

City Council Proceedings

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

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City Council Meeting
Monday, April 15, 2019

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

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

Mayor Nickolay amended the Agenda by adding Agenda Item 4A - Select Date(s) to Interview Board and Commission Applicants. Also, removal of the 4-1-19 Meeting Minutes from consideration that will be considered for approval at the May 6, 2019 Council meeting. It was moved by Wolf seconded by Seiler to approve the amended Agenda. All voted in favor. Motion carried. (5-0)

Planning/Community Development Director Ken Ondich presented to the Council the request to approve a 90-day extension for filing the plat of Belzer Addition. At the February 4th, 2019 City Council meeting, the final plat was approved. The City's Subdivision Ordinance and the approving resolution required that the final plat be recorded within 90 days of the Council's approval. That 90 day time period ends on May 5th. The applicant, JJM Properties II, LLC, is working towards getting the plat filed but due to the winter weather, the final wetland review by Le Sueur County has not yet occurred.

In order to allow the plat to be filed after the initial 90 days expires, JJM Properties II, LLC has requested an extension of an additional 90 days to file. Subdivision Ordinance Chapter 051(E) noted the following recording, "If the final plat is approved by the City Council, the Subdivider shall record it with the County Recorder's Office within 90 days after the date of approval; otherwise the approval shall be considered void, unless the Council grants an extension of up to an additional 90 days."

It was moved by Seiler, seconded by Ryan to approve *RESOLUTION #19-04-15-01 NEW PRAGUE CITY COUNCIL, APPROVING A 90-DAY EXTENSION FOR FILING THE PLAT OF BELZER ADDITION, NEW PRAGUE, MINNESOTA*. All voted in favor. Motion carried. (5-0)

Director Ondich presented to the Council a policy to address guidelines on small cell wireless facilities. Over the past 18 months, City Staff had researched and drafted amendments to the City's Right of Way ordinance to address small cell wireless facilities. This work was done following 2017 Session Law amendments (MS 237.162 and 237.163) which allowed the deployment of "small wireless facilities" in public right of way of Minnesota Cities. The last review of this topic occurred at the March 28, 2018 Planning Commission meeting in which the Planning Commission had follow up questions for the City Attorney. The topic had not been brought back to the Planning Commission for further review at this time due to a number of on-going matters concerning the small cell legislation and an FCC order,

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despite the ongoing lawsuits and the fact that the City has not yet amended its right of way ordinance specific to small cell facilities.

Staff had drafted the attached design guidelines policy for review and approval which is being used by a number of Minnesota cities to meet the Facility aesthetic standards by the April 15, 2019 deadline as required by the FCC order. The proposed guidelines would be posted on the City's website and on the City Hall Bulletin Board immediately following the meeting if approved. The design guidelines could be further amended at a later date, but they first need to be adopted at the meeting in order to not lose out on the ability to have guidelines in the first place.

After discussion, it was moved by Nickolay, seconded by Bass to approve *RESOLUTION #19-04-15-02 NEW PRAGUE CITY COUNCIL APPROVING SMALL CELL WIRELESS FACILITY DESIGN GUIDELINES POLICY*. All voted in favor. Motion carried. (5-0)

Director Ondich asked the Council for their consideration on the 60 month lease of a large scale scanner/printer with Metro Sales, Inc. to replace a 2009 model Canon 24" Large Scale printer. The 2018 Building Department Budget had included funds to rent a large scale scanner to convert paper copies of large building plans into digital files. A Ricoh MPCW 2201SP-RS (36" wide scanner/printer) was rented on a month to month basis starting in late December 2018. The scanner/printer had been used for scanning in large building plans since that time, but had also been used by the Planning Department for large scale printing (this printer is able to print at up to 36" wide versus the Planning Department's 24" wide printer) as well as by Public Works and the Utilities Commission for both scanning and printing. The scanning function had proved to be a useful addition to the Planning/Building Departments, Public Works and the Utilities Commission and would like to see the scanner/printer stay long term for their needs as well.

Staff had negotiated a 60 month lease term with Metro Sales, Inc. for the scanner/printer that had been rented for a few months. The lease term would begin on 4/28/19 and run through 4/27/24. The lease term is \$215 per month for the contract (\$2,580 yr.) which would be split between the Planning Department, Building Department, Public Works Department and Utilities (\$53.75 mo. for each department). Additionally, there is a quarterly maintenance charge of \$152.00 (\$608 yr.) to pay for unlimited maintenance calls and black ink (\$12.67 per month for each department) which provides maintenance like the other printers at City Hall. Charges for color prints are billed quarterly for actual use (just under \$2 per large scale print). The cost to each department (split 4 ways) per month would be \$66.41 overall.

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The Planning Department's 5 year CIP plan included a \$5,000 purchase for the replacement of the department's large format printer (to replace a 2009 model Canon 24" Large Scale Printer) which will soon need a replacement print head, maintenance cartridge and general service (which costs over \$1,700 when last serviced in 2016 due to its age). This \$5,000 purchase is not necessary if the printer/scanner lease is approved. Staff noted that the lease was not anticipated in the 2019 budgets, however the \$531.28 cost to each department for the remainder of 2019 can be covered within existing budget amounts (for example, the Planning Department spends over \$1,000 in ink and paper each year for the existing printer). At the end of the 60 month lease term, all large scale plans should be scanned in by all departments and the need for a scanner function would be re-evaluated at that time. Staff will continue to use the existing printer until it runs out of ink/paper or the print head fails and then to declare the printer surplus property at that time.

After discussion, it was moved by Seiler, seconded by Nickolay to approve the conversion of a short term rental to a 60 month lease for \$215 monthly with Metro Sales for the Ricoh MPCW 2201SP-RS Large Scale Scanner Printer. All voted in favor. Motion carried. (5-0)

City Administrator Mike Johnson asked the Council, per the April 1, 2019 Council meeting to establish a Special meeting date for the new Council to review, identify and discuss future City Council Goals, Projects and Priorities for 2019, 2020 and beyond. The Council decided to have their Special meeting on Monday, April 29th at 6:00 p.m. in the Council Chambers.

City Administrator Johnson informed the City Council that 10 applications had been received for various open Board and Commission seats. The interviews will need to be completed prior to the May 20th City Council meeting so appointments can be in place by June 1st. The Mayor and Council decided to schedule & conduct all 10 interviews on Monday, May 13th (with May 14th as a back-up date), each being 15 minutes with times ranging from 6:00 p.m. to 8:30 p.m. Barb Ulschmid will contact the candidates and schedule the interviews and communicate that information with the Councilmembers.

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

- A. April 1, 2019 Meeting Minutes removed from consideration and will be considered at the May 6, 2019 meeting
- B. Approve Claims for Payment
- C. *RESOLUTION #19-04-15-03 ADOPTING AN AMENDED OFFICIAL 2019 FEE SCHEDULE*
- D. Minnesota Lawful Gambling LG240B Application to Conduct Excluded Bingo for New Prague Area Lions Event on May 18, 2019 at Knights of Columbus Hall, 411 4th Avenue SW

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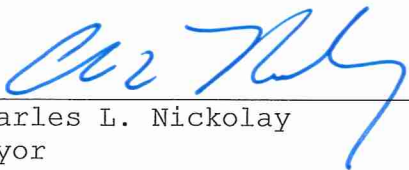
Miscellaneous Items:

Glen Sticha - Provided updates on: 1. Special EDA/Chamber Meeting with City Administrator from St. Peter on Wednesday, April 17th at 6:30 p.m. Share their experience with the road construction of 169 through their down town area. What they learned from the experience. 2. Thursday, April 18th - having a Business Meeting inviting every business and property owner on Main Street regarding the 2020 Road Construction project. An open house from Noon to 5 p.m. The City Engineer and City of New Prague would like to talk with these individuals to obtain temporary easements, water and sewer utilities going into their buildings and any other concerns they may have. 3. Golf Course Clubhouse repairs are 97% complete. Need to coordinate a walk through with the Contractor.

Mike Johnson - 1. April 29, 2019 Special EDA Meeting - Proposal to purchase a lot in the Industrial Park. As a result, there will be a Public Hearing and Resolution to consider on the sale of property that will come to the Council for approval at the May 6th meeting. 2. April 16, 2019 - 2020 Stakeholder meeting with the committee which is finalizing recommendations that will be forthcoming to the Council in the near future with some of the look and proposals for downtown. Glen and Mike going to SEH in Mankato for the 60% Plan Review. All the temporary easements have been mailed out to the property owners. It's a matter of meeting with these individuals and answering any questions or concerns they may have. 3. Golf Course and Baseball field opened temporarily but closed again due to winter weather conditions.

Chuck Nickolay - 1. Bruce Reimers and Mayor met with Kubes Reality regarding an overhead electric line out back. Kubes owns that service and they need to consider whether or not they will be making upgrades to that wiring or not. NPUC will work with Kubes on this process.

Following discussion, it was moved by Nickolay and seconded by Seiler to adjourn the meeting at approximately 6:45 p.m. All voted in favor of the motion. Motion passed. (5-0)



Charles L. Nickolay
Mayor

ATTEST:



Michael J. Johnson
City Administrator