

City Council Proceedings

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City of New Prague

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City Council Meeting
Monday, April 17, 2017

Mayor Nickolay called the Meeting to order at 6:01 p.m. with the following members present: Nickolay, Bruzek, Jirik, Ryan, and Tuma

Staff Present: Mike Johnson, Ken Ondich, Patty Solheid, Jim Gareis, and Deb Wegner

It was moved by Ryan and seconded by Bruzek to approve the Agenda. All voted in favor of the motion. (5-0)

Police Chief Gareis reviewed the Year End 2016 Annual Police Department Report. The overall increases in several areas of incident types caused a 15.32% increase. This was generally due to the new records management system (LETG) that was implemented in July 2016 and how the system reports incidents.

He noted various outreach programs, City events and social media, including Half Marathon, Memorial Day Parade, National Night Out, Lounge with Law Enforcement, Dozinky Celebration, hiring Officer Tammy Borgheinnck, Shop with a Cop and offering Take it to the Box for disposal of unused medicine. With the addition of another officer in July, it gave us the opportunity to have a full time detective. The position has allowed officers to devote more time to patrol and prevention and clearing up many cases in a timely manner. It has allowed the Police Department to offer greater consistent service to the community.

City Administrator Johnson presented an Ordinance Amending Chapter 110, Title XI of the New Prague City Code of Ordinances Relating to Alcoholic Beverages.

City Administrator Johnson stated that under the provision of State Law the wording "and days" will be added to the City Code enabling local liquor establishments (with an Off-Sale Intoxicating Liquor License) to be able to sell liquor/beer/wine on Sundays. Those hours of operation on Sundays are from 11:00 am to 6 pm and would begin on July 2, 2017.

It was moved by Nickolay and seconded by Tuma to approve the Introduction and First Reading of ORDINANCE #298 AN ORDINANCE AMENDING CHAPTER 110, TITLE XI OF THE NEW PRAGUE CITY CODE OF ORDINANCE RELATING TO ALCOHOLIC BEVERAGES. The Second Reading to Adopt the Ordinance is scheduled for the May 1st Council Agenda. All in favor of the motion. (5/0)

Planning/Community Development Director Ondich informed the Council that there were 13 applicants for the new Building Inspector position. The top five (5) candidates were interviewed. Following the interviews it was the consensus to offer the Building Inspector position to Scott Sasse. Mr. Sasse has been with the City of New Prague as a Building Inspection Intern since September 2016. In addition to his education and certification, he has over 4 years construction experience plus additional experience as an overhead door technician and hydraulic cooling system specialist. It was recommended that Scott Sasse be hired as the new Building Inspector with an

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effective starting date of April 18, 2017 contingent upon successful passage of his physical and drug/alcohol testing and that his salary be placed at Pay Grade 8, Step 2 @ \$28.19/hour.

It was moved by Ryan and seconded by Jirik to approve the appointment of Scott Sasse to the position of Building Inspector per City Staff's recommendation. All voted in favor of the motion. (5-0)

Finance Director Solheid presented to the City Council the 2016 General Fund Balance Allocations for Approval. The General Fund ended the year with a positive net income of \$155,046 due to reduction in expenses and increases in Building Permits. Of this amount, the following was a carry over to be spent in 2017; Facilities Study of \$20,000 and the set aside of funds for the replacement of the Library's Air Conditioning System at \$7,000. Finance Director Solheid went over where funds were allocated in 2015 and where they are proposed to be allocated or re-allocated with the Audit of 2016. Staff is proposing changes to the allocation of the General Fund's Balance Reserves with set asides of funds going towards the Municipal Swimming Pool Renovation, and the increase in renovation/replacement of City Hall.

The City will maintain an unassigned fund balance in the General Fund of an amount not less than 50% of the next year's budgeted expenditures for cash flow purposes of the General Fund. Ultimately it is the decision of the City Council and Council Members to redirect or re-allocated these funds at their discretion based on activity, by moving allocations from 2015 to proposed 2016 to General Fund's Balance Reserves, all these changes will reflect in the 2016 Year End Audit.

Finance Director Solheid stated that the Auditors will present their findings of the Year-End 2016 Audit at the next City Council meeting scheduled on May 1, 2017.

It was moved by Nickolay and seconded by Ryan to approve the proposed changes in the General Fund Balances. All voted in favor of the motion. (5-0)

City Administrator Johnson reviewed and discussed the proposed new Administrative Coordinator Position which replaces the Customer Service/Accounting Clerk position and increases the position from $\frac{3}{4}$ time to a full-time status. With the continued ramp-up in 2017 of building permits (5 new commercial/industrial permits, compared to 3 permits in 2016, 15 new single family home permits and 4 townhome permits so far in 2017) and the changes in staffing personnel in the various departments, it has lead us to the re-organization and promotions in a couple of positions. In reviewing the essential job functions of the Customer Service/Accounting Clerk position, the positon needs in the Utility/Administration Departments, and the need to remove a number of job functions from the Planning Clerk position to better serve the growth in our building inspection department, we find a need to modify the hourly status of the vacant position. As

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noted earlier the level of activity in the planning department in 2016 was the busiest year the City has seen in the last 10 years and that it will very likely continue to ramp up in 2017. With this anticipated growth in the building inspection department and personnel changes & re-organization there was a need to create a new position called Administrative Coordinator. This change would allow us to re-align a number of position responsibilities and to coordinate all of the licensing and permitting functions in one position to better serve the public as well as City Council and Board & Commission agenda packets, along with a number of other Administrative functions and tasks.

Finance Director Solheid examined the financial ramifications of the personnel changes, filling all vacancies, and newer lower starting wages would result in a budgetary impact of \$2,000 in personnel costs in 2017. Therefore it would not require any budgetary amendments at this time to change this position from $\frac{3}{4}$ time to full-time status.

It was moved by Tuma and seconded by Jirik to approve the newly created Administrative Coordinator Position and increase the budgeted status from $\frac{3}{4}$ time to a full-time status. All voted in favor of the motion. (5-0)

Mayor Nickolay opened the Public Hearing at 6:43 pm, and introduced Mikaela Huot, Vice President/Consultant from Springsted who presented an overview on the Proposed Redevelopment Plan for the Proposed Redevelopment Project No.8 and a Tax Increment Financing Plan for the Proposed Tax Increment Financing (Housing) District No.8-1, a housing district within the Redevelopment Project. Ms. Huot provided a brief overview and Presentation on Tax Increment Financing for the Proposed New Prague Senior Living I, LLC Project that is proposed to consist of 91 housing units with Independent Living, Assisted Living and Memory Care units.

The proposed senior housing development will provide needed/affordable senior housing within the City.

The purposed housing development will satisfy a need within the community for senior housing and would require that at least twenty (20%) of the units of the housing development would be set aside for those at 50% of the county Median Income limits and would be affordable to seniors of low to moderate income.

Dick Swanson (711 Danube Circle NE) president of a homeowners association, said that individuals in their 70s & 80s in the community said New Prague needs more housing complexes for seniors. He asked what type of parking would be available? He also asked if there will be long term leases or month to month and who would make the decisions about independent and or assisted living?

Resident Kay Wilcox (310 1st Ave NW), stated that she thinks there is a growing need for this type of service in our community and Philipps Square Apts was a great addition to the community. Independent

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Living, Assistant Living, and Memory Care units are needed types of housing. She believes the city and Planning Commission will address any parking issues. She understands that Augustana will be managing this Senior Housing Complex and they have a very good reputation. This is not a nursing home but perhaps a pre cursor to one.

Dennis Jaspersen (417 Flag Blvd) has lived in New Prague since 1968. He has talked to people and he too believes there is a need for Senior Housing and Assisted Living. He inquired about the types of parking/possible undergrounding parking - will be available, also he has heard from others that there is confusion on the financing, how does that work for subsidizing housing and will others have to pay the difference.

Margorie Frandenbug (210 1st Ave NW) said there were problems with parking for visitors at Millpond Apartments. Margorie hopes that the architects would consider the kitchen design because of cabinet height, when you want to stay independent those are the types of things that are so important as well as showers verses bathtubs or maybe be even a 2nd bathroom with a shower.

The Mayor allowed the Developer of the Project, Mark Appelbaum to provide answers to a number of the public's questions and attempt to explain how the various issues would and are being addressed. He also answered various Council questions. The Mayor also had Mikaela Huot provide an overview of the project, the TIF Financing and reviewed the anticipated terms that would be included in the contract for development. Following the completion of the discussion, a motion by Nickolay, seconded by Jirik to close the public hearing at 7:47 pm. All voted in favor of the motion. (5-0)

City Administrator Johnson indicated that the Housing & Redevelopment Authority met ahead of the Council meeting and was recommending approval of the Proposed Redevelopment Plan and the Tax Increment Financing Plan. After discussion, a motion by Nickolay, seconded by Bruzek to approve Resolution No.17-04-17-1 Establishing Redevelopment Project No.8 and Approving A Redevelopment Plan Therefor; Establishing Tax Increment Financing (Housing) District No.8-1 and Approving A Tax Increment Financing Plan Therefor. All voted in favor of the motion. (5-0)

It was moved by Nickolay and seconded by Ryan to approve the following consent agenda items:

- A. Approve April 3, 2017 Meeting Minutes
- B. Approve Claims for Payment
- C. Approval of Severance Payment (Retirement) Benefit for Bob Adams
- D. Taylor Seminar Advanced Dog Obedient Event at Southside Park on June 10 - 11, 2017
- E. Approve Quarterly Financial Reports for January 1- March 31, 2017

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

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Council member Ryan inquired about the open invoices for the City of Montgomery regarding the Dryer Fire for \$34,650. City Administrator Johnson responded that the wastewater sludge could not be dried in New Prague because of the dryer fire and it was take to Montgomery and the cost associated with it would be reimbursed by the city's insurance carrier.

Police Chief Gareis updated the City Council on where the Police Department was in the hiring process of a new officer due to the retirement of Officer Duban. As of today we have completed 25 phone interviews with ten oral interviews scheduled on April 27.

Planning/Community Development Director Ondich informed the City Council that the new Online Building Permit System is ready and official on line. The link is on our City websites main page and an announcement of this new permitting system for building permits, land use permits and to file nuisance complaints will be in the city's newsletter. The new system allows residents to apply and pay for building permits on line, allows inspections to be scheduled and users will be able to track their permits.

City Administrator Johnson requested a time before the City Council meeting to review the 2016 Audit, Presentation by Abdo Eick & Meyers LLP. After a brief discussion Mayor Nickolay proposed meeting with the Auditors during the City Council meeting as the first item and plan on a ½ hour.

Planning Technician Wegner reported that the applications for the Board and Commission vacancies were due on April 10, 2017 and asked when the Council would like to schedule the interviews of the applicants. Currently we have 7 applications. Consensus of the Council is to schedule the Board and Commission interviews on May 1 and May 15 before the City Council meeting. Interviews will be approximately 10 minutes starting at 5:30 pm.

Council member Bruzek is unable to attend the City Council meeting on May 15th.

Council member Jirik asked about the status of the new city website. Is it ready to go are there any issues/bugs? Per Planning/Community Development Director Ondich the new city website system is live and functioning, and staff would be adding over time things like quick links, utility billing, building permits was the first big item added, watch city council meetings, and continuing to approve functions over time. All the conversions have been done by the developer and now it is adding items and expansion within the sites by staff.

Council member Jirik also asked, what is the status of the building study. Per City Administrator Johnson we have not initiated the building study do to current staff work load.

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It was moved by Nickolay and seconded by Ryan to go into closed session Pursuant to Minnesota Statutes, Section 13.D.05 (Subd. 3.a) to evaluate the annual performance of the City Administrator at 8:10 p.m. All voted in favor of the motion. (5-0)

The council came out of closed session at 8:45 pm.

There was a motion by Nickolay and seconded by Tuma, that based on a successful performance evaluation for 2016, that the City Administrator's salary for 2017 would be the Step 9 hourly rate of (\$56.04) for 2017 retroactive to January 1, 2017. All voted in favor of the motion. (5-0)

It was moved by Nickolay and seconded by Jirik to adjourn at approximately 8:47 p.m. All voted in favor of the motion. (5-0)

Charles L. Nickolay, Mayor

ATTEST:

Michael J. Johnson
City Administrator