal facilities and adjacent grounds. The position is under the direction of the Director of Public Works and under the general supervision of the City Manager.

Objective/Purpose:

The Custodian is an employee of the Department of Public Works, is a full time, fully benefited, union position. An example of work includes the care and maintenance of the Newport City Municipal building and adjacent grounds, and associated properties as assigned. Responding to environmental needs from other workers, caring for floors, windows, surfaces, light grounds maintenance, and performing minor repairs such as changing air filters, basic plumbing, assembling furniture, and identifying building maintenance issues are examples of job responsibilities. Duties typically require the use of small tools such as hammers, shovels, drills, and using equipment such as vacuums, lawn mowers and weed wackers. Typical duties include sweeping, mopping, scrubbing, vacuuming, polishing, dusting, sanitizing. Various cleaning solutions will be used in carrying out these custodial duties. Some overtime work is required. The Public Works Department is considered part of emergency services. A newly hired employee must be eligible for and acquire a CDL within 3 months of employment if they do not already have one, have a clean driving record, and expect a flexible work schedule.

Examples of Duties & Responsibilities:

- Maintain a safe, clean, operable, and healthy environment at the City of Newport's Buildings and adjacent grounds.
- Practise required safety standards and documentation in accordance with department policies and best practises when cleaning all structures,
- Maintain updated SDS and adequate inventory for maintenance and cleaning supplies.
- Keeps buildings and property in clean and orderly condition.
- Perform routine maintenance activities.
- Perform heavy duty cleaning when necessary.
- Gathers and empties trash and addresses recycling.
- Pick up litter and sweep and shovel walks where necessary.
- Dusts furniture, ceilings, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Clean and properly dispose of waste, bodily fluids, and other potential contaminants.
- Notifies managers regarding the need for repairs or additions to building operating systems.
- Other duties as assigned

Knowledge Skills & Abilities

- Experience delivering superb customer service & work as part of a team
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to safely utilize cleaning supplies and equipment
- Ability to communicate effectively (verbal and written)
- Ability and willingness to learn and apply oneself to the job
- Ability to interact with and respond timely to vendors, colleagues, and peers

- Ability to organize, prioritize, and maintain multiple tasks and deadlines
- Possess strong time management skills
- Ability to fill out documentation and keep organized records
- Proficiency with basic office equipment
- Valid driver's license and eligible for CDL
- Ability to maintain confidentiality

Education & Training & Experience

- A high school diploma or equivalent
- 2 years related experience cleaning buildings, offices, or the like
- 2 years related experience for managing various small jobs
- A basic understanding of customer service

Physical Demands & Working Conditions:

Duties require working outdoors in all weather conditions. Work outside of a normal schedule is likely in order to schedule duties at a time least inconvenient for others. Must be reachable by phone. An employee must be able to use tools and lift heavy materials commonly used in routine maintenance work. Normal dangers associated with work on or near heavy equipment, hazardous materials, and debris are present. May be exposed to blood or airborne pathogens, dust, toxic chemicals and hazardous materials. Routine work may likely be on slippery or uneven walking surfaces. Participation in a random drug and alcohol-testing program is required for CDL licensing. Overtime work is considered a condition of employment. A criminal background check is required.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is neither an employment contract nor a promise of work for any specific length of time.

The City of Newport is an equal opportunity employer.