



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, July 01, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

(The following agenda items are considered to be non-controversial and routine in nature. They will be handled with one motion of the City Council. Council members may request that specific items be removed from the Consent Agenda and be acted upon separately.)

- [a.](#) Meeting Minutes
 - i. June 17, 2024, City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$167,024.16**
- [c.](#) Trail Seal Coating
- [d.](#) Purchase of F600 Truck for the Wastewater Department
- [e.](#) Purchase of Chevy Equinox for Police Department

4. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

(Speakers limited to 5 minutes.)

5. POPS FACILITY UPDATE

- [a.](#) Den Gardner, POPS Committee Chair

6. HEALTH INSURANCE DISCUSSION

- [a.](#) Jenny Van Deinse, Gallagher

7. CITY ENGINEER PROJECTS UPDATE

- [a.](#) July 1, 2024

8. PUBLIC HEARING(S) – 6:00 PM

9. ORDINANCE(S) FOR INTRODUCTION

10. ORDINANCE(S) FOR ADOPTION

11. RESOLUTIONS

- [a.](#) Resolution #24-07-01-01 - Authorizing Conditional Use Permit #C2-2024 for an Outdoor Patio for Eating and Drinking at 103 Main Street West, as proposed by Rob Krautkremer
- [b.](#) Resolution #24-07-01-02 - Authorizing Variance #V3-2024 for Density and Parking for 54 Unit Apartment Building at 102 Chalupsky Avenue SE, as proposed by Ten Nineteen Development, LLC

12. GENERAL BUSINESS

- [a.](#) Preliminary Plat of Stienessen Addition

13. MISCELLANEOUS

- [a.](#) Meeting Minutes
 - i. Golf
- [b.](#) Discussion of Items not on the Agenda

14. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

July 4	Holiday – City Offices Closed
July 8	12:00 p.m. Community Center Board
July 9	6:00 p.m. Park Board
July 10	7:30 a.m. EDA Board
July 15	6:00 p.m. City Council
July 22	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
July 23	6:30 p.m. Golf Board
July 24	6:30 p.m. Planning Commission
July 29	3:30 p.m. Utilities Commission



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, June 17, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Councilmember Maggie Bass called the meeting to order at 6:00 p.m.

PRESENT

Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

ABSENT

Mayor Duane Jirik

Staff present: City Administrator Josh Tetzlaff, Police Chief Tim Applen, Public Works Director Matt Rynda, and Fire Chief Steve Rynda

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the Regular Agenda.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

3. CONSENT AGENDA

Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve the Consent Agenda.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

a. Meeting Minutes

- i. May 20, 2024, City Council Meeting Minutes
- ii. June 3, 2024, City Council Meeting Minutes
- iii. June 3, 2024, Special City Council Meeting Minutes - Closed

b. Claims for Payment: **\$698,925.45**

- c. Satisfaction of SCDP Housing Repayment Agreement for 201 Hamilton Street South, Waterville, MN 56096
- d. Financial Summary Report
- e. Mutual Aid Fire Agreement
- f. LG220 MN Lawful Gambling Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. on November 21, 2024, involving a raffle at The Park Ballroom, 300 Lexington Avenue South
- g. Resolution #24-06-17-01 - Appointing Election Judges for the 2024 State Primary Election
- h. Resolution #24-06-17-02 - Appointing Election Judges for the 2024 General Election

4. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

No members of the public spoke at this meeting.

5. CITY ENGINEER PROJECTS UPDATE

a. June 17, 2024

City Engineer Chris Knutson provided updates.

6. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

a. Approval of Geotechnical Evaluation Contract

City Engineer Chris Knutson provided an overview. Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to award the project to Chosen Valley Testing.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

7. PUBLIC HEARING(S) – 6:00 PM

a. The Rusty Spoke at 329 Main Street West - Approval of the Issuance of an On-Sale Intoxicating Liquor License and Sunday Liquor License

Councilmember Maggie Bass opened the public hearing. No comments were made. Councilmember Bass closed the public hearing, and discussion was had. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the issuance of an On-Sale Intoxicating Liquor License and Sunday Liquor License to The Rusty Spoke.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

8. ORDINANCE(S) FOR INTRODUCTION**9. ORDINANCE(S) FOR ADOPTION****10. RESOLUTIONS****11. GENERAL BUSINESS**

a. 2025 Levy and Budget Timeline

City Administrator Josh Tetzlaff provided an overview. Some discussion was had.

12. MISCELLANEOUS

a. Meeting Minutes

i. Park

ii. EDA

b. SCALE – RTF Site Analysis and Fit Study

City Administrator Tetzlaff provided context. Brief discussion was had.

c. Discussion of Items not on the Agenda

- Councilmember Shawn Ryan inquired of the long weeds at the Mill and had some questions regarding how the City works with contractors.

- Councilmember Bruce Wolf had some questions about liquor license applications and the City's process.

13. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at 6:50 p.m.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/01/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
BEVCOMM	TELEPHONE	\$90.15	
PRO HYDRO-TESTING	SCBA SYLINDER TESTING	\$977.11	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$656.63	
TOTAL:			\$1,740.49
<u>COUNCIL</u>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
TOTAL:			\$274.98
<u>ADMINISTRATION</u>			
ABDO	OSA REPORTING	\$458.71	
BEVCOMM	TELEPHONE	\$101.55	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$276.61	
TOTAL:			\$836.87
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,829.06	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,346.06	
TOTAL:			\$7,175.12
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$46.06	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
TOTAL:			\$73.24
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	SAFETY GLASSES	\$15.99	
AXON ENTERPRISES INC.	CRADLEPOINT	\$654.00	
AXON ENTERPRISES INC.	FLEET	\$12,827.45	
BEVCOMM	TELEPHONE	\$107.99	
MOTOROLA SOLUTIONS INC.	MOBILE RADIO	\$6,129.36	
SONS OF LIBERTY GUN WORKS	RIFLE	\$1,685.00	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$40.00	
STREICHER'S	MAG/GRIP/CASE	\$138.93	
STREICHER'S	UNIFORM	\$774.94	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,398.17	
TOTAL:			\$24,050.97
<u>FIRE</u>			
BEVCOMM	TELEPHONE	\$90.15	
PRO HYDRO-TESTING	SCBA SYLINDER TESTING	\$977.12	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$398.87	
TOTAL:			\$1,466.14
<u>BUILDING INSPECTOR</u>			
BEVCOMM	TELEPHONE	\$46.06	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$41.57	
TOTAL:			\$87.63
<u>STREET</u>			
BEVCOMM	TELEPHONE	\$76.57	
RIVER COUNTRY COOP	DIESEL	\$1,990.27	
ST LOUIS MRO INC	DRUG SCREENING	\$20.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$902.74	
ZIEGLER INC.	CAT LOADER - FUEL LINES	\$338.60	
TOTAL:			\$3,328.18

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/01/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	TRANSFER PUMP	\$94.99	
BEVCOMM	TELEPHONE	\$34.28	
GENERATION BUILDING CENTER	SINK HANGER	\$7.29	
LONSDALE HARDWARE	WATERING WAND	\$69.98	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$620.00	
RIVARD COMPANIES INC	PLAYGROUND MULCH	\$2,227.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$637.85	
TOTAL:			\$3,691.39
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			\$327.00
GENERAL FUND TOTAL:			\$43,052.01
FUND 311 - DEBT SERVICE - CIP 2011			
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$1,408.82	
TOTAL:			\$1,408.82
FUND 316 - DEBT SERVICE - CIP 2014			
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$7,800.00	
TOTAL:			\$7,800.00
FUND 395 - DEBT SERVICE - CIP 2009			
COMPUTERSHARE TRUST COMPANY	2009 BOND INTEREST	\$786.95	
TOTAL:			\$786.95
FUND 422 - CAPITAL PROJECTS - CIP 2023			
SEH	CIP 2023 - SUNRISE / SUNSET	\$5,888.30	
TOTAL:			\$5,888.30
FUND 423 - CAPITAL PROJECTS - CIP 2024			
SEH	CIP 2024	\$60,350.80	
TOTAL:			\$60,350.80
FUND 424 - CAPITAL PROJECTS - CIP 2025			
SEH	CIP 2025	\$6,603.32	
TOTAL:			\$6,603.32
FUND 602 - ENTERPRISE - SANITARY SEWER			
ABDO	OSA REPORTING	\$233.99	
BEVCOMM	TELEPHONE	\$208.76	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$244.25	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,344.64	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$1,275.00	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$297.05	
COMPUTERSHARE TRUST COMPANY	2009 BOND INTEREST	\$156.77	
KODRU MOONEY	BAF VALVE ACTUATOR	\$594.30	
MCMaster-CARR SUPPLY COMPANY	GANTRY - VERTICAL AUGER	\$288.32	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$258.00	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$970.20	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT FEE	\$70.00	
UNIVAR SOLUTIONS USA INC	CITRIC ACID	\$17,768.75	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
VESSCO INC.	SHEAR PIN REPLACEMENT KIT	\$309.12	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$174.16	
ZORO TOOLS INC.	DRAIN VALVES	\$185.38	
TOTAL:			\$24,670.29

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/01/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 606 - ENTERPRISE - STORM UTILITY			
ABDO	OSA REPORTING	\$18.52	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$900.00	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$260.84	
COMPUTERSHARE TRUST COMPANY	2009 BOND INTEREST	\$211.28	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$242.56	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.75	
TOTAL:			<u>\$1,644.55</u>
FUND 651 - ENTERPRISE - AMBULANCE			
ABDO	OSA REPORTING	\$2.03	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:			<u>\$12.23</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$152,217.27

Section 3, Item b.

Vendor Name	Net Invoice Amount
AMAZON CAPITAL SERVICES	
LIGHTING	\$90.74
CINTAS	
TOWELS / LINEN	\$247.28
DR. FRESH TAP	
TAP LINE CLEANING	\$75.00
HERTAUS FLOORS INC	
INSTALL NEW CARPET	\$8,789.89
LAU'S BAKERY	
BUNS	\$58.35
RIVER COUNTRY COOP	
FUEL	\$3,242.13
TOW DISTRIBUTING CORP	
ALCOHOL	\$2,303.50
Grand Totals	\$14,806.89



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATT RYNDA – PUBLIC WORKS DIRECTOR
SUBJECT: TRAIL SEAL COATING
DATE: JUNE 25, 2024

The following quote was received to seal coat approximately .84 miles of trail. (Please see attached map.) Seal coating of trails is a preventative maintenance practice to extend the life of the bituminous trail.

<u>Company</u>	<u>Total Cost</u>
Bargen Incorporated	\$19,724.80
Mountain Lake, Minnesota	

The 2024 Parks Department budget allocated \$20,300.00 towards trail seal coating. Bargen Incorporated quoted a product called RePLAY, which is a soy-based asphalt rejuvenator and sealant that does not contain any petroleum, so it is environmentally friendly. New Prague has used RePLAY for seal coating since 2012 and it is performing as we were told it would. Gopher State Sealcoat has a product called Road Guard, which is similar to the Slurry Seal we used prior to RePLAY. Slurry Seal would give the walking paths a rich, black finish but requires a 20-24 hour cure time, compared to RePLAY which is a clear product and requires less than a 3 hour cure time. History has proven that the Slurry Seal has a tendency of flaking off in spots and causes the paths to have a rough and grit finish. Since we have been using RePLAY we have not noticed any flaking or discoloration.

Recommendation

Staff recommends approving the bid of \$19,724.80 to Bargen Incorporated using RePLAY to perform the 2024 Trail Seal Coating Project.



City of New Prague 2024 Trail Seal Coating Project

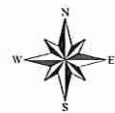
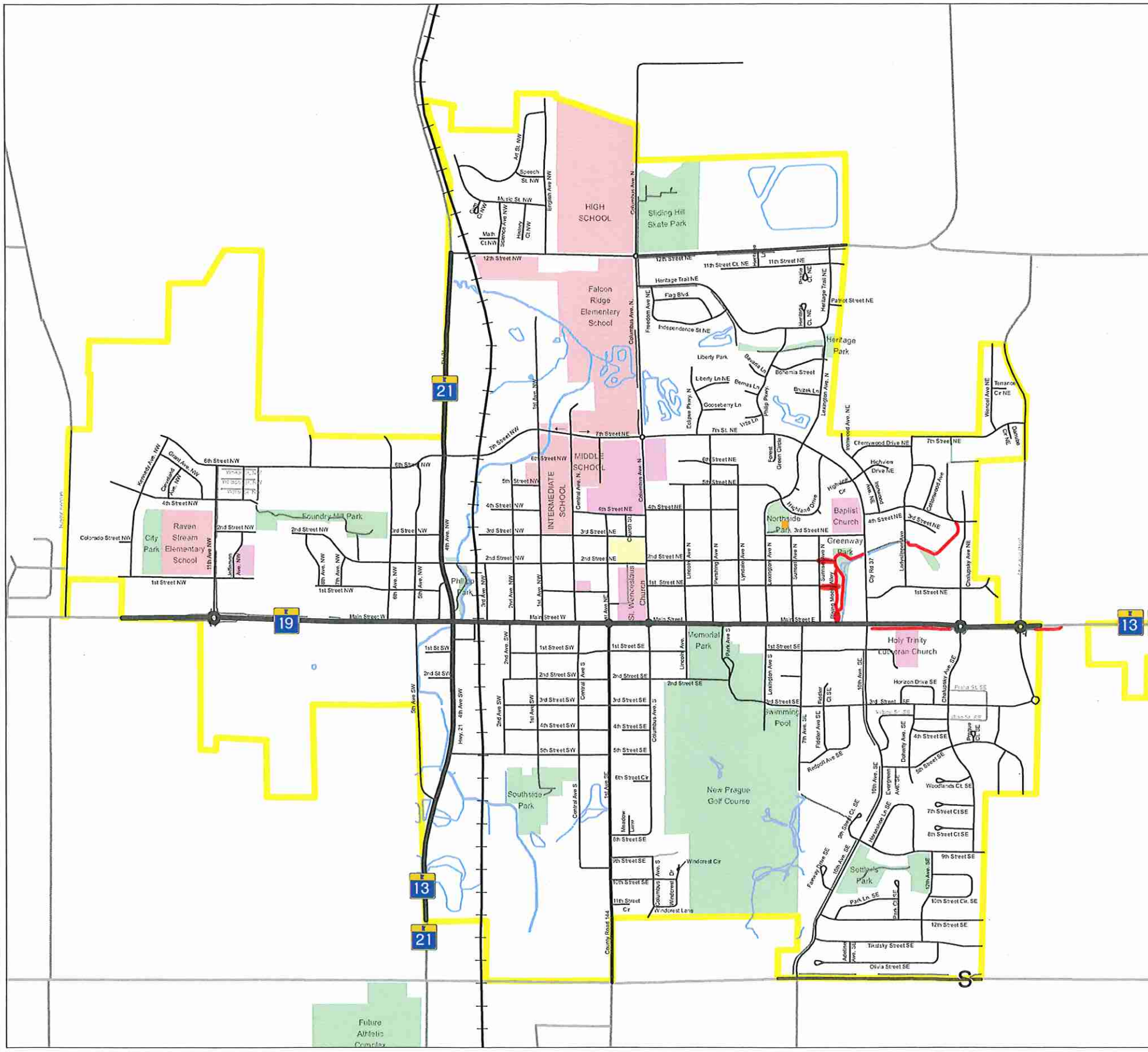
Trail_ex.shp

— N/A

SEAL_COAT

— 2024

Total of 3961.72 sq. yd. of Trail Area.
Total Length of Trail is 0.84 Miles
or 4,456.94 lineal feet (at 8' wide).



0 0.25 0.5 Miles

Current to: June 2024
Prepared by: New Prague Planning Department
File: W:\GIS\Projects\MXD\TrailSealCoatingFull_2024.mxd

Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that the data is accurate, the City does not warrant that data in the GIS is error free and the City does not represent that the GIS data can be used for purposes such as navigation or any other purpose requiring the exact measurement of distance and direction or the precise depiction of geographic features. This disclaimer is pursuant to Minnesota Statutes 466.03 Subd. 21. The user of this map acknowledges that the City shall not be liable for any damages that may arise from this map or the information it contains.



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATTHEW RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PURCHASE OF F600 TRUCK
DATE: JUNE 25, 2024

This truck would replace a 2011 Ford 350 crane truck.

Cost Comparison

Below is a list of dealers and brands available through state contract and local dealer pricing.

Cab and Chassis

	<u>Brand</u>	<u>Price</u>
Jeff Belzer's	2024 Ford F600	\$62,479.64
Boyer Ford	2024 Ford F600	\$58,230.00

Utility box/cane

	<u>Brand</u>	<u>Price</u>
Crysteel Truck Equipment		\$96,204.00
ABM Equipment		\$121,215.00

Summary of Staff Review:

This truck will be replacing a 2011 F350 with a crane box to lift pumps. The new truck is bigger in size due to the size of pumps we have at the lift stations. With this size truck we will be able to pull all the pumps without having to hire a private contractor.

Recommendation

It is the recommendation of staff that the City Council authorize the purchase of the 2024 Ford F600 from Boyer Ford and utility box/crane from Crysteel Truck Equipment for a total price of \$158,683.64. The city will sell the 2011 Ford F350 crane truck on our own. The city budgeted \$160,000.00 in the 2024 sewer budget.



New Prague Police Department

City of New Prague In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH, SUITE 3, NEW PRAGUE, MINNESOTA 56071

• Phone: (952) 758-2791 • Fax: (952) 758-6279

• Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

To: Honorable Mayor, Duane Jirik, members of the City Council, Shawn Ryan, Maggie Bass, Bruce Wolf, Rik Seiler and City Administrator, Joshua Tetzlaff

From: Tim Applen, Chief of Police/Emergency Manager

Date: July 26, 2024

Subject: Police Department Purchase of 2024 Chevrolet Equinox

The Police Department has budgeted for the replacement of a squad car in 2024. This vehicle will replace the 2009 Ford Fusion that was transferred to the City Planning Department in 2023. Staff researched and found a Chevrolet Equinox would best serve the needs of the Police Department. The vehicle will be utilized by investigations and will be unmarked. The vehicle will be equipped with emergency lights to comply with state statute for the use of the vehicle.

I located a 2024 Chevrolet Equinox through Belzer Chevrolet in New Prague with 3,000 miles. The vehicle was used as a courtesy vehicle for the dealership and comes with the same warranty as a new vehicle. When comparing pricing, this vehicle will provide a cost savings of \$5,081.00, compared to purchasing new. The purchase price for the 2024 Chevrolet Equinox from Belzer is \$27,904.00.

Recommended Action:

Purchase 2024 Chevrolet Equinox from Belzer Chevrolet for \$27,904.00.



PRAHA OUTDOOR
PERFORMANCE STAGE

July 1, 2024

TO: City Council

FM: Praha Outdoor Performance Stage Committee (POPS)/Forward New Prague Foundation

- Den Gardner, Chair of POPS Committee/Forward New Prague Foundation

CC: Josh Tetzlaff, Ken Ondich, Kyra Chapman

RE: Update on POPS

Good day. The following is an update on the POPS building project as July begins

1. The Praha Outdoor Performance Stage (POPS) Committee has raised about \$850,000 in three-year pledges. We believe \$750,000 of that is truly committed from a financial standpoint. (The \$100,000 difference is what I consider not 100% assured regarding the commitment. This is confidential of course.) Money is to be raised/secured until the end of 2025. **About \$300,000 has already been received and deposited in the Forward New Prague Foundation.**
2. We have generated donations from more than 100 groups/individuals/businesses through pledges, raffles, silent auction, etc. Those have been from buying a \$15 raffle ticket for the SUV giveaway, \$25 for a POPS t-shirt to large donations of \$25,000 up to a \$100,000 donation.
3. We expect (or have indications) that pro bono services will be provided in part, or all, for:
 - Excavation (\$10-\$25,000, depending on what terracing is determined, etc.)
 - Some utilities (through utilities commission) – (Amount TBD -- \$10,000?)
 - A waiving of general contractor fees if a particular contractor in New Prague is chosen. This is a value of approximately \$70-80,000.

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- Some landscaping around the facility. Estimated \$5,000-\$10,000 in fees.

When the expected pledges, combined with pro bono services are added together, we believe we are between \$900,000 and \$1 million in cash pledges/pro bono services (or possibly more). Looking at the type of structure we are going to build, we are confident we can reach our goal. This will **NOT** prevent us from continuing to raise money. This will be done in earnest for the rest of this year. For example:

- An event at The Broz held June 1 will result in a donation to POPS. Amount TBD.
 - The POPS Gala II is set for Oct. 4 at the Park Ballroom. We expect to net \$15,000-\$20,000 (including the silent auction) at this event.
 - We have 50 or more significant potential sponsors that we will be personally visiting in the next several months. Some have assured us they will be providing a donation.
 - See below for info on an Aug. 7 “public meeting” on POPS.
4. With financial pledges somewhat assured for \$750,000, we are investigating a plan with Ken Ondich to create some type of “donation agreement” to result in POPS and the FNPF building the facility and then donating it back to the city. We are aware of a similar-type arrangement done with the city of Medina and the Hamel amateur baseball club organization for a grandstand in a ballpark owned by the city. Your city attorney worked with those organizations on that agreement.
 5. We will be holding a meeting for those who have donated, plus potential donors and community leaders on **Aug. 7 at 6 p.m. at The Broz** to update the community. We invite the city council, appropriate city staff and others to this meeting.
 6. We have sent an RFP June 1 (on behalf of POPS/FNPF) to design/architectural companies to get a bid **ONLY** on a permit-ready design for the POPS. Our goal is to have a design firm secured by early July.
 7. As you know, we have been working closely with Ken and MSA folks regarding the City Center site and the POPS location and space for attendees. We’ve had two meetings with Mike Lamb and believe he has all the input at this time as he creates a model for the City Center site and all its potential uses.
 8. Our goal is to begin construction in the spring of 2025 – assuming all appropriate issues have been resolved through this process with all the groups involved. We are told that projects of this type can (will) take three to six months to complete.
 9. We are continuing to work with Kyra Chapman on possible public grants. We are hopeful to garner some dollars through this effort. We have one grant thus far -- \$5,000 from the Mayo Foundation. All the rest of the funding is from families, companies, service organizations and others.

Page 3

10. We continue to keep our stakeholders aware of POPS activities through our six-time/year newsletter. This comes out mostly between September and June, with a special issue during the summer if it's necessary. We will continue to provide updates through the e-newsletter.

The POPS Committee/FNPF group once again thanks the city for providing the land for the facility and maintaining it after it is built. This is an historic project for the city of New Prague. We are grateful for the collaboration with the city.

I realize you may have other questions. I will be glad to answer them as best I can. As you know, the POPS Committee is made up of 20+ leaders in the community representing families, businesses, non-profit groups, service organizations, city officials, school district personnel and others.

The POPS Leadership Team is:

- Den Gardner, chair
- Karen Steinhoff, vice-chair
- Sandi Loxton, secretary
- Bruce Wolf, treasurer
- Andy Beckius
- Dr. Jon Colling
- Steve Frost
- Joe Barten
- Lisa Brusseau
- Shannon Brusseau
- Brooke Sticha
- Tony Buthe
- Gina Fadden
- Larry Pint
- Pastor Ben Hilding
- Eddie Shimota
- Shannon Allen.

"It's Time!" has been our motto from the start of this project almost two years ago (fundraising just 18 months ago). Thanks for your time. It certainly is time to take the next steps in this project that will benefit the city of New Prague and its residents in many ways.

It's Time!

Section 5, Item a.



PRAHA OUTDOOR
PERFORMANCE STAGE

The Praha Outdoor Performance Stage (POPS) Committee the New Prague Area Arts Council (NPAAC).

Section 5, Item a.

- Build POPS for Community Use – to showcase New Prague as a hub of arts culture for the south metro
- Multi-Use structure for music/theater/dance/visual arts and more
- Raise private dollars over next two-three years, totaling \$1 million – **currently at about \$845,000 in pledges.**
- Work closely with City of New Prague, which will maintain facility once built – **ongoing collaboration.**

It's Time!



OUR MISSION STATEMENT

"To build a multi-purpose outdoor performance facility to celebrate the arts and other community gatherings from music to theatre to dance to visual arts and much more."

OUR VISION STATEMENT

"The venue will strive to be an attractive community asset, well-designed acoustically for the performing arts and community gatherings; comfortable for the performers and spectators, accommodating to those with disabilities, and facilitating from small, up to large groups of attendees and performers."

It's Time!

Can New Prague someday have its own facility that may look like this?

Section 5, Item a.



Brooklyn Center Outdoor Facility

It's Time!



Buffalo Outdoor Performance Facility

Who Will Use This Facility

Section 5, Item a.

- New Prague Community Band
- Local City Choral Groups
- Music at the Broz Concert Series
- Dance Events
- Theatre Events
- Family Events (e.g. “Movie Nights”)
- Print/Sculpture Art Exhibitions
- Half-Marathon Award Staging
- Chamber Events
- School/City/Organization programs
- Scout Programming
- Churches
- Weddings/Anniversaries
- Other Miscellaneous Groups

It's Time!

The NP City Council has recommended this site for POPS (as you know)

Section 5, Item a.



West end of
downtown; old mill
pond/creamery site.

Update on Fundraising (confidential)

Section 5, Item a.

- Pledges equal about \$845,000 as of July 1. Of that, \$745,000 seems “bankable.”
- Potential pro bono services (utilities, grading, some landscaping, general contractor fees could equal \$100,000 or more. Have asked design firms to create a bid based on “cash” of \$800,000.
- Goal to continue to raise cash to reach \$1 million by end of 2024 (previously end of 2025).
- Actual cash in the bank/investments through the Forward New Prague Foundation is \$300,000.
- Prospect list is long. Many companies and individuals that we hope will contribute have not committed yet. Are you part of this historic project?
- Between what is “bankable”, pro bono services and fundraising efforts until the end of 2024, we believe we are in a position of cash/pro bono nearing \$900,000 in total or more.
- General contractor review of Buffalo, MN, design, (seen previously in slide) tell us that this \$800,000 in cash can build something very similar. Similar for Brooklyn Center.
- Aug. 7 “quasi-public” meeting at 6 p.m. at The Broz to update community on project.
- POPS Gala II with Mollie B & SqueezeBox with Ted Lange Oct. 4. Goal to net \$15,000-\$20,000

It's Time!

Tentative POPS Timeline July 2024.

Section 5, Item a.

- RFP sent to design/architectural firms June 10 (permit-ready designs only)
- Select a design firm early July. (Will work with appropriate city staff.)
- Preliminary design in time for Aug. 7 “quasi-public” meeting at The Broz on the POPS project.
- Look to work with city on building POPS on City Center land through some type of “donation agreement,” then turning back to city upon completion.
- Goal to select a general contractor by this fall.
- If all appropriate decisions are made by NP City Council, our goal is to begin construction in the spring of 2025, with completion by the fall of 2025.

It's Time!

An all volunteer group of individuals comprises the POPS Committee (of the New Prague Area Arts Council).

Section 5, Item a.

The POPS Committee Leadership Team

- Den Gardner, Chair
- Karen Steinhoff, Vice Chair
- Bruce Wolf, Treasurer/Legal
- Sandi Loxton, Secretary
- Steve Frost
- Andy Beckius
- Dr. Jon Colling
- Joe Barten
- Lisa Brusseau
- Shannon Brusseau
- Brooke Sticha
- Tony Buthe
- Gina Fadden
- Ben Hilding
- Larry Pint
- Shannon Allen
- Eddie Shimota



HOW CAN I GET INVOLVED?

If you want to become a donor and/or be part of this historic effort, contact:

DEN GARDNER

dengardner@gandgcomm.com

612-325-3981



newpraguepops@gmail.com





THANK YOU



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 HEALTH INSURANCE
DATE: JUNE 28, 2025

With the 2025 Budget season underway, looking at health insurance for 2025 is part of that conversation. At the moment, we are part of the Sourcewell pool. As you may remember, I informed you that SCALE is looking at potentially creating a pool of Scott County communities to allow those communities to take advantage of an insurance pool for their employees.

Recently, Gallagher, who is performing the study for SCALE, shared with Robin Pikal and myself the perceived advantages of joining the SCALE pool, which would be pool stability, the ability to have more decision making power in a smaller pool, and Gallagher's estimation that we may save a small amount of money. After hearing the presentation, our initial interpretation was that the savings would be minimal and that being in a smaller pool would potentially open the City to more liability.

Jenny Van Denise, from Gallagher will be present to help answer some questions for health insurance. I have attached a slide from Ms. Van Denise with information. The big question to the Council will be whether the City wants to keep our options open for the SCALE pool or the open market for 2025. The reason we have the decision is that we would need to inform Sourcewell by August 1st whether we may be leaving if we want to avoid penalties. And if we give that notice, the 15% max cap that is currently in place would be lifted, allowing Sourcewell to re-bid the City. For early 2024 data, the claims have been very high, which means it is quite possible that bids from SCALE, Sourcewell, or others, may be much higher than the 15% max increase that is currently in place for 2025 if we stay with Sourcewell.

This is not a conversation about what our plans for 2025 will look like or the exact cost of our plans. It is possible if we change our plan within Sourcewell, that the 15% increase would decrease. The conversation for Monday is a higher level discussion about who we will work with for our health insurance in 2024 using the limited high level data we have available prior to a required Sourcewell deadline.

Recommendation

It is staff's recommendation that we continue with Sourcewell for 2025 based on claims incurred in 2024 that would like drive our rates much higher on the open market.

Health Insurance

2025 Planning

- Currently with the Sourcewell Pool – 15% rate cap in place for 2025
- Sourcewell has utilized HealthPartners as their administrator for almost 20 years, they are required to formally bid the pool every four years under MN State Statute
- For 2025, the pool will be moving to Blue Cross Blue Shield of MN

2024 YTD through May Claims/Premium Loss Ratio: 168%

Most recent 12 months Claims/Premium Loss Ratio: 119%

- Sourcewell – notification needed by 8/1 if marketing or termination fees apply if City decides to leave
 - If the City markets, the rate cap for 2025 is no longer applicable
- SCALE (Scott County Association for Leadership & Efficiency)
 - Conducting feasibility study for a SCALE health insurance pool
 - Phase 2: Starting soon

Renewal Date	Renewal
1/1/2020	+10.5%
1/1/2021	+0%
1/1/2022	+6.0%
1/1/2023	-11.0%
1/1/2024	+6.25%

*Moved to Sourcewell (w/HealthPartners) from HealthPartners direct for 2023

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: June 27, 2024

RE: Project Updates

See below for updates on current SEH Projects for the City of New Prague.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

Rain has significantly limited the contractor's ability to complete work on the project. They anticipate working on Saturdays to catch up on schedule.

Utility work is complete on Lyndale Avenue N and the contractor is sub cutting the street in anticipation of placing drain tile and the aggregate section in the next 1-2 weeks.

Utility work on Sunset Avenue N is mostly complete except water services. Utility crews are installing sanitary sewer and water main on 1st Street NE and 3rd Street NE.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Topographic survey is being conducted in the project area. A review meeting is completed with city staff today to confirm work to be included with the project. A draft of the feasibility report is anticipated for completion by the end of July.

cdk

x:\ko\in\newpr\common\council meetings\070124 cc project updates.docx



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN – PLANNER
SUBJECT: REQUEST FOR CONDITIONAL USE PERMIT #C2-2024 TO PROVIDE OUTDOOR SEATING AT THE OUTLAW SALOON LOCATED AT 103 MAIN ST W IN THE B1-CENTRAL BUSINESS DISTRICT, AS PROPOSED BY R&D MANAGEMENT LLC.
DATE: JUNE 27, 2024

Planning Commission Summary

At the Planning Commission meeting on June 26, 2024, the request for Conditional Use Permit #C2-2024 to allow an outdoor patio for eating and drinking services at the Outlaw Saloon located at 103 Main St W in the B1 – Central Business District, was recommended for approval by a vote of 4-0. The recommendation is to be forwarded to the City Council on July 1st.

At the public hearing, Charles Svoboda shared his concerns regarding noise considering that their buildings share the same wall. Staff clarified that outdoor patios may not have external music past 10pm. After 10pm, all external music must be brought inside. R&D Enterprises LLC, the applicant, explained that the walkway will be positioned between the two buildings to help buffer against any noise. It was also mentioned that there would seldomly be external music except for an occasional Sunday live band. Furthermore, there will be indoor speakers that will be controlled to a certain volume to act as background music.

The Planning Commission’s recommendation for approval is contained in the drafted resolution for the Council’s consideration.

Recommendation

The Planning Commission recommends approval of the attached resolution “...Approving Conditional Use Permit #C2-2024...”.

RESOLUTION #24-07-01-01

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
APPROVING CONDITIONAL USE PERMIT #C2-2024 TO PROVIDE OUTDOOR
SEATING AT THE OUTLAW SALOON LOCATED AT 103 MAIN ST W IN THE B1 –
CENTRAL BUSINESS DISTRICT, AS PROPOSED BY R&D MANAGEMENT LLC**

WHEREAS, R&D Management LLC, applicant, and owner of the following real estate in the County of Scott to wit:

The West 1.10 feet of the South 56.00 feet of the following described parcel of record:

Commencing at a point Thirty Three (33) feet North of a point Sixteen Hundred and Forty-eight links West of the Southeast corner of the Southwest Quarter of Section Thirty-four (34), Township One Hundred Thirteen (113), Range Twenty-Three (23) West, said point being the intersecting corner of Main and Simmer Street, New Prague, Scott County, according to the plat thereof on file and of record in the Office of the Register of Deeds of said County and State; thence running North on the West line of Simmer Street One Hundred and Seventeen (117) feet; thence West Thirty (30) feet; thence South to the North line of Main Street One Hundred Seventeen (117) feet; thence East along the North line of Main Street Thirty (30) feet to the place of beginning.

AND

The West 25 Feet of the following described land: Commencing at a point 33 feet North of a point 1648 links West of the Southeast Corner of the Southwest Quarter of Section 34-113-23, thence North on the West Line of Simmer Street 117 feet; thence West 55 feet; thence South 117 feet to the North line of Main Street; thence east along the North line of Main Street 55 feet to the point of beginning. Also the right of egress & ingress over a strip of land 12 feet wide commencing at the Northwest Corner of said property and running East to Simmer Street.

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request #C2-2024, a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 26th day of June, 2024, following proper notice held a public hearing regarding the request, and following due consideration of presented

testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval subject to the findings and conditions contained in staff report #C2-2024; and,

WHEREAS, the New Prague City Council finds:

- A. The proposed patio area will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area, as the additional area will only accommodate outdoor seating.
- B. The proposed patio will include a 6' tall fence, screening the outdoor seating area from the general public view, and which is compatible with adjacent residential apartments and will not cause a depreciation in their value.
- C. The proposed patio and site will improve the appearance of the existing concrete pad and will not adversely affect adjacent residential apartments.
- D. The proposed patio is reasonably related to the overall needs of the City and existing land use as the proposed patio is specifically listed as a Conditional Use in the B-1 Central Business Zoning District and will be an expansion of an existing permitted business.
- E. The proposed patio is specifically listed as a Conditional Use in the B-1 District and therefore is consistent with the purposes of the zoning ordinance.
- F. The proposed patio is not in conflict with the Comprehensive Plan of the City because it is located in the B-1 District in which patios are listed as a Conditional Use.
- G. The proposed outdoor patio will not cause traffic hazards or congestion as it provides only 20-25 seats and no off-street parking is required for any uses in the B-1 district.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided.

WHEREAS, the New Prague City Council approves the request with the following conditions:

- 1. Approval is subject to the site plan dated 5/17/24 on file with the New Prague Planning Department which complies with the requirements of Section 733 of the Zoning Ordinance.
- 2. Before the Liquor License can be expanded to the proposed patio area, the following shall be completed:
 - a. All the requirements and improvements associated with this Conditional Use Permit C2-2024 must be completed and approved by City Staff
 - b. The City Council must approve the expanded patio area as part of the applicant's liquor license.
- 3. The fencing around the outdoor patio area must be at least 6' tall due to the patio's proximity to a public parking lot and to Central Plaza.
- 4. Requirements of the Building/Code Enforcement Official must be met including:
 - a. Building Permits must be obtained as necessary.
 - b. The patio area must have an emergency exit door which must be clearly marked.
 - c. The "Emergency Exit Only" sign must be illuminated at all times of operation.
 - d. Panic hardware on the out-swinging emergency door/gate on the north side of the patio is required if it is to be locked (such hardware should be clearly marked).

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that Conditional Use Permit #C2-2024 to allow outdoor seating at the Outlaw Saloon located at 103 Main St W in the B1 – Central Business District, is hereby **approved**.

This Conditional Use Permit is approved effective immediately upon its passage and without publication.

Passed this 1st day of July 2024.

Duane J. Jirik, Mayor

State of Minnesota)
)ss.
County of Scott & Le Sueur)

(CORPORATE ACKNOWLEDGMENT)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)
)ss.
County of Scott & Le Sueur)

(CORPORATE ACKNOWLEDGMENT)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION

FROM: KYRA CHAPMAN - PLANNER

SUBJECT: REQUEST FOR CONDITIONAL USE PERMIT #C2-2024 TO PROVIDE OUTDOOR SEATING AT THE OUTLAW SALOON LOCATED AT 103 MAIN ST W IN THE B1- CENTRAL BUSINESS DISTRICT, AS PROPOSED BY R&D MANAGEMENT LLC.

DATE: 6/13/24

Background / History

In spring of 2023, R&D Management LLC purchased the Pioneer Saloon at 103 Main St W and renamed it as the Outlaw Saloon. The applicant, R&D Management LLC has applied for a conditional use permit to allow permanent outdoor seating at the Outlaw Saloon at 103 Main St W. R&D Management intends to construct a patio and install a 6' tall fence, which will enclose the patio area. The fence will enclose 756 sq ft (42' x 18') on the north side of their building. The existing building will have a new 3' wide backdoor installed to access the fenced patio. There will also be a new 3' wide emergency exit door installed on the northwest corner of the building (not attached to outdoor patio area) to a 6' wide outdoor walkway leading directly to the parking lot. The far northern section of the patio will have a smaller area that is fenced to store chairs.

Legal Description

The West 1.10 feet of the South 56.00 feet of the following described parcel of record:

Commencing at a point Thirty Three (33) feet North of a point Sixteen Hundred and Forty-eight links West of the Southeast corner of the Southwest Quarter of Section Thirty-four (34), Township One Hundred Thirteen (113), Range Twenty-Three (23) West, said point being the intersecting corner of Main and Simmer Street, New Prague, Scott County, according to the plat thereof on file and of record in the Office of the Register of Deeds of said County and State; thence running North on the West line of Simmer Street One Hundred and Seventeen (117) feet; thence West Thirty (30) feet; thence South to the North line of Main Street One Hundred Seventeen (117) feet; thence East along the North line of Main Street Thirty (30) feet to the place of beginning.

AND

The West 25 Feet of the following described land: Commencing at a point 33 feet North of a point 1648 links West of the Southeast Corner of the Southwest Quarter of Section 34-113-23, thence North on the West Line of Simmer Street 117 feet; thence West 55 feet; thence South 117 feet to the North line of Main Street; thence east along the North line of Main Street 55 feet to the point of beginning. Also the right of egress & ingress over a strip of land 12 feet wide commencing at the Northwest Corner of said property and running East to Simmer Street.

Zoning

The property is zoned B1 Central Business District. The proposed outdoor seating area for restaurants and drinking establishments is listed as a conditional use in the B-1 Central Business District which is why the Conditional Use Permit is required. The B-1 District also does not require off-street parking for any use, does not have minimum lot size requirements and also does not have minimum setbacks for buildings or other accessory uses other than to an alley and railroads.

Outdoor Patio Standards

Zoning Ordinance Section 733 contains performance standards relating to outdoor seating for restaurants and drinking establishments in the City as follows:

733 Outdoor Seating for Restaurants and Drinking Establishments

1. *Restaurants, drinking establishments, and restaurants, may provide outdoor seating for their patrons with an approved Conditional Use Permit provided that the following requirements are met:*
2. *For all establishments:*
 - A. *The seating shall be located on private property and outside of any recorded easement areas and demonstrated on a site plan.*
 - B. *The seating shall consist of good quality patio or café type furniture that enhances the appearance of the business.*
 - C. *No beverages or food shall be served to persons outside of the designated outdoor seating area.*
 - D. *The seating area, if not slab on grade, shall be subject to applicable setback requirements.*
 - E. *The seating area shall have a permanent surface of concrete, asphalt, wood or other fabricated construction material.*
 - F. *The seating shall be located so as not to compromise safety. Seating shall not obstruct the entrance or any required exits or be located on landscaping or parking areas. If located on private sidewalks or walkways, it shall be located so as to leave a minimum of a four foot (4') wide passageway for pedestrians. Applicable building and fire codes for ingress and egress shall be met.*
 - G. *No additional parking is required for 30 outdoor seats or less. Any additional seating over 30 seats shall provide required parking based on one space per three seats.*
 - H. *The outdoor seating area shall be subordinate to the principal use and shall not exceed 40 percent of the square footage of the principal use building space.*
 - I. *Noises on the outdoor seating area shall be subject to City Code Section 92.18(S).*

- J. *Lighting shall be permitted to the extent that it only illuminates the designed area. Lighting must otherwise meet the standards listed in Section 704 of this Ordinance for Glare.*
 - K. *The business owner or designated person shall inspect the premises on a daily basis including all adjacent streets, sidewalks, alleys, parking areas and sidewalks within 100 feet and remove all litter. Appropriate receptacles for rubbish, garbage, cigarette paraphernalia, etc. must be provided in close proximity to the outdoor seating area.*
 - L. *Additional conditions may be imposed by the City and listed on the approved conditional use permit including but not limited to hours of outdoor seating area use and additional screening or buffering to residential zoned or used areas.*
 - M. *No external music, live or recorded, shall be allowed after 10:00PM. It also shall not be audible from a distance of more than 50' from the edge of the defined patio area at any time.*
3. *For establishments with liquor licenses the following regulations apply in addition to those listed above:*
- A. *The seating shall be located in a compact and contiguous location to the principal structure. No alcoholic beverages shall be served or consumed in an outdoor seating area unless the liquor license approved by the City specifies the compact and contiguous location.*
 - B. *The outdoor seating area shall be defined with the use of landscaping and permanent attractive fencing which is a minimum of four feet in height with at least 50 percent opacity that contains the tables and chairs for the use as demonstrated on a site plan. It shall also prohibit the free passage of any person or substance from the area.*
 - C. *No alcoholic beverages shall be served to persons outside of the designated outdoor seating area or those not seated at tables. Signage shall be posted that restricts consumption of alcohol outside of the designated outdoor seating area as approved by the Conditional Use Permit.*
 - D. *Bars are prohibited in outdoor seating areas (with the exception of a service bar for the exclusive use of the establishment's employees).*
 - E. *Patrons shall only access the outdoor seating area through the interior of the main building and seated by wait staff if at full service restaurants. No other ingress or egress shall be allowed other than required emergency exits.*

Although section 733 (3) (B) of the Zoning Ordinance requires outdoor seating areas to have a minimum fence height of 4' tall, staff recommends that the fence should be a minimum height of 6'. Staff are recommending a 6' tall fence to prevent individuals from easily passing alcohol over a 4' or 5' tall fence. Furthermore, the taller fence would better separate Central Plaza and the public parking lot.

In accordance with section 733 (2) (M), no external live or recorded music may continue after 10:00pm. After 10:00pm, music may only occur inside the building. Additionally, all noises occurring in the outdoor patio area shall be subject to City Code Section 92.18(S).

Neighborhood Conditions

The subject property as well as all adjacent to the east and west are largely zoned B1-Central Business District.

- North – B1-Central Business District, and RL84-Single Family Residential District.
- South – B1-Central Business District, and RL70-Single Family Residential District.
- West – B1-Central Business District, and RH – High Density Residential District
- East – B1-Central Business District

Most of the buildings in the B1-Central Business District were constructed in the 1880s to the 1940s. The buildings within the district are currently used for commercial retail use or as drinking/dining establishments with some having rental dwelling units above. There are a few businesses in town that have outdoor patio areas approved via a conditional use permit. For instance, there is 1319 Woodfire Tavern at 125 E Main St, Local 105 at 105 Main St E, and Giesenbrau Bier Co. at 1306 1st St NE.

Parking

Off-street parking is not required in the B-1 Central Business District. No additional parking is required if there are 30 outdoor seats or less. Any additional seating over 30 seats shall provide required parking based on one space per three seats. The applicant is proposing to have 20-25 outdoor seats, therefore, no off-street parking is required.

Lighting

Lighting shall be permitted to the extent that it only illuminates the designed area. Lighting must meet 704 of the Zoning Ordinance:

In all districts, any lighting used to illuminate an off street parking area, sign, or other; structure, shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. Direct or sky reflected glare, whether from floodlights or from high temperature processes such as combustion or welding, shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right of way. Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed 0.4 candles (meter reading) as measured from said property.

Public Works Considerations

Public Works Director Matt Rynda and Utilities General Manger Bruce Reimers did not have any comments on the subject.

FEMA Flood Plain

N/A

Police Chief and Fire Chief Comments

Police Chief Tim Applen stated the although the ordinance requires a minimum fence height of 4’ tall, he recommends that fence should be a minimum of 6’ tall to prevent alcohol from being easily passed over the fence.

Building Official Comments

Building Official Scott Sasse stated that the out-swinging door to be installed in the Northwest corner of the existing building must meet all requirements from the 2020 MN Accessibility Code. The enclosed patio area is proposed at 756 square feet, this is without tables, chairs or decorations. The City will need a proposed seating design to keep on file with the intent of proposed tables, chairs, etc. showing how exiting paths will be maintained. Panic hardware (crash bar) will be required on the out-swinging emergency door/gate on the North side of the patio. The “Emergency Exit Only” sign at this exit shall be always illuminated internally or externally and not less than 90 minutes in the event of a primary power loss.

County Highway Department Comments

N/A

Conditional Use Permit Findings

Section 505 of the Zoning Ordinance states that when granting a conditional use permit the City Council shall make the following findings:

- A. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed patio area will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area, as the additional area will only accommodate outdoor seating.)
- B. The use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. (The proposed patio will include a 6’ tall fence, screening the outdoor seating area from the general public view, and which is compatible with adjacent residential apartments and will not cause a depreciation in their value.)
- C. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. (The proposed patio and site will improve the appearance of the existing concrete pad and will not adversely affect adjacent residential apartments.)
- D. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. (The proposed patio is reasonably related to the overall needs of the City and existing land use as the proposed patio is specifically listed as a Conditional Use in the B-1 Central Business Zoning District and will be an expansion of an existing permitted business.)
- E. The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use. (The proposed patio is specifically listed as a Conditional Use in the B-1 District and therefore is consistent with the purposes of the zoning ordinance.)

- F. The use is not in conflict with the Comprehensive Plan of the City. (The proposed patio is not in conflict with the Comprehensive Plan of the City because it is located in the B-1 District in which patios are listed as a Conditional Use.)
- G. The use will not cause traffic hazard or congestion. (The proposed outdoor patio will not cause traffic hazards or congestion as it provides only 20-25 seats and no off-street parking is required for any uses in the B-1 district.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities, access roads, drainage and necessary facilities have been provided.)

Section 505 of the Zoning Ordinance also states that conditions may be placed upon the approval as are considered necessary to protect the public health, safety and welfare.

Staff Recommendation

Staff recommends approval of Conditional Use Permit #C2-2024 to allow an outdoor patio for eating and drinking services, located at 103 Main St W in the B1-Central Business District, with the following conditions:

1. Approval is subject to the site plan dated 5/17/24 on file with the New Prague Planning Department which complies with the requirements of Section 733 of the Zoning Ordinance.
2. Before the Liquor License can be expanded to the proposed patio area, the following shall be completed:
 - a) All of the requirements and improvements associated with this Conditional Use Permit #C2-2024 must be completed and approved by City Staff.
 - b) The City Council must approve the expanded patio area as part of the applicant's liquor license.
3. The fencing around the outdoor patio area must be at least 6' tall due to the patio's proximity to a public parking lot and to Central Plaza.
4. Requirements of the Building/Code Enforcement Official must be met including:
 - a) Building Permits must be obtained as necessary.
 - b) The patio area must have an emergency exit door which must be clearly marked.
 - c) The "Emergency Exit Only" sign must be illuminated at all times of operation.
 - d) Panic hardware on the out-swinging emergency door/gate on the north side of the patio is required if it is to be locked (such hardware should be clearly marked).

And making the following findings to approve the conditional use permit:

- A. The proposed patio area will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area, as the additional area will only accommodate outdoor seating.
- B. The proposed patio will include a 6' tall fence, screening the outdoor seating area from the general public view, and which is compatible with adjacent residential apartments and will not cause a depreciation in their value.
- C. The proposed patio and site will improve the appearance of the existing concrete pad and will not adversely affect adjacent residential apartments.

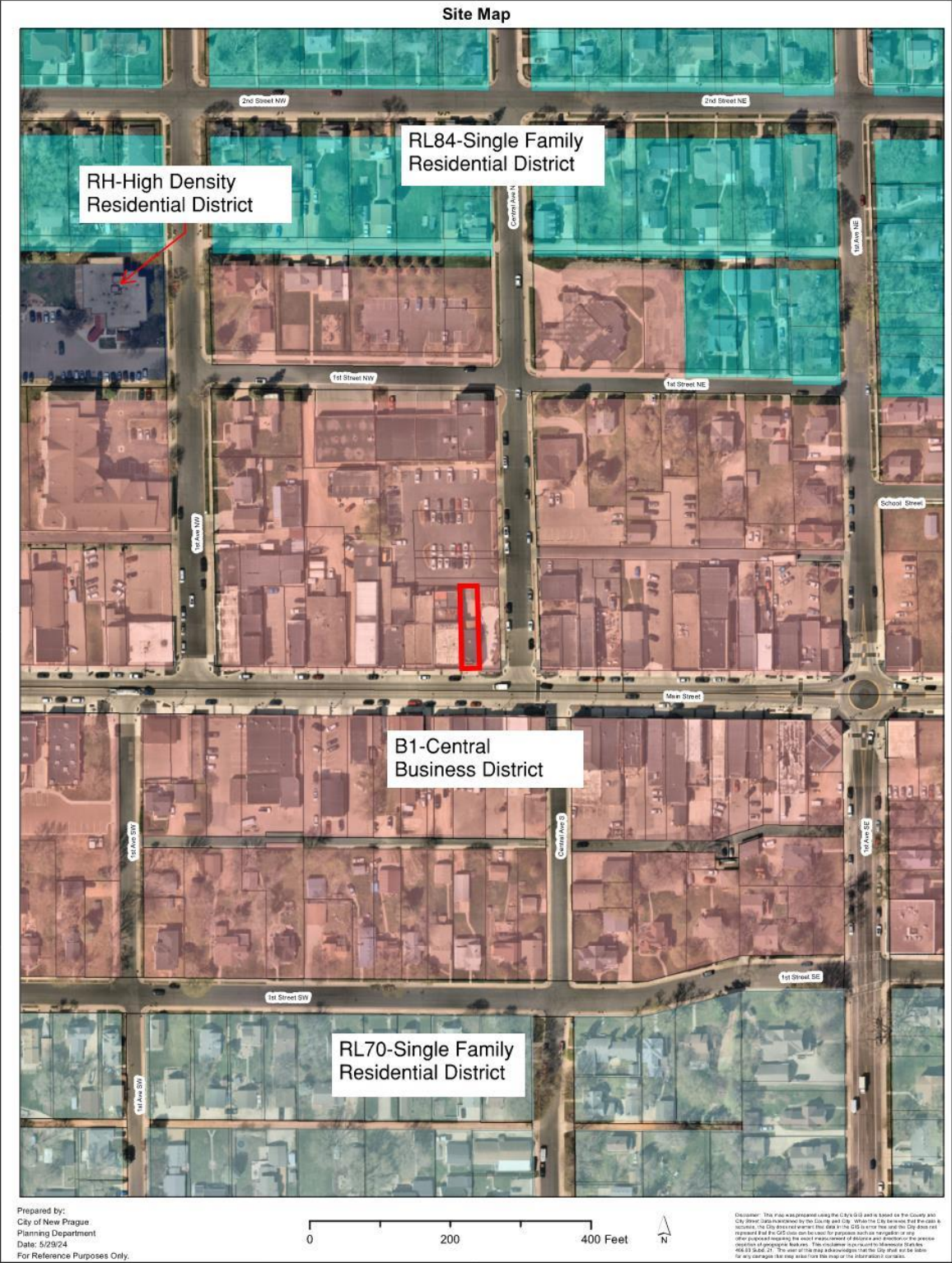
- D. The proposed patio is reasonably related to the overall needs of the City and existing land use as the proposed patio is specifically listed as a Conditional Use in the B-1 Central Business Zoning District and will be an expansion of an existing permitted business.
- E. The proposed patio is specifically listed as a Conditional Use in the B-1 District and therefore is consistent with the purposes of the zoning ordinance.
- F. The proposed patio is not in conflict with the Comprehensive Plan of the City because it is located in the B-1 District in which patios are listed as a Conditional Use.
- G. The proposed outdoor patio will not cause traffic hazards or congestion as it provides only 20-25 seats and no off-street parking is required for any uses in the B-1 district.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided.

Attachments

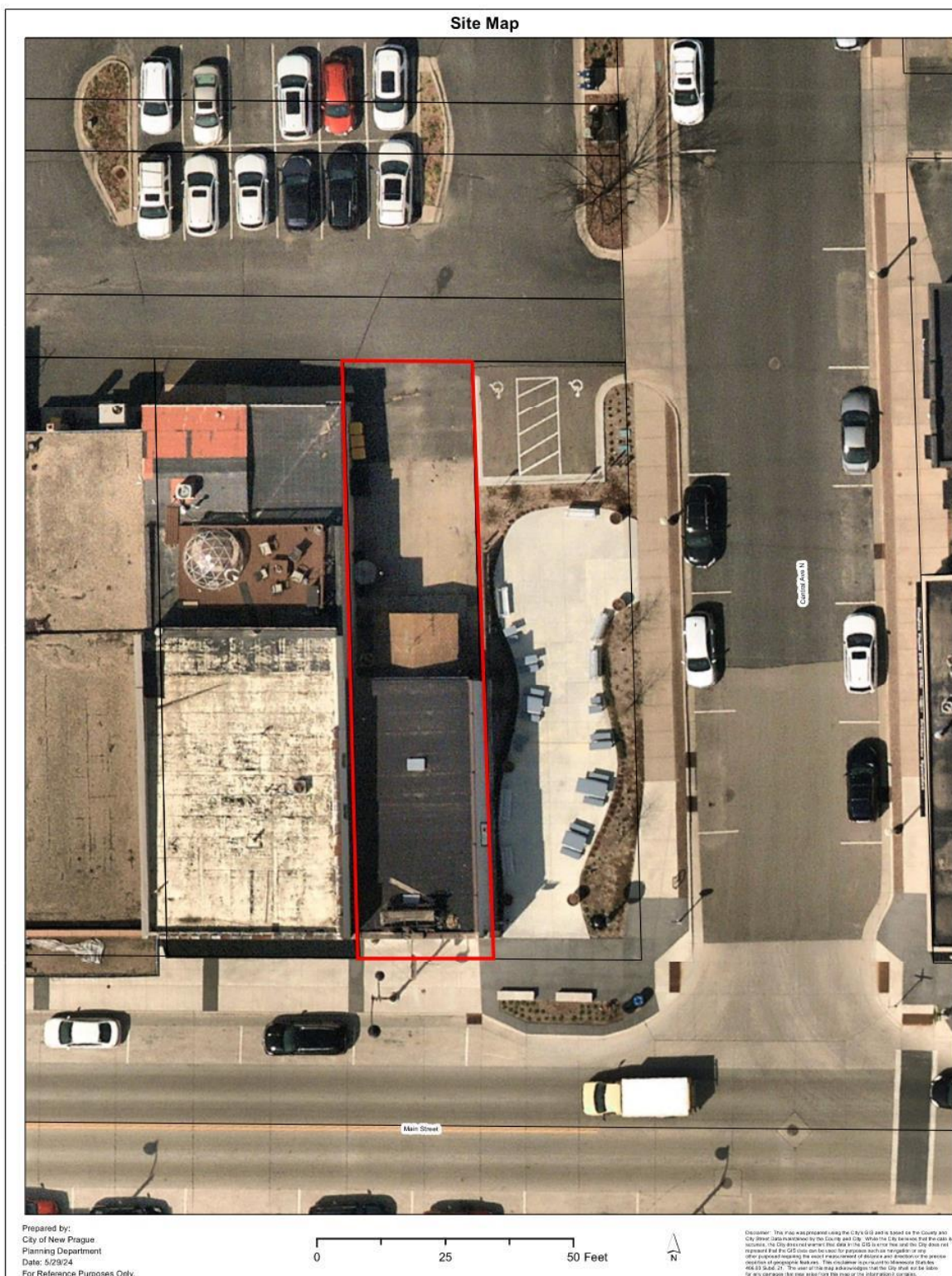
- 1. Aerial Site Map – Dated 5/29/24
- 2. Aerial Zoning Site Map – Dated 5/29/24
- 3. Aerial Site Map Detail – Dated 5/29/24
- 4. Outdoor Seating Site Plan – Dated 5/17/24
- 5. Proposed Fence – Undated
- 6. Aerial View of Outdoor Seating Site Plan – Dated 6/5/24
- 7. Oblique Air Photo – Dated 4/12/23
- 8. Pictures – 6/3/24



Aerial View of Subject Property

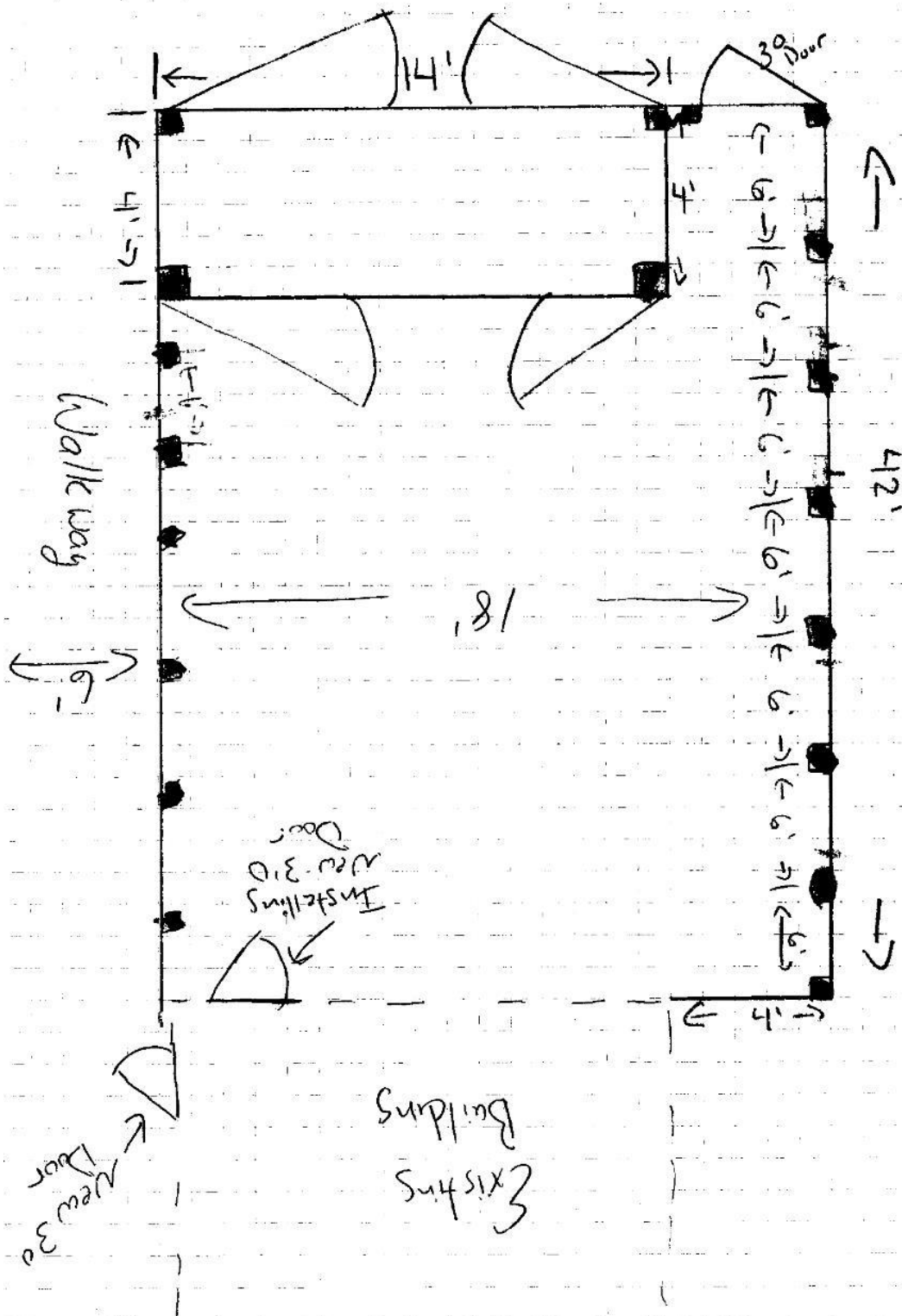


Aerial Zoning Site Map



Aerial View of Subject Property

R & D Management LLC– CUP #C2-2024 – Outdoor Seating
6/26/24 Planning Commission Meeting
Page 10 of 16



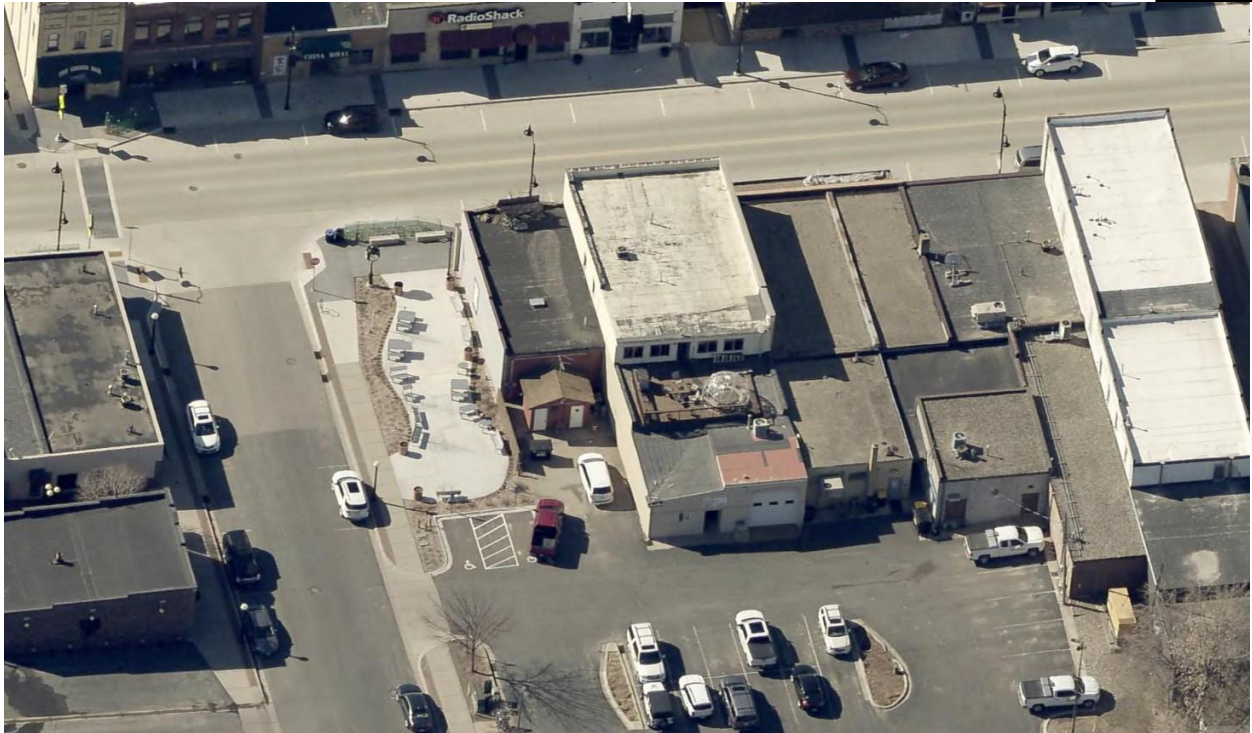
Outdoor Seating Site Plan



Proposed Fence



Aerial View of Outdoor Seating Site Plan



Oblique Aerial View









118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V3-2024 TO ALLOW A VARIANCE FROM THE RH HIGH DENSITY RESIDENTIAL ZONING DISTRICT DENSITY, FROM 32 UNITS PER ACRE TO 40 UNITS PER ACRE AND PARKING REQUIREMENTS, FROM 2 SPACES PER UNIT TO 1.7 SPACES PER UNIT, TO ALLOW FOR THE CONSTRUCTION OF A 54 UNIT MARKET RATE APARTMENT BUILDING, AS PROPOSED BY TEN NINETEEN DEVELOPMENT, LLC.
DATE: JUNE 27, 2024

Planning Commission Summary

The Planning Commission heard the above variance request at their June 26th, 2024 meeting. The applicant, Ten Nineteen Development, LLC, is requesting two variances: 1. Increase the allowed density in the RH High Density Residential Zoning District from 32 units per acre to 40 units per acre and 2. Reduce the minimum parking requirements from 2 spaces per unit to 1.7 spaces per unit, to allow for the construction of a 54-unit market rate apartment building on the 1.35 acre lot. These variances would be in addition to setback variances for the north and south property lines that were approved in 2020 for a 43 unit building with the same footprint.

While a public hearing is not required for variances, the Planning Commission did open a public hearing for comment. During the public hearing, comments were received from adjacent property owner Roger Beckius asking if there was a plan for water encountered during construction (there would be to storm sewer system), from Sharon Steinhoff-Smith with the Holy Trinity Church Council asking if this project would require the extension of 1st Street SE through to their property (it would not) and finally from Jake Budenski, representing the applicant, stating that construction would take about 10 months to complete once started, how the same 1.7 parking ratio is working well at their building in Delano and also provided commentary about how the property manager would monitor the site for parking including junk vehicles to prevent ordinance violations from occurring. Additional discussion took place regarding if a traffic study was required (it was noted the apartment building did not trigger a new study and that an old study was completed for the area in 2008) and the possibility of adding conditions to the variance restricting junk vehicles from the site and further preventing tenants from parking recreational vehicles on adjacent public roads with staff checking with the City Attorney about adding such conditions. Staff discussed possibly adding those conditions and to the variance approval and it was noted that there would be no reason to add conditions relating to city codes already in place and that the addition of a condition to limit apartment tenants from parking (vehicles or boats/RV's) on the street would be problematic legally.

The Planning Commission recommended approval of the variance request on a unanimous vote (4-0) based on the six findings listed in the attached resolution.

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V3-2024) ...".

RESOLUTION #_____

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE (#V3-2024) TO ALLOW A VARIANCE FROM THE RH HIGH DENSITY RESIDENTIAL ZONING DISTRICT DENSITY AND PARKING REQUIREMENTS TO ALLOW FOR THE CONSTRUCTION OF A 54 UNIT MARKET RATE APARTMENT BUILDING, NEW PRAGUE, MINNESOTA

WHEREAS, Ten Nineteen Development, LLC, applicant, and GTT Properties, LLC, owner of the following real estate in the County of LeSueur to wit:

Lot 1, Block 1, Deutschland First Addition, according to the plat thereof, LeSueur County, Minnesota.

are requesting a variance to allow a variance from the RH High Density Residential Zoning District Density and Parking Requirements to allow for the construction of a 54 unit market rate apartment building on the above described real estate; and,

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request (#V3-2024), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 26th day of June, 2024, after due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because apartment buildings are a permitted use in the RH High Density Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because apartments are a permitted use in the RH High Density Residential Zoning District.
- C. The applicant will use the property in a reasonable manner which would be an apartment building use.

- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot has an unusual shape and abuts two public roadways and requires a unique building layout to fully utilize the property and furthermore the unit mix of 75% alcove/studio and one-bedroom and one-bedroom + den apartments lends itself to a parking reduction and density increase above the typical ordinance requirements.
- E. The variance does not alter the essential character of the neighborhood because apartments are a permitted use in the RH High Density Residential Zoning District which contains another multifamily unit one block to the west, and the variances for parking and density fit within the footprint of a building originally planned to have 43 units, thereby making better use of the site.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow a building footprint previously approved for 43 units to provide for 54 units to maximize the apartment units on the site and which are needed in the community for workforce housing.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V3-2024 to allow a variance from the RH High Density Residential Zoning District Density, from 32 units per acre to 40 units per acre and Parking Requirements, from 2 spaces per unit to 1.7 spaces per unit, to allow for the construction of a 54 unit market rate apartment building, is hereby approved based on the above findings.

This Variance approval becomes effective immediately upon its passage and without publication.

Passed this 1st day of July, 2024.

Duane J. Jirik, Mayor

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Kenneth D. Ondich

City of New Prague

118 Central Ave. N.

New Prague, MN 56071

(952) 758-4401



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION

FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST FOR VARIANCE #V3-2024 TO ALLOW A VARIANCE FROM THE RH HIGH DENSITY RESIDENTIAL ZONING DISTRICT DENSITY AND PARKING REQUIREMENTS TO ALLOW FOR THE CONSTRUCTION OF A 54 UNIT MARKET RATE APARTMENT BUILDING, AS PROPOSED BY TEN NINETEEN DEVELOPMENT, LLC

DATE: JUNE 20, 2024

Background / History

The applicant, Ten Nineteen Development LLC, has applied for a variance to construct a 54 unit 3 story, market rate apartment building with underground parking. Related to this project, the City submitted an application for the Minnesota Housing Finance Agency's Workforce Housing Development Program back in April that could provide for up to \$499,999 towards the project. MHFA will announce the funding recipients by Mid-August.

It is also notable that back in 2020, this site was previously approved for a rezoning from B-2 Community Commercial Zoning to RH High Density Residential Zoning and for setback variances (#V8-2020). The variances previously allowed a rear yard setback reduction from the north line from 30' to 10' a front yard setback reduction from the south lot line from 30' to 27'7" for what was then proposed as a 43 unit building.

With the new applicant, Ten Nineteen Development, they are proposing a 54 unit building within the same footprint as the previous 43 unit building. The reason the additional units fit in the footprint of the original 43 unit building is due to the balanced unit mix to meet the market demand (ie. studio and 1 bedroom units). The prior plan had very large units, which have since been reduced in size to get to the current 54-unit plan.

The zoning ordinance allows 32 units per acre for high density multifamily dwellings. The property 1.35 acres in size and would be allowed 43 units. Additionally, the zoning ordinance currently requires 2 parking spaces per apartment unit, regardless of the unit type or overall mix of units in the building.

At the March Planning Commission meeting, staff brought forth a “concept” review of possibly amending the zoning ordinance for both the RH density and parking requirements, but the Planning Commission felt that rather than amending the zoning ordinance at this time, the apartment proposal should be reviewed and considered for variances from the density and parking requirements due to the sites unique size and shape.

The specific variances being sought for the proposed 54 unit apartment building are as follows:

- Variance to increase the RH High Density Residential Density from 32 units per acre up to 40 units per acre.
- Variance to reduce the minimum required parking from 2 spaces per unit to 1.7 spaces per unit.

Legal Description

Lot 1, Block 1, Deutschland First Addition, according to the plat thereof, LeSueur County, Minnesota.

Neighborhood Conditions and nearby land uses

North – Walgreens (zoned B-2 Community Commercial)

South – Townhomes (zoned RH High Density Residential)

East – Chalupsky Ave. SE and a Strip Mall (zoned B-2 Community Commercial)

West – Single Family home with some agricultural land (Zoned B-2 Community Commercial)

Zoning

The subject site is zoned RH High Density Residential where apartments are a permitted use at up to 32 units per acre. The City also requires two parking spaces for each apartment unit.

Setbacks in the RH District are 30’ fronts (south and east sides), 30’ rear (north side) and 20’ side (west side). As noted earlier in this report, Variance #V8-2020 was previously approved for reduction from the rear setback and front setback to 1st Street SE. No new setback variances are proposed at this time.

The proposed 54 units are a departure from the previously approved building layout only in terms of number of units and not overall size of the building. As noted earlier, the current developer changed the proposed unit mix to fit the 54 units in the same footprint as the previously approved 43 unit building. This 54 unit building would require a density increase from 32 units per acre to 40 units per acre. The mix of units is listed below.

4/2/24 unit mix as proposed (subject to change):

8 – “Alcove” units (not called studios, but they only have a short wall dividing off the bedroom from the rest of the unit) – 600 sq. ft. average size

26 – 1 Bedroom units – 750 sq. ft. average size

7 – 1 Bedroom +Den units (basically a one bedroom unit plus a den) – 850 sq. ft. average size

8 – 2 Bedroom units – 1,100 sq. ft. average size

5 – 2 Bedroom +Den units (basically a two bedroom unit plus a den – they don’t do 3 bedroom units as in the past they haven’t been able to rent them) – 1,250 to 1,350 sq. ft sizes

54 total units

As noted above, the units lean heavily to alcove/studio and 1 bedroom units and 1 BR + Den with 75% falling into those types of units. The smaller units are far more likely to have less than 2 vehicles per unit than larger units.

Regarding parking it’s notable that the previously approved site plan showed 50 surface parking spaces with 28 spaces below/enclosed under the building for a total of 78. The new site plan provides for 42 spaces below/enclosed under the building plus the same 50 surface parking stalls for a total of 92 parking spaces. This would provide for parking at a ratio of 1.7 spaces per unit versus the ordinance requirement of 2 spaces per unit (108 spaces).

In the research staff conducted earlier this spring, many cities have moved away from a straight multifamily parking requirement of 2 spaces per unit. For example, the City of Shakopee now requires 1.5 spaces for studio and 1 bedroom units and 2 spaces for a two bedroom unit and 2.5 spaces for a three bedroom unit. If New Prague used Shakopee’s parking standards, the site would exceed the requirement by 4 spaces as proposed. While the Planning Commission voiced some concerns of going below 2 spaces per unit and concerns that users might park in the Walgreens parking lot or even the strip mall parking lot across the street, staff does not believe this will be a concern, particularly based on information obtained from the applicant.

The applicant noted that their recent project in Farmington (a 74-unit building) was approved at 1.42 spaces per unit (versus Farmington’s normal 1.5 spaces per unit) and their Delano project, Granite Works has a 1.7:1 per unit parking ratio. The first phase, which opened in 2022, is now fully occupied. The building has 70 units with 70 enclosed parking stalls and the remaining parking being surface parking. There is plenty of parking and oftentimes the surface lot is only 1/3 full. Delano has a similar market to New Prague and similar market rate project to what is planned for this project. Ten Nineteen Development LLC has found that typical demand dictates anywhere from 1.4-1.7:1 parking ratio. Parking beyond that is often found to be excessive or underutilized.

Statement of Practical Difficulties

The applicant has stated that the land has a unique shape and abuts two public streets and was not originally intended to be a residential lot, however, deed restrictions that the Walgreens development placed on the property severely limited the ability of the lot to be used commercially. The developer acknowledges that the site was previously approve for setback variances due to the unique shape of the lot and that also poses a challenge for parking. However they note that they do not believe the ratio of parking the city requires is necessary based on past projects they have completed.

As noted earlier in this report, the applicant has experience in other similar communities with parking requirements below 2 per apartment unit and they have not experienced parking issues at other sites.

Staff Notes

Staff believes that the lot is unique in both lot shape and location as well as due to the deed restrictions towards commercial uses on the lot that have led the lot to be looked at for residential purposes. Staff notes that the building footprint is no larger than previously approved but rather the mix of unit types has changed with 75% of the units being alcove/studio and one bedroom or 1 bedroom + den units which place less of a demand on parking compared to two or three bedroom units. Staff believes the density is appropriate for the site by virtue of staff believing that the normally required 2 spaces per one unit is not required based on the smaller unit sizes making up the majority of the units.

Staff does not support building parking simply to meet an ordinance minimum if it is demonstrated that it is not needed. In the case of this site, there really isn't room to add additional parking due to space constraints, but again, staff does not believe any additional parking is necessary for the site at the ratio of 1.7 spaces per unit. Additionally, the location of this apartment is situated close to a number of businesses and churches that are within walking distance, making it an option for those without vehicles to live.

Finally, staff notes that Praha Village to the west is a senior living apartment complex which is 91 units on 3.83 acres. While most residents there do not drive, that site provides for 108 parking spaces with 45 of those spaces being under the building. The parking ratio for this development is 1.18 spaces per unit and also must accommodate a work staff per shift of about 17 staff. The vast majority of the parking lot at Praha Village sits empty most of the time.

Criteria for Granting Variance – Section 507

The Zoning Ordinance defines a variance as follows: A modification or variation of the provisions of this Ordinance where it is determined that by reason of unique circumstances relating to a specific lot, that strict application of the Ordinance would cause practical difficulties. Practical difficulties is a legal standard set forth in law that cities must apply when considering applications for variances. To constitute practical difficulties, all three factors of the test must be satisfied, which are reasonableness, uniqueness and essential character. The Zoning Ordinance's criteria addresses these standards.

The Zoning Ordinance identifies criteria for granting variances as noted below. These items must be evaluated by the Planning Commission and City Council when considering variance requests. It is important to note that variances should only be granted in situations of practical difficulties. A variance may be granted only in the event that all of the circumstances below exist. Staff has attempted to evaluate the established criteria for this specific request. Staff's comments are highlighted in yellow below:

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The requested variance is in harmony with the general purposes and intent of this Ordinance because apartment buildings are a permitted use in the RH High Density Residential Zoning District.)

- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because apartments are a permitted use in the RH High Density Residential Zoning District.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant will use the property in a reasonable manner which would be an apartment building use.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot has an unusual shape and abuts two public roadways and requires a unique building layout to fully utilize the property and furthermore the unit mix of 75% alcove/studio and one-bedroom and one-bedroom + den apartments lends itself to a parking reduction and density increase above the typical ordinance requirements.)
- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because apartments are a permitted use in the RH High Density Residential Zoning District which contains another multifamily unit one block to the west, and the variances for parking and density fit within the footprint of a building originally planned to have 43 units, thereby making better use of the site.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow a building footprint previously approved for 43 units to provide for 54 units to maximize the apartment units on the site and which are needed in the community for workforce housing).
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (N/A).

Staff Recommendation

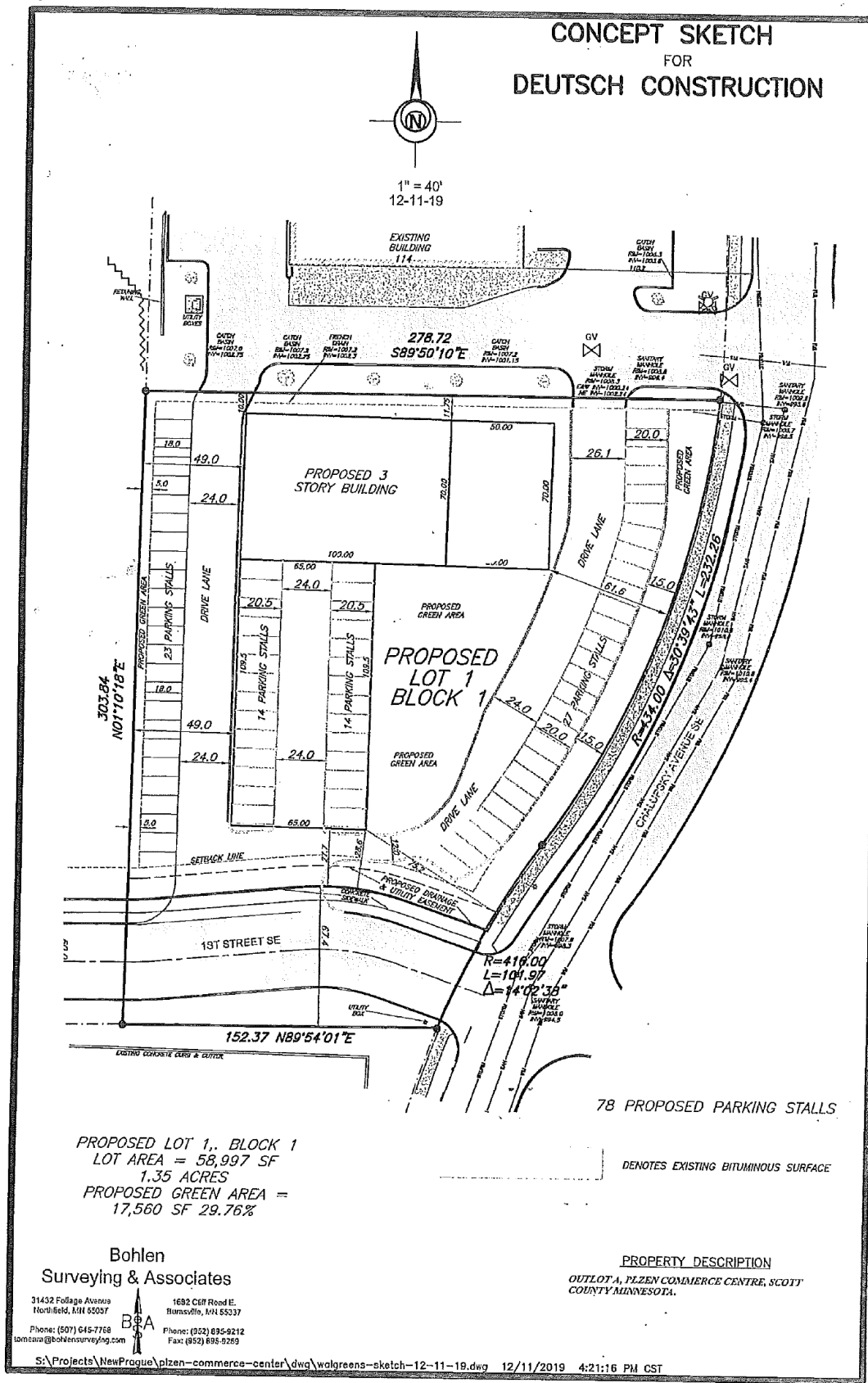
Staff recommends **approval** of Variance #V3-2024 to allow a variance from the RH High Density Residential Zoning District Density, from 32 units per acre to 40 units per acre and Parking Requirements, from 2 spaces per unit to 1.7 spaces per unit, to allow for the construction of a 54 unit market rate apartment building, as proposed by Ten Nineteen Development, LLC

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because apartment buildings are a permitted use in the RH High Density Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because apartments are a permitted use in the RH High Density Residential Zoning District.
- C. The applicant will use the property in a reasonable manner which would be an apartment building use.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot has an unusual shape and abuts two public roadways and requires a unique building layout to fully utilize the property and furthermore the unit mix of 75% alcove/studio and one-bedroom and one-bedroom + den apartments lends itself to a parking reduction and density increase above the typical ordinance requirements.
- E. The variance does not alter the essential character of the neighborhood because apartments are a permitted use in the RH High Density Residential Zoning District which contains another multifamily unit one block to the west, and the variances for parking and density fit within the footprint of a building originally planned to have 43 units, thereby making better use of the site.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow a building footprint previously approved for 43 units to provide for 54 units to maximize the apartment units on the site and which are needed in the community for workforce housing.

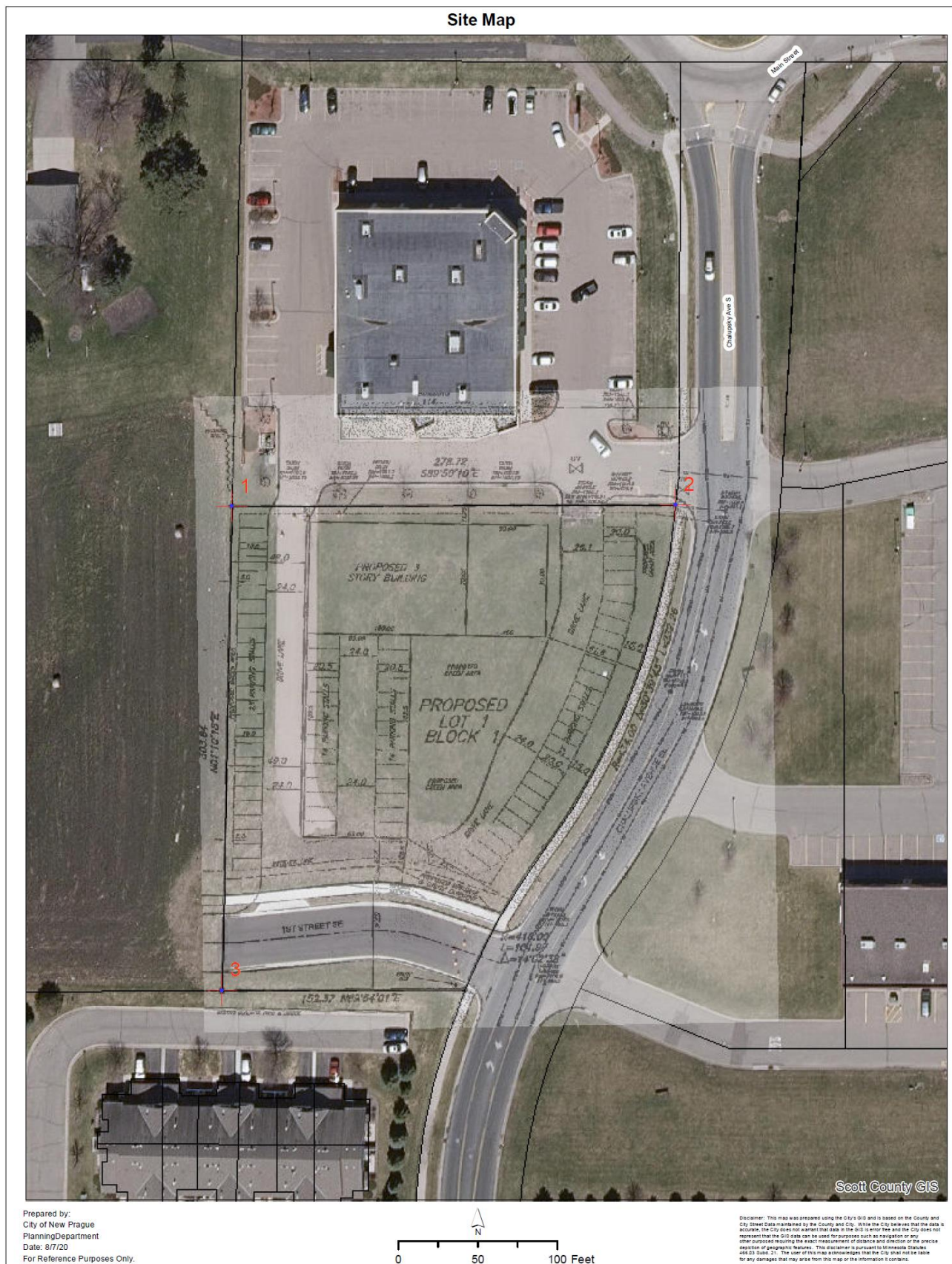
Attachments

- 1. Site Map Aerial – Dated 1/3/20
- 2. Concept Sketch – Dated 12/11/19
- 3. Aerial / Concept Sketch Overlay – Dated 8/7/20
- 4. Example Apartment Building Rendering
- 5. Google Street View Photos - Undated





Site Map



Ten Nineteen Development LLC - Variance #V3-2024
June 26, 2024 Planning Commission Meeting
Page 9 of 11



(Example Building Elevation – indicative of style and materials only – building may have peaked reroof as shown or flat roof. Different and more appealing colors would be utilized.)



Looking west from Chalupsky Ave. SE.



Looking East from 1st Street SE and curb cut to site.



Looking west from Chalupsky Ave. SE.

RESOLUTION #24-07-01-02

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE
 (#V3-2024) TO ALLOW A VARIANCE FROM THE RH HIGH DENSITY
 RESIDENTIAL ZONING DISTRICT DENSITY AND PARKING REQUIREMENTS TO
 ALLOW FOR THE CONSTRUCTION OF A 54 UNIT MARKET RATE APARTMENT
 BUILDING, NEW PRAGUE, MINNESOTA**

WHEREAS, Ten Nineteen Development, LLC, applicant, and GTT Properties, LLC, owner of the following real estate in the County of LeSueur to wit:

Lot 1, Block 1, Deutschland First Addition, according to the plat thereof, LeSueur County, Minnesota.

are requesting a variance to allow a variance from the RH High Density Residential Zoning District Density and Parking Requirements to allow for the construction of a 54 unit market rate apartment building on the above described real estate; and,

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request (#V3-2024), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 26th day of June, 2024, after due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because apartment buildings are a permitted use in the RH High Density Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because apartments are a permitted use in the RH High Density Residential Zoning District.
- C. The applicant will use the property in a reasonable manner which would be an apartment building use.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot has an unusual shape and abuts two public roadways and requires a unique building layout to fully utilize the property and furthermore the unit mix of 75% alcove/studio and one-bedroom and one-bedroom + den apartments lends itself to a parking reduction and density increase above the typical ordinance requirements.
- E. The variance does not alter the essential character of the neighborhood because apartments are a permitted use in the RH High Density Residential Zoning District which contains another multifamily unit one block to the west, and the variances for

parking and density fit within the footprint of a building originally planned to have 43 units, thereby making better use of the site.

- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow a building footprint previously approved for 43 units to provide for 54 units to maximize the apartment units on the site and which are needed in the community for workforce housing.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V3-2024 to allow a variance from the RH High Density Residential Zoning District Density, from 32 units per acre to 40 units per acre and Parking Requirements, from 2 spaces per unit to 1.7 spaces per unit, to allow for the construction of a 54 unit market rate apartment building, is hereby approved based on the above findings.

This Variance approval becomes effective immediately upon its passage and without publication.

Passed this 1st day of July, 2024.

Duane J. Jirik, Mayor

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

THIS INSTRUMENT DRAFTED BY:
Kenneth D. Ondich
City of New Prague
118 Central Ave. N.
New Prague, MN 56071

(952) 758-4401



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PLANNING COMMISSION SUMMARY – PRELIMINARY PLAT OF STIENESSEN ADDITION

DATE: 6/27/2024

Planning Commission Summary

At the June 26th, 2024 Planning Commission meeting, the Planning Commission reviewed the Preliminary Plat of Stienessen Addition which contains three lots on 4.1 acres of land. It was noted that the plat is located outside of City Limits but within the City's extraterritorial subdivision review area into LeSueur County for the purpose of reviewing plats in this area to ensure they do not negatively affect the City's future growth in terms of roadway corridors and future utility extensions. LeSueur County retains all zoning and permitting authority other than the review of subdivisions. It was noted that Le Sueur County had approved lot size variances for two of the three proposed lots on June 20th, 2024.

The required public hearing was held at the June 26th Planning Commission meeting. One public comment was received from adjacent property owner George Buechler from 487 Maplewood Cir. SW who questioned if Lot 3 was going to be a separate lot from the existing rental home. It was noted Lot 3 contained the rental home and that Lots 1 and 2 are also zoned for single family homes.

The Planning Commission unanimously recommended (4-0) that the City Council approve the Preliminary Plat of Stienessen Addition with the one finding and seven conditions contained within the staff report.

Staff Recommendation

Staff recommends that the City Council make a motion approving the Preliminary Plat of Stienessen Addition with the following finding and conditions:

1. The plat complies with the purpose and intent of the New Prague Subdivision Ordinance.

And with the following conditions:

1. Approval is granted in general accordance with the Preliminary Plat submittal dated 6/2/2024 on file with the New Prague Planning Department.
2. The Preliminary Plat is issued for a permit of twelve (12) months and shall become null and void without further action from the Planning Commission or City Council unless the final plat is filed within twelve (12) months of the City Council granting Preliminary Plat approval.
3. Preliminary Approval is subject to all requirements of the City Attorney including review and approval of the Title Commitment.
4. Approval is subject to all requirements of LeSueur County Planning and Zoning and Environmental Services Departments, including approval of lot size variances for proposed Lots 1 & 2.
5. A Wetlands Conservation Act “Certificate of No Loss or Exemption” must be filed prior to the final plat approval.
6. City Park Land Dedication (including a future trail segment along 15th Street SW), Saw and Seal Fee, Sidewalk Fee and Emergency Warning Siren Fee and city utility area charges and connection fees are being delayed until the time at which the property is annexed to the City and at the rates applicable at that time.
7. No new driveway access to 15th Street SW will be permitted as it is a future major collector road.



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION

FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST FOR PRELIMINARY PLAT REVIEW OF STIENESSEN ADDITION CONSISTING OF 3 LOTS ON 4.1 ACRES IN THE LE SUEUR COUNTY R1, URBAN/RURAL RESIDENTIAL ZONING DISTRICT, AS PROPOSED BY BEN STIENESSEN, APPLICANT.

DATE: 6/12/24

Background / History

Ben Stienessen submitted an application for a preliminary plat of Stienessen Addition. The plat would consist of three lots on 4.1 acres in the Le Sueur County R1 Urban/Rural Residential Zoning District. Mr. Stienessen is the current owner of the property which contains one residential home and one outbuilding. The plat would create two additional lots that would be sold off for home construction.

Two of the three lots being proposed do not meet the Le Sueur County minimum lot dimensions and the county is currently reviewing variances for Lots 1 and 2.

While the land being platted is located outside of the City Limits, the City has the platting authority to review the plat because the City originally extended its extraterritorial subdivision authority via a resolution on November 17, 1997 (recorded as LeSueur County Document #262723) which was updated via resolution by the City on 12/21/2020 (recorded as Le Sueur County Document #433458). These resolutions and extension of the subdivision ordinance were adopted so that the City can regulate growth of areas within 2 miles of the City Limits where the City may eventually annex and develop into the future. These resolutions only provide the City with the subdivision review authority, all other land use authority for zoning and permits are retained by LeSueur County.

The reason the plat is required is that more than one new lot was being created and therefore could not be accommodated through the city's "Minor Subdivision" process.

Section 040 of the Subdivision Ordinance provides the requirements for the review of preliminary plats and Section 050 provides the requirements for the review of final plats within

the City. Preliminary and Final plats can be reviewed simultaneously as noted in Section 050. In the case of this plat, because variances are needed for lot size, only the Preliminary Plat is being reviewed at this time. Since the proposed lots do not meet Le Sueur County’s minimum lot dimensions, a variance is required through the County and therefore the City can only consider the preliminary plat at this time.

Legal Description

Beginning at a point on the South line of Section 4, Township 112, Range 23, said point being 603.42 feet West of the Southeast corner of said Section 4 and also being the Southwest corner of Maplewood Subdivision of said Section 4; thence North 01 degrees 36 minutes East on the West line of said Subdivision, 633 feet to the Northwest corner of Lot 12, of said Maplewood Subdivision; thence West 158.00 feet; thence South 01 degrees 36 minutes West 324.93 feet; thence West 253.00 feet; thence South 01 degrees 31 minutes West, 308.07 feet; thence East 411 feet to the point of beginning; All lying and being in the Southeast Quarter of the Southeast Quarter of Section 4, Township 112, Range 23, LeSueur County, Minnesota.

Zoning / Lot Size / Setbacks / Easements

The property is zoned by LeSueur County as R1 Urban/Rural Residential which has minimum lot size requirements as follows:

- 40,000 sq. ft. minimum lot area
- 150’ lot width at the setback line
- 260’ minimum lot depth

Two of the three proposed lots (Lots 1 and 2) do not meet the minimum lot requirements. Le Sueur County is reviewing variance requests for these lots at their June 20th meeting. Lot 1 requires a variance for lot width (129.48’), depth (238.40’) and area (32,051 sq. ft.) while Lot 2 requires a variance for lot area (39,174 sq. ft.) only.

Required setbacks in the Le Sueur County R1 District are 65’ front, 15’ side and 40’ rear (15’ for accessory structures). The existing home on Lot 3, including its accessory structure, will meet all setbacks.

Section 067 of the Subdivision Ordinance provides for easement requirements for drainage ways, trails and utilities. Easements as required by the City are provided at 10’ along front and rear lot lines and 5’ along interior lot lines.

The property is within the City’s extraterritorial subdivision review area, and also within the City’s growth area which has the area guided for single family residential. Typically, the City would like to see ghost platting of rural lots to account for additional subdivision, but Lots 1 and 2 are less than 1 acre each with limited ability to further divide. Lot 1 could easily be divided further, but with adjacent lots in close proximity there are a number of configurations that could work for future subdivision.

Access / Road Layout

There are not any new roads proposed adjacent to the plat. The existing roads are:

- Ridge Drive SW (Township Road)
- 15th Street SW (Township Road – but is a future “Major Collector” road per the City’s Transportation Plan).

Access to the existing home will remain from 15th Street SW while the two new lots will be accessed from Ridge Drive SW. New driveway access will not be allowed from 15th Street SW as it is identified as a future major collector.

The proposed plat would dedicate 33’ of right of way for the existing township road known as 15th Street SW. The township agrees that this dedication is required with the plat.

Trails / Sidewalks

The proposed lots are outside of city limits, but within the City’s growth area. In the City’s current Comprehensive Plan there is a proposed future trail identified along 15th Street SW. A trail is not required to be installed at this time, however, said trail may be installed in the future once the land is annexed into the City.

Flood Plain

As indicated on the FEMA FIRM panel #27079C0089D effective July 21, 1999, the property is located within the unshaded Zone X which is determined to be outside the 500-year floodplain.

Le Sueur County also has preliminary Flood Plain Maps that will become effective on July 17, 2024, and this area is also indicated as outside of the 500-year floodplain on the new maps.

Wetland Conservation Act

While the National Wetlands Inventory does not show any wetlands on the site, a Wetlands Conservation Act (WCA) “Certificate of No Loss or Exemption” must be filed prior to the final plat approval. The City is not the Local Government Unit (LGU) for the WCA in this area. LeSueur County SWCD is the review authority in this area outside of City Limits.

DNR Comments

The DNR was not solicited for comments on this plat as there are not any public waters located on the subject property.

Park Land Dedication

Chapter 066 of the Subdivision Ordinance outlines Park/Public Land Dedication requirements.

Land dedication is required at 815 sq. ft. per resident with a 2024 estimate of 2.66 residents per household used for the calculation. This would equate to 4,335.80 sq. ft. of land dedication being required. The land will not be required at this time, however, as it is not currently located within the City Limits. The land payment will be delayed until the time at which the property is annexed to the City

Water Area Access Charge

All newly annexed and platted land into the City requires a per acre payment of the Water Access Charge fee. Since this property is not within the City Limits, a water area access charge will not be collected at this time but would instead be collected at the time the property is annexed. Water will continue to be provided from private wells.

Sidewalk Fee

Since the property is located outside of the City limits, no sidewalk fee will be collected at this time but instead will be collected at the time of annexation.

Emergency Warning Siren Fee

Since the property is located outside of the City limits, no emergency warning siren fee will be collected at this time, but would instead be collected at the time of annexation.

Saw and Seal Fee

Since the property is located outside of the City limits and no streets are being constructed, no saw and seal fee will be collected at this time.

Sanitary Sewer Service

Per LeSueur County requirements, each lot must have a primary and secondary sewage treatment system location provided for and which there is room for on each lot. As of right now there is one existing drain field on the proposed lot and room for an additional site.

There are no plans for City sanitary sewer to be extended to this area at this time.

Stormwater System

N/A

Engineering Comments

The preliminary and final plat drawings were not submitted to the City Engineer for review as they are located outside of City Limits therefore do not have any concerns related to future utilities at this time as the lots are or will be serviced by existing private well and septic systems.

Public Works and Utility Comments

N/A – Not in City Limits.

City Attorney Comments

Scott Riggs, City Attorney, was provided a copy of the preliminary plat and title commitment but had not yet provided comments at the time of writing this report.

LeSueur County Highway Department Comments

N/A

State Highway Department Comments

N/A

LeSueur County Planning and Zoning Comments

Comments were solicited from LeSueur County Planning and Zoning who indicated that the required lot size variances for proposed Lots 1 and 2 would be considered by the Le Sueur County Board of Adjustments on June 20th.

Lanesburgh Township Comments

Lanesburgh Township provided comments via e-mail on 6/10/24 as written below:

The Lanesburgh Township Board met this evening and discussed the Preliminary Plat: Stienessen Addition. The town board would agree that there be a 33ft right of way easement along 15th Street SW. There were no other concerns.

Thank you for this information

Liz Krocak
Lanesburgh Township Clerk

Environmental Issues

None.

Street Names

No new streets are proposed with this plat.

Staff Recommendation

Staff recommends that the Planning Commission approve the preliminary plat of Stienessen Addition with the following findings:

1. The plat complies with the purpose and intent of the New Prague Subdivision Ordinance.

And with the following conditions:

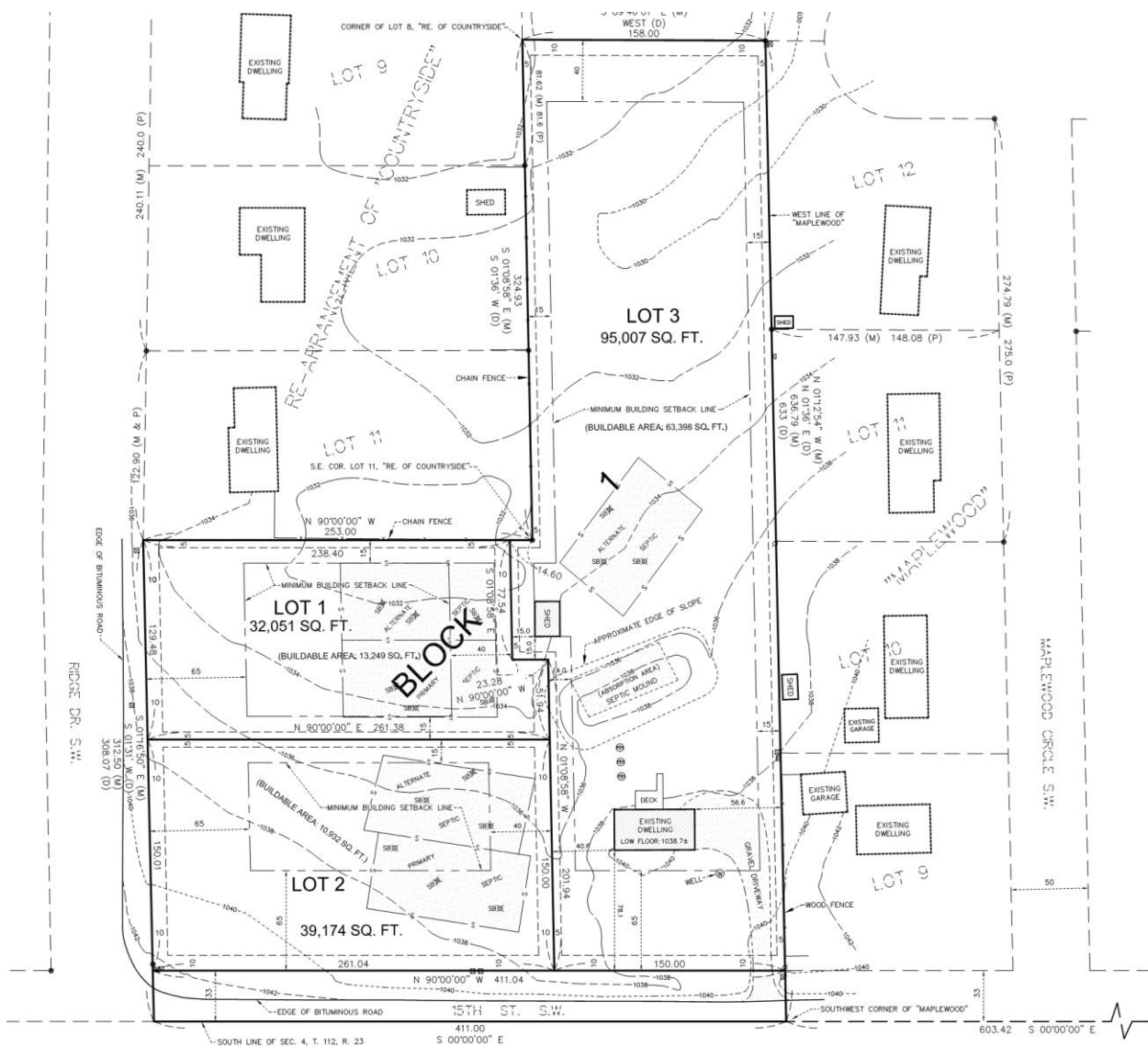
1. Approval is granted in general accordance with the Preliminary Plat submittal dated 6/2/2024 on file with the New Prague Planning Department.
2. The Preliminary Plat is issued for a permit of twelve (12) months and shall become null and void without further action from the Planning Commission or City Council unless the final plat is filed within twelve (12) months of the City Council granting Preliminary Plat approval.
3. Preliminary Approval is subject to all requirements of the City Attorney including review and approval of the Title Commitment.
4. Approval is subject to all requirements of LeSueur County Planning and Zoning and Environmental Services Departments, including approval of lot size variances for proposed Lots 1 & 2.
5. A Wetlands Conservation Act “Certificate of No Loss or Exemption” must be filed prior to the final plat approval.
6. City Park Land Dedication (including a future trail segment along 15th Street SW), Saw and Seal Fee, Sidewalk Fee and Emergency Warning Siren Fee and city utility area charges and connection fees are being delayed until the time at which the property is annexed to the City and at the rates applicable at that time.
7. No new driveway access to 15th Street SW will be permitted as it is a future major collector road.

ATTACHMENTS

1. Site Map Aerial – Dated 6/10/24
2. Site Map Aerial Detail – Dated 6/10/24
3. Preliminary Plat Drawing – Dated 6/2/24
4. Google Street View Photos – Dated June 2023









Google Street View looking south from 15th Street SW looking to the NW.



Google Street View looking NE from intersection of 15th Street SW and Ridge Drive SW.



Looking East from Ridge Drive SW at area for the two new created lots.



Looking SE from Ridge Drive SW - two new lots on the left side of the photo.



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, April 23rd, 2024

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner (via phone), Bob Cunniff, Adam Gill, Rich Carlson, Jen Berglund, and Adam Brister. Councilmember Shawn Ryan was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and one member of the general public.

- **Approval of March 26th, 2024 Meeting Minutes:**
 - A motion to approve March 26th, 2024 Meeting Minutes was made by Berglund, seconded by Cunniff. Motion carried (6-0)
- **Claims for Payment (\$83,270.04):**
 - Board asked what % of the stump grinder was allocated to the Golf Operation. Ruehling will get an answer as soon as possible
 - Dollars spent with CTS Technologies continues to be discussed. Golf Operation seems to have many unforeseen charges
 - Brister questioned the City taking away the transfer if there are still unexpected charges to the budget, discussion ensued
 - Gardner would like Josh Tetzlaff, City Administer, to “walk us through” the process of the invoices labeled “Paid By City”
 - A motion to approve the Claims for Payment was made by Carlson, seconded by Gill. Motion carried (6-)
- **Review Monthly Income Statement and Balance Sheet (April 2024):**
 - The category CLEANING SUPPLIES is over budget, Ruehling will keep his eye on it
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Cunniff. Motion carried (6-0)
- **Capital Equipment Report**
 - Ruehling informed Golf Board that the new golf carts are still being built...hope to ship to Minnesota by the end of May.
- **Grounds Operation Update...Jeff Pint, Superintendent:**
 - Pint reported that the staff is currently mowing greens every day and that the tees and approaches have all been mowed.
 - Pint met with Quality Flow to ensure we have what we need for the two pump houses to communicate electronically
 - Grounds staff helped the Food & Beverage staff get the snack bar up and running
 - Gill questioned whether or not “rolling greens 1x/week” was a goal, he discussed with Pint
 - Board asked about philosophy on the condition of bunkers. Ruehling stated that he believes he and Pint both believe that fairway bunkers should remain firm and greenside bunkers should be softer
 - Board requested more insight on bunkers and a Hole-By-Hole breakdown of improvements. Pint is to provide Board with plan at the JUNE 2024 MEETING

- **Food & Beverage Update...Holly Pomije, Food & Beverage Coordinator:**
 - Pomije presented her written report highlighting the Men's Club Event and a special menu for The Masters Weekend...both were great successes!
 - The hiring process is underway and new faces will be added to our staff
 - The grill & bar menu is being finalized and new flatbread pizzas should be added
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling was asked if the Simulator Survey was in progress, yes
 - Berglund asked if Ruehling is going to be using Golf Genius Tournament Software more this year...Ruehling will keep Board informed
 - Ruehling indicated that Leagues were beginning this week and numbers are good
 - The Gustavus Invitational was held and rescheduled for 2025! One of Ruehling's goals is to continue to administer golf events in a manner that the event wishes to return the following year...(1 for 1!)
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling will post League results, in lobby, as they are accumulated. He hopes to add them to the webpage as well...if enough players request it
 - Ruehling continues to update website, as needed
- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner announced the 2024 Scholarship Winners! Congratulations to Tatum Zimmerman and Padraic O'Rourke. Plaque in lobby will be updated
 - Scholarship Fundraiser event is scheduled for August 18th, 2024
- **Miscellaneous:**
 - Board would like survey for golf simulator to be ready by Mid-May, if Ruehling is able to put together. Board thinks maybe 2nd Swing might consider sponsoring a simulator
 - Brister and Carlson's Board positions will expire at the end of May...please encourage new candidates to apply!
- **Adjournment:**
 - A motion to adjourn the meeting, at 7:22p, was made by Berglund, seconded by Ryan. Motion carried (6-0)

Next Golf Board Meeting –Tuesday, May 28th, 2024, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GME
PGA General Manager



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, May 28th, 2024

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Bob Cunniff, Adam Gill, Rich Carlson, Adam Brister, and Councilmember Shawn Ryan. Board Member Jen Berglund was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and NPGC Mechanic Mike Portner.

- **Approval of April 29th, 2024 Meeting Minutes:**
 - A motion to approve March 26th, 2024 Meeting Minutes was made by Cunniff, seconded by Brister. Motion carried (6-0)
- **Claims for Payment (\$64,932.57):**
 - Portner reported that 33% of the stump grinder was allocated to the golf operations budget.
 - Ryan would like Ruehling to look into the finance charge from Berry Coffee and see if it can be reversed.
 - A motion to approve the Claims for Payment was made by Carlson, seconded by Ryan. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (May 2024):**
 - Portner reported that a few 2023 expenses were pushed into 2024's budget, causing maintenance expenses to be higher, discussion ensued
 - Portner said expenses are higher earlier this season as we opened earlier and the hit the budget sooner than normal...ex: "Flags" for the gold course
 - Cunniff asked about the "Health Insurance" line item being up over 11% as compared to the budget. Discussion ensued regarding how to handle unforeseen expenses
 - Ruehling was asked to pursue a breakdown of "City-allocated" expenses that hit the golf operations budget
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Cunniff, seconded by Gill. Motion carried (6-0)
- **2023 Audited Golf Financial Statements**
 - Ryan reported that the City Council had reviewed the final 2023 Audit and had no concerns with the golf operation's numbers
- **Capital Equipment Report**
 - Ruehling informed Golf Board that the new golf carts have arrived and are being very well received. The question of windshields was brought up, Ruehling indicated all of the "cons" as to the care/cost of a windshield on a fleet cart.
- **Grounds Operation Update...Jeff Pint, Superintendent:**
 - Pint reported that we have about 25% of the bunkers tiled
 - Staff uses a propane torch to control weeds in the bunkers, they also adjust the sand depth multiple times a year
 - The wooden step has been removed from the forward tee on #13.
 - Work/communication continues with Quality Flow to synchronize both irrigation pump houses

- **Food & Beverage Update...Holly Pomije, Food & Beverage Coordinator:**
 - Pomije reported that May has been very busy with Couples' League, outside events, and staff training
 - Pomije plans on holding a staff meeting, to ensure all are on the same page regarding rules, customer service, procedures...etc
 - The grill & bar menu continues to evolve...
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling indicated that the new cart fleet has arrived!! Nothing but rave review from Members and Patrons!
 - Rounds and number of memberships collected are up, YTD, from 2023...which is a good sign
 - Increased numbers in majority of Leagues was reported!
 - Many, many upcoming events, including: Western National Insurance, Men's Club, St. Wenceslaus School, Prince of Peace Ladies, Buck's Classic, NP Wrestling, NP Basketball, Shetka Memorial, PGA Junior League, and Couples' League.
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling continues to use the tee sheet, Facebook, voicemail, and email for communications
- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner reminded Board of the 2024 Scholarship Winners, Zimmerman and O'Rourke.
 - Scholarship Fundraiser event is scheduled for August 18th, 2024
- **Miscellaneous:**
 - Board would like to thank Rich Carlson for his voluntary service to the Golf Board! Brister and Cunniff are re-applying for a second Golf Board term
- **Adjournment:**
 - A motion to adjourn the meeting, at 7:45p, was made by Cunniff, seconded by Carlson (his final action as a Board Member). Motion carried (6-0)

Next Golf Board Meeting –Tuesday, June 25th, 2024, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GME
PGA General Manager