

State of Minnesota
Counties of Scott & Le Sueur
City of New Prague



City Council Meeting
Tuesday, January 22, 2019

Mayor Nickolay called the meeting to order at approximately 6:00 p.m. with the following members present: Nickolay, Ryan, Wolf, Bass, and Seiler.

Staff Present: Mike Johnson, Ken Ondich, Jim Gareis, Bruce Reimers, Glen Sticha, and Barb Ulschmid.

It was moved by Bass, seconded by Ryan to approve the Agenda. All voted in favor. Motion carried. (5-0)

Mayor Nickolay welcomed Fire Chief Jeremy Tikalsky and Assistant Fire Chief Steve Rynda to the meeting. Fire Chief Tikalsky asked the Council for their consideration on a rental agreement to obtain authorization to rent an interim, used fire truck until a new pumper truck can be detailed out and purchased. During the Fall Budget discussions with the Fire Department, the NP Rural Fire Protection Association discovered that their 1992 Rural Pumper Truck (1,000 gallons) had a cracked frame and has been declared inoperable.

Although this vehicle was not scheduled to be considered for replacement until 2020, it likely will have to move up a year as a 2019 replacement. Back in 2012/2013, the City and Rural Fire Protection Association both agreed to work together collaboratively and jointly to fund the Ladder Truck, Pumper Trucks and other needed equipment versus operating independently of each other.

The Rural Fire Protection Association, Fire Department and City Staff are requesting to use the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program to replace the Rural Pumper Truck similar to the process that was used to buy the City/Rural Fire Ladder Truck.

After discussion, it was moved by Seiler and seconded by Ryan to approve the agreement for the Rental of a Used Fire Truck with Custom Fire Apparatus, Inc. and to move toward the replacement of the Rural Fire Pumper Truck using the H-GAC Program. All voted in favor of the motion. Motion carried. (5-0)

City Administrator Johnson introduced two of the New Prague Downtown Highway #19 Stakeholder Committee members, Kay Wilcox and Dennis Dvorak. Both were in attendance to share the Committee's recommendations to consider the purchase of a vacant parcel of land located on the west side of Central Avenue, South of City Hall at 101 Main Street (next to Pioneer Bar) with the Committee's vision to develop this vacant lot into a park area/green space, additional parking or an area used for city utility infrastructure as part of the new lighting system.

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Following the presentation by the Committee Members, the Council expressed their interest in discussing the possible purchase of this property. City Administrator Johnson recommended (as well as the City Attorney) the delay of any detailed discussion until the February 4, 2019 Council meeting where a closed session can be set up under MN Statute 13D.05 Subd.3.(3) to develop or consider offers or counter offers for the purchase or sale of real or personal property.

City Staff also informed the Council that this discussion is more prudent in a "closed session" versus an "open session" in order to ensure that the discussion proceedings do not disclose any relevant acquisition strategies.

It was the consensus of the Council to put this item on the February 4th Council agenda.

City Engineer Chris Cavett presented to the Council the 2018 Sanitary Sewer Comprehensive Plan and asked for the adoption as a Reference Document to the Comprehensive Plan from SEH Engineering. This document is a "supplement" to the comprehensive plan and replaces the previous 2003 New Prague Sanitary Sewer Comprehensive Plan and subsequent 2007 and 2008 specific area reports.

This study provided the City with the following information:

- Additional valuable GIS data to incorporate into the City's GIS mapping system
- Computer flow model of the sanitary sewer collection system which can continue to be used
- Identified and quantified potential capacity issues within the existing collection system
- Confirmation of reserve capacity within the existing system
- Confirmation of opportunity to eliminate the Library Lift Station
- Guidance used to "adjust" the 2020 design of the sanitary sewer on Main Street
- Identified growth challenges and opportunities within the system and around the community
- Recommendations for capital improvements to the system

After the Engineering presentation and discussion, it was moved by Nickolay and seconded by Bass to approve the 2018 Sanitary Sewer Collection System Comprehensive Plan. All voted in favor of the motion. Motion carried. (5-0)

City Engineer Chris Cavett explained that at the November 19, 2018 public hearing, the City Council had directed staff and engineering to investigate the feasibility of adding marked bicycle lanes on County Road 37 (CR37), between Highway 21 on the west end and Main Street/Highway 19 on the southeast end.

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Cavett explained there are feasible options for marked bike lanes on CR37. However, when considering all factors, (cost and use); the cost to install and maintain these more extensive pavement markings for the relatively low volume of bicycle and roadway traffic, it is staff's and engineering's professional opinion that the limited benefit does not justify the cost at this time. The roadway is currently striped with a yellow centerline and a white fog line at the edge of the driving lane, which delineates between driveline and parking lane. Near the school during sporting events, the roadway does not see a high volume of parking. There generally appears to be adequate, "unofficial" space for bikers on CR37 in the parking shoulder. Until there is a situation where a significant bike route through New Prague is needed, it would seem that marked bike lanes would not be practical at this time. The white fog line can also be moved in towards the centerline to narrow the driving lane slightly, providing a bit more space for parking and also has the benefit of slowing traffic.

It was moved by Seiler, seconded by Nickolay to EXCLUDE marking bicycle facilities on CR37 for the 2019 Street and Utility Improvements Project. All voted in favor. Motion carried. (5-0)

City Engineer Chris Cavett reviewed with the Council the proposal for Municipal State Aid Street (MSAS) Engineering Services for 2019 from SEH. The City has been participating in the Municipal State Aid Street (MSAS) funding program since 2004 when the City's population exceeded 5,000. The purpose of the funding is to provide the community with financial resources from the Highway Users Tax Distribution Fund for the construction and maintenance of highways and streets of interest within the community. The City is required to contract with a qualified engineering firm to complete the necessary services to benefit from the State Aid System dollars.

The new proposal from SEH provides State Aid services from January 1, 2019 through December 31, 2019 in the amount of \$6,800 for routine services (\$200 increase from the 2018 contract). Also noted is \$3,600 for annual District 7 Screening Board Duties that City Engineer Cavett is responsible for on behalf of the City for the year (his term ends at the end of the year).

The 2019 budget for engineering, including the specific MSA related work is \$15,000. It should also be noted that the City's annual allotment of State Aid Maintenance Funds (\$84,500 in 2019) covers the entire cost of the engineering services required by the state aid program, so gas tax dollars pay for the engineering services, not the City's general tax dollars. Cavett reviewed the State Aid standards that have to be met, reviewed and prepared by MnDOT.

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Bass wanted to point out a clarification to the January 11, 2019 SEH letter to the City within the Proposed Fees section: "District 7 Screening Board Representatives Duties (Term is through 2019)- \$3,600 Hourly", amended to be "Hourly, not to exceed \$3,600".

After discussion, a motion was made by Ryan, seconded by Nickolay to approve the amended proposal for Municipal State Aid Street Engineering Services for 2019. All voted in favor. Motion carried. (5-0)

Public Works Director Glen Sticha shared two bids that the Parks Department Staff received for a 2019 on a 16 ft cutting width rotary lawn mower which would replace a 2011 Toro 4000D 11 ft cutting width rotary mower. 1. A Jacobsen HR 800 from Turfworks in Oakdale, MN for \$99,980.55, less trade in of \$7,500.00 for a total of \$92,480.55. 2. A Toro GM 5910 from MTI in Brooklyn Center, MN for \$107,734.98, less trade in of \$9,500.00 for a total of \$98,234.98.

The Parks Department Staff were able to demo the Toro GM 5910 and they felt it did a very good job. Unfortunately, Staff weren't able to try out the Jacobsen HR 800 because the dealer did not have one to demo. The Parks Department, along with the New Prague Golf Course (NPGC) have had numerous Toro mowers with minimal break downs and great service. The NPGC currently has a Jacobsen fairway mower and has had a few break downs and long lead times in obtaining parts. Last summer, a solenoid valve quit working on the Jacobsen and they waited over 2 months for the part. Currently, they have ordered parts and they have been told they are no longer available.

It is the Staff's recommendation to purchase the Toro GM 5910 for \$98,234.98 from MTI with an expected delivery date being the end of March. The Staff realizes that the Toro is \$5,754.43 more than the Jacobsen, however, knowing the past experience the NPGC has had with the Jacobsen mower, compared to the performance and service with the Toro, the Staff are confident the extra money is money well spent. This mower will be purchased using Capital Equipment Certificates.

After discussion, it was moved by Seiler, seconded by Ryan to approve the purchase of the Toro GM 5910 from MTI in Brooklyn Center, MN. All voted in favor. Motion carried. (5-0)

Planning/Community Development Director Ondich presented the amended 2019 Official City Fee Schedule to the Council. While the City Council had adopted a 2019 Official City Fee Schedule at their December 17, 2018 meeting and amended it again at the January 8, 2019 meeting, Staff had an additional amendment to make and it was not ready to be presented earlier as the research was ongoing.

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Many cities (including New Prague since 2009) utilize a software suite to implement its building permits and inspection program. The City currently utilizes the Energov software for its building permit reviews and inspections as well as for nuisance matters and planning reviews. As was relayed during the 2019 budget process, Staff is hopeful for a major upgrade to Energov Software in 2019 (which cannot occur until the City's server upgrade is completed). This upgrade will provide for a new online permit interface along with allowing tablets to be utilized once again in the field for inspection work. Ongoing upkeep of the software and enhancements will continue to be needed into the future. It is notable that \$3,500 was budgeted in 2019 for software enhancements within the building department budget.

Going forward, Staff is suggesting a slight increase in building permit fees to help off-set future technology needs for both software and hardware. Staff is recommending an increase of 0.05% to all new structure permits in which fees are based off the construction value (residential, commercial, etc.) and a \$5 permit increase to all flat fee permits (roofs, decks, etc.). Based on 2018 permits, this would have generated an additional \$5,200 from new structure permits and an additional \$1,600 on the flat fee permits for about \$6,800 in additional revenue to help cover future technology needs.

After discussion, it was moved by Seiler and seconded by Bass to approve RESOLUTION #19-01-22-01 ADOPTING AN AMENDED OFFICIAL 2019 FEE SCHEDULE. All voted in favor of the motion. Motion carried. (5-0)

It was moved by Nickolay, seconded by Seiler to approve the following consent agenda items:

- A. Approve January 8, 2019 Meeting Minutes
 - B. Approve Claims for Payment
 - C. Cancellation of Temporary On-Sale Liquor License for St. Wenceslaus School Fish Fry on March 8, 2019 at Parish Activity Center, 215 Main St. E., New Prague.
 - D. Approve Temporary On-Sale Liquor License for St. Wenceslaus School Silent Auction on March 16, 2019 at Parish Activity Center, 215 Main St. E., New Prague.
 - E. Approve Temporary On-Sale Liquor License for Angels Among Us Bean Bag Tournament (formerly Melissa Ann Friedges Memorial Foundation) on February 23, 2019 at Parish Activity Center, 215 Main Street East, New Prague
 - F. 4th Quarter (Year End) Financial Reports (Unaudited)
- All voted in favor of the motion. Motion carried. (5-0)

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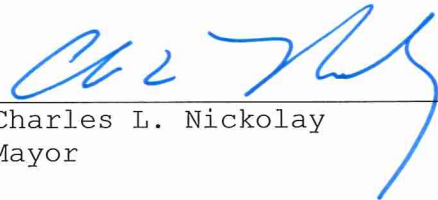
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Miscellaneous Items:

Bruce Wolf- Thanked Maggie for the Aquatic Center information. Also inquired if the Financials are published quarterly and how he could obtain a copy? Maggie informed Bruce that Sandy Linn (New Prague Area Schools, Director of Business Services) emails Review Financials monthly. Maggie would be happy to get the information from Sandy to share with Bruce.

Chuck Nickolay - Asked Ken where the City is at with their IT needs? Ken informed the Mayor that they are trying to figure out if the City needs assistance in reviewing the proposals. Johnson and Ondich had met with an LMC IT Consultant, Mel Reader and she recommended a couple companies to the City to contact for assistance in reviewing proposals. Nickolay highly suggested not to try doing this project internally and hire someone who specializes in this and do it right the first time. Also, Census 2020 - Nickolay and Ondich did meet with an individual from the Federal Government in late November and asked what the game plan is with the Census and City representation on the Complete Count Committee. Ondich reported that he is working to see if all of New Prague (Scott County & Le Sueur County) can be consolidated into the Scott County Complete Count Program. He will report back when an answer is provided.

Following discussion, it was moved by Nickolay and seconded by Ryan to adjourn the meeting at approximately 8:10 p.m. All voted in favor of the motion. Motion passed. (5-0)



Charles L. Nickolay
Mayor

ATTEST:



Michael J. Johnson
City Administrator