

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

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City Council Meeting
Tuesday, February 19, 2019

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

Absent: Ryan

Staff Present: Mike Johnson, Ken Ondich, Glen Sticha, and Barb Ulschmid.

It was moved by Bass, seconded by Wolf to approve the Agenda. All voted in favor. Motion carried. (4-0)

Former Councilmember Amy Jirik was invited back for a formal recognition of her dedicated service to the City of New Prague's City Council. Ms. Jirik had resigned back on June 30, 2018 due to a promotion to Finance Director at her job in Belle Plaine.

Mayor Nickolay explained that Ms. Jirik was originally elected to the City Council in November 2014 and served from January 2015 to June 30, 2018. She spent extensive time serving on the New Prague Park Board, as well as serving on the Utilities Commission, and the Planning Commission. Mayor Nickolay presented Ms. Jirik with her recognition plaque as a way of acknowledging Amy's years of service to the City of New Prague. Thank you Amy!

Chris Cavett, City Engineer shared with the Council that the Plans and Specifications for the 2019 Street and Utility Improvement Project had been completed and the project is now ready to be advertised for bids.

By statute, the project will be advertised in the City's legal publication; the New Prague Times. In addition, the project will be advertised on the SEH and QuestCDN websites. Bids are proposed to be opened at 10:00 a.m. on Friday, March 22, 2019, with consideration of award by the City Council at the City Council meeting on April 1, 2019.

A plan review Open House is tentatively scheduled for Thursday, March 21, 2019, 5:00 p.m. to 6:30 p.m., at the City Hall to give residents an opportunity to meet with the SEH engineering staff, and city staff to review the proposed work on the project and answer any questions before construction begins. A meeting with School District representatives will also be held in the coming weeks.

Final review and approval of the County Road 37 plans by the Scott County Engineer were still pending at the time this report was prepared.

After discussion, it was moved by Seiler and seconded by Nickolay to approve RESOLUTION #19-02-19-01 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS 2019 STREET AND UTILITY IMPROVEMENT PROJECT. All voted in favor of the motion. Motion carried. (4-0)

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Public Works Director Glen Sticha and Principal Engineer Jon Peterson, P.E. with Bolton & Menk, Inc. (BMI) explained the details of an engineering proposal that would include the preparation of a scope and work plan to complete the engineering design and construction phases for the Biosolids Storage Mixing Improvements Project.

Mr. Sticha provided some project background and explained the biosolids tank is an underground tank on the outside of the Waste Water Treatment plant in the NW corner and is used to store the settled solids from the waste water before it is dewatered for the last time and then the solids are dried. The system used to keep these solids from settling to the bottom of the tank and also reduce odors is an air blower shooting air into a PVC grid system with holes in the piping which moves the biosolids around. Back in 2016 the Waste Water Staff noticed that the blower system was not operating correctly and eventually figured out that a connection on the piping system had broken. The Waste Water staff made the repairs necessary. In 2017 Staff noticed a similar problem in a different area of the tank, again Staff did that repair. In 2018, another area showed concerns and at that point Staff found that a lot of the existing piping had become brittle and could break easily and set up a meeting with Mr. Peterson.

After a meeting to discuss the findings, Mr. Peterson explained that there are a number of items that have been identified by staff in terms of equipment issues with the biosolids storage tank mixing and the aeration equipment. The existing biosolids aeration/mixing equipment has begun to show wear after over eight years of nearly continuous duty. Specific items identified: 1. Aeration equipment in the biosolids tank is in need of some repair. Potential solutions identified included the replacement of the existing air header which can be replaced with a header/diffuser combination system. 2. The aeration blower is in need of rebuilding due to continuous duty on the blower system. Potential solution identified is to acquire a new blower and schedule a rebuild of the existing blower to accommodate future maintenance needs. 3. In order to improve overall mixing in the biosolids storage tank, installation of a mechanical mixer in the tank would augment mixing provided by the aeration system. This item will receive further evaluation during preliminary design. Based on the previously prepared evaluation, the Staff has budgeted \$710,000.00 for this project in the 2019 Budget for Engineering, Bidding and Construction.

After further discussion, it was moved by Seiler, seconded by Wolf to approve the Engineering Agreement with Bolton & Menk, Inc. to proceed in engineering and implementation of the Biosolids Storage Mixing Improvements proposal at a cost of \$87,500 for preliminary design; final plan preparation and bid documents; and construction phase engineering.

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Planning/Community Development Director Ken Ondich presented to the Council that City Staff and the City Attorney have been working on drafting an ordinance that will require the inspection and licensing of all rental dwelling units within the City. Currently, the City only has a rental registration program (Chapter 120 of the City Code), which was adopted in early 2008. The current ordinance only requires the units to be registered and does not require inspections. The City has received calls from tenants and landlords pertaining to fire protection and this type of ordinance would take care of questions such as these. The new ordinance would provide for inspections to be carried out by the Building Department staff. There are currently over 600 registered residential rental units in the City.

Director Ondich stated in order to appropriately introduce the drafted rental dwelling license ordinance to the City Council, staff and the City Attorney are recommending the scheduling of a workshop to go over the ordinance and answer any preliminary questions the City Council might have. The workshop would be expected to take 1 to 1.5 hours and would be attended by Kennedy & Graven Attorney Dave Anderson and Planning/Community Development Director Ken Ondich, and Building Official/Fire Marshal Chad Lunder and Police Chief Jim Gareis. The Staff and Council selected Monday, March 11th at 5:30 p.m. as a Special City Council meeting date for the proposed workshop date.

Director Ondich reviewed with the Council that the City is responsible, per a 1978 Orderly Annexation Agreement with Helena Township to have two residents appointed to a Joint Planning Commission. The Joint Planning Commission's purpose is to advise the County's Planning and Zoning Department for Zoning and Subdivision reviews within the Orderly Annexation Agreement area. The Joint Planning Commission last met in November of 2017 and at the time of the last meeting, the Council had appointed Amy Jirik (as Councilmember and Planning Commission Representative) and Dan Meyer (Planning Commissioner) as the two City Appointees. There is a potential need to meet again in 2019, therefore staff recommends making appointments at this time.

The City Attorney has previously noted that the City appointed members can be any resident of the City, but that it would make sense to look for a Council and Planning Commission member as these appointments would have familiarity with the City's long range planning efforts and zoning ordinances.

It was moved by Bass, seconded by Wolf to approve the appointment of Planning Commissioner Dan Meyer and City Councilmember Shawn Ryan to the Joint Planning Commission with Helena Township and Scott County. All voted in favor. Motion carried. (4-0)

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City Administrator Mike Johnson presented to the Council a request for approval from the City of Savage and Brad Larson, City Administrator seeking a Resolution Supporting the Repeal of Dan Patch Commuter Rail Line; Prohibitions, 2002 Minnesota Session Law Chapter 393 (House File 3618, Sec. 85) Enabling the State of Minnesota, The Metropolitan Council, and Regional Trail Authorities to Study the Dan Patch Commuter Rail Line. They are seeking the New Prague City Council's support of this endeavor by adopting a resolution, however, the Council has the following options that could be considered on this item: 1. Approve the Resolution Supporting the Repeal, 2. Choose Not to Approve the Resolution, 3. Defer Action and Request More Information, 4. Decide to Not Get Involved in the Moratorium Debate At All.

After discussion, a motion was made by Nickolay, seconded by Seiler to approve RESOLUTION #19-02-19-02 SUPPORTING THE REPEAL OF DAN PATCH COMMUTER RAIL LINE; PROHIBITIONS, 2002 MINNESOTA SESSION LAW CHAPTER 393 (HOUSE FILE 3618, SEC. 85) ENABLING THE STATE OF MINNESOTA, THE METROPOLITAN COUNCIL, AND REGIONAL TRAIL AUTHORITIES TO STUDY THE DAN PATCH COMMUTER RAIL LINE. All voted in favor. Motion carried. (4-0)

City Administrator Johnson and City Staff provided information on their recommendation for IT Consulting Services for IT Managed Services. During the review and preparation of the 2019 City Budget, the City Council and City Staff were reviewing proposed IT Services, Hardware, and Software needs for the City. Since City Staff were looking to move the City towards "Managed IT Services" vs. the historical "Break/Fix" system, along with developing a more comprehensive backup/security protected system for all City Departments and Functional areas of the City, there was also discussion on a need for Technology Consulting Services to assist with an RFP process.

During the conversation and dialogue with the Council on the City's IT Functions, City Staff was directed to obtain proposals from IT Vendors to ensure that city technology services would be economical and cost effective. Following the adoption of the Budget in December, City Staff began working with Melissa Reeder, Chief Information Officer of the League of MN Cities to identify possible vendors that could assist the City in developing RFP's for soliciting "Managed IT Services" for the City. City Staff began working with a couple vendors who could assist in the IT process; solicited independent proposals for services; interviewed the two vendors; checked references, and obtained a Final Agreement or Proposal for "Technology Assessment and RFP Development" services.

City Administrator Johnson stated the two vendors interviewed along with their proposal cost included: 1. Harris Consulting Associates, LLC (Geneva, NY)-\$20,000 plus expense not-to-exceed \$4,500, 2. True North Consulting Group-Formerly Elert & Associates(Waco, TX with a Stillwater, MN Office)-\$19,810 Fixed-Fee Services, all expenses

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included. Both Firms indicated that it would take approximately 12 weeks or 90 days to perform the technology assessment on the City, prepare the proposed RFP for services, advertise and solicit proposals, evaluate bidder submittals, develop recommendations for IT Managed Services and present final recommendations to the elected officials.

After interviewing the Firms, checking references, assessing proximity and local connections, and evaluating cost of services, the entire staff team is recommending that we accept the proposal from the True North Consulting Group to assist with the Technology Assessment and RFP Development to procure IT Managed Services. Funds have been budgeted in the General Fund, Electric Fund, Water Fund, Wastewater Fund, and Golf Fund for computer technology services and for additional hardware conversions in 2019. If the Council accepts the Staff's recommendation, they would expect a contract award to be completed in February, with a targeted recommendation back to the Council on or about June 3, 2019. Mayor Nickolay agreed this is the right direction to take and it is money well spent to ensure the City obtains a secure platform that serves the entire City and can be expanded upon into the future.

After discussion, it was moved by Nickolay and seconded by Seiler to approve the "Technology Assessment and RFP Development" proposal from the True North Consulting Group for \$19,810 to ultimately recommend a Managed IT Services Vendor. All voted in favor of the motion. Motion carried. (4-0)

Mayor Nickolay provided the Council with a formal summary of the 2018 City Administrator Evaluation and reported that the City Council had conducted the evaluation of Mr. Johnson on February 4, 2019. It was a unanimous decision by the Council that City Administrator Johnson had done an excellent job for the City of New Prague in 2018, receiving a rating of 4.13 out of 5 which translated to Exceptional - Generally Exceeds Expectations. Mayor Nickolay stated, "City Administrator Johnson is very fiscally sound in leading the City of New Prague and appreciates his work and service. Looking forward to another good year in 2019."

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

- A. Approve February 19, 2019 Meeting Minutes
- B. Approve Claims for Payment
- C. Approve Minnesota Lawful Gambling LG230 Application to Conduct Off-Site Gambling for New Prague Chamber of Commerce for Thursdays beginning from February 28, 2019 through April 11, 2019 at Giesenbräu Bier Co., LLC, 1306 1st Street NE.

All voted in favor of the motion. Motion carried. (4-0)

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Miscellaneous Items:

Glen Sticha - Provided an update on the cleanup and future updates being completed at the New Prague Golf Course due to the water leak from the frozen pipes. The demo and cleanup is all done (Legacy). Currently doing repairs and replacements. Director Sticha said he hopes to see the estimate by the end of this week on what it will take to complete this project. To prevent this problem from ever happening again, they are abandoning the pipe and adding a heat run in that area.

Mike Johnson - 1. Street lights were out in the down town area due to frozen conduits down by Wells Fargo, problem is fixed. 2. Some Councilmembers are leaving Thursday for the League of MN Cities Legislative Conference. Going to meet with Senator Draheim and Representative Vogel. 3. Tomorrow evening is a joint EDA and Chamber Board meeting in the Council Chambers, weather permitting with City Administrator and Chamber Executive from St. Peter. 4. Last week, members of the Fire Department picked up the pumper/ladder truck from Wisconsin so we are back at full coverage. Working on the overview on what they see are the tentative specifications for the replacement of the pumper. Mayor Nickolay and City Administrator Johnson have been asked to meet with the head of the Rural Fire Association to take a look at what a replacement pumping truck would look like. Recommendations could be coming to the Council early next month.

Bruce Wolf - Asked for clarification on the signage issues at Foundry Park and the Tietz family's inquiry. Director Ondich stated the Park Board is reviewing the Park Naming policy and that it would be in front of the Council to review soon.

Following discussion, it was moved by Nickolay and seconded by Bass to adjourn the meeting at approximately 7:19 p.m. All voted in favor of the motion. Motion passed. (4-0)



Charles L. Nickolay
Mayor

ATTEST:



Michael J. Johnson
City Administrator