

City Council Proceedings

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



City Council Meeting
Tuesday, January 8, 2013

Mayor Nickolay called the regular meeting to order at 7:00 p.m. with the following members present: Nickolay, Bartusek, Bruzek, Ryan and Scripture

Staff Present: Mike Johnson, Ken Ondich, Patty Solheid, Bruce Reimers, Glen Sticha, and Mary Jo Hruby

Utility Commission Present: Chuck Wann, Paul Busch and Mayor Chuck Nickolay

The Pledge of Allegiance was recited

Mayor Nickolay amended the Agenda to add to the Consent Agenda the following: Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for New Prague Ducks Unlimited to conduct raffles on March 1, 2013 at the Park Ballroom and Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for New Prague Firemen's Relief Association to sell pull tabs on February 8, 2013 at the Knights of Columbus Hall.

It was moved by Bartusek and seconded by Ryan to approve the amended agenda. All voted in favor of the motion except Scripture who abstained. (4-0)

City Administrator Johnson administered the Oath of Office to the newly elected Mayor Chuck Nickolay and Council Members Mark Bartusek and Pat Scripture.

City Administrator Johnson presented the proposal from Scott Riggs of Kennedy & Graven to continue as City Attorney. Mr. Riggs has been the City's "City Attorney" since April, 2003.

It was moved by Ryan and seconded by Scripture to appoint Scott Riggs of Kennedy & Graven as City Attorney for 2013. All voted in favor of the motion. (5-0)

Mayor Nickolay made the following Council nominations for appointments to serve on the various City Boards and Commissions:

Utility Commission - Chuck Nickolay
Park Board - Dave Bruzek
Planning Commission - Mark Bartusek
Joint Powers (City/School District) - Pat Scripture
Golf Board - Shawn Ryan
EDA (Mayor and 1 Council Member) - Chuck Nickolay and Pat Scripture
Cedar Lake Sanitary District - Dave Bruzek
Scott County Transit Review Board - Shawn Ryan
Ambulance Advisory Committee - Mark Bartusek
New Prague Area Community Center Board - Chuck Nickolay

It was moved by Bartusek and seconded by Bruzek to approve the Mayors nominations for appointments to the various City Boards and Commissions. All voted in favor of the motion. (5-0)

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It was moved by Nickolay and seconded by Bruzek to appoint Council Member Mark Bartusek to serve as City Council Vice President for 2013. All voted in favor of the motion except Bartusek who abstained. (4-0)

It was moved by Bruzek and seconded by Bartusek to approve the following 2013 Personnel Appointments:

City Administrator - Mike Johnson

Police Chief - Mark Vosejpk

Public Works Director - (vacant at this time)

Planning Director - Ken Ondich

Administrative Services Director - Patty Solheid

Fire Chief - Jerry Novak (with stipulation that he is voted in by the Fire Department)

All voted in favor of the motion. (5-0)

It was moved by Scripture and seconded by Bartusek to approve the following 2013 Official City Depositories:

Roundbank of New Prague

State Bank of New Prague

U S Bank of New Prague

Wells Fargo Bank of New Prague

Wells Fargo Advisors of New Prague

All voted in favor of the motion. (5-0)

It was moved by Bartusek and seconded by Ryan to approve the New Prague Times as the "Official Newspaper" for the City for 2013. All voted in favor of the motion. (5-0)

It was moved by Ryan and seconded by Bruzek to approve the following for 2013:

City Engineer/MSAS Engineer - SEH (Mr. Chris Cavett)

City Financial Advisor - Springsted, Inc. (Ms. Terri Heuton)

City Bond Counsel - Kennedy & Graven, Inc. (Mr. John Utley)

All voted in favor of the motion. (5-0)

Planning Director Ondich reported the City of New Prague became a designated state aid City in 2004 after the City's population reached 5,000 persons. This designation allows the City access to the Highway Users Tax Distribution Fund (Gas Tax) for maintenance and construction of certain roadways within the City. 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 gas tax dollars pay for the engineering services. SEH provided a proposal for State Aid Services from January 1, 2013 through December 31, 2013 in the amount of \$6,000.00.

It was moved by Bruzek and seconded by Ryan to approve the proposal for SMA Services with SEH in the amount of \$6,000.00. All voted in favor of the motion. (5-0)

City Administrator Johnson presented a Resolution approving the appointment of Mayor Chuck Nickolay and Council Members Mark Bartusek

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and Pat Scripture as Commissioners to the Housing and Redevelopment Authority in and for the City of New Prague.

It was moved by Bruzek and seconded by Scripture to approve RESOLUTION #13-01-08-01 RESOLUTION APPROVING THE APPOINTMENT OF COMMISSIONERS TO THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF NEW PRAGUE. All voted in favor of the motion. (5-0)

City Administrator Johnson introduced Mr. John Rodeberg of SEH who prepared the Public Works Organizational Review Report to determine the most suitable options and alternatives for replacing or reconfiguring the Public Works Director Position. With the retirement of Public Works Director Dennis Seurer, the City Council and Utility Commission proposed to review the current organizational structure of the Public Works departments.

Mr. Rodeberg reviewed the Public Works Organizational Review Report including goals and tasks, general observations, staff concerns, other observations and opinions, items for consideration, recommendations, and alternatives.

The three alternatives that were identified in the report included:
Alternative 1 - Replace position as it exists
Alternative 2 - Promote Maintenance and Electric System Supervisor roles to Manager/Director level
Alternative 3 - Reconfigure PWD position to PSD position (revising role) and Promote Electric and Maintenance Supervisors to Management Level positions

Mr. Rodeberg will review the Public Works Organizational Review Report with the Utility Commission at the January 22nd Utility Commission meeting since only three of the Commissioners were in attendance.

Consensus of the Council was to have a Joint Workshop Session with the Utility Commission in February and develop a recommendation for future action by the City Council.

City Administrator Johnson introduced Patty Kettles of Springsted, Inc. who prepared a Storm Water Rate Study - "Findings and Recommendations". Included in the report is the financial analysis on Springsted's findings and recommendations associated with the storm water utility operational and capital expenditures.

Ms. Kettles reviewed the findings of their review and their recommendations for rate adjustments based on their findings. To meet the fund's revenue and cash flow requirements, they project that the base rate for storm water will need to be increased to \$5.00 per month for residential customers, which corresponds to \$15.00/acre per month for non-residential classes of property.

No action taken. The Council will need to make a decision on the proposed storm water utility rate for 2013 at the January 22nd meeting in order to affect the first billing in January'2013.

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Planning Director Ondich informed the Council that over the past year City Staff has been working with the Church of St. Wenceslaus regarding a future project to reconstruct streets directly adjacent to their property. The streets in question for these discussions were Church Street (runs north/south) and School Street (runs east/west). It was discovered that Church Street was not actually a public road per the original 1908 plat. In May of 2012 the City Council accepted a deed for a portion of Church Street between 3rd Street NE and 4th Street NE to become a public road as there were only private homes utilizing the roadway. The segment of Church Street between 2nd Street NE and 3rd Street NE was deeded to the City by the Church in the 1980's and subsequently vacated to allow the expansion of the hospital. The segment of Church Street south of 2nd Street NE to its intersection with School Street remains a private roadway today although for many years it has been maintained as a public street because staff was unaware of its private status per the 1908 plat. In the letter dated December 12, 2012, the Church has decided to keep Church Street as private. Staff recommends the City Council respond to the Church of Saint Wenceslaus letter stating the Church will be responsible for all repairs and maintenance on Church Street with their own contractors following the current winter season. The private roadway is not included in the City's Capital Improvement Plan and any reconstruction will be the full responsibility of the Church. The City will work with the Church regarding future reconstruction of School Street (public roadway) to be coordinated with plans for the private reconstruction of the Church parking lot and Church Street (private roadway).

It was moved by Bartusek and seconded by Ryan to respond to the letter from Church of St. Wenceslaus dated December 12, 2012. All voted in favor of the motion. (5-0) Mayor Nickolay requested seeing draft letter before being mailed to the Church.

Planning Director Ondich reported the City was awarded Grant Funds from the Minnesota Historical Society through a Minnesota Historical and Cultural Heritage Grant. The Grant is to complete a Historic Context Study of New Prague as a starting point that may eventually lead to the update of the walking tour brochure as well as further studies of the downtown area buildings. The grant is for \$7,000 which will allow the City to hire a consultant (historic preservation planner) and print copies of the study.

It was moved by Ryan and seconded by Scripture to accept the New Prague Historic Context Study Project Grant from the Minnesota Historical Society. All voted in favor of the motion. (5-0)

Planning Director Ondich reported on the Summary of 2012 Growth Statistics. The number of new single family construction permits increased from 5 in 2011 to 21 in 2012. The value of constructed new single family home permits increased by about \$3.3 million from 2011 to 2012. Average new construction single family home values increased from \$168,312 in 2011 to \$199,668 in 2012. The number of commercial/industrial permits had stayed relatively even from 2008 through 2011 but saw a bit of a jump in 2012 up to 48 permits. Value

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of commercial/industrial permits increased by over \$8.4 million from 2011 to 2012. Some valuable projects were completed in 2012 including but not limited to Chart Inc., Main Street Dental, New Prague Medical Clinic (Mayo), and Casey's Addition.

It was moved by Bartusek and seconded by Bruzek to approve the following consent agenda items:

- A. Approve previous meeting minutes
- B. Approve claims for payment
- C. Approve St. Wenceslaus School 1 Day Temporary On-Sale Liquor License for March 2, 2013
- D. Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for New Prague Ducks Unlimited at the Park Ballroom on March 1, 2013
- E. Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for New Prague Firemen's Relief Association at Knights of Columbus on February 8, 2013

All voted in favor of the motion. (5-0)

It was moved by Bartusek and seconded by Bruzek to adjourn the meeting at 8:50 p.m.

Charles L. Nickolay, Mayor

ATTEST:

Michael J. Johnson
City Administrator