



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, October 02, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

Log in information for city councilmembers, staff and members of the public:

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/140527581>

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1. CALL TO ORDER

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. September 18, 2023, City Council Meeting Minutes

ii. September 18, 2023, Special Closed City Council Meeting Minutes

b. Claims for Payment: **\$127,185.13**

c. Fire Department Surplus Vehicle

d. LG220 MN Lawful Gambling Application for Exempt Permit for St. Patrick Athletic Association on January 26, 2024, involving pull-tabs and a raffle at Knights of Columbus Hall, 411 4th Avenue SW, New Prague

4. CITY ENGINEER PROJECTS UPDATE

a. October 2, 2023

5. 2024 STREET AND UTILITY IMPROVEMENT PROJECT

a. 2024 Street and Utility Improvement Project Memo

b. Resolution #23-10-02-01 - Ordering Prep of Report for Sunset Avenue N

c. 2024 Street and Utility Improvement Project Feasibility Report - Summary Presentation

d. Resolution #23-10-02-02 - Receiving Report and Calling Hearing

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

(Speakers limited to 5 minutes.)

7. PUBLIC HEARING(S) – 6:00 PM

8. ORDINANCE(S) FOR INTRODUCTION

a. Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition

9. ORDINANCE(S) FOR ADOPTION

- [a.](#) Ordinance #342 - Amending Chapter 93 of the Code of Ordinances to Administer and Regulate the Public Rights of Way in the Public Interest, and to Provide for the Issuance and Regulation of Right-of-Way Permits

10. RESOLUTIONS

- [a.](#) Resolution #23-10-02-03 - Amending and Restating the Resolution Establishing the New Prague Golf Board
- [b.](#) Resolution #23-10-02-04 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition
- [c.](#) Resolution #23-10-02-05 - Approving Certification of Mowing and Property Maintenance Charges to Property Tax Roll
- [d.](#) Resolution #23-10-02-06 - Approving Certification of Unpaid Service Charges Municipal Utility Billing Charges to Property Tax Roll
- [e.](#) Resolution #23-10-02-07 - 2023 Official Fee Schedule Amendment
- [f.](#) Resolution #23-10-02-08 - Approving Publication of Ordinance #342 by Title and Summary

11. GENERAL BUSINESS

- [a.](#) Sanitary Sewer Expansion Feasibility Study
- [b.](#) Scott County Community Development Agency Economic Development Assistance Program Grant Application

12. MISCELLANEOUS

- [a.](#) Meeting Minutes
 - i. Utilities
- [b.](#) Rental Inspection Ordinance Update Information
- [c.](#) Discussion of Items not on the Agenda

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

October 9	12:00 p.m. Community Center Board
October 10	6:00 p.m. Park Board
October 11	7:30 a.m. EDA Board
October 11	7:00 p.m. Cedar Lake Water & Sanitary Sewer District
October 16	6:00 p.m. City Council
October 24	6:30 p.m. Golf Board
October 25	6:30 p.m. Planning Commission
October 30	3:30 p.m. Utilities Commission



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, September 18, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Duane Jirik called the meeting to order at approximately 6:00 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Police Chief Tim Applen, and Public Works Director Matt Rynda

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the Consent Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

a. Meeting Minutes

- i. September 5, 2023, City Council Meeting Minutes
- ii. September 5, 2023, Special City Council Meeting Minutes (Closed)

b. Claims for Payment: **\$451,538.29**

4. CITY ENGINEER PROJECTS UPDATE

a. September 18, 2023

City Engineer Chris Knutson provided a memo with updates from various projects taking place around the City of New Prague. No action was taken.

5. CITY ENGINEER PROJECTS UPDATE

a. Resolution #23-09-18-01 - Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment

The interest rate was determined to be 4.47% over a period of 15 years.

Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve.

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

Motion carried (5-0).

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

No members of the public spoke at the meeting.

7. PUBLIC HEARING(S) – 6:00 PM

8. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #342 - Amending Chapter 93 of the Code of Ordinances to Administer and Regulate the Public Rights of Way in the Public Interest, and to Provide for the Issuance and Regulation of Right-of-Way Permits

Planning/Community Development Director Ken Ondich provided an overview. Councilmember Bass requested the fees be referred to the City's Fee Schedule, as opposed to listing separate dollar amounts. Motion made by Councilmember Bass, Seconded by Councilmember Ryan for the first reading of Ordinance #342, as amended.

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

Motion carried (5-0).

9. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #340 - Granting a Cable Television Franchise to Comcast of Arkansas/Louisiana/Minnesota/Mississippi/Tennessee, LLC

Motion made by Councilmember Wolf, Seconded by Councilmember Seiler for the second reading of Ordinance #340.

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

Motion carried (5-0).

- b. Ordinance #341 - Amending Section 707 of the Zoning Ordinance Titled Screening Relating to Screening Requirements in the I-1 Light Industrial Zoning District

Motion made by Mayor Jirik, Seconded by Councilmember Ryan for the second reading of Ordinance #341.

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

Motion carried (5-0).

10. RESOLUTIONS

- a. Resolution #23-09-18-02 - Adopting 2023 Property Tax Levy for Taxes Payable in 2024

After hearing from City Administrator Tetzlaff, motion made by Mayor Jirik, Seconded by Councilmember Bass to approve.

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

Motion carried (5-0).

- b. Resolution #23-09-18-03 - MnDOT Transportation and Economic Development Program Application

Planning/Community Development Director Ondich provided an overview and requested the "total match requirement" dollar amount be amended from \$600,000 to \$670,000. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve Resolution #23-09-18-03, as amended.

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

Motion carried (5-0).

11. GENERAL BUSINESS

a. Schedule Budget Meeting #2

The meeting was scheduled for Tuesday, October 3, 2023, at 5:00 p.m.

12. MISCELLANEOUS

a. Meeting Minutes

i. Park

b. Discussion of Items not on the Agenda

i. Councilmember Bass mentioned she received an inquiry from a group who wanted to use the baseball fields at Settlers Park and were unaware of the procedure.

ii. Mayor Jirik publicly thanked the police, fire, and public works departments for all their work in making Dožínky Days a success.

iii. Councilmember Wolf inquired about the regulation of operating drones around the City, particularly on school grounds.

iv. Councilmember Seiler advised of an RV parked in City limits on private property and requested the police department look into it.

v. Chief Applen provided Councilmembers with a printout summarizing police calls and incidents during Dožínky Days, dating back to 2014. He advised 2023 was the second highest in calls since 2014. Chief Applen also publicly thanked his department for all their work and advised the parade was a success.

vi. Finance Director Pikal provided an update regarding the implementation of Caselle, the City's new finance, payroll, and utility billing system.

13. ADJOURNMENT

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

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

Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

City of New Prague

Monday, September 18, 2023 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Jirik called the Closed portion of the meeting to order at approximately 6:55 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Rik Seiler
Councilmember Bruce Wolf
Councilmember Maggie Bass
City Administrator Josh Tetzlaff
Finance Director Robin Pikal

1. **CLOSED SESSION:** Went into Closed session at 6:55 p.m. to conduct a closed City Council meeting to consider strategy for labor negotiations, including negotiation strategies or developments, or discussion and review of labor negotiation proposals.
2. **ADJOURNMENT:** Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at approximately 7:25 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/02/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
STRYKER SALES LLC	AED PAD	\$90.48	
TOTAL:			\$90.48
<u>COUNCIL</u>			
SAMUEL LEWIS	NEWSLETTERS SEPT-OCT	\$100.00	
VERIZON WIRELESS	TELEPHONE	\$82.40	
TOTAL:			\$182.40
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$14.90	
VERIZON WIRELESS	TELEPHONE	\$53.56	
TOTAL:			\$68.46
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,064.83	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,384.56	
TOTAL:			\$6,449.39
<u>ENGINEER</u>			
SEH	ENGINEERING FEES	\$417.50	
TOTAL:			\$417.50
<u>PLANNING</u>			
VERIZON WIRELESS	TELEPHONE	\$82.40	
TOTAL:			\$82.40
<u>POLICE</u>			
LE SUEUR COUNTY SHERIFF'S	DOZINKY ASSISTANCE	\$607.20	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP DEDUCTIBLE	\$797.68	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$255.00	
STRYKER SALES LLC	AED PAD	\$271.44	
TOTAL:			\$1,931.32
<u>FIRE</u>			
PETERSON COUNSELING AND CONSULTING	MENTAL HEALTH TRAINING	\$585.00	
TOTAL:			\$585.00
<u>BUILDING INSPECTOR</u>			
VERIZON WIRELESS	TELEPHONE	\$82.40	
TOTAL:			\$82.40
<u>STREET</u>			
AMAZON CAPITAL SERVICES	BACKUP ALARM	\$24.39	
AMAZON CAPITAL SERVICES	BACKUP CAMERA	\$207.32	
VERIZON WIRELESS	TELEPHONE	\$244.70	
ZORO TOOLS INC.	BEACON LIGHTS	\$141.93	
TOTAL:			\$618.34
<u>PARKS</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$31.33	
GRAINGER	CAUTION TAPE	\$41.37	
R&R METALWORKS	PARKS FOUNTAIN REPAIR	\$200.00	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$620.00	
STEVE RYNDAL CONSTRUCTION	STAPLES, PAVERS, SAND	\$513.50	
TWIN CITY SEED CO.	FUTERRA BLANKET	\$1,273.40	
VERIZON WIRELESS	TELEPHONE	\$117.70	
WASHA TRUCKING SERVICES INC	HAULING AG LIME	\$230.00	
TOTAL:			\$3,027.30

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/02/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
PARK BOARD			
AMAZON CAPITAL SERVICES	NORTHSIDE PARK LIGHTING	\$106.35	
TOTAL:			\$106.35
GENERAL FUND TOTAL:			\$13,641.34
FUND 210 - SPECIAL REVENUE - FEDERAL GRANT			
SEH	10TH AVE SE CROSSING	\$782.70	
TOTAL:			\$782.70
FUND 227 - SPECIAL REVENUE - RENTAL			
DEUTSCH CONSTRUCTION CO.	RENTAL HOUSE - DEMO	\$32,500.00	
TOTAL:			\$32,500.00
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
COAST TO COAST SOLUTIONS	COLORING TOTES - HALLOWEEN	\$466.45	
ITL PATCH	SVA PURPLE PATCH	\$230.00	
TOTAL:			\$696.45
FUND 421 - CAPITAL PROJECTS - CIP 2022			
SEH	CIP 2022 - COLUMBUS AVE N	\$4,967.00	
TOTAL:			\$4,967.00
FUND 422 - CAPITAL PROJECTS - CIP 2023			
SEH	CIP 2023 - SUNRISE / SUNSET	\$41,871.20	
TOTAL:			\$41,871.20
FUND 602 - ENTERPRISE - SANITARY SEWER			
1000BULBS.COM	LIGHT BULBS	\$127.81	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,321.78	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$215.89	
ELECTRIC PUMP	VFD 5-7.5 - WORKING WELL	\$1,773.00	
GLOBAL EQUIPMENT COMPANY	2 MIL BAGS	\$204.99	
GRAINGER	EMERGENCY EXIT SIGN/LIGHT	\$223.74	
GRAINGER	LIST STATION - CONTROL BRACKET	\$196.71	
GRAINGER	TUBING CLAMPS	\$5.61	
HAWKINS INC	AZONE	\$2,970.80	
MN VALLEY TESTING LABS	TESTING	\$135.08	
NEON LINK	ONLINE PAYMENT FEES	\$181.60	
SALTCO	MONTHLY SALT FEE	\$70.00	
VERIZON WIRELESS	TELEPHONE	\$186.28	
TOTAL:			\$7,613.29
FUND 606 - ENTERPRISE - STORM UTILITY			
NEON LINK	ONLINE PAYMENT FEES	\$21.79	
VERIZON WIRELESS	TELEPHONE	\$6.18	
TOTAL:			\$27.97
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$102,099.95

Vendor Name	Description	Net Invoice Amount
BEVCOMM	TELEPHONE / CABLE / INTERNET	410.51
BREAKTHRU BEVERAGE MINNESOTA	ALCOHOL	100.00
BREAKTHRU BEVERAGE MINNESOTA	ALCOHOL	271.20
BREAKTHRU BEVERAGE MINNESOTA	ALCOHOL - KEG CREDIT	60.00-
CENTERPOINT ENERGY	NATURAL GAS	262.12
CHARD GRADING & EXCAVATING	SAND	286.40
CINTAS	TOWELS / LINENS	198.85
CLESENS	KNOCK-ON / ROTOR SNAP COVERS	246.23
COLLEGE CITY BEVERAGE	ALCOHOL	668.60
COLLEGE CITY BEVERAGE	ALCOHOL	701.02
COLLEGE CITY BEVERAGE	ALCOHOL	910.92
COLLEGE CITY BEVERAGE	ALCOHOL	835.39
COLLEGE CITY BEVERAGE	ALCOHOL	688.33
COLLEGE CITY BEVERAGE	ALCOHOL	763.50
CONNELLY PLUMBING & HEATING	LADIES LOCKER ROOM LEAK REPAIR	157.50
ECOLAB INC	DISHWASHER	216.19
HERITAGE LANDSCAPE SUPPLY GROUP	AQUICARE PELLETS	450.98
HERMEL WHOLESALE	FOOD	163.18
HERMEL WHOLESALE	FOOD	1,531.31
HERMEL WHOLESALE	FOOD	475.85
HERMEL WHOLESALE	FOOD	130.88
HERMEL WHOLESALE	SUNDRIES	230.23
HERMEL WHOLESALE	SUPPLIES	181.39
HERMEL WHOLESALE	SUPPLIES	115.78
HERMEL WHOLESALE	SUPPLIES	170.81
LAKERS NEW PRAGUE SANITARY	TRASH	384.45
MIKE PORTNER	DISTILLED WATER	20.28
NEW PRAGUE AREA EDUCATION FOUNDATION	2ND ANNUAL GOLF SCHOLARSHIP	2,700.00
QUILL CORPORATION	OFFICE SUPPLIES	169.63
REDEXIM NORTH AMERICA	BEARINGS / PTO COVER	212.39
REDEXIM NORTH AMERICA	DRAW RODS / BEARINGS / SEALS / CLIPS / HEADS	893.99
RIVER COUNTRY COOP	FUEL	4,429.49
RUEHLING, KURT	FIRE STICK	128.82
STAR GROUP LLC.	BATTERY / BELT	289.72
TOW DISTRIBUTING CORP	ALCOHOL	345.00
TOW DISTRIBUTING CORP	ALCOHOL	417.00
TOW DISTRIBUTING CORP	ALCOHOL	331.00
VERSATILE VEHICLES INC.	DAMAGED CART REPAIR	293.84
VERSATILE VEHICLES INC.	DAMAGED CART REPAIR	1,017.40
VERSATILE VEHICLES INC.	TOURNAMENT FLEET RENTAL	1,535.00
VERSATILE VEHICLES INC.	TOURNAMENT FLEET RENTAL	1,810.00
Grand Totals:		25,085.18



SERVING THE COMMUNITY SINCE 1884

New Prague Fire Department

505 5TH Ave. NW New Prague, MN 56071

New Prague Fire Department is looking to sell our 2005 Ford Excursion on auction.

The Fire Department purchased and received a Ford Pickup earlier this year to replace it. Looking for approval to list the Excursion on the auction site that the city uses and sell the truck. The truck was primarily used as a chiefs vehicle. We would be selling it with the lights, sirens, and utility box in the back.

Thank you,

Steve Rynda
Fire Chief





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: ST. PATRICK ATHLETIC ASSOCIATION - MINNESOTA LAWFUL GAMBLING LG220
APPLICATION FOR EXEMPT PERMIT
DATE: SEPTEMBER 28, 2023

Attached is a Minnesota Lawful Gambling LG220 Application for St. Patrick Athletic Association to conduct pull-tabs and a raffle at an event on January 26, 2024, at Knights of Columbus Hall, 411 4th Avenue SW, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for St. Patrick Athletic Association and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Patrick Athletic Association Previous Gambling Permit Number: X- 70045
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1588756
 Mailing Address: 1306 History Court NW
 City: NEW PRAGUE State: MN Zip: 56071 County: Scott
 Name of Chief Executive Officer (CEO): Michael B. Sticha
 CEO Daytime Phone: 612-298-3682 CEO Email: mbsticha@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Knights of Columbus Hall

Physical Address (do not use P.O. box): 411 4th Ave SW

Check one:
☒ City: NEW PRAGUE Zip: 56071 County: LE SUEUR

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 1/26/2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☒ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

_____ The application is denied.

Print City Name: NEW PRAGUE

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Michael B. Stich Date: 9/21/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael B. Stich

REQUIREMENTS**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

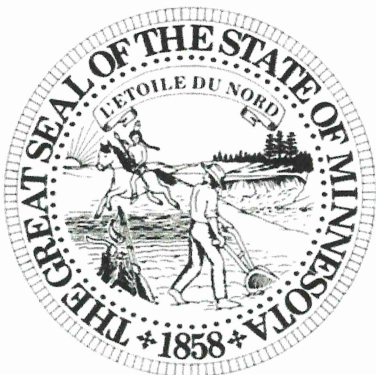
ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Saint Patrick Athletic Association, Inc.
Date Filed:	05/16/1984
File Number:	X-429
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 01/04/2023



Steve Simon
Steve Simon
Secretary of State
State of Minnesota

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: September 28, 2023

RE: Project Updates

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

MAIN STREET (TH19) IMPROVEMENTS PROJECT

A draft change order has been created for review. This will be included in the project closeout.

2022 STREET AND UTILITY IMPROVEMENTS (COLUMBUS AVENUE)

We are continuing efforts to have turf established throughout this area. The general contractor has been reworking areas, adding seed, and providing watering.

2023 STREET AND UTILITY IMPROVEMENTS

This project is substantially complete and notices have been sent out for the assessment. The public hearing will be held on October 16th.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The feasibility report is complete for this project. Please see the attached memo and resolutions.

HSIP 10TH AVENUE SE-1ST STREET SE RRFB

MnDOT has provided official concurrence of additional funding. Notice of Award and required documents have been circulated to the Office of Civil Rights and District 7 State Aid. Once Notice to Proceed is granted by MnDOT, we will finalize this contract so it can proceed.

10TH AVENUE NE – WATERMAIN REPAIRS

Work is underway with this project with approximately 1,000 feet of pipe drilled at the time of writing this report. Work will continue until approximately mid-October.

cdk

x:\ko\newpr\common\council meetings\100223 cc project update.docx



TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE, Project Manager/City Engineer

CC: Matt Rynda, Public Works Director
Bruce Reimers, Utilities General Manager

DATE: October 2, 2023

RE: 2024 Street and Utility Improvements Project
Resolution Receiving Report and Calling Hearing

SEH No. NEWPR 173957 14.00

Addition of Sunset Avenue N

The resolution ordering preparation of the Feasibility Report on the 2024 project was passed on July based on streets confirmed at that time to be included. After meeting with city staff, it was determined that a water main improvement would be required on Sunset Avenue N between 2nd Street NE and 3rd Street NE. To allow assessments of water services and pavement restoration, it will require council to pass a resolution adding this block of Sunset Avenue N to the project. The affected parcels were included in previous notifications. A resolution is included that would add them to the project.

Receiving Report and Calling for Public Hearing:

The Feasibility Report for the 2024 Street and Utility Improvements Project is complete and has been prepared in accordance with Minnesota Statute 429. The Feasibility Report outlines the scope of the project, the probable costs, the funding options, and the potential assessment amounts to the benefiting properties. Cost estimates and preliminary layouts for future project have also been included in this report. Copies of the Feasibility Report are included with the packet. Note that alternatives for 10th Avenue SE are included within this report that may be discussed now or later and does not need to be finalized prior to accepting the report.

The next step in the public improvement process is for the City Council to consider accepting the report and calling for the public hearing. The Public Hearing is proposed to be held at **6:00 p.m. on Monday, October 16, 2023**. Notices of the public hearing will be published in the New Prague Times, as well as be sent in the mail to the affected property owners, all in accordance with Minnesota Statutes 429.

A neighborhood meeting was held on September 13, 2023, with residents representing 27 different properties in attendance.

Staff/Engineer Recommendation

Staff and SEH recommend that the City Council approve the attached Resolution Receiving Report and Calling Hearing on Improvement for the 2023 Street and Utility Improvements Project. The Public Hearing is proposed to be held at **6:00 p.m. on Monday, October 16, 2023**.



**CITY OF NEW PRAGUE
RESOLUTION #23-10-02-01**

**2024 STREET AND UTILITY IMPROVEMENT PROJECT
ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, pursuant to a resolution of the council adopted June 20, 2023, it is proposed to make improvements to the following street as part of the 2024 Street and Utility Improvement Project:

- Sunset Avenue N from 2nd Street NE to 3rd Street NE.

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE,
MINNESOTA:**

That the proposed improvement be referred to pursuant to Short Elliott Hendrickson Inc. (SEH®) for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 2nd day of October, 2023.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator

Feasibility Report

2024 Street and Utility Improvement Project

New Prague, Minnesota

NEWPR 173957 | October 2, 2023



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

October 2, 2023

RE: 2024 Street and Utility Improvement
Project
Feasibility Report
New Prague, Minnesota
SEH No. NEWPR 173957 4.00

Honorable Mayor and
Members of the City Council
City of New Prague
118 Central Avenue N
New Prague, MN 56071

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this engineer's Feasibility Report for the 2024 Street and Utility Improvement Project. The proposed project would include reconstruction work and improvement to the following streets:

- Lyndale Avenue from Main Street to Fourth Street NE
- Lexington Avenue from Main Street to Second Street NE
- First Street NE from Pershing Avenue N to Lexington Avenue N
- Second Street NE from Lyndale Avenue N to Lexington Avenue N
- Third Street NE from Sunset Avenue N to Sunrise Avenue N
- Sixth Street NE from cul-de-sac to Pershing Avenue N
- Sunset Avenue NE from 2nd Street NE to 3rd Street NE
- First Street SE from Lexington Avenue S to Seventh Street SE
- Tenth Avenue SE from Main Street to CSAH 29
- Several areas of sidewalk only improvements are also being considered.

The project includes construction of pavement replacement, complete street reconstruction; sanitary sewer, water main, storm sewer, concrete curb and gutter, aggregate base, bituminous street surfacing, concrete walk, turf restoration, and miscellaneous items required to complete the improvements. This report includes a narrative describing the proposed improvements along with the estimated project costs, estimated project funding, and figures of the proposed Work. An executive summary is enclosed with this report.

Improvements identified within this report were identified within a previous capital improvements plan, last year's feasibility report, and have been discussed with City Staff. It is my opinion from an engineering perspective that the proposed improvement project as presented within this report is necessary, cost effective, and feasible.

Honorable Mayor and
Members of the City Council
October 2, 2023
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Chris Knutson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Knutson, PE
Project Manager/City Engineer
(Lic. MN)

jb

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Feasibility Report

2024 Street and Utility Improvement Project
New Prague, Minnesota

SEH No. NEWPR 173957

October 2, 2023

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Chris Knutson, PE

Date: October 2, 2023 License No.: 49534

Reviewed By: Doug Scott, PE Date: October 2, 2023

Short Elliott Hendrickson Inc.
11 Civic Center Plaza, Suite 200
Mankato, MN 56001-7710
507.388.1989

Executive Summary

Background

The neighborhood generally located between east of Columbus Avenue N, west of Greenway Park, north of Main Street, and south of 4th Street NE, was first identified in the 2009 Capital Improvements Plan. This area was further studied in 2022 and the improvements were split into 3 different projects with tentative 2023, 2024, and 2025 construction years identified.

On June 20, 2023, the City Council authorized SEH to prepare this Feasibility Report for the 2024 Street and Utility Improvement Project as identified in the previous report. This includes:

- Lyndale Avenue from Main Street to Fourth Street NE
- Lexington Avenue from Main Street to Second Street NE
- First Street SE from Lexington Avenue S to Seventh Street SE
- First Street NE from Pershing Avenue N to Lexington Avenue N
- Second Street NE from Lyndale Avenue N to Lexington Avenue N
- Sixth Street NE from cul-de-sac to Pershing Avenue N

Changes to the 2023 study were identified after the report and include:

- Third Street NE from Sunset Avenue N to Sunrise Avenue N (full reconstruction)
- Sunset Avenue N from 2nd Street NE to 3rd Street NE (partial reconstruction)
- Tenth Avenue SE from Main Street to CSAH 29 (mill and overlay)
- Several areas of sidewalk only improvements.

Project Scope

The Project as proposed is split between two general project areas. Project Area 1 typically includes full removal and reconstruction of sanitary sewer main and services, water main and services, storm sewer, street pavement and base, concrete sidewalk, and other associated restoration within the project area. Project Area 2 includes 10th Avenue SE and is proposed for mill and overlay with potential intersection and/or median island improvements.

Cost and Funding

Detailed cost estimates are included in Appendix A. The costs estimates below include budget amounts for construction, contingency (10 percent of construction), and project related costs. The project related costs include engineering, legal, fiscal, testing, and administrative costs.

Estimated Projects Costs		Project Funding	
Improvements	Project Costs	Funding Source	Funding
Street Improvements (Area 1)	\$3,688,100	Storm Water Utility Fund	\$501,800
Street Improvements (Area 2)	\$715,000	Sanitary Sewer Utility Fund	\$505,800
Storm Water Improvements	\$574,600	Water Utility Fund	\$642,135
Sanitary Sewer Improvements	\$715,000	Assessments	\$1,360,295.85
Water Main Improvements	\$962,000	Municipal State Aid	\$1,807,000
Lighting	\$64,600	General Levy	\$1,902,269.15
Total Estimated Project Cost	\$6,719,300	Total Estimated Funding	\$6,719,300

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Feasibility Report

2024 Street and Utility Improvement Project

Prepared for City of New Prague, Minnesota

1 Introduction/Background

The neighborhood generally located between east of Columbus Avenue N, west of Greenway Park, north of Main Street, and south of 4th Street NE, was first identified in the 2009 Capital Improvements Plan for reconstruction between 2018 and 2021. Improvements were delayed as the Main Street, Columbus Avenue N turnback, and CSAH 37 turnback projects took priority. This area was further studied in 2022 and the improvements were split into 3 different projects with tentative 2023, 2024, and 2025 construction years identified. The first project was recently completed and the second project is now included within this Feasibility Report.

On June 20, 2023, the City Council authorized SEH to prepare this Feasibility Report for the 2024 Street and Utility Improvement Project. The streets originally identified for improvement include:

- Lyndale Avenue from Main Street to Fourth Street NE
- Lexington Avenue from Main Street to Second Street NE
- First Street SE from Lexington Avenue S to Seventh Street SE
- First Street NE from Pershing Avenue N to Lexington Avenue N
- Second Street NE from Lyndale Avenue N to Lexington Avenue N
- Sixth Street NE from cul-de-sac to Pershing Avenue N

Changes to the 2023 study were identified after the report and include:

- Third Street NE from Sunset Avenue N to Sunrise Avenue N (full reconstruction)
 - Reconstruction was added to the project primarily due to the need for sanitary sewer and water main replacement.
- Sunset Avenue N from 2nd Street NE to 3rd Street NE (partial reconstruction)
 - This road was reconstructed as part of the 2002 Street and Utility Improvement Project with new sanitary sewer and street pavement. The water main is now proposed for replacement with pavement rehabilitation.
- Tenth Avenue SE from Main Street to CSAH 29 (mill and overlay)
 - This street was expected to require pavement improvements in 2026 or beyond. Pavement conditions deteriorated quickly in 2022/2023 and pushed this street to a higher priority.
- Several areas of sidewalk only improvements. These sidewalk improvements are generally meant to complete sidewalk networks within the project area.

A neighborhood meeting was held on September 13, 2023, for property owners to familiarize themselves with the proposed improvements. Several meetings with City staff have been held to

field review sidewalk and discuss the project improvements. For the purpose of this report, the project area have been split between Project Area 1 (full reconstruction and sidewalk only areas) and Area 2 (10th Avenue SE improvements).

2 Project Recommendations – Area 1

See Figures 1–6 at the end of the report.

2.1 Sanitary Sewer

The sanitary sewer system within the project area is located on Sunset Avenue N, Lexington Avenue N, Lyndale Avenue N, 1st Street SE, 3rd Street NE, and 6th Street NE. Most of the sanitary sewer mains and services are vitrified clay pipe and most sanitary manholes are block or brick built. In the area of 6th Street NE, there is a larger sanitary sewer main that bisects the street and travels through an easement down the middle of the block. Previous improvements on this sewer main located here and at Pershing Avenue N have included a cured-in-place lining of the pipe. There is also a collector sanitary sewer located in the alley north of Main Street flowing west to east that is polyvinyl chloride (PVC) pipe with precast concrete manholes. Sanitary sewer on Sunset Avenue N between 2nd Street NE and 3rd Street NE was previously replaced with PVC.

All clay pipes and concrete block/brick built manholes are proposed for removal and replacement with the project. New precast sanitary manholes and PVC pipes will be constructed with the project, along with new PVC sanitary sewer service pipes within the City right-of-way. With a previous project on Lyndale Avenue N, the sanitary sewer system was lowered at 4th Street NE to allow part of the sanitary sewershed to be redirected north. It is proposed with this project that sanitary sewer on Lyndale Avenue N be redirected from 2nd Street NE.

Based on last year's project, it is expected that most sanitary services are of older condition and may be either clay or Orangeburg pipe materials. Though not part of the proposed project, we would suggest that property owners consider replacement of their sanitary services between the right-of-way and homes as those pipe materials are susceptible to failure. They are often the highest sources of clear water in the sanitary sewer system, as well.

2.2 Water Distribution System

The existing water main within the project area is generally located alongside the sanitary sewer mains at locations as noted above. These pipes are expected to be either ductile iron or cast iron pipe and along with the valves and hydrants, have surpassed their useful lives. Most of these water mains are of similar age to the sanitary sewer mains (70 to 80 years). These mains have experienced multiple breaks over the past.

All water mains within the project area are proposed to be removed and replaced with 8-inch PVC water main with new valves and hydrants. A smaller 6-inch PVC water main may be considered at 6th Street NE due to the lower number of users. Water services are recommended for replacement within the right of way with new 1-inch polyethylene (PE) pipe and new shutoff valves. On Sunset Avenue N, water main and services will be replaced while leaving the PVC sanitary sewer in-place. Water mains on 3rd Street NE and 6th Street NE appear to be outside the roadway and behind the curb. It is proposed to move the water main to the street where it is more accessible.

2.3 Storm Sewer

Storm sewer within the north reconstruction side of the project is generally proposed to be replaced in the same location as it is today. Existing pipes are a mixture of PVC, concrete, and clay materials with inlets mostly located at intersections. On 1st Street NE, the 2023 project redirected part of the upstream watershed east toward Greenway Park, which will allow the new storm sewer on this project and the future 2025 project to be reduced in size and constructed at a higher elevation. Most of this area drains into storm sewer located on 2nd Street NE and eventually toward Phillips Creek. This area was identified as undersized and overcapacity in the previous City Center Stormwater Management Plan. On 6th Street NE, the street surface drains into inlets located just outside of the cul-de-sac and into storm sewer behind the curb and within an easement. 1st Street SE has a high point in the middle with the east side of the block draining toward intakes at the 7^h Avenue SE intersection and the west side draining toward valley gutter and eventually toward inlets on the south side of Main Street.

Changes to the storm sewer system will be relatively minor throughout the reconstruction area with new catch basins, manholes, and pipes to be constructed in place of the older ones. At intersections, catch basins will be located around the exterior of the curb radius and outside of sidewalk curb ramps. At 6th Street NE, storm sewer will only be replaced within the street and connected to the in-place piping flowing through the utility easement. Though it would be preferred to eliminate the valley gutter on the west side of 1st Street SE, it would require an extensive amount of storm sewer construction north of the intersection that is otherwise not needed. Storm sewer on 1st Street NE and 2nd Street NE will be constructed at a higher elevation.

Storm sewer design on Lexington Avenue NE and 1st Street SE will require design meeting MnDOT State Aid requirements. The design will be reviewed as part of the MnDOT review submittal and includes both spacing of inlets and sizing of pipes. At this time, it is only proposed to construct storm sewer at the intersection of Lexington Avenue N and 1st Street NE. A spread design (water width within roadway at gutter) will be required after the street design is complete and may dictate that additional inlets will be required south of the intersection.

Several sump pump basins were found during field review of the project area. It is expected that drain tile will be found through many of the streets, likely an addition after the street's original construction. This old drain tile will be removed and replaced with the street section with new sump pump connections provided for all residential properties.

2.4 Roadway

Most streets within the Area 1 are proposed for full reconstruction. Borings obtained for the project show the existing streets to have between 4-inches and 6-inches of bituminous surfacing with sand and/or aggregate mostly between 10-inches and 12-inches. As the old roadway is removed, it will be replaced with new section including drain tile, fabric, select granular base (sand), aggregate base, concrete curb and gutter, bituminous surfacing, and general restoration. See Figure 2 for the proposed typical section. This restoration includes the reconstruction of driveways and turf within the City right-of-way. All driveways are proposed to get a minimum of a 5-foot long concrete apron with the remaining driveway restoration, likely between 5 feet and 10 feet, to be replaced with existing materials (aggregate, concrete, or bituminous). The relatively thick aggregate and bituminous surface on the existing streets can likely be reclaimed for use in the new street section.

Sunset Avenue N is proposed for a partial reconstruction only. The curb and gutter and driveways will remain in-place and the street section only removed as required to complete the water main construction, likely the west half of the street and over water services only. Restoration will include replacement of the street section to its existing condition and a bituminous overlay of the entire street. Curb will be replaced for water service construction. Driveways will be replaced on the east side to accommodate sidewalk construction.

Proposed street widths are shown in the table below. Street widths intersecting with Main Street were stubbed at these widths to accommodate the proposed narrowing. Street widths proposed for 1st Street SE (two 10 foot driving lanes and two 7 foot parking lanes, 34 feet total) and Lexington Avenue N (two 11 foot driving lanes and two 8 foot parking lanes, 38 feet total) are based on State Aid requirements. Street widths on 2nd Street NE and 3rd Street NE are proposed to match existing widths east and west of the proposed improvements. 1st Street NE is proposed to be slightly narrower and shifted 2 feet north to accommodate sidewalk on the south side of the street.

Table 1 – Street Widths

Improvements	Proposed Street Width	Existing Street Width
Lyndale Avenue N	34' F-F	40' F-F
Lexington Avenue N	38' F-F	40' F-F
1 st Street NE	32' F-F	34.5' F-F
2 nd Street NE	34.5' F-F	34.5' F-F
3 rd Street NE	34.5' F-F	34.5' F-F
6 th Street NE	34' F-F	34' F-F
Sunset Avenue N	39' F-F*	39' F-F
1 st Street SE	34' F-F	30' F-F
Streets widths as noted are measured at the face of curb to face of curb (F-F)		
*Existing Curb on Sunset Avenue N to be left in-place.		

2.5 Driveways and Alleys

All driveways within the project area are proposed for replacement within the right-of-way. With many streets being narrowed, those affected driveways will also be extended toward the narrower street. Every driveway will be reconstructed with a minimum 5 foot wide concrete apron matching the width of their existing driveway, with materials matching the existing condition behind the apron (gravel, concrete, bituminous). Where sidewalk is constructed through a driveway, the sidewalk will be constructed as concrete driveway pavement to manage the additional weight of vehicles.

No improvements to adjacent alleys are proposed with the project except for new approach aprons at the reconstructed streets.

Alleys will be relied upon by most residents for access to their homes during construction. Except for 6th Street NE and 1st Street SE, all residents in the project area will have this secondary access. Phasing of the project will be provided to maintain access to homes through either alleys or streets whenever possible. It is likely that some additional maintenance to these alleys will be required before, during, and after construction due to this additional traffic.

2.6 Parking

Parking on the streets is not expected to be impacted by the project. Though the streets are generally proposed for narrowing, all properties within the project area have off-street parking on driveways in addition to the parking that will be retained on-street.

2.7 Sidewalks and Trails

The project is proposed to have a sidewalk on at least one side of each street as a typical installation. The chosen side of the street is based on available right of way, conflicts with trees, existing boulevard and driveway grades, and continuity with existing and future sidewalk systems around the project area. A field review was completed by City staff and SEH engineers to determine the appropriate location for proposed sidewalks.

In addition to the reconstructed streets, it is also proposed to construct sidewalk on several existing streets:

- 1st Street SE between 7th Avenue SE and Hy-Vee
- 2nd Street NE between Lexington Avenue N and Sunset Avenue N
- 3rd Street NE between Lexington Avenue N and Sunset Avenue N
- Sunset Avenue N between 2nd Street NE and 3rd Street NE
- Lexington Avenue N between 2nd Street NE and 3rd Street NE

The purpose of the sidewalk only improvements is to complete sidewalk gaps that would otherwise remain in-place until a more comprehensive improvement was completed. This sidewalk replacement will also require partial reconstruction of driveways to ensure that slope requirements are met as the road and curb elevation will be fixed to their existing condition.

Trail improvements are proposed for Northside Park. This would include a looping trail around the perimeter of the park that would connect to new sidewalk on 3rd Street NE and Lexington Avenue and existing sidewalk at the Highland Drive intersection. It is possible that all or part of this trail will be constructed as part of a separate project.

2.8 Private Utilities

Utility poles within the project area, owned by New Prague Utilities, are expected to be removed ahead of the project and the above ground utilities (power, telephone, cable) buried. As with other street and utility projects within the City it is expected that dual gas mains will be installed by CenterPoint Energy as well.

Private utility meetings will be held with utilities to determine the full impact of the project and the required relocations or adjustments to the project that may be required. As this project is the second of three phases of street and utility reconstruction projects in this area, private utilities have been provided notice of the potential project.

2.9 Streetlights

As most streetlights are located on power poles that are proposed for removal by New Prague Utilities, it is likely that new lighting fixtures and poles will be required. Coordination with the Utility will be necessary during design and construction of the proposed projects. A material cost for

these streetlights is included in the project cost estimates. Work would be completed by New Prague Utilities.

2.10 Trees

Tree impact will vary throughout the area as sidewalk will be the determining factor for required removals. As the streets will typically be narrower than their current condition, it is expected that trees on the non-sidewalk side of the street will only require removal if they are impacted by sanitary sewer or water service connections. Trees on the sidewalk side of the street are more likely to require removal as they would interfere with installation of the new sidewalk. Replacement of trees is not currently proposed with the project.

2.11 Rights-of-Way/Easements

The project improvements are proposed to be completed within the existing right-of-way. Temporary right-of-way or right-of-entry agreements may allow better grading of boulevards and flatter driveways, especially where there is sidewalk proposed. Three areas have been identified for potential temporary easements:

- 6th Street NE has a 50 foot right-of-way, which will leave approximately 7 feet behind the curb for site grading. To fit the proposed sidewalk and improve driveway slopes, additional temporary easement may be needed for many of these properties.
- 3rd Street NE has sidewalks being constructed in areas where driveways have steeper grades and adjustments to road elevations are limited by existing conditions on either end. A temporary easement may improve the site grading and allow flatter driveways.
- The property at the NE corner of the 2nd Street NE/Lyndale Avenue N intersection has steep boulevard grades that would not allow sidewalk construction in its current condition. Options for retaining wall or additional yard grading are being considered, both likely requiring temporary easement.

3 Project Recommendations – Area 2 (Mill and Overlay)

See Figures 7–12 at the end of the report.

3.1 Sanitary Sewer, Water Main, and Storm Sewer Systems

No improvements are recommended nor required to either the sanitary sewer or water main systems on 10th Avenue SE. These utilities were installed with original construction of the street and not expected to require any changes. As the street surface will change, it will be required to adjust manholes and gate valves within the street to the new proposed elevation. Catch basins within the curb-line will also be reviewed for condition to ensure no repairs are needed.

3.2 Roadway

The existing pavement on 10th Avenue SE was constructed as part of developer-led projects between 2000 and 2004. The existing street section is expected to include 4.5-inches of bituminous (3 lifts), 8 inches of aggregate base, 12 inches of sand, fabric, and drain tile. The 2007 Main Street intersection improvement included reconstruction of the north block with an additional 12 inches of sand. Borings obtained from the geotechnical testing company provided

results showing slightly more blacktop, generally around 6-inches thick. The street is 44 feet wide with three lanes of traffic (northbound, southbound, center left turn lane). There is no parking provided on the street.

The existing bituminous pavement showed accelerated deterioration in the past year, especially due to multiple freeze-thaw cycles during last winter. While a mill and overlay was expected to occur in the near-future, it was pushed ahead for improvement in 2024 because of the excessive maintenance required. This road is on the Municipal State Aid Street (MSAS) and is a significant collector for the area.

A 1.5-inch edge mill and overlay is proposed for 10th Avenue between CSAH 29 and 1st Street SE. This improvement includes a milling the full street surface and constructing a new bituminous mat placed over the entire street surface. This should remove most of the deteriorated surface that is peeling off and requiring maintenance patching. Some areas of excessive deterioration may require milling and patching prior to the placement of final pavement surface.

3.3 1st Street SE Intersection

The pavement surface at the 1st Street SE intersection has excessive cracking and settlement such that a mill and overlay would likely show cracking soon after placement. It is proposed to complete a full removal and replacement of the pavement surface. This will also be adjacent o improvements completed with the RRFB project this fall.

3.4 3rd Street SE Intersection

To improve vehicle movements and provide traffic calming (slow down speeds) on 10th Avenue SE, it is proposed to construct a mini-roundabout at the intersection of 3rd Street SE. This roundabout would be similar to those constructed on Main Street in size and allow smaller vehicles to drive around the center island as they do typically while allowing larger vehicles to drive over the center island. Two options were considered for this mini-roundabout:

1. Smaller mini-roundabout fitting the footprint of the existing intersection. Maintaining curb radii at the four corners in their current location.
2. Slightly larger mini-roundabout requiring full replacement of all curb in the intersection. This would improve turning movements for larger vehicles and allow more of the “medium” sized vehicles such as school busses to make the turn around the center island without driving over.

The preferred option is to construct the smaller mini-roundabout and leave the existing curb in-place. The larger radii would require utility construction outside of the street and increase the costs. The improvement as shown will still accommodate all vehicles as needed, though more larger vehicles will need to drive over the center island.

3.5 Center Median Islands

An option to construct center median islands is being considered with the project. They would generally be located south of 3rd Street SE and in areas with painted pavement. The purpose of the center medians would be to slow traffic and improve pedestrian crossings of 10th Avenue SE as refuge would be provided. The center median islands are proposed to be constructed with barrier curb on either side and landscaping down the middle. The details of the landscaping are to be determined, but will likely include mulch, shrubs, and trees. A full buildout of the center

medians are shown on Figures 11–12, though it would also be possible to construct them at key areas only, such as intersections only or where pedestrians are expected to cross the street.

3.6 Sidewalks and Trails

There is a bituminous trail on the west side and a concrete sidewalk on the east side of 10th Avenue SE for the full length of the project. It is proposed to reconstruct the curb ramps at each of the intersecting streets but otherwise leave the trail and sidewalk intact. The construction of a roundabout at 3rd Street SE would require some reconfiguration as the crosswalks would get pushed away from the intersection.

3.7 Private Utilities

As the mill and overlay project will not require significant excavation, it is not expected that any private utilities will be affected by the project. Where sidewalks or trails are reconfigured at intersections, a review of above ground infrastructure (poles, pedestals, transformers, etc.) will be required at each location with modifications like made to accommodate both. At the NW corner of 3rd Street SE, there are multiple significant above-ground utility boxes that will likely require the trail to fit directly behind the curb so no relocation is needed.

3.8 Streetlights

The installation of the roundabout at 3rd Street SE would require changes to illumination at the intersection. A material cost for these streetlights is included in the project cost estimates. New streetlights are also proposed along the remainder of 10th Avenue SE. Work would be completed by New Prague Utilities.

3.9 Rights-of-Way/Easements

All work as currently proposed appears feasible to fit within the existing right-of-way and is generally within the footprint of the existing street. The only area of potential concern would be at 3rd Street where trail and sidewalk will be modified to fit the proposed roundabout. Right of entry agreements or small permanent easements may be required depending on the final configurations of trails and sidewalks.

4 Required Permits and Approvals

The following permits are anticipated to be needed:

- Minnesota Department of Health (MDH) (Water Main Improvements)
- Minnesota Pollution Control Agency (MPCA) (NPDES General Stormwater Permit)
- MnDOT Right of Way Permit (Traffic Control Signing on Highway)

The projects will also require review and approval by MnDOT for use of State Aid funds.

5 Cost Estimates and Project Financing

The costs quoted herein are estimates only. The actual cost of the work would be determined through the public bidding process and a reconciliation of all project related costs. Detailed cost estimates are included in Appendix A. The cost estimates include budget amounts for construction cost, project related costs (20% of construction), and contingency costs (10% of

construction). Area 1 project related costs include administrative, legal, and engineering. Project related costs have conventionally been estimated at 25% on past projects but were reduced based on historical averages on similar street and utility projects. On Area 2, project related costs were reduced to 15% as engineering costs are reduced on mill and overlay projects.

Construction costs as shown within this report are based on the average of the three lowest bids on the 2023 project with a 5% increase for inflation. There is still volatility in the construction market, though not as high as in 2022 when construction costs increased at a significantly higher rate.

The Estimated Construction Costs are shown in the tables below.

Table 2 – Area 1 Estimated Project Costs

Improvements	Construction Costs	Project Costs
Street Improvements - Participating	\$784,000	\$1,019,200
Street Improvements - Non-Participating	\$2,053,000	\$2,668,900
Storm Water Improvements - Participating	\$56,000	\$72,800
Storm Water Improvements - Non-Participating	\$386,000	\$501,800
Sanitary Sewer Improvements	\$550,000	\$715,000
Water Main Improvements	\$740,000	\$962,000
Street Lighting (1 st Street SE)	\$11,200	\$11,200
Total Estimated Construction Cost	\$4,560,200	\$5,950,900
Notes: Project Costs include 20% Project Related Costs and 10% Contingency Costs		

Table 3 – Area 2 Estimated Project Costs (No Median Islands)

Improvements	Construction Costs	Project Costs
Street Improvements	\$572,000	\$715,000
Street Lighting	\$53,400	\$53,400
Total Estimated Construction Cost	\$625,400	\$768,400
Notes: Project Costs include 15% Project Related Costs and 10% Contingency Costs		

Table 4 – Overall Estimated Project Funding

Funding Source	Funding	Percent of Project
Storm Water Utility Fund	\$501,800	7.5%
Sanitary Sewer Utility Fund	\$505,800	7.5%
Water Utility Fund	\$642,135	9.6%
Assessments	\$1,360,295.85	20.2%
Municipal State Aid	\$1,807,000	26.9%
General Levy	\$1,902,269.15	28.3%
Total Estimated Construction Cost	\$6,719,300	100.0%

The cost estimate above for Area 2 (10th Avenue SE) does not include the costs for medians constructed outside of the mini-roundabout area. Medians were calculated at approximately \$142 per linear foot (project cost) and 2000 feet of median is shown in the figure as the maximum

possible buildout. Full buildout of the project matching that layout would add approximately \$280,000 to the project cost with only initial mulching included. Planting costs would be above and beyond this cost.

As part of the project, the City will be required to assess 20% of the bonded cost. As noted above, assessments are estimated at 20.6% of the overall project costs.

It should be noted that the Municipal State Aid portion of the project funding (\$1,768,250) exceeds the construction allotment available to the City. An advance of funding will likely be required to proceed with the project as shown on the current schedule. This advance request would need to be made this fall to State Aid.

6 Proposed Assessments

Assessments for the project to benefitting properties will be based on the City of New Prague's Assessment Policy for Street and Utility Improvements (dated September 6, 2022). Some changes have been proposed to the assessment policy based on townhomes, apartments, and other atypical residential housing that has otherwise not been encountered on previous street and utility improvement projects. In an effort to equitably apply the assessment policy to these properties, some changes that expected to the assessment policy have been applied to this project.

Benefitting properties are assessed based on the improvements provided with the project and the type of property. For the proposed reconstruction area of the project, most properties are single family residential homes. Based on proposed changes to the assessment policy, townhomes on the project are to be assessed for ½ of a residential unit with no corner credits provided, based on where the property has egress. Commercial/Industrial properties are assessed per foot of frontage. As many of the properties abutting 10th Avenue SE face the street with the rear of the property, most properties will not be assessed for the Project except those on corners.

Table 5 – Proposed Assessment Units

Assessment Item	Unit
Residential Water Service	1 each (per installed)
Sanitary Sewer Service	1 each (per installed)
Residential Reconstructed Street	Per unit
Residential Mill and Overlay Street	Per unit
Commercial/Industrial Reconstructed Street	Assessed per foot of frontage
Commercial/Industrial Mill and Overlay Street	Assessed per foot of frontage

6.1 Assessment Rates

The proposed rates are shown below. An approximate 5% increase from 2022/2023 rates is proposed. This same increase to the assessment rates was proposed with the two 2023 project in the Feasibility Study, but was not incorporated into the final assessment amount. After the project bids, it would be suggested that a review of the assessment rates be completed to determine what the appropriate increase to assessment rates would be, with 5% used as the upper limit.

Table 6 – Proposed Assessment Rates

Funding Source	Final 2023 Rates	Proposed 2024 Rates	% Increase
Residential Water Service	\$3,350 each	\$3,515 each	4.9%
Sanitary Sewer Service	\$2,490 each	\$2,615 each	5.0%
Residential Reconstructed Street	\$9,190 per unit	\$9,650 per unit	5.0%
Commercial/Industrial Reconstructed Street	\$11,945 per unit	\$167.27 per foot	5.0% (approximate)
Residential Mill and Overlay	N/A	\$2,500 per unit	N/A
Commercial/Industrial Mill and Overlay	N/A	\$43.33 per foot	N/A

Notes:

1. Commercial reconstructed street rate determined by dividing the residential rate by 75, then multiplying by 1.3. ($\$9,650 / 75 \times 1.3 = \167.27 per foot).
2. Commercial mill and overlay street rate determined by dividing the residential rate by 75, then multiplying by 1.3. ($\$2,500 / 75 \times 1.3 = \43.33 per foot).
3. No commercial water services have been identified on the 2024 project.
4. Residential properties are determined to be 1 unit (typical). Corner properties are determined to be 1/2 unit per side. Assessments are based only on sides to be improved with the project.
5. Residential townhome properties are determined to be 0.5 unit (typical) per proposed changes to the assessment policy for multi-family properties.
6. Commercial corner properties include a 37.5 foot corner credit.
7. Mill and overlay improvements were not completed in 2022 or 2023 and no assessment rates were set.

7 Proposed Schedule

The schedule as proposed below is based on bidding both project areas as one project. During the final design process, bidding the improvements within Area 2 as either a separate project or as a phased improvement with work split between 2024 and 2025 may be considered.

Table 7 – Proposed Schedule

Task	Date
Council Orders Preparation of a Feasibility Study*	June 20, 2023*
Conduct Neighborhood Meeting	September 13, 2023
Present Feasibility Report; Council Calls for Hearing on Improvement*	October 2, 2023*
Publish Notice of Hearing on Improvement	October 5 and October 12, 2023 (Submit to paper Monday, October 2, 2023, and mail to property owners Tuesday, October 3, 2023)
Public Hearing; Council Authorizes Preparation of Plans and Specifications*	October 16, 2023*
Final Design/Construction & Bidding Documents	October 2023–January 2024

Task	Date
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids*	January 15, 2024*
MnDOT State Aid Submittal	January 15, 2024
Advertise for Bids	Advertise on QuestCDN in February 2024 Paper: Thursday, February 2, 2024. (Submit to paper January 29, 2024)
Bid Opening	Friday, February 23, 2024
Council Receives Bids and Considers Award of Bid*	March 4, 2024*
Construction	April–October 2024
Council Declares Cost to be Assessed, Orders Preparation of Assessment Roll, and Calls for Hearing on Proposed Assessments*	September 2024*
Publish Notice of Hearing on Proposed Assessments	October 2024
Council Holds Assessment Hearing and Adopts Assessments *	October 2024*
Assessments Due	November 2024 (30 days from Resolution Adopting Assessments)
Assessments Levied to County	November 2024

*Milestones where City Council Actions/Resolutions are required.

8 Summary and Recommendations

From the results of the feasibility study and preliminary investigations, it can be concluded that:

3. The project is feasible as it relates to general engineering principles, practices, and construction procedures as it has been presented in this report.
4. The project is necessary to maintain the City's infrastructure.
5. The project is cost-effective when all related costs are considered - public and private.

We recommend the following:

1. Accept this feasibility report and order a public hearing to be held as soon as possible.
2. After holding the public hearing, the City Council should consider ordering the improvement and authorizing the preparation of plans and specifications.
3. The cost of the improvements will be recovered through assessments to the benefitted properties and through various City contributions.
4. The City of New Prague City Council should consider and approve the proposed assessment rates as presented in this report.

9 Standard of Care

The conclusions and recommendations contained in this report were arrived at in accordance with generally accepted professional engineering practice at this time and location. Other than this, no warranty is implied or intended.

jb

Figures

Figure 1 – Project Location Map – Area 1

Figure 2 – Typical Sections – Area 1

Figure 3 – Proposed Improvements – Area 1 (South)

Figure 4 – Proposed Improvements – Area 1 (Central)

Figure 5 – Proposed Improvements – Area 1 (North)

Figure 6 – Proposed Improvements – Area 1 (1st St SE and 6th St NE)

Figure 7 – Project Location Map – Area 2

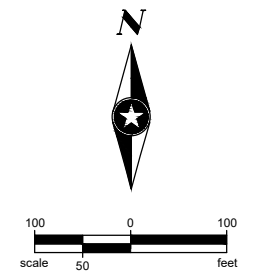
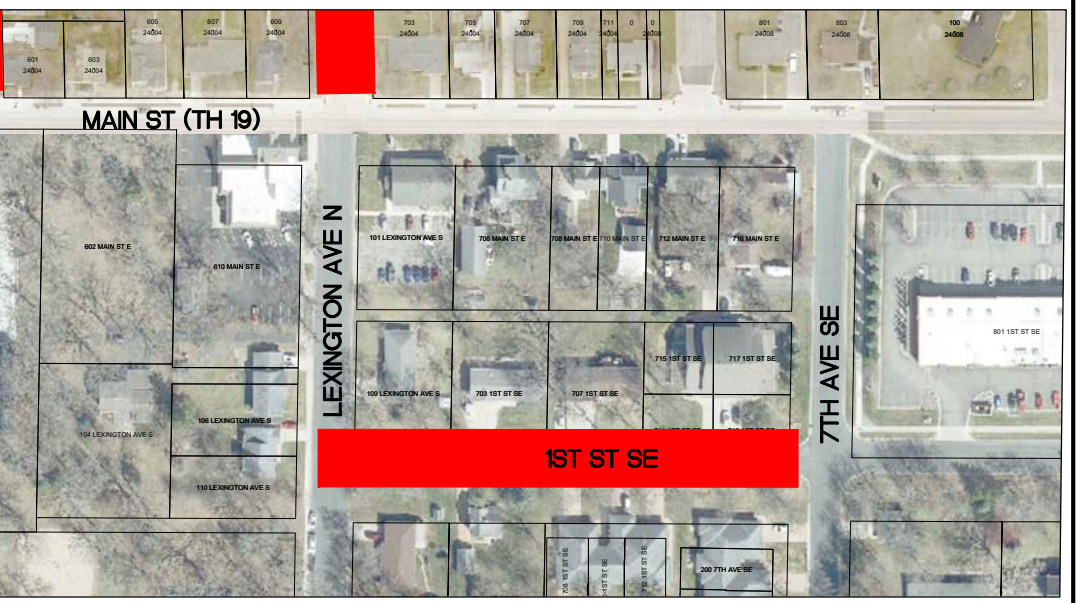
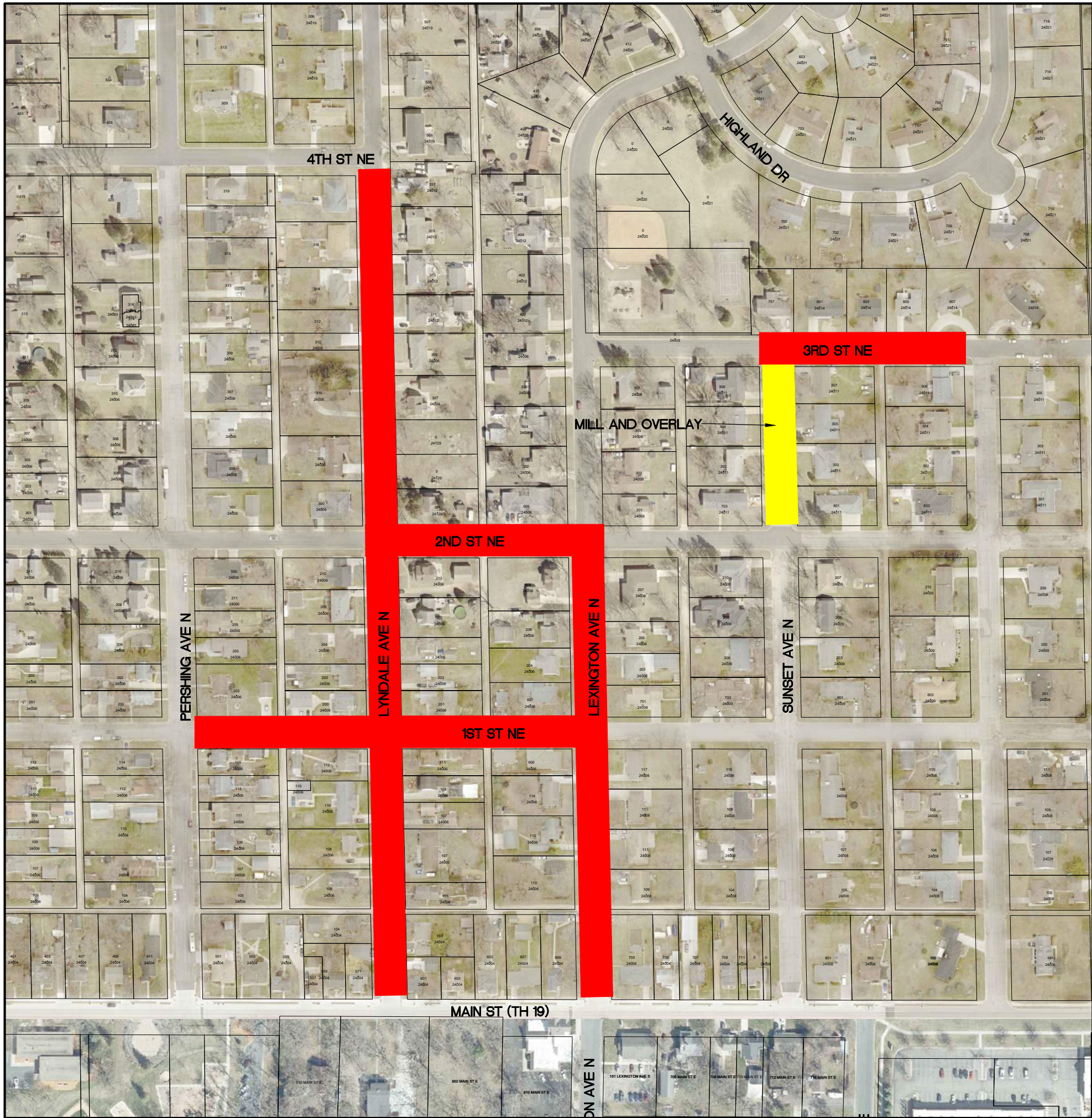
Figure 8 – Typical Sections – Area 2

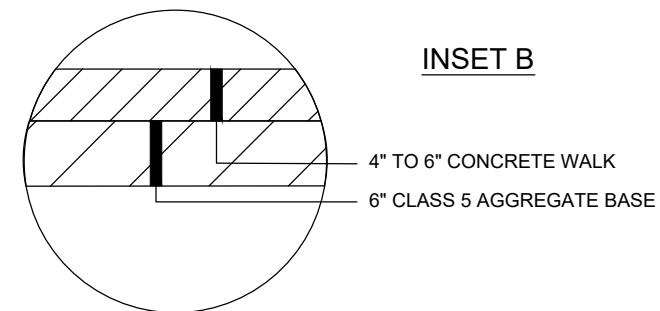
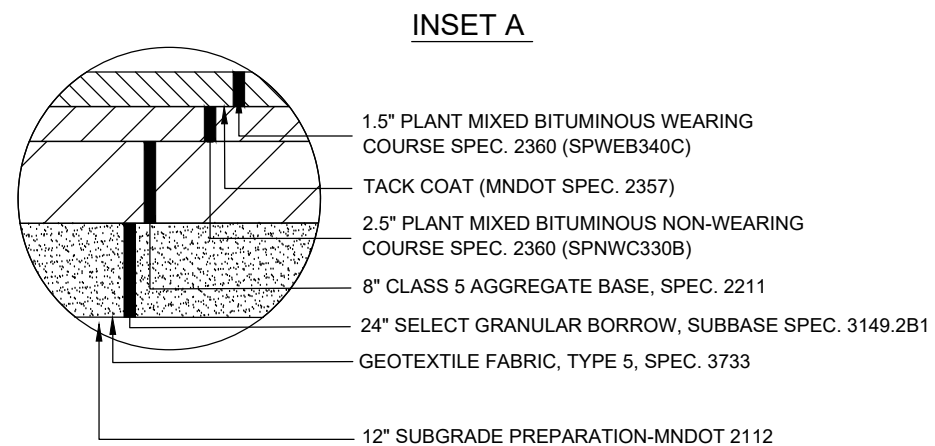
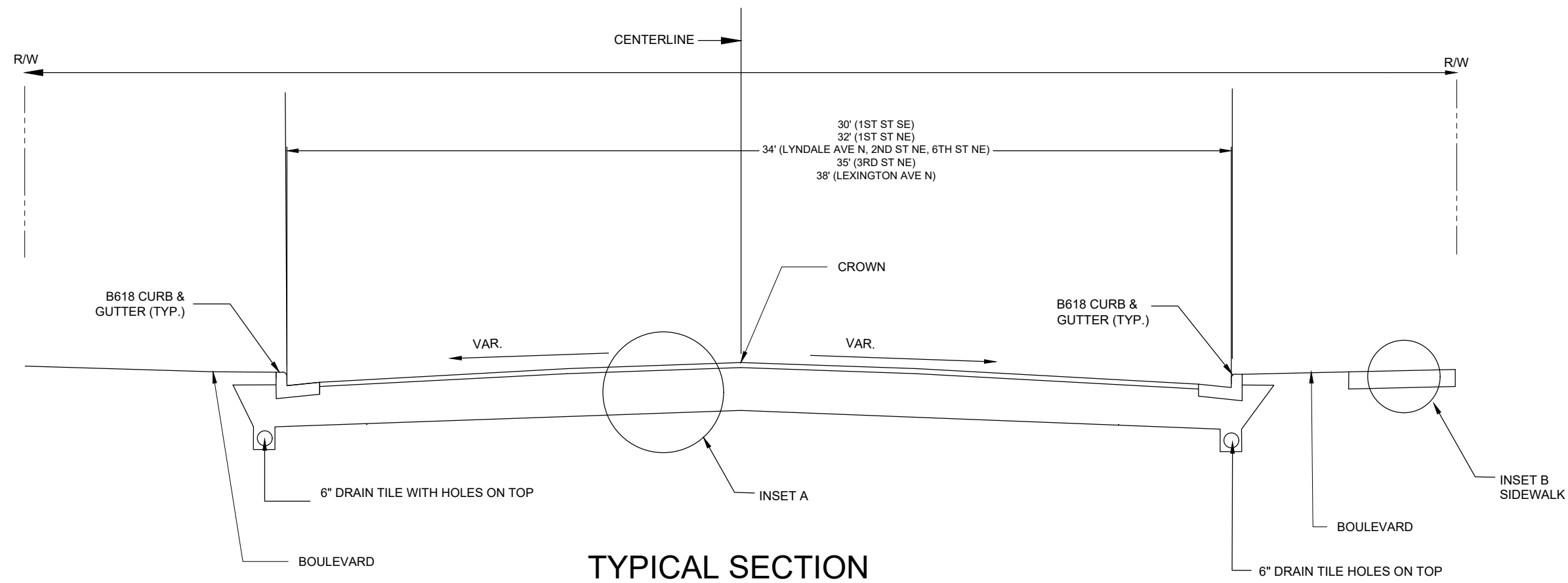
Figure 9 – Proposed Improvements – Area 2 (South) – Option 1

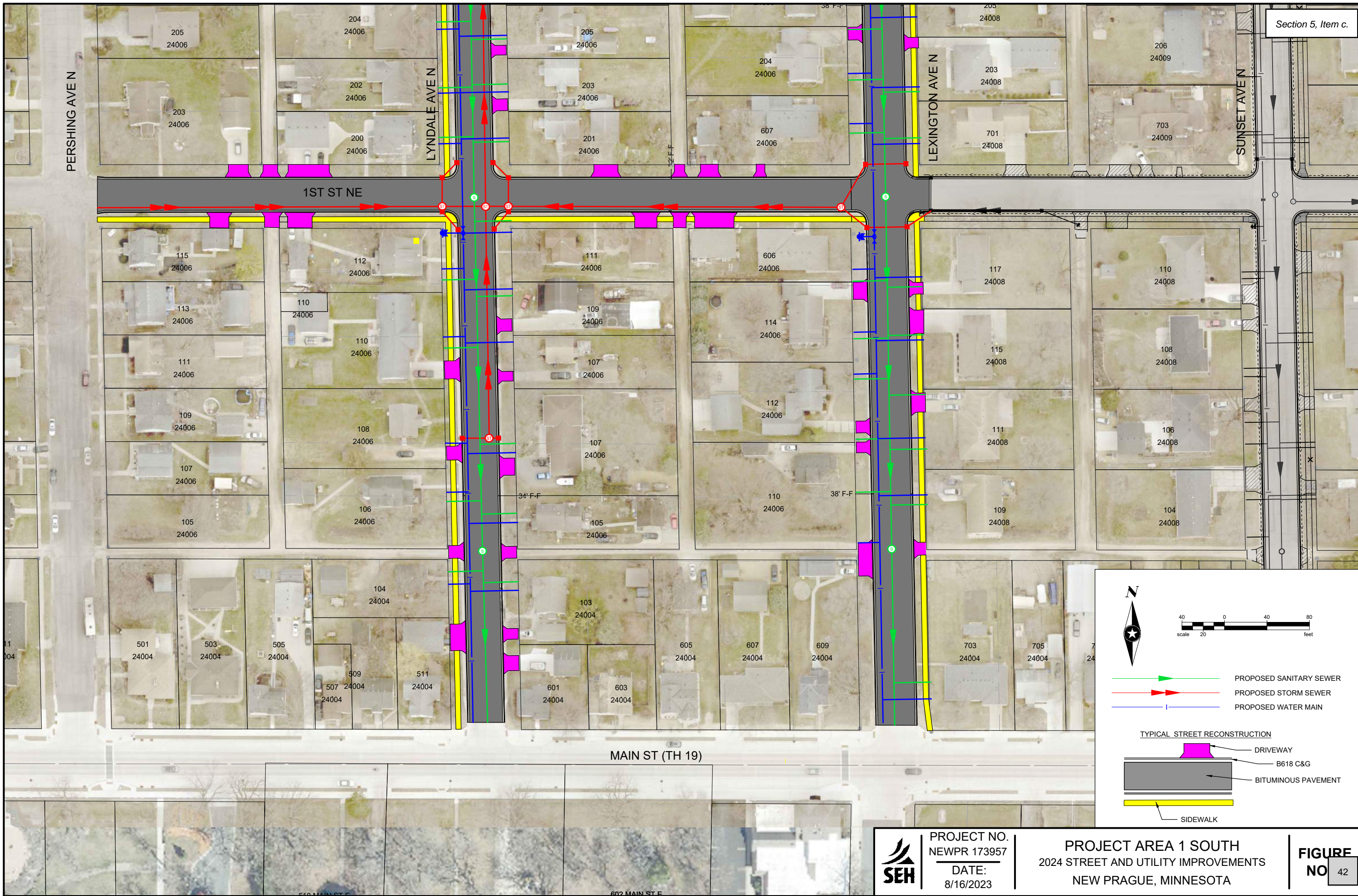
Figure 10 – Proposed Improvements – Area 2 (North) – Option 1

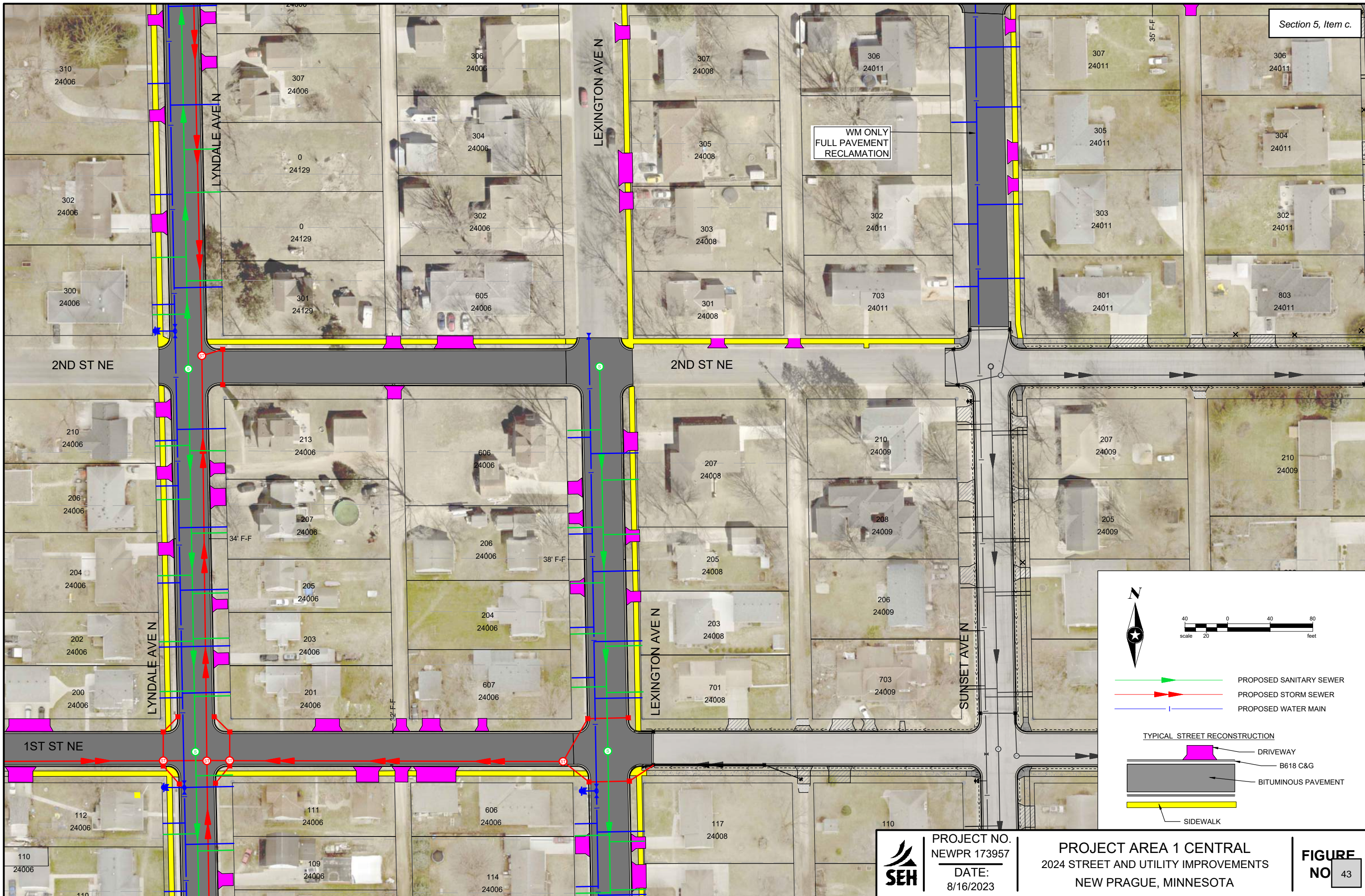
Figure 11 – Proposed Improvements – Area 2 (South) – Option 2

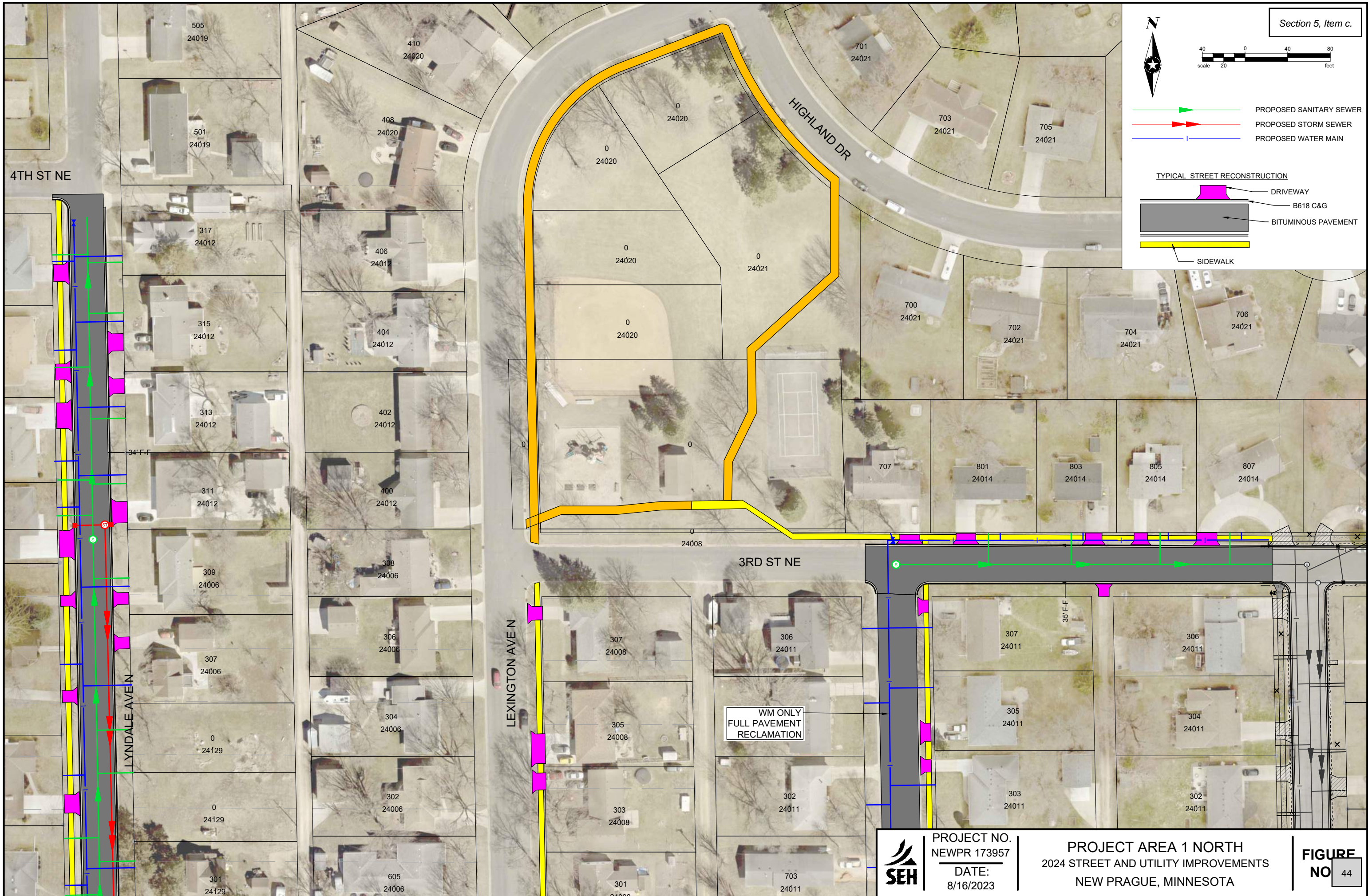
Figure 12 – Proposed Improvements – Area 2 (North) – Option 2

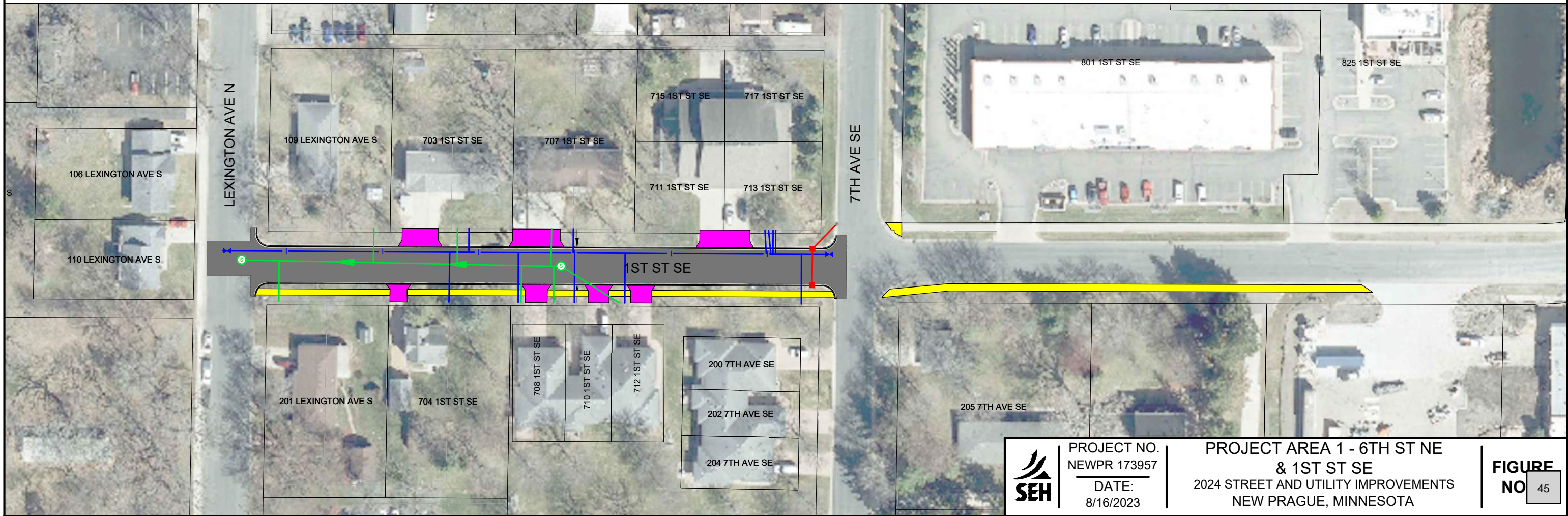
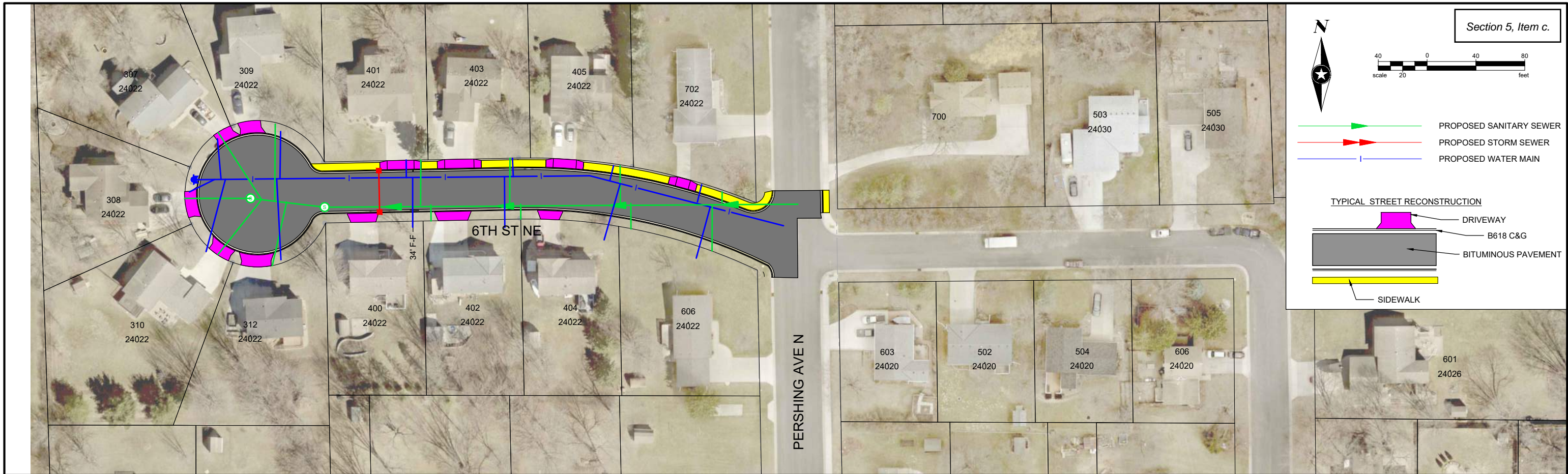


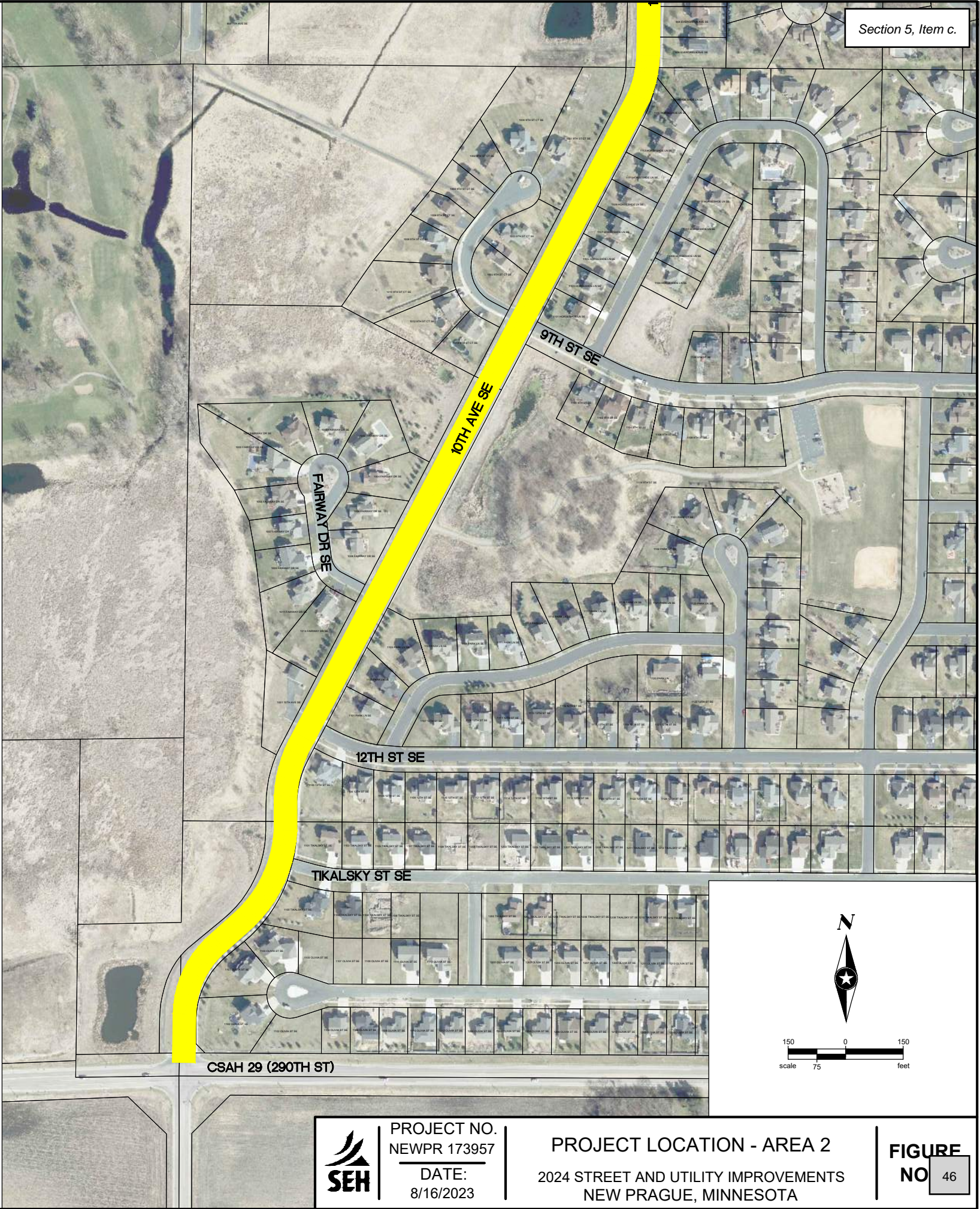
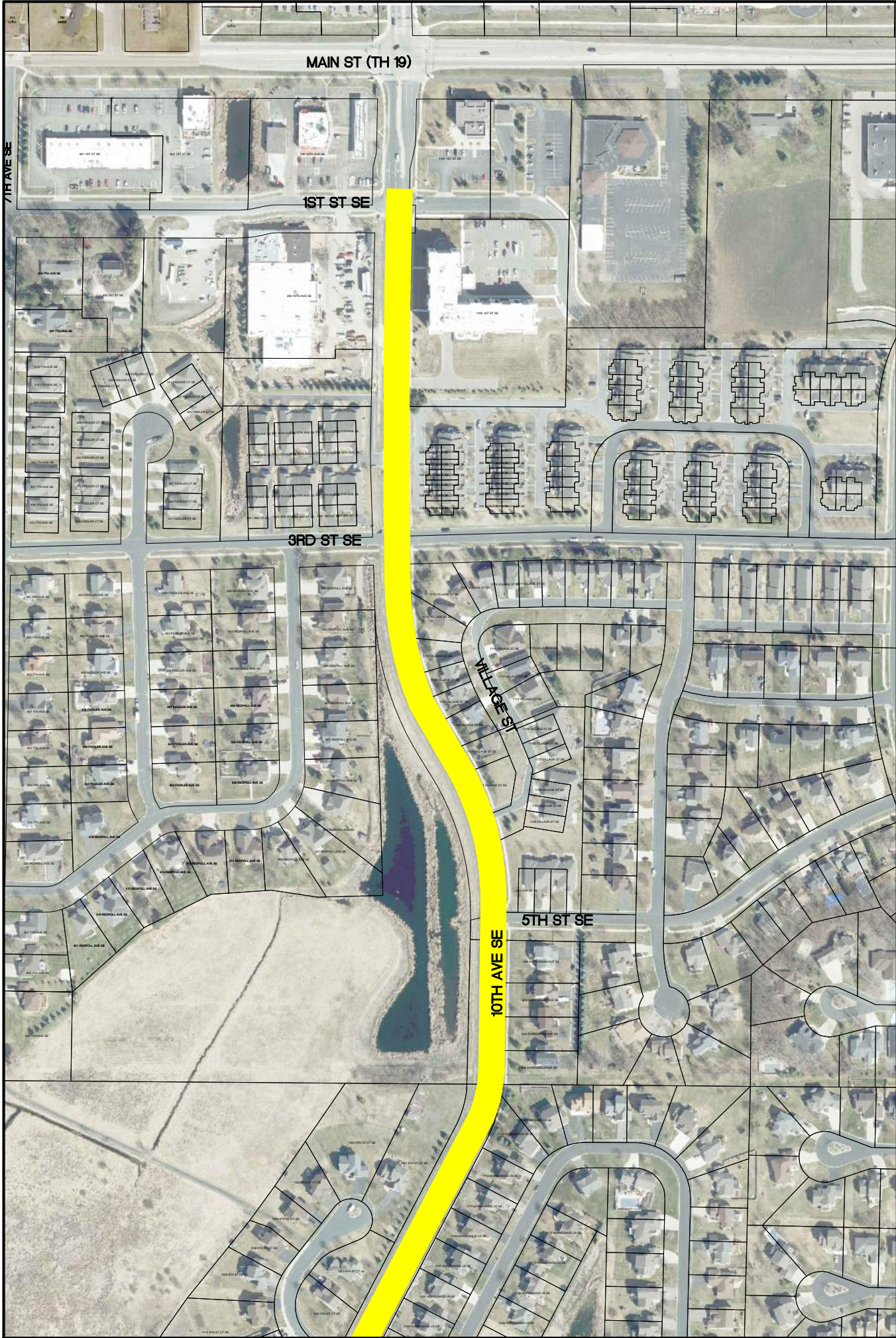


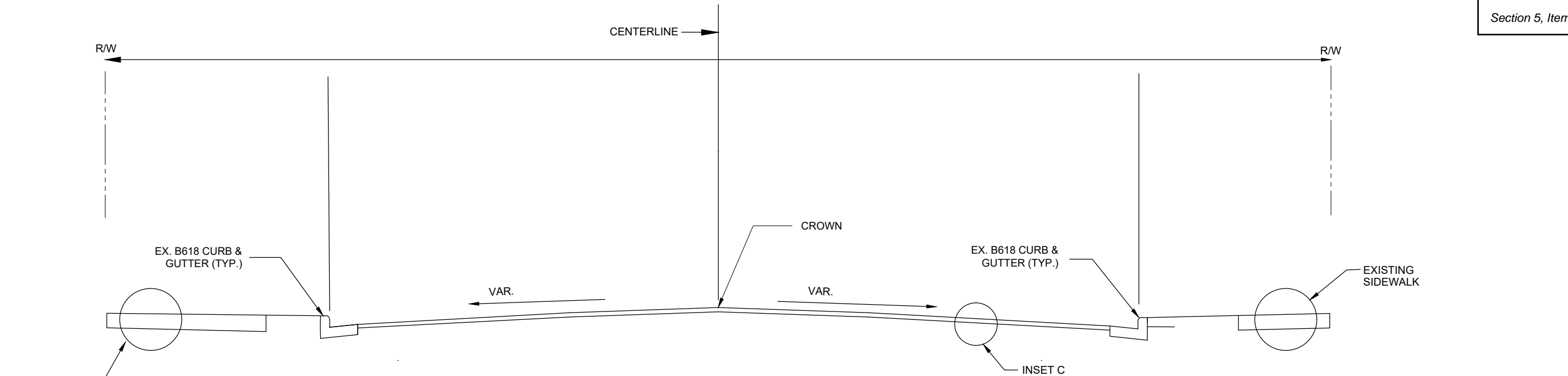




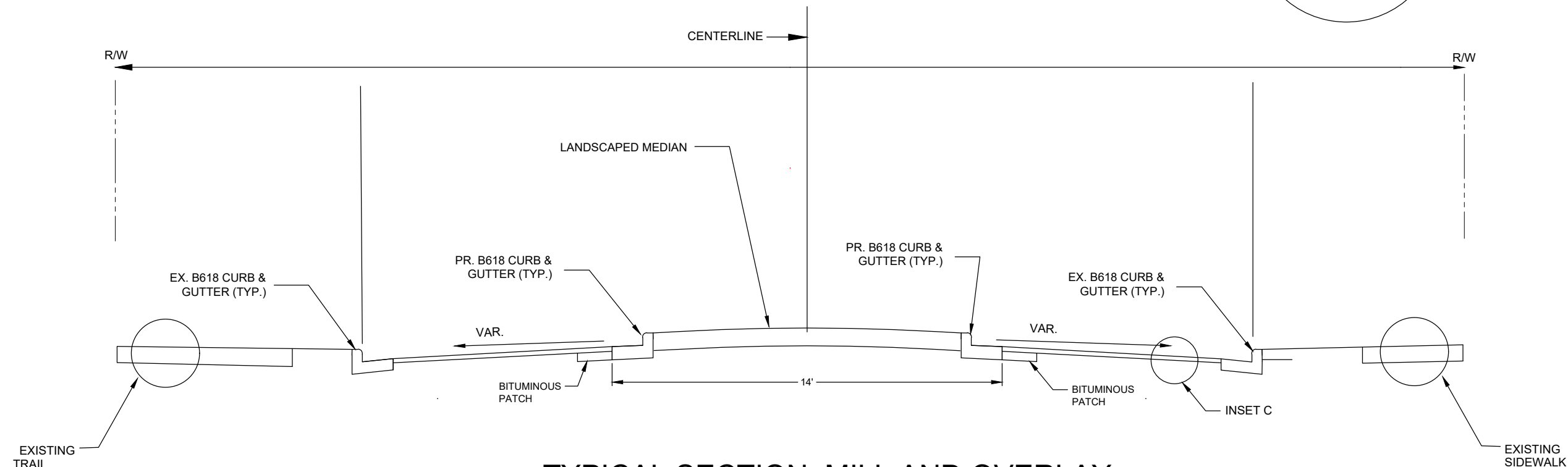
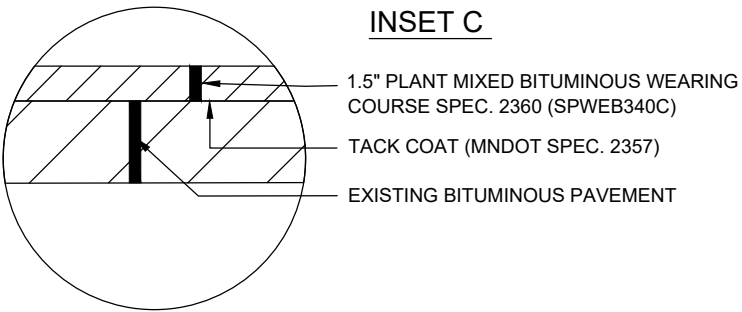




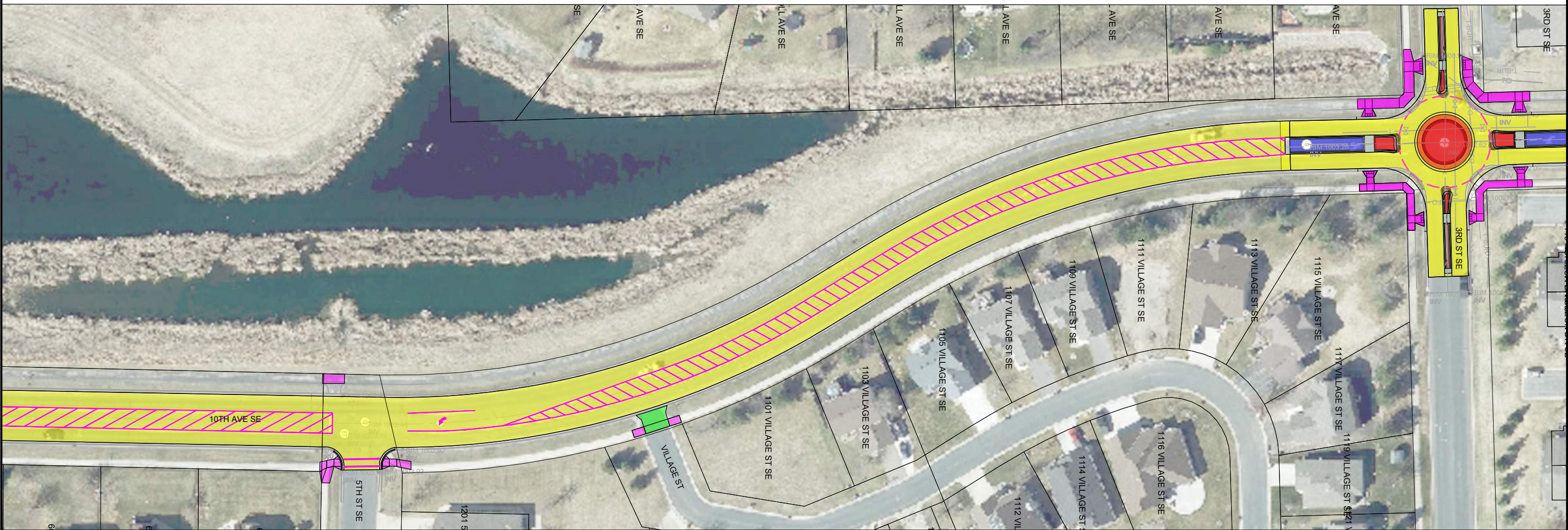




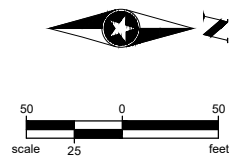
TYPICAL SECTION MILL AND OVERLAY



TYPICAL SECTION MILL AND OVERLAY
WITH ISLAND

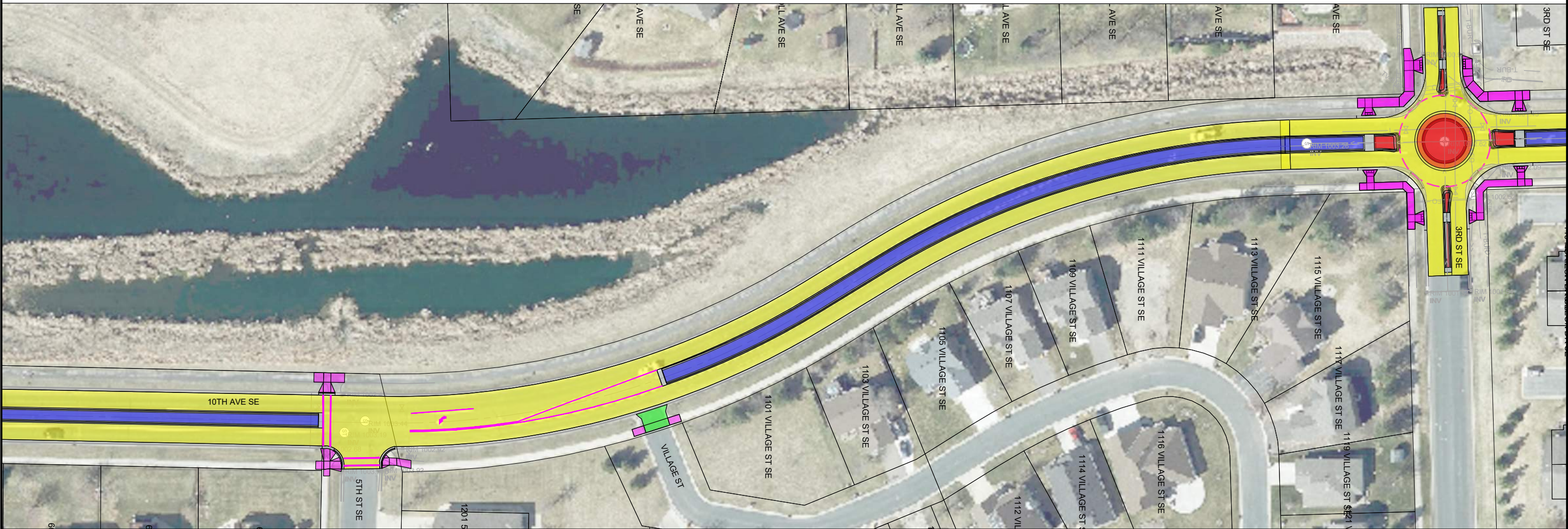
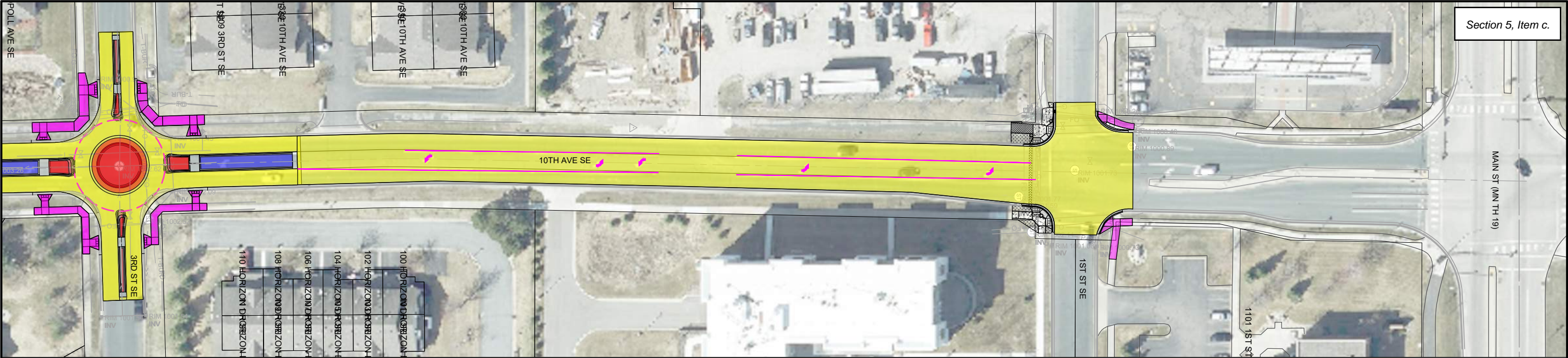


A cross-sectional diagram of a road layout. From top to bottom, the layers are: a thin grey layer labeled 'TRAFFIC LINES'; a green trapezoidal shape labeled 'LANDSCAPE MEDIAN' with a 'DRIVEWAY' on its left side; a yellow layer labeled 'B618 C&G'; a blue oval labeled 'CONCRETE MEDIAN'; a red oval labeled 'CONCRETE MEDIAN'; a thick grey layer labeled 'BITUMINOUS PAVEMENT'; and a pink rectangular layer at the bottom labeled 'SIDEWALK'. Arrows point from each label to its corresponding feature in the diagram.

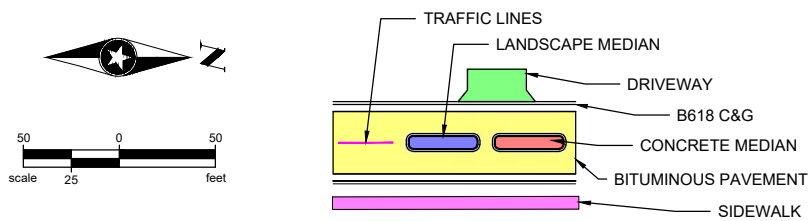



PROJECT AREA 2 - 10TH AVENUE SE
OPTION 1
2024 STREET AND UTILITY IMPROVEMENTS
NEW PRAGUE, MINNESOTA

FIGURE NO. 49



TYPICAL STREET RECONSTRUCTION





PROJECT NO.
NEWPR 173957

DATE:
9/8/2023

PROJECT AREA 2 - 10TH AVENUE SE
OPTION 2
2024 STREET AND UTILITY IMPROVEMENTS
NEW PRAGUE, MINNESOTA

FIGURE
NO. 51

Appendix A

Cost Estimate

AREA 1 - RECONSTRUCTION PROJECT

2024 Street and Utility Improvement Project

Preliminary Cost Estimate

September 13, 2023

Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price
<u>Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe</u>					
2021.501	MOBILIZATION	LUMP SUM	1	\$150,000.00	\$150,000.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	9500	\$4.00	\$38,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	670	\$4.00	\$2,680.00
2104.518	REMOVE CONCRETE WALK	SQ FT	2470	\$0.75	\$1,852.50
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	20000	\$3.00	\$60,000.00
2104.504	REMOVE DRIVEWAY PAVEMENT	SQ YD	3000	\$8.50	\$25,500.00
2105.504	GEOTEXTILE FABRIC, TYPE 5, (NON-WOVEN)	SQ YD	23103	\$2.50	\$57,756.94
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	20536	\$20.00	\$410,716.05
2106.507	EXCAVATION-SUBGRADE (EV)	CU YD	1000	\$25.00	\$25,000.00
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	15400	\$29.00	\$446,600.00
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	5150	\$35.00	\$180,250.00
2118.509	AGG SURFACING, CLASS 5 (DRIVEWAYS, 100% CRUSHED)	TON	200	\$50.00	\$10,000.00
2123.510	EXPLORATORY EXCAVATION	HOUR	20	\$700.00	\$14,000.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	30	\$170.00	\$5,100.00
2130.523	WATER (DUST CONTROL)	M GALLON	100	\$55.00	\$5,500.00
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	9700	\$1.00	\$9,700.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1535	\$3.00	\$4,605.00
2360.509	TYPE SP 19.0 NON WEAR COURSE MIX (3,B) (SPNWC330B)	TON	2850	\$80.00	\$228,000.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	1750	\$95.00	\$166,250.00
2502.503	6" PERF HDPE PIPE DRAIN	LIN FT	10000	\$12.00	\$120,000.00
2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	38	\$450.00	\$17,100.00
2052.602	CONNECT TO EXISTING PIPE DRAIN	EACH	28	\$600.00	\$16,800.00
2521.518	4" CONCRETE WALK (RECONSTRUCTION STREETS)	SQ FT	18000	\$7.00	\$126,000.00
2521.518	4" CONCRETE WALK (NON-RECONSTRUCTION STREETS)	SQ FT	7800	\$9.00	\$70,200.00
2521.518	6" CONCRETE WALK	SQ FT	3000	\$17.00	\$51,000.00
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	9700	\$22.00	\$213,400.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	2500	\$95.00	\$237,500.00
2531.618	TRUNCATED DOMES	SQ FT	300	\$50.00	\$15,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$20,000.00	\$20,000.00
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	6	\$1,500.00	\$9,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	60	\$175.00	\$10,500.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	900	\$40.00	\$36,000.00
2575.504	OVER-SEEDING	SQ YD	10560	\$1.00	\$10,560.00
2575.504	WEED SPRAYING	SQ YD	5280	\$0.50	\$2,640.00
2575.523	WATER (TURF RESTORATION)	M GALLON	250	\$58.00	\$14,500.00
2575.604	TURF ESTABLISHMENT	SQ YD	11000	\$2.25	\$24,750.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal					\$2,837,000.00
<u>Storm Sewer</u>					
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	34	\$435.00	\$14,790.00
2104.503	REMOVE PIPE SEWER OR CULVERT (STORM) (ANY SIZE)	LIN FT	2225	\$14.00	\$31,150.00
2502.602	LAWN SUMP CATCH BASIN (TOTAL UNIT)	EACH	90	\$350.00	\$31,500.00

2503.503	12" STORM SEWER	LIN FT	150	\$65.00	\$9,750.00
2503.503	15" STORM SEWER	LIN FT	400	\$75.00	\$30,000.00
2503.503	18" STORM SEWER	LIN FT	1300	\$85.00	\$110,500.00
2503.503	24" STORM SEWER	LIN FT	450	\$110.00	\$49,500.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	75	\$650.00	\$48,750.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	110	\$650.00	\$71,500.00
2506.502	CASTING ASSEMBLY (STORM)	EACH	29	\$1,200.00	\$34,800.00
2506.602	CONNECT TO EXISTING STORM SEWER	EACH	6	\$1,400.00	\$8,400.00
Storm Sewer Subtotal					\$442,000.00
Sanitary Sewer					
2104.502	REMOVE MANHOLE (SANITARY)	EACH	12	\$600.00	\$7,200.00
2503.602	CONNECT TO EXISTING SAN SEWER MAIN	EACH	11	\$1,800.00	\$19,800.00
2503.602	CONNECT TO EXISTING SAN SEWER SERVICE	EACH	77	\$400.00	\$30,800.00
2503.602	8" X 4" PVC WYE	EACH	77	\$300.00	\$23,100.00
2503.603	4" PVC SANITARY SEWER SERVICE PIPE	LIN FT	2700	\$40.00	\$108,000.00
2503.603	8" SANITARY SEWER (REGARDLESS OF DEPTH)	LIN FT	3050	\$70.00	\$213,500.00
2503.603	15" SANITARY SEWER (REGARDLESS OF DEPTH)	LIN FT	390	\$130.00	\$50,700.00
2506.502	CASTING ASSEMBLY (SANITARY WITH CONCEALED PICK HOLES)	EACH	12	\$1,400.00	\$16,800.00
2506.603	CONSTRUCT SANITARY MANHOLE DESIGN 4007	LIN FT	120	\$600.00	\$72,000.00
Sanitary Sewer Subtotal					\$550,000.00
Water Main					
2104.502	REMOVE GATE VALVE	EACH	10	\$300.00	\$3,000.00
2104.502	REMOVE HYDRANT	EACH	5	\$650.00	\$3,250.00
2104.503	REMOVE OR ABANDON WATER MAIN	LIN FT	4400	\$8.00	\$35,200.00
2504.601	TEMPORARY WATER SERVICE	LUMP SUM	1	\$20,000.00	\$20,000.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	9	\$1,400.00	\$12,600.00
2504.602	HYDRANT SYSTEM	EACH	7	\$6,600.00	\$46,200.00
2504.602	6" GATE VALVE & BOX	EACH	5	\$2,550.00	\$12,750.00
2504.602	8" GATE VALVE & BOX	EACH	12	\$3,500.00	\$42,000.00
2504.602	1" CORPORATION STOP WITH SADDLE	EACH	89	\$500.00	\$44,500.00
2504.602	1" CURB STOP & BOX	EACH	89	\$500.00	\$44,500.00
2504.602	CONNECT TO EXISTING WATER SERVICE (1")	EACH	89	\$360.00	\$32,040.00
2504.603	1" SERVICE PIPE, TYPE PE PIPE W/TRACER WIRE	LIN FT	2900	\$38.00	\$110,200.00
2504.603	6" C900 PVC WATER MAIN W/TRACER WIRE (HYDRANT LEADS)	LIN FT	700	\$70.00	\$49,000.00
2504.603	8" C900 PVC WATER MAIN W/TRACER WIRE	LIN FT	3700	\$70.00	\$259,000.00
2504.608	WATER MAIN FITTINGS	POUND	1000	\$18.00	\$18,000.00
Water Main Subtotal					\$740,000.00

AREA 1 COST SUMMARY

	Const Cost	Contingency	Pr. Related	Project Cost
Streets - Participating	\$ 784,000	\$ 78,400	\$ 156,800	\$ 1,019,200
Streets - Non-Participating	\$ 2,053,000	\$ 205,300	\$ 410,600	\$ 2,668,900
Storm Sewer - Participating	\$ 56,000	\$ 5,600	\$ 11,200	\$ 72,800
Storm Sewer - Non-Participating	\$ 386,000	\$ 38,600	\$ 77,200	\$ 501,800
Sanitary Sewer	\$ 550,000	\$ 55,000	\$ 110,000	\$ 715,000
Water Main	\$ 740,000	\$ 74,000	\$ 148,000	\$ 962,000
Street Lighting	\$ 11,200	\$ 1,120	\$ -	\$ 11,200
Total Estimated Cost	\$ 4,580,200	\$ 458,020	\$ 913,800	\$ 5,952,020

AREA 2 - MILL AND OVERLAY WITH 3RD STREET SE ROUNDABOUT
2024 Street and Utility Improvement Project
Preliminary Cost Estimate
September 28, 2023

Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe					
2021.501	MOBILIZATION	LUMP SUM	1	\$25,000.00	\$25,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	600	\$4.00	\$2,400.00
2104.518	REMOVE WALK OR TRAIL	SQ FT	4800	\$2.00	\$9,600.00
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	2500	\$4.00	\$10,000.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	20	\$170.00	\$3,400.00
2130.523	WATER (DUST CONTROL)	M GALLON	75	\$55.00	\$4,125.00
2232.504	MILL BITUMINOUS PAVEMENT (1.5")	SQ YD	22664	\$3.00	\$67,992.00
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	9000	\$1.00	\$9,000.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	2990	\$3.00	\$8,970.00
2360.509	TYPE SP 19.0 NON WEAR COURSE MIX (3,B)	TON	405	\$95.00	\$38,475.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	2166	\$95.00	\$205,770.00
2405.502	ADJUST FRAME AND RING CASTING	EACH	5	\$800.00	\$4,000.00
2504.602	ADJUST VALVE BOX	EACH	6	\$500.00	\$3,000.00
2521.518	4" CONCRETE WALK	SQ FT	1000	\$7.00	\$7,000.00
2521.518	6" CONCRETE WALK	SQ FT	3800	\$17.00	\$64,600.00
2521.518	7" CONCRETE PAVEMENT (ROUNDABOUT)	SQ FT	125	\$100.00	\$12,500.00
2531.503	REMOVE AND REPLACE CURB (HAND FORM)	LIN FT	500	\$40.00	\$20,000.00
2531.503	MEDIAN CURB (ROUNDABOUT)	LIN FT	620	\$30.00	\$18,600.00
2531.618	TRUNCATED DOMES	SQ FT	400	\$50.00	\$20,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	25	\$175.00	\$4,375.00
2573.503	SILT FENCE, TYPE HI	LIN FT	100	\$3.50	\$350.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	100	\$3.50	\$350.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	20	\$40.00	\$800.00
2575.504	OVER-SEEDING	SQ YD	220	\$1.00	\$220.00
2575.504	WEED SPRAYING	SQ YD	110	\$0.50	\$55.00
2575.523	WATER (TURF RESTORATION)	M GALLON	10	\$58.00	\$580.00
2575.604	PAVEMENT MARKINGS	LUMP SUM	1	\$20,000.00	\$20,000.00
2575.604	TURF ESTABLISHMENT	SQ YD	220	\$2.25	\$495.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal					\$572,000.00

	Const Cost	Contingency	Pr. Related	Project Cost
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe	\$ 572,000.00	\$ 57,200.00	\$ 85,800.00	\$ 715,000.00
Total Estimated Construction Cost	\$ 572,000.00	\$ 57,200.00	\$ 85,800.00	\$ 715,000.00

Median Island Construction (Per Foot Calculation)

Deletions

2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	-0.2	\$95.00	-\$19.00
2575.604	PAVEMENT MARKINGS (CENTER 24")	LIN FT	-1	\$8.00	-\$8.00

Additions

2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	2	\$4.00	\$8.00
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	0.7	\$20.00	\$14.81
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	2	\$1.00	\$2.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)(PATCH)	TON	0.2	\$95.00	\$19.00
2531.503	B612 CURB AND GUTTER	LIN FT	2	\$33.00	\$66.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	0.6	\$40.00	\$22.22
2574.507	MULCH	CU YD	0.2	\$40.00	\$7.41

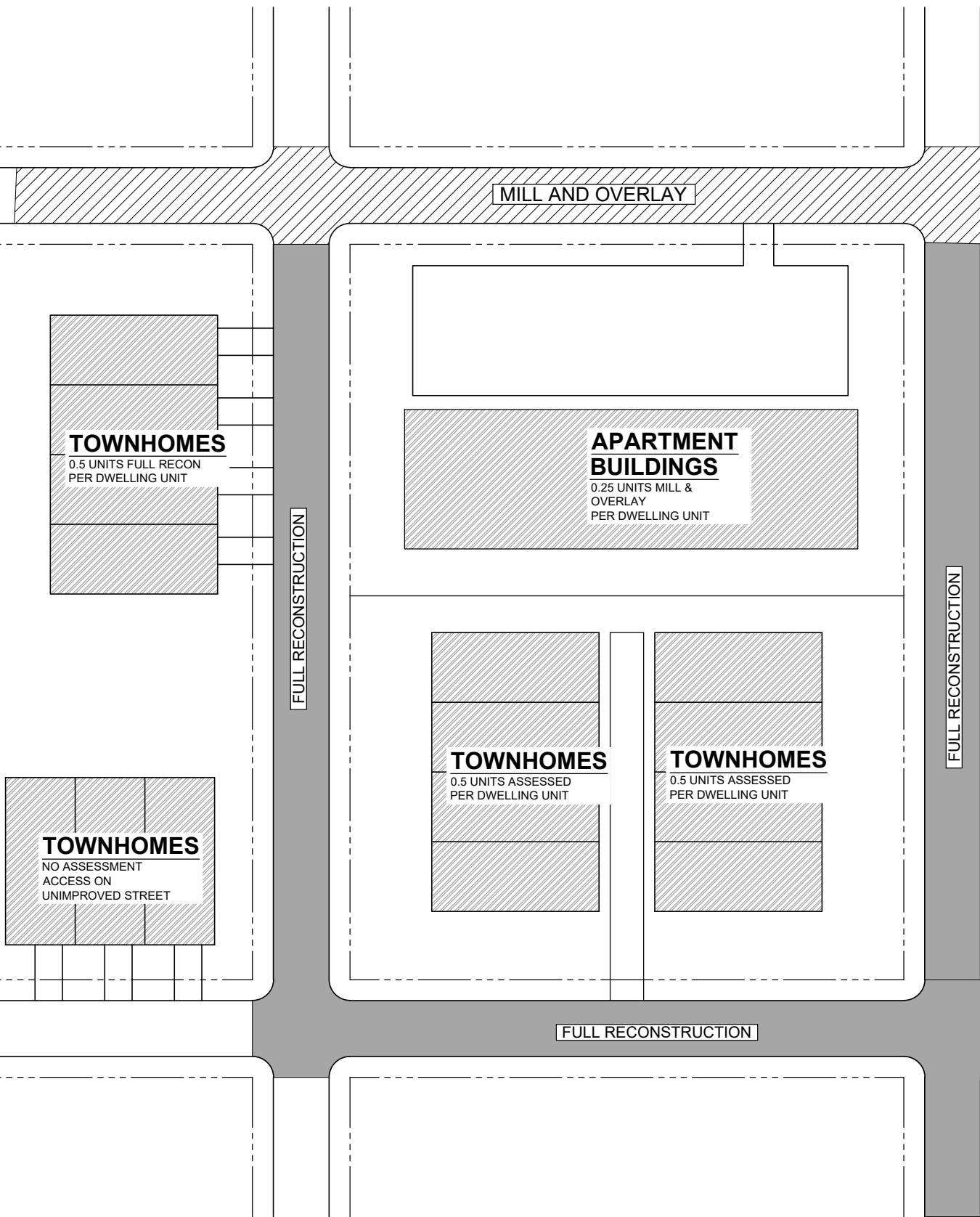
	Const Cost	Contingency	Pr. Related	Project Cost
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe	\$ 113.00	\$ 11.30	\$ 16.95	\$ 142.00
Total Estimated Construction Cost	\$ 113.00	\$ 11.30	\$ 16.95	\$ 142.00

Appendix B

Preliminary Assessments

B-1 – Assessment Policy Map

B-2 – Preliminary Assessment Roll



Save: 8/10/2023 11:07 AM cknulson Plot: 9/13/2023 3:18 PM X:\KONNEN\WP\COMMON\Assessment Policy Review\Assessment Exhibits.dwg



EXHIBIT 2
APARTMENT AND TOWNHOME
UNIT METHOD

NO STREET
ASSESSMENT

NO STREET
ASSESSMENT

0.5 UNIT FULL REC.

ALLEY

1 UNIT FULL REC.

1 UNIT FULL REC.

NOTE:
RESIDENTIAL PROPERTIES WITH
FRONTAGE GREATER THAN 150'
MAY BE CONSIDERED
SUBDIVIDABLE AND ASSESSED FOR
MORE THAN 1 -UNIT. TO BE
REVIEWED ON CASE-BY-CASE BASIS

FULL RECONSTRUCTION

0.5 UNIT FULL REC.

NO STREET
ASSESSMENT

ALLEY

0.5 UNIT M&O

0.5 UNIT FULL REC.
0.5 UNIT M&O

FULL RECONSTRUCTION

MILL AND OVE

NO STREET
ASSESSMENT

ACCESS FROM
UNIMPROVED
STREET

1 UNIT FULL REC.

0.5 UNIT FULL REC.

NO IMPROVEMENTS

0.5 UNIT M&O

NO STREET
ASSESSMENT

NO STREET
ASSESSMENT

NO STREET
ASSESSMENT

EXHIBIT 1 RESIDENTIAL UNIT METHOD



Parcel No.	PropertyAddress	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Reconstructed Street Unit	Residential Reconstructed Street Assess.	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial- Institutional Mill & Overlay Unit	Commercial- Institutional Mill & Overlay Assess.	Total Assessment
240040180	511 Main St E	WERTISH ADDN Lot 005 Block 003 E 50' OF S 105' OF	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240040170	104 Lyndale Ave N	WERTISH ADDN Lot 4&5 Block 003 N 55' OF	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060540	106 Lyndale Ave N	PARK ADDN Lot 012 Block 006 & S1/2 OF LOT 11	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060530	108 Lyndale Ave N	PARK ADDN Lot 010 Block 006 & N1/2 OF LOT 11	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060520	110 Lyndale Ave N	PARK ADDN Lot 009 Block 006 & P/O LOT 8 LYING S OF N 10' EX COM 10' S OF NW COR LOT 8, E 44', S 18', W 44', N 18' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060510	112 Lyndale Ave N	PARK ADDN Lot 007 Block 006 PARK ADDN Lot 007 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060450	200 Lyndale Ave N	PARK ADDN Lot 012 Block 005	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060440	202 Lyndale Ave N	PARK ADDN Lot 011 Block 005	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060430	204 Lyndale Ave N	PARK ADDN Lot 010 Block 005 & S1/2 OF LOT 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060420	206 Lyndale Ave N	PARK ADDN Lot 8&9 Block 005 S 40' OF LOT 8 & N1/2 OF LOT 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060410	210 Lyndale Ave N	PARK ADDN Lot 007 Block 005 & N 10' OF LOT 8	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060350	300 Lyndale Ave N	PARK ADDN Lot 014 Block 004 & S 35' OF LOT 13	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060340	302 Lyndale Ave N	PARK ADDN Lot 012 Block 004 & S 20' OF 11 & N 15' OF 13	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060330	310 Lyndale Ave N	PARK ADDN Block 004 LOTS 8-10 & N 30' OF LOT 11 EX N 32' OF LOT 8	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060320	312 Lyndale Ave N	PARK ADDN Lot 008 Block 004 N 32' OF	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340820	312 Lyndale Ave N	Section 34 Township 113 Range 023 COM NE COR OF BLK 4 PARK ADDN, N 44' W 152.5', S 44', E 152.5 TO POB IN N1/2 SE1/4	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340810	314 Lyndale Ave N	Section 34 Township 113 Range 023 N1/2 SE1/4 COM 44' N OF NE COR BLK 4 PARK ADDN, N 80', W 152.5', S 80', E 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340800	316 Lyndale Ave N	Section 34 Township 113 Range 023 N1/2 SE1/4 COM 124' N OF NE COR BLK 4 PARK ADDN, N 86', W 152.5', S 86', E 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340790	320 Lyndale Ave N	Section 34 Township 113 Range 023 N1/2 SE1/4 COM 210' N OF NE COR BLK 4 PARK ADDN, N 86.7', W 152.5', S 86.7', E 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240040190	601 Main St E	WERTISH ADDN Lot 001 Block 004 EX N 80' OF	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00

Parcel No.	PropertyAddress	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Reconstructed Street Unit	Residential Reconstructed Street Assess.	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial- Institutional Mill & Overlay Unit	Commercial- Institutional Mill & Overlay Assess.	Total Assessment
240040200	103 Lyndale Ave N	WERTISH ADDN Lot 1&2 Block 004 N1/2 OF	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060010	105 Lyndale Ave N	PARK ADDN Lot 001 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060020	107 Lyndale Ave N	PARK ADDN Lot 2&3 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060030	107 Lyndale Ave N	PARK ADDN Lot 004 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060040	109 Lyndale Ave N	PARK ADDN Lot 005 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060050	111 Lyndale Ave N	PARK ADDN Lot 006 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060100	201 Lyndale Ave N	PARK ADDN Lot 001 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060110	203 Lyndale Ave N	PARK ADDN Lot 002 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060120	205 Lyndale Ave N	PARK ADDN Lot 003 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060130	207 Lyndale Ave N	PARK ADDN Lot 004 Block 002 & S1/2 OF LOT 5	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060140	213 Lyndale Ave N	PARK ADDN Lot 006 Block 002 & N1/2 OF 5	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
241290010	301 Lyndale Ave N	Block 001 Lot 001 SEURAI	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
241290020		Block 001 Lot 002 SEURAI	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
241290030		Block 001 Lot 003 SEURAI	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060200	307 Lyndale Ave N	PARK ADDN Lot 005 Block 003 & S 33.3' OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060210	309 Lyndale Ave N	PARK ADDN Lot 007 Block 003 & N 16.7' OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240120010	311 Lyndale Ave N	FRANEK'S ADDN Lot 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240120020	313 Lyndale Ave N	FRANEK'S ADDN Lot 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240120030	315 Lyndale Ave N	FRANEK'S ADDN Lot 003 & S 15' OF LOT 4	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240120040	317 Lyndale Ave N	FRANEK'S ADDN Lot 004 N 60' OF 4 & 26' OF VAC 4TH ST NE LYING BETWEEN E ROW OF LYNDAL AVE N & CL OF ALLEY	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240040240	609 Main St E	WERTISH ADDN Lot 005 Block 004 & E 2' OF LOT 4	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240060090	110 Lexington Ave N	PARK ADDN Lot 011 Block 001 & LOT 12	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060080	112 Lexington Ave N	PARK ADDN Lot 010 Block 001 & S1/2 OF LOT 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060070	114 Lexington Ave N	PARK ADDN Lot 008 Block 001 & N1/2 OF LOT 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060060	606 1st St NE	PARK ADDN Lot 007 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060180	607 1st St NE	PARK ADDN Lot 012 Block 002 & S 15' OF LOT 11	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060170	204 Lexington Ave N	PARK ADDN Block 002 S 30' OF 10 & N 35' OF LOT 11	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060160	206 Lexington Ave N	PARK ADDN Lot 009 Block 002 & N 20' OF LOT 10	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060150	606 2nd St NE	PARK ADDN Lot 7&8 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240040260	703 Main St E	WERTISH ADDN Lot 001 Block 005 & LOT 2 EX E 48' OF	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240080120	109 Lexington Ave N	SUNRISE ACRES Lot 004 Block 003	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00

Parcel No.	PropertyAddress	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Reconstructed Street Unit	Residential Reconstructed Street Assess.	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial- Institutional Mill & Overlay Unit	Commercial- Institutional Mill & Overlay Assess.	Total Assessment
240080110	111 Lexington Ave N	SUNRISE ACRES Lot 003 Block 003	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240080100	115 Lexington Ave N	SUNRISE ACRES Lot 002 Block 003	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240080090	117 Lexington Ave N	SUNRISE ACRES Lot 001 Block 003	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240080080	701 1st St NE	SUNRISE ACRES Lot 005 Block 002	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240080070	203 Lexington Ave N	SUNRISE ACRES Lot 004 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240080060	205 Lexington Ave N	SUNRISE ACRES Lot 003 Block 002	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240080050	207 Lexington Ave N	SUNRISE ACRES Lot 1&2 Block 002	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240080040	301 Lexintgon Ave N	SUNRISE ACRES Lot 005 Block 001	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240080030	303 Lexington Ave N	SUNRISE ACRES LOT 004 Block 1 & S 20' OF LOT 3	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240080020	305 Lexington Ave N	SUNRISE ACRES LOT 2&3 Block 001 S 40' OF LOT 2 & N 40' OF 3	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240080010	307 Lexington Ave N	SUNRISE ACRES Lot 001 Block 001 & N 20' OF LOT 2	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340650		Section 34 Township 113 Range 023 COM 40' E OF NE COR OF BLK 3 PARK ADDN, E 312.2', N 160', EX W 26' FOR STREET W	0	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	\$0.00
240200240		BUSCH SUBDIVISION # 3 Lot 004 Block 004	0	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	\$0.00
240060501	115 Pershing Ave N	PARK ADDN Lot 006 Block 006	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240060360	203 Pershing Ave N	PARK ADDN Lot 1&2 Block 005	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240060260	605 2nd St NE	PARK ADDN Lot 014 Block 003 & S1/2 OF LOT 13	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240220010	606 Pershing Ave N	HENDRICK'S 2ND ADDN Lot 001 Block 001	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240220020	404 6th St NE	HENDRICK'S 2ND ADDN Lot 002 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220030	402 6th St NE	HENDRICK'S 2ND ADDN Lot 003 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220040	400 6th St NE	HENDRICK'S 2ND ADDN Lot 004 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220050	312 6th St NE	HENDRICK'S 2ND ADDN Lot 005 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220080	310 6th St NE	HENDRICK'S 2ND ADDN Lot 008 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220090	308 6th St NE	HENDRICK'S 2ND ADDN Lot 009 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220100	307 6th St NE	HENDRICK'S 2ND ADDN Lot 010 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220110	309 6th St NE	HENDRICK'S 2ND ADDN Lot 011 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220120	401 6th St NE	HENDRICK'S 2ND ADDN Lot 012 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220130	403 6th St NE	HENDRICK'S 2ND ADDN Lot 013 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220140	405 6th St NE	HENDRICK'S 2ND ADDN Lot 014 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00

Parcel No.	PropertyAddress	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Reconstructed Street Unit	Residential Reconstructed Street Assess.	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial- Institutional Mill & Overlay Unit	Commercial- Institutional Mill & Overlay Assess.	Total Assessment
240220150	702 Pershing Ave N	HENDRICK'S 2ND ADDN Lot 015 Block 001	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249340360	707 3rd St NE	Section 34 Township 113 Range 023 NE1/4 SE1/4 COM NW COR LOT 1 BUSCH SUB #1, S 125', W 66', W 14.65', N 125', E 66' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240140010	801 3rd St NE	BUSCH SUBDIVISION # 1 Lot 001 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240140020	803 3rd St NE	BUSCH SUBDIVISION # 1 Lot 002 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240220010	805 3rd St NE	BUSCH SUBDIVISION # 1 Lot 003 Block 001	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240140040	807 3rd St NE	BUSCH SUBDIVISION # 1 Lot 004 Block 001 & W 25' OF LOT 5	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240110010	306 Sunset Ave N	SUNRISE ACRES 3RD ADDN Lot 001 Block 001	1	\$3,515.00	0	\$0.00	0	\$0.00	0.5	\$1,250.00	0	\$0.00	\$4,765.00
240110050	307 Sunset Ave N	SUNRISE ACRES 3RD ADDN Lot 001 Block 002 EX S 5'	1	\$3,515.00	0	\$0.00	0.5	\$4,825.00	0.5	\$1,250.00	0	\$0.00	\$9,590.00
240110090	306 Sunrise Ave N	SUNRISE ACRES 3RD ADDN Lot 005 Block 002	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240110040	703 2nd St NE	SUNRISE ACRES 3RD ADDN Lot 004 Block 001	1	\$3,515.00	0	\$0.00	0	\$0.00	0.5	\$1,250.00	0	\$0.00	\$4,765.00
240110030	302 Sunset Ave N		1	\$3,515.00	0	\$0.00	0	\$0.00	1	\$2,500.00	0	\$0.00	\$6,015.00
240110020	304 Sunset Ave N		1	\$3,515.00	0	\$0.00	0	\$0.00	1	\$2,500.00	0	\$0.00	\$6,015.00
240110080	801 2nd St NE	SUNRISE ACRES 3RD ADDN Lot 004 Block 002	1	\$3,515.00	0	\$0.00	0	\$0.00	0.5	\$1,250.00	0	\$0.00	\$4,765.00
240110070	303 Sunset Ave N	SUNRISE ACRES 3RD ADDN Lot 003 Block 002	1	\$3,515.00	0	\$0.00	0	\$0.00	1	\$2,500.00	0	\$0.00	\$6,015.00
240110060	305 Sunset Ave N	SUNRISE ACRES 3RD ADDN Lot 1&2 Block 002 S 5' OF 1 & LOT 2 (EX S 5')	1	\$3,515.00	0	\$0.00	0	\$0.00	1	\$2,500.00	0	\$0.00	\$6,015.00
23.730.0100	109 Lexington Ave S	WRABEK ADDN Block-001 LOTS 10-11	0	\$0.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$7,440.00
23.730.0070	703 1st St SE	WRABEK ADDN Block-001 LOTS 12-13	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00		\$0.00	0	\$0.00	\$15,780.00
23.730.0065	707 1st St SE	WRABEK ADDN Block-001 LOTS 14 & 15	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
23.510.0040	711 1st St SE	GEIGER FIRST ADDITION Lot-004 Block-001	1	\$3,515.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
23.510.0030	713 1st St SE	GEIGER FIRST ADDITION Lot-003 Block-001	1	\$3,515.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
23.510.0010	715 1st St SE	GEIGER FIRST ADDITION Lot-001 Block-001	1	\$3,515.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$3,515.00
23.510.0020	717 1st St SE	GEIGER FIRST ADDITION Lot-002 Block-001	1	\$3,515.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$3,515.00
23.730.0140	201 Lexington Ave S	WRABEK ADDN Block-002 .36 AC LOTS 8 & 9 & THAT PART OF VAC ALLEY IN BLK 2	0	\$0.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$7,440.00
23.730.0130	704 1st St SE	WRABEK ADDN Block-002 .36 AC LOTS 6-7 & THAT PART OF VAC ALLEY IN BLK 2	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
23.511.0010	708 1st St SE	GEIGER 2ND ADDITION Lot-001 Block-001	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
23.511.0020	710 1st ST SE	GEIGER 2ND ADDITION Lot-002 Block-001	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
23.511.0030	712 1st St SE	GEIGER 2ND ADDITION Lot-003 Block-001	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00

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Parcel No.	PropertyAddress	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Reconstructed Street Unit	Residential Reconstructed Street Assess.	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial- Institutional Mill & Overlay Unit	Commercial- Institutional Mill & Overlay Assess.	Total Assessment
23.511.0040	200 7th Ave SE	GEIGER 2ND ADDITION Lot-004 Block-001	1	\$3,515.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$3,515.00
23.511.0120		GEIGER 2ND ADDITION Lot-012 Block-001 COMMON AREA	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
23.605.0060	200 10th Ave SE	PRAGUE ESTATES 1ST ADDN Block-003 LOT 4 & LOT 5 LESS .95 AC		\$0.00		\$0.00		\$0.00		\$0.00	237.5	\$10,290.88	\$10,290.88
23.605.0065		PRAGUE ESTATES 1ST ADDN Block-003 .95 AC THAT PART OF LOT 5 BEG AT SE COR OF LOT 5, TH N 134.71 FT, W 87.24 FT, S 22.19 FT, W 262.87 FT TO W LINE OF LOT 5, TH S 112.52 FT, E 349.72 FT TO BEG		\$0.00		\$0.00		\$0.00		\$0.00	135	\$5,849.55	\$5,849.55
23.497.0170	308 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-014 Block-001 & LCE & 1/20TH INTEREST IN CE 2,325 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0180	318 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-015 Block-001 & LCE & 1/20TH INTEREST IN CE 2,325 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0200	306 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-017 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0230	316 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-020 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0210	304 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-018 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0220	314 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-019 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0250	302 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-022 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0280	312 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-025 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0260	300 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-023 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0270	310 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-024 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0140	328 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-011 Block-001 & LCE & 1/20TH INTEREST IN CE 2,325 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00

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23.497.0120	326 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-009 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0090	324 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-006 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0040	322 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-004 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.497.0010	320 10th Ave SE	CIC #29, PRAHA TOWNHOMES Lot-001 Block-001 & LCE & 1/20TH INTEREST IN CE 2,200 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.605.0080	401 Redpoll Ave SE	PRAGUE ESTATES 1ST ADDN Lot-001 Block-004 .42 AC		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.999.0260		PRAGUE ESTATES 4TH ADDN 10.27 AC OUTLOT D		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.617.0090	1001 9th St Ct SE	PRAGUE ESTATES 11TH ADDN Lot-009 Block-001 43,318 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.617.0100	1003 9th St Ct SE	PRAGUE ESTATES 11TH ADDN Lot-010 Block-001 19,595 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.617.0110	1005 9th St Ct SE	PRAGUE ESTATES 11TH ADDN Lot-011 Block-001 15,926 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.617.0010	1014 9th St Ct SE	PRAGUE ESTATES 11TH ADDN Lot-001 Block-001 15,587 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.999.0290		EXEMPT 17.10 AC OUTLOT C IN PRAGUE ESTATES 7TH ADDN & OUTLOT A IN PRAGUE ESTATES 9TH ADDN & OUTLOT A IN PRAGUE ESTATES 11TH ADDN IN CITY OF NEW PRAGUE (ALL WETLANDS)		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.615.0100	1004 Fairway Dr SE	PRAGUE ESTATES 9TH ADDN Lot-010 Block-001 17,752 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.615.0110	1006 Fairway Dr SE	PRAGUE ESTATES 9TH ADDN Lot-011 Block-001 15,362 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.615.0120	1008 Fairway Dr SE	PRAGUE ESTATES 9TH ADDN Lot-012 Block-001 16,433 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.615.0010	1013 Fairway Dr SE	PRAGUE ESTATES 9TH ADDN Lot-001 Block-001 24,354 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.999.0280	1001 10th Ave SE	PRAGUE ESTATES 8TH ADDN Lot-001 Block-007 .52 AC 21866 SF. BOOSTER STATION		\$0.00		\$0.00		\$0.00	1	\$2,500.00		\$0.00	\$2,500.00
23.710.0980		TIKALSKY ACRES 3.06 AC OUTLOT A		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00

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23.605.0050	1100 1st St SE	PRAGUE ESTATES 1ST ADDN Lot-003 Block-002 3.83 AC		\$0.00		\$0.00		\$0.00		\$0.00	372.5	\$16,140.43	\$16,140.43
23.611.0090	1115 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-009 Block-001 15,083 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0100	1113 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-010 Block-001 9,864 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0110	1111 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-011 Block-001 7,243 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0120	1109 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-012 Block-001 6,218 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0130	1107 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-013 Block-001 6,218 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0140	1105 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-014 Block-001 8,540 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0150	1103 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-015 Block-001 6,793 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.611.0160	1101 Village St SE	PRAGUE ESTATES 6TH ADDN Lot-016 Block-001 9,762 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.616.0010	600 Evergreen Ave SE	PRAGUE ESTATES 10TH ADDN Lot-001 Block-001 17,844 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.616.0020	602 Evergreen Ave SE	PRAGUE ESTATES 10TH ADDN Lot-002 Block-001 14,368 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.616.0030	604 Evergreen Ave SE	PRAGUE ESTATES 10TH ADDN Lot-003 Block-001 14,381 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.616.0040	606 Evergreen Ave SE	PRAGUE ESTATES 10TH ADDN Lot-004 Block-001 14,394 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0090	1117 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-009 Block-001 14,860 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0080	1115 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-008 Block-001 13,184 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0070	1113 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-007 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0060	1111 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-006 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0050	1109 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-005 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0040	1107 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-004 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0030	1005 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-003 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00

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23.613.0020	1103 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-002 Block-001 10,800 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.613.0010	1101 Horseshoe Ln SE	PRAGUE ESTATES 7TH ADDN Lot-001 Block-001 13,500 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.999.0270	1114 9th St SE	PRAGUE ESTATES 7TH ADDN 10.28 AC SETTLER'S PARK		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.614.0700	1105 Park Ln SE	PRAGUE ESTATES 8TH ADDN Lot-003 Block-005 18,807 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.614.0690	1103 Park Ln SE	PRAGUE ESTATES 8TH ADDN Lot-002 Block-005 13,417 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.614.0680	1101 Park Ln SE	PRAGUE ESTATES 8TH ADDN Lot-001 Block-005 15,644 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.614.0670	1100 12th ST SE	PRAGUE ESTATES 8TH ADDN Lot-017 Block-004 19,246 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.710.0010	1101 Tikalsky St SE	TIKALSKY ACRES Lot-001 Block-001 13,166 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.710.0580	1100 Tikalsky St SE	TIKALSKY ACRES Lot-001 Block-004 18,238 SF		\$0.00		\$0.00		\$0.00	0.5	\$1,250.00		\$0.00	\$1,250.00
23.710.0680	1103 Olivia St SE	TIKALSKY ACRES Lot-011 Block-004 13,275 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.710.0690	1101 Olivia St SE	TIKALSKY ACRES Lot-012 Block-004 17,818 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
23.710.0700	1100 Olivia St SE	TIKALSKY ACRES Lot-013 Block-004 26,526 SF		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
			91.0	\$319,865.00	80.0	\$209,200.00	78.0	\$752,700.00	18.5	\$46,250.00	745.0	\$32,280.85	\$1,360,295.85

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**CITY OF NEW PRAGUE
RESOLUTION #23-10-02-02****2024 STREET AND UTILITY IMPROVEMENT PROJECT
RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolutions of the council adopted June 20, 2023, a report has been prepared by Short Elliott Hendrickson Inc. (SEH®) with reference to the improvement of the following streets:

- Lyndale Avenue from Main Street to Fourth Street NE
- Lexington Avenue from Main Street to Second Street NE
- First Street NE from Pershing Avenue N to Lexington Avenue N
- Second Street NE from Lyndale Avenue N to Lexington Avenue N
- Third Street NE from Sunset Avenue N to Sunrise Avenue N
- Sixth Street NE from cul-de-sac to Pershing Avenue N
- Sunset Avenue NE from 2nd Street NE to 3rd Street NE
- First Street SE from Lexington Avenue S to Seventh Street SE
- Tenth Avenue SE from Main Street to CSAH 29
- Several areas of sidewalk only improvements are also being considered.

and this report was received by the council on October 2, 2023, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE,
MINNESOTA:**

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property and properties for which benefit can be attributed for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$6,719,300.
2. A public hearing shall be held on such proposed improvement on the 16th day of October, 2023, in the Council Chambers of New Prague City Hall at 6:00 p.m. and the city administrator shall give mailed and published notice of such hearing and improvement as required by law.

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

}

Adopted by the council this 2nd day of October, 2023.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



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
KYRA CHAPMAN, PLANNER
SUBJECT: SET PUBLIC HEARING DATE AND INTRODUCE ORDINANCE FOR VACATION OF CERTAIN EASEMENTS IN THE PLAT OF HIGHVIEW 10TH ADDITION AND SIMON ACRES 1ST ADDITION, AS PROPOSED BY DAN BISHOP
DATE: SEPTEMBER 28, 2023

Dan Bishop recently purchased two properties and applied for a minor subdivision, which would combine two lots located just east of the Remax Building on 1st Street NE into a single parcel (1.47 acres). With the lots combined, Bishop is proposing to construct an office building and a shared parking lot which would be located over a drainage and utility easement on the lot between the two lots. As minor subdivisions (to combine lots) do not automatically vacate easements, an easement vacation is required.

Staff does not believe there to be any utility lines (public or private) located in the easements being vacated at this time as the lots have remained undeveloped.

A public hearing needs to be scheduled before the vacation can be approved to gather input from utility companies and affected properties. Staff recommends holding this public hearing on Monday, November 6th, 2023. A public notice would be published in the Thursday October 13th, 2023 and Thursday October 20th, 2023 New Prague Times. The proposed ordinance approving the vacation is also attached so that the introduction of the ordinance can be completed at tonight's meeting to allow for possible adoption of the ordinance following the public hearing on November 6th.

Staff Recommendation

Staff recommends approval of the attached resolution setting the public hearing date for Monday, November 6th, 2023. Staff also recommends that the Council introduce the attached ordinance at tonight's meeting.



RESOLUTION # _____

**SETTING A PUBLIC HEARING TO VACATE CERTAIN EASEMENTS IN THE
PLATS OF SIMON ACRES 1ST ADDITION AND HIGHVIEW TENTH ADDITION**

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

Easement Vacation Description for Lot 2, Block 2, Simon Acres 1st Addition:
Vacation of that portion of the existing 5.00 foot drainage and utility easement adjoining the east line thereof as platted and depicted per SIMON ACRES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 2, Block 2 and south of a line 5.00 feet south of and parallel with the north line of said Lot 2, Block 2.

Easement Vacation Description for Lot 6, Block Four, Highview Tenth Addition:
Vacation of that portion of the existing 10.00 foot drainage and utility easement adjoining the west line thereof as platted and depicted per HIGHVIEW TENTH ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 6, Block Four and south of a line drawn easterly and perpendicular to said west line from a point 187.59 feet north of the southwest corner of said Lot 6 Block Four.

And as depicted on the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE,
SCOTT AND LESUEUR COUNTIES, MINNESOTA:

1. The City Council will consider the vacation of those drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 6th day of November, 2023, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

ORDINANCE #343

AN ORDINANCE VACATING CERTAIN EASEMENTS IN THE PLAT OF SIMON ACRES 1ST ADDITION and HIGHVIEW TENTH ADDITION

WHEREAS, the New Prague City Council previously passed Resolution #23-10-02-___ noting the City of New Prague’s interest in vacating certain drainage and utility easements as identified in the resolution and the exhibit to the resolution, pursuant to Section 12.06 of the New Prague City Charter, legally described as follows:

Easement Vacation Description for Lot 2, Block 2, Simon Acres 1st Addition:

Vacation of that portion of the existing 5.00 foot drainage and utility easement adjoining the east line thereof as platted and depicted per SIMON ACRES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 2, Block 2 and south of a line 5.00 feet south of and parallel with the north line of said Lot 2, Block 2.

Easement Vacation Description for Lot 6, Block Four, Highview Tenth Addition:

Vacation of that portion of the existing 10.00 foot drainage and utility easement adjoining the west line thereof as platted and depicted per HIGHVIEW TENTH ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 6, Block Four and south of a line drawn easterly and perpendicular to said west line from a point 187.59 feet north of the southwest corner of said Lot 6 Block Four.

And as depicted on the attached Exhibit A.

(with such easements hereinafter referred to as the “Property”); and

WHEREAS, a public hearing to consider the vacation of the Property was held on the 6th day of November, 2023, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as

personal mailed notice to all affected property owners by the City Clerk on the 27th day of October, 2023 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the Property proposed to be vacated, reserves the right to continue the same or to enter upon such Property, way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation of the Property will benefit the public interest because the Property will no longer be used for easement purposes as the property is being combined and a building and parking lot will be constructed over the area.

WHEREAS, a majority of all members of the City Council concur in this ordinance;

NOW, THEREFORE, THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA, ORDAINS:

SECTION 1. An uncodified City ordinance is adopted pursuant to Chapter 12.06 of the New Prague City Charter to provide as follows:

Subdivision 1. The recitals set forth in this Ordinance are incorporated into and made a part of this Ordinance.

Subdivision 2. The City controls the dedicated Property located in Scott County, Minnesota, with the legal description of the Property being as follows:

within Lot 2, Block 2, SIMON ACRES 1ST ADDITION, Scott County, Minnesota and Lot 6, Block Four, HIGHVIEW TENTH ADDITION, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 3. The City Council has determined that vacation of the Property will further the public interest and welfare.

Subdivision 4. As provided by Section 12.06 of the New Prague City Charter, the City Council authorizes and grants the vacation of the Property such that the Property described as follows is hereby vacated:

Easement Vacation Description for Lot 2, Block 2, Simon Acres 1st Addition:

Vacation of that portion of the existing 5.00 foot drainage and utility easement adjoining the east line thereof as platted and depicted per SIMON ACRES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 2, Block 2 and south of a line 5.00 feet south of and parallel with the north line of said Lot 2, Block 2.

Vacation of that portion of the existing 10.00 foot drainage and utility easement adjoining the west line thereof as platted and depicted per HIGHVIEW TENTH ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 6, Block Four and south of a line drawn easterly and perpendicular to said west line from a point 187.59 feet north of the southwest corner of said Lot 6 Block Four.

Subdivision 5. The Mayor and City Administrator, staff and consultants are hereby authorized and directed to sign all documents or take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Ordinance.

Introduced to the City Council of the City of New Prague, Minnesota, the 2nd day of October, 2023.

Passed by the City Council of the City of New Prague, Minnesota, this 6th day of November, 2023 and to be published on the 16th day of November, 2023.

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2023.

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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 _____, 2023.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Kyra J. Chapman
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: ADOPTION OF ORDINANCE #342 - RIGHT OF WAY ORDINANCE
AMENDMENTS FOR SMALL WIRELESS FACILITIES
DATE: SEPTEMBER 28, 2023

As the City Council may be aware, 2017 Session Law amendments (MS 237.162 and 237.163) were approved that allowed the deployment of “small wireless facilities” in public right of way. The attached memo from Kennedy & Graven dated 7/19/17 and League publication dated 8/1/17 provide the details of the amendments.

The City’s current right of way management ordinance (Section 93.45 of the City Code) follows an older version of the League of Minnesota Cities model ordinance and was written a number of years ago. State law at the time this was written allowed telecommunication right of way users to install their facilities in a city’s right of way and also on whose facilities they are allowed to attach, subject to any local right of way permitting that might have been adopted. With the amendments approved by the state in 2017, the definition of a telecommunications right of way user has now been amended to include “wireless service” providers which was certainly not a technology considered when the city’s ordinance was originally approved.

Since the amendments were approved, the League of Minnesota Cities developed a model ordinance for cities to consider. City Staff reviewed the model ordinance and compared it to the City’s existing right of way ordinance and has incorporated suggested changes with the City Attorney’s assistance.

On March 28, 2018 the Planning Commission reviewed the draft ordinance and suggested that small cell wireless facilities should be conditional uses in both single family and historic zoning districts (staff did not suggest this) and that the City should require screening standards for small cell infrastructure. The topic did not receive any discussion until the City Council discussed and adopted small cell facility aesthetic standards by an April 15, 2019 deadline that was imposed by an FCC order. On April 15, 2019 the City Council adopted the “Small Cell Wireless Facility Design Guidelines Policy” which addressed the Planning Commission’s previously noted aesthetic concerns.

The City Council introduced the ordinance on 9/18/23 and asked for fees to be removed from the ordinance and instead referred to in the City’s Fee Schedule. Staff made the change and has included a resolution for amending the fee schedule with fees suggested by staff along with listing fees set by state statute.

Additionally, staff is proposing a resolution to publish the ordinance by title and summary due to the length of the ordinance (26 pages) to save on publishing costs in the paper.

Staff Recommendation

- A. Staff recommends that the City Council conduct a second reading and adopt Ordinance #342.
- B. Staff recommends adopting the attached resolution approving publication of ordinance #342 by Title and Summary.
- C. Staff recommends adopting the attached resolution amending the City's Fee Schedule.

ORDINANCE NO. 342

CITY OF NEW PRAGUE

AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS.

THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA ORDAINS:

SECTION 1. Chapter 93 titled Right-of-Way Construction Regulations of the City of New Prague City code is amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

RIGHT-OF-WAY CONSTRUCTION REGULATIONS MANAGEMENT

§ 93.45 FINDINGS, PURPOSE, AND INTENT.

To provide for the health, safety, and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights of way, the city strives to keep its rights of way in a state of good repair and free from unnecessary encumbrances.

Accordingly, the city hereby enacts this chapter of this code relating to right-of-way permits and administration. This chapter imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights of way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this chapter, persons excavating and obstructing the rights of way will bear financial responsibility for their work. Finally, this chapter provides for recovery of out-of-pocket and projected costs from persons using the public rights of way.

This chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minn. Stat. §§ 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the “Act”) and 2017 Minn. Laws, ch. 94, art. 9, amending the Act, and the other laws governing applicable rights of the city and users of the right-of-way. This chapter shall also be interpreted consistent with Minn. R. 7819.0050–7819.9950 and Minn. R., ch. 7560 where possible. To the extent any provision of this chapter cannot be interpreted consistently with the Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This chapter shall not be interpreted to limit the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public.

§ 93.456 ELECTION TO MANAGE THE PUBLIC RIGHT-OF-WAY.

In accordance with the authority granted to the city under state and federal statutory, administrative, and common law, the city hereby elects pursuant to ~~this chapter~~ Minn. Stat. 237.163 subd. 2(b) to manage rights-of-ways within its jurisdiction.

§ 93.467 DEFINITIONS AND ADOPTION OF RULES BY REFERENCE.

~~Minn. Rules Chapter 7819, as it may be amended from time to time, is hereby adopted by reference and is incorporated into this code as if set out in full. The definitions included in Minn. Rules part 7819.0100 Subparts 1 through 23, as it may be amended from time to time, are the definitions of the terms used in the following provisions of this subchapter.~~

The following definitions apply in this chapter of this code. References hereafter to “sections” are, unless otherwise specified, references to sections in this chapter. Defined terms remain defined terms, whether or not capitalized.

(A) *Abandoned Facility.* A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right-of-way user.

(B) *Applicant.* Any person requesting permission to excavate or obstruct a right-of-way.

(C) *City.* The city of New Prague, Minnesota. For purposes of § 93.73, city also means the City’s elected officials, officers, employees, and agents.

(D) *Collocate or Collocation.* To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other governmental unit.

(E) *Commission.* The State Public Utilities Commission.

(F) *Congested Right-of-Way.* A crowded condition in the subsurface of the public right-of-way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minn. Stat. § 216D.04, subd. 3, over a continuous length in excess of 500 feet.

(G) *Construction Performance Bond.* Any of the following forms of security provided at permittee’s option:

- (1) Individual project bond;
- (2) Cash deposit;
- (3) Security of a form listed or approved under Minn. Stat. § 15.73, subd. 3;
- (4) Letter of Credit, in a form acceptable to the city;

- (5) Self-insurance, in a form acceptable to the city;
- (6) A blanket bond for projects within the city, or other form of construction bond, for a time specified and in a form acceptable to the city.
- (H) Degradation. A decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.
- (I) Degradation Cost. Subject to Minn. R. 7819.1100, means the cost to achieve a level of restoration, as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minn. R., parts 7819.9900 to 7819.9950.
- (J) Degradation Fee. The estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost.
- (K) Department. The department of public works of the city.
- (L) Director. The director of the department of public works of the city, or her or his designee.
- (M) Delay Penalty. The penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.
- (N) Emergency. A condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.
- (O) Equipment. Any tangible asset used to install, repair, or maintain facilities in any right-of-way.
- (P) Excavate. To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.
- (Q) Excavation permit. The permit which, pursuant to this chapter, must be obtained before a person may excavate in a right-of-way. An Excavation permit allows the holder to excavate that part of the right-of-way described in such permit.
- (R) Excavation Permit Fee. Money paid to the city by an applicant to cover the costs as provided in Section 93.57.
- (S) Facility or Facilities. Any tangible asset in the right-of-way required to provide Utility Service.
- (T) Five-Year Project Plan. Shows projects adopted by the city for construction within the next five years.

(U) *High Density Corridor.* A designated portion of the public right-of-way within which telecommunications right-of-way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

(V) *Hole.* An excavation in the pavement, with the excavation having a length less than the width of the pavement.

(W) *Local Representative.* A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.

(X) *Management Costs.* The actual costs the city incurs in managing its rights of way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way or small wireless facility permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, unreasonable fees of a third-party contractor used by the city including fees tied to or based on customer counts, access lines, or revenues generated by the right-of-way or for the city, the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minn. Stat. §§ 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to Section 1.31 of this chapter.

(Y) *Obstruct.* To place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.

(Z) *Obstruction Permit.* The permit which, pursuant to this chapter, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.

(AA) *Obstruction Permit Fee.* Money paid to the city by a permittee to cover the costs as provided in Section 93.57.

(BB) *Patch or Patching.* A method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only when the pavement is included in the city's five-year project plan.

(CC) *Pavement.* Any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

(DD) *Permit.* Has the meaning given "right-of-way permit" in Minn. Stat. § 237.162.

(EE) Permittee. Any person to whom a permit to excavate or obstruct a right-of-way has been granted by the city under this chapter.

(FF) Person. An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

(GG) Probation. The status of a person that has not complied with the conditions of this chapter.

(HH) Probationary Period. One year from the date that a person has been notified in writing that they have been put on probation.

(II) Registrant. Any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.

(JJ) Restore or Restoration. The process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

(KK) Restoration Cost. The amount of money paid to the city by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.

(LL) Public Right-of-Way or Right-of-Way. The area on, below, or above a public roadway, highway, street, cartway, bicycle lane, or public sidewalk in which the city has an interest, including other dedicated rights of way for travel purposes and utility easements of the city. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service.

(MM) Right-of-Way Permit. Either the excavation permit or the obstruction permit, or both, depending on the context, required by this chapter.

(NN) Right-of-Way User. (1) A telecommunications right-of-way user as defined by Minn. Stat., § 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.

(OO) Service or Utility Service. Includes (1) those services provided by a public utility as defined in Minn. Stat. 216B.02, subds. 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. ch. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., ch. 308A; and (6) water, and sewer, including service laterals, steam, cooling, or heating services.

(PP) *Service Lateral.* An underground facility that is used to transmit, distribute or furnish ‘gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer’s premises.

(QQ) *Small Wireless Facility.* A wireless facility that meets both of the following qualifications:

(1) each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and

(2) all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.

(RR) *Supplementary Application.* An application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

(SS) *Temporary Surface.* The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the city’s two-year plan, in which case it is considered full restoration.

(TT) *Trench.* An excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

(UU) *Telecommunications Right-of-Way User.* A person owning or controlling a facility in the right-of-way, or seeking to own or control a facility in the right-of-way that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system defined and regulated under Minn. Stat. ch. 238, and telecommunication activities related to providing natural gas or electric energy services, a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. ch. 453 and 453A, or a cooperative electric association organized under Minn. Stat. ch. 308A, are not telecommunications right-of-way users for purposes of this chapter except to the extent such entity is offering wireless service.

(VV) *Two Year Project Plan.* Shows projects adopted by the city for construction within the next two years.

(WW) *Utility Pole.* A pole that is used in whole or in part to facilitate telecommunications or electric service.

(XX) Wireless Facility. Equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

(YY) Wireless Service. Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.

(ZZ) Wireless Support Structure. A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

§ 93.458 ADMINISTRATION.

The public works director is the principal city official responsible for the administration of the rights of way, right-of-way permits, and the ordinances related thereto. The director may delegate any or all of the duties hereunder.

§ 93.459 UTILITY COORDINATION COMMITTEE.

The city may create an advisory utility coordination committee. Participation on the committee is voluntary. It will be composed of any registrants that wish to assist the city in obtaining information and, by making recommendations regarding use of the right-of-way, and to improve the process of performing construction work therein. The city may determine the size of such committee and shall appoint members from a list of registrants that have expressed a desire to assist the city.

§ 93.4550 REGISTRATION AND RIGHT-OF-WAY OCCUPANCY.

(A) Registration. Each person who occupies or uses, or seeks to occupy or use, the right-of-way or place any equipment or facilities in or on the right-of-way, including persons with installation and maintenance responsibilities by lease, sublease, or assignment, must register with the city. Registration will consist of providing application information.

(B) Registration Prior to Work.

No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof, in any right-of-way without first being registered with the city.

(C) Exceptions. Nothing herein shall be construed to repeal or amend the provisions of a city ordinance permitting persons to plant or maintain boulevard plantings or gardens in the area of the right-of-way between their property and the street curb. Persons planting or maintaining boulevard

plantings or gardens shall not be deemed to use or occupy the right-of-way, and shall not be required to obtain any permits or satisfy any other requirements for planting or maintaining such boulevard plantings or gardens under this chapter. However, nothing herein relieves a person from complying with the provisions of the Minn. Stat. ch. 216D, Gopher One Call Law.

§ 93.4551 REGISTRATION INFORMATION.

(A) *Information Required.* The information provided to the city at the time of registration shall include, but not be limited to:

(1) Each registrant's name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.

(2) The name, address, and email address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.

(3) A certificate of insurance or self-insurance:

(a) Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the state of Minnesota, or a form of self-insurance acceptable to the city;

(b) Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees, and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;

(c) Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;

(d) Requiring that the city be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term; and

(e) Indicating comprehensive liability coverage, automobile liability coverage, workers' compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.

(f) The city may require a copy of the actual insurance policies.

(g) If the person is a corporation, a copy of the certificate is required to be filed under state law as recorded and certified to by the secretary of state.

(h) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other authorization or approval from the applicable state or federal agency to lawfully operate, where the person is lawfully required to have such authorization or approval from said commission or other state or federal agency.

(B) Notice of Changes. The registrant shall keep all of the information listed above current at all times by providing to the city information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

§ 93.4552 REPORTING OBLIGATIONS.

(A) Operations. Each registrant shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground facilities with the city. Such plan shall be submitted using a format designated by the city and shall contain the information determined by the city to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights of way.

(B) The plan shall include, but not be limited to, the following information:

(1) The locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year (in this section, a "next-year project"); and

(2) To the extent known, the tentative locations and estimated beginning and ending dates for all projects contemplated for the five years following the next calendar year (in this section, a "five-year project").

(C) The term "project" in this section shall include both next-year projects and five-year projects.

(D) By January 1 of each year, the city will have available for inspection in the city's office a composite list of all projects of which the city has been informed of the annual plans. All registrants are responsible for keeping themselves informed of the current status of this list.

(E) Thereafter, by February 1, each registrant may change any project in its list of next-year projects, and must notify the city and all other registrants of all such changes in said list. Notwithstanding the foregoing, a registrant may at any time join in a next-year project of another registrant listed by the other registrant.

(F) Additional Next-Year Projects. Notwithstanding the foregoing, the city will not deny an application for a right-of-way permit for failure to include a project in a plan submitted to the city if the registrant has used commercially reasonable efforts to anticipate and plan for the project.

§ 93.4753 PERMIT REQUIREMENT.

(A) *Permit required.* Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way, or install or place facilities in the right-of-way, without first having obtained the appropriate permit from the city.

(1) *Excavation permit.* An excavation permit is required by a registrant to excavate that part of the right-of-way described in the permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.

(2) *Obstruction permit.* An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.

(3) *Small Wireless Facility Permit.* A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion or the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.

(B) *Permit extensions.* No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless the person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and a new permit or permit extension is granted.

(C) *Delay penalty.* In accordance with Minn. Rules part 7819.1000 Subpart 3, as it may be amended from time to time and notwithstanding division (B) of this section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be a fee as established from time to time by Council resolution, ~~as it may be amended from time to time.~~

(D) *Permit display.* Permits issued under this subchapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the Director.

Penalty, see § 10.99

§ 93.4854 PERMIT APPLICATIONS.

Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

~~(A) Submission of a completed permit application form, including all required attachments, sealed drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities, and the following information:-~~

~~(1) Each permittee's name, gopher one-call registration certificate number, address and e-mail address if applicable, and telephone and facsimile numbers.~~

~~(2) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.~~

~~(3) A certificate of insurance or self insurance:~~

~~(a) Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the state, or a form of self insurance acceptable to the Director;~~

~~(b) Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the use and occupancy of the right of way by the registrant, its officers, agents, employees, and permittees, and placement and use of facilities and equipment in the right of way by the registrant, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;~~

~~(c) Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all coverages;~~

~~(d) Requiring that the Director be notified 30 days in advance of cancellation of the policy or material modification of a coverage term;~~

~~(e) Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the Director in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.~~

~~(4) The city may require a copy of the actual insurance policies.~~

~~(5) If the person is a corporation, a copy of the certificate required to be filed under M.S. § 300.06, as it may be amended from time to time as recorded and certified to by the Secretary of State.~~

~~(6) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have the certificate from the Commission or other state or federal agency.~~

~~(B) Payment of money due the city for:~~

~~(1) Permit fees as established from time to time by Council resolution, as may be amended from time to time, estimated restoration costs and other management costs;~~

~~(2) Prior obstructions or excavations;~~

~~(3) Any undisputed loss, damage, or expense suffered by the city because of the applicant's prior excavations or obstructions of the rights of way or any emergency actions taken by the city; or~~

~~(4) Franchise fees or other charges as established from time to time by Council resolution, as may be amended from time to time, if applicable.~~

(C) Registration with the city pursuant to this chapter.

(D) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities.

(E) Payment of money due the city for:

(1) permit fees, estimated restoration costs, and other management costs;

(2) prior obstructions or excavations;

(3) any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights of way or any emergency actions taken by the city;

(4) franchise fees or other charges, if applicable.

(F) Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least 110 percent of the amount owing.

(G) Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.

§ 93.4955 ISSUANCE OF PERMIT; CONDITIONS.

(A) *Permit issuance.* If the applicant has satisfied the requirements of this chapter, the Director shall issue a permit.

(B) *Conditions.* The Director may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minn. Stat. §§ 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560.

(C) *Small Wireless Facility Conditions.* In addition to subdivision 2, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other

installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:

(1) A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.

(2) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.

(3) No wireless facility may extend more than 10 feet above its wireless support structure.

(4) Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.

(5) Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the city may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.

(6) Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.

(7) The City's Small Cell Wireless Facility Design Guidelines Policy shall be complied with.

(A) *Small Wireless Facility Agreement.* A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The standard collocation agreement may require payment of rent, maintenance and monthly electric fees as established by MS 237.163 and the City's fee schedule.

The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

§ 93.5056 ACTION ON SMALL WIRELESS FACILITY PERMIT APPLICATIONS.

(A) *Deadline for Action.* The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

(B) *Consolidated Applications.* An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

- (1) are located within a two-mile radius;
- (2) consist of substantially similar equipment; and
- (3) are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

(A) *Tolling of Deadline.* The 90-day deadline for action on a small wireless facility permit application may be tolled if:

(1) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.

(2) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.

(3) The city and a small wireless facility applicant agree in writing to toll the review period.

§ 93.5057 PERMIT FEES.

Permit fees shall be in an amount established from time to time by Council resolution, as it may be amended from time to time.

(A) *Excavation permit fee.* The city shall ~~establish~~ impose an excavation permit fee as ~~established from time to time by Council resolution, as may be amended from time to time,~~ in an amount sufficient to recover the following costs:

- (1) The city management costs; and

(2) Degradation costs, if applicable.

(B) *Obstruction Permit Fee.* The city shall ~~establish~~ impose the obstruction permit fee as ~~established from time to time by Council resolution, as may be amended from time to time, and shall be~~ in an amount sufficient to recover the city management costs.

(C) *Small Wireless Facility Permit Fee.* The city shall impose a small wireless facility permit fee in an amount sufficient to recover:

(1) management costs, and;

(2) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

(~~E~~) *Payment of permit fees.* No excavation permit or obstruction permit shall be issued without payment of excavation or obstruction permit fees. The city may allow applicant to pay those fees within 30 days of billing.

(~~E~~) *Non-refundable.* Permit fees ~~as established from time to time by Council resolution, as may be amended from time to time,~~ that were paid for a permit that the Director has revoked for a breach as stated in § 93.5867 are not refundable.

(~~E~~) *Application to franchises.* Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise.

(~~E~~) *Consistent with Minnesota Rules.* All permit fees shall be established consistent with the provisions of Minn. Rules part 7819.1000, as it may be amended from time to time.

§ 93.5158 RIGHT-OF-WAY PATCHING AND RESTORATION.

(A) *Timing.* The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable under this subchapter.

(B) *Patch and restoration.* The permittee shall patch its own work. The city may choose either to have the city restore the right-of-way or to restore the right-of-way itself.

(1) *City restoration.* If the city restores the right-of-way, the permittee shall pay the costs thereof within 30 days of billing. If following the restoration, the pavement settles due to the permittee's improper backfilling, the permittee shall pay to the city, within 30 days of billing, all costs associated with having to correct the defective work.

(2) *Permittee restoration.* If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minn. Rules part 7819.3000, as it may be amended from time to time.

(3) *Degradation Fee in Lieu of Restoration.* In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.

(C) *Standards.* The permittee shall perform patching and restoration according to the standards and with the materials specified by the city and shall comply with Minn. Rules part 7819.1100, as it may be amended from time to time. ~~The Director shall have the authority to prescribe the manner and extent of the restoration, and may do so in written procedures of general application or on a case-by-case basis.~~

(D) *Duty to correct defects.* The permittee shall correct defects in patching, or restoration performed by the permittee or its agents. The permittee upon notification from the Director, shall correct all restoration work to the extent necessary, using the method required by the Director. The work shall be completed within five calendar days of the receipt of the notice from the Director, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonal or unreasonable under this subchapter.

(E) *Failure to restore.* If the permittee fails to restore the right-of-way in the manner and to the condition required by the Director, or fails to satisfactorily and timely complete all restoration required by the Director, the Director at its option may do the work. In that event the permittee shall pay to the city, within 30 days of billing, the cost of restoring the right-of-way. If the permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

~~(F) *Degradation fee in lieu of restoration.* In lieu of right of way restoration, a right of way user may elect to pay a degradation fee as established from time to time by Council resolution, as may be amended from time to time. However, the right of way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.~~

§ 93.59 JOINT APPLICATIONS.

(A) *Joint application.* Registrants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time.

(B) *Shared fees.* Registrants who apply for permits for the same obstruction or excavation, which the city does not perform, may share in the payment of the obstruction or excavation permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.

(C) *With city projects.* Registrants who join in a scheduled obstruction or excavation performed by the city, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the excavation or obstruction and degradation portions of the permit fee, but a permit would still be required.

§ 93.5260 SUPPLEMENTARY APPLICATIONS.

(A) *Limitation on area.* A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area make application for a permit extension and pay any additional fees required thereby, and be granted a new permit or permit extension.

(B) *Limitation on dates.* A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

§ 93.61 OTHER OBLIGATIONS.

(A) *Compliance with Other Laws.* Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minn. Stat. §§ 216D.01-.09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

(B) *Prohibited Work.* Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

(C) *Interference with Right-of-Way.* A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

(D) *Trenchless excavation.* As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minn. Stat. ch. 216D and Minn. R., ch. 7560 and shall require

potholing or open cutting over existing underground utilities before excavating, as determined by the director.

§ 93.5362 DENIAL OR REVOCATION OF PERMIT.

(A) *Reasons for Denial.* The city may deny a permit for failure to meet the requirements and conditions of this chapter or if the city determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

(B) *Procedural Requirements.* The denial or revocation of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny or revoke a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

§ 93.5463 INSTALLATION REQUIREMENTS.

The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minn. Rules part 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with M.S. §§ 237.162 and 237.163, as they may be amended from time to time. Installation of service laterals shall be performed in accordance with Minn. R., ch 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in § 93.67 subd. 2 of this ordinance.

§ 93.5564 INSPECTION.

(A) *Notice of completion.* When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minn. Rules part 7819.1300, as it may be amended from time to time.

(B) *Site inspection.* The permittee shall make the work-site available to city personnel and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

(C) *Authority of Director.*

(1) At the time of inspection, the Director may order the immediate cessation of any work which poses a serious threat to the life, health, safety, or well-being of the public.

(2) The Director may issue an order to the permittee for any work which does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten days after issuance of the order, the permittee shall present proof to the Director that the

violation has been corrected. If proof has not been presented within the required time, the Director may revoke the permit pursuant to § 93.5867.

§ 93.5665 WORK DONE WITHOUT A PERMIT.

(A) *Emergency situations.*

(1) Each ~~person-registrant~~ with facilities in the right-of-way shall immediately notify the city of any event regarding its facilities which it considers to be an emergency. The ~~owner-registrant~~ of the facilities may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher State One Call regarding an emergency situation does not fulfill this requirement. Within two business days after the occurrence of the emergency, the ~~owner-registrant~~ shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

(2) If the city becomes aware of an emergency regarding facilities, the city will attempt to contact the local representative of each ~~facility-owner~~ registrant affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the ~~person~~ registrant whose facilities occasioned the emergency.

(B) *Non-emergency situations.* Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit, and as a penalty pay double the normal fee for the permit, pay double all the other fees required by this code, deposit with the city the fees necessary to correct any damage to the right-of-way and comply with all of the requirements of this chapter.

§ 93.5766 SUPPLEMENTARY NOTIFICATION.

If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, the permittee shall notify the Director of the accurate information as soon as this information is known.

§ 93.5867 REVOCATION OF PERMITS.

(A) *Substantial breach.* The city reserves its right, as provided herein, to revoke any right-of-way permit, without a fee refund if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by the permittee shall include, but shall not be limited, to the following:

- (1) The violation of any material provision of the right-of-way permit;
- (2) An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;

- (3) Any material misrepresentation of fact in the application for a right-of-way permit;
- (4) The failure to complete the work in a timely manner; unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittees control; or
- (5) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to § 93.5564.

(B) *Written notice of breach.* If the city determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit the city shall make a written demand upon the permittee to remedy that violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the city, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.

(C) *Response to notice of breach.* Within 24 hours of receiving notification of the breach, the permittee shall provide the city with a plan, acceptable to the city, that will cure the breach. The permittee's failure to so contact the city, or the permittee's failure to submit an acceptable plan, or the permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit. Further, permittee's failure to so contact the city, or permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall automatically place the permittee on probation for one (1) full year.

(D) *Cause for Probation.* From time to time, the city may establish a list of conditions of the permit, which if breached will automatically place the permittee on probation for one full year, such as, but not limited to, working out of the allotted time period or working on right-of-way grossly outside of the permit authorization.

(E) *Automatic Revocation.* If a permittee, while on probation, commits a breach as outlined above, permittee's permit will automatically be revoked and permittee will not be allowed further permits for one full year, except for emergency repairs.

(~~D~~F) *Reimbursement of city costs.* If a permit is revoked, the permittee shall also reimburse the city for the city's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with the revocation.

§ 93.5968 MAPPING DATA; ~~INFORMATION REQUIRED.~~

~~Each permittee shall provide mapping information required by the city in accordance with Minn. Rules parts 7819.4000 and 7819.4100, as it may be amended from time to time.~~

(A) *Information Required.* Each registrant and permittee shall provide mapping information required by the city in accordance with Minn. R. 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the director accurate maps and drawings certifying the "as-built" location of all equipment installed, owned, and maintained by the permittee. Such maps and drawings shall include the horizontal and

vertical location of all facilities and equipment and shall be provided consistent with the city's electronic mapping system, when practical or as a condition imposed by the director. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the permit holder's registration.

(B) *Service Laterals.* All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minn. R. 7560.0150, subp. 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals and the service lateral vertical locations in those cases where the director reasonably requires it. Permittees or their subcontractors shall submit to the director evidence satisfactory to the director of the installed service lateral locations. Compliance with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules governing service laterals installed after Dec. 31, 2005, shall be a condition of any city approval necessary for:

(1) payments to contractors working on a public improvement project, including those under Minn. Stat. ch. 429, and

(2) city approval under development agreements or other subdivision or site plan approval under Minn. Stat. ch. 462. The director shall reasonably determine the appropriate method of providing such information to the city. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or future permits to the offending permittee or its subcontractors.

§ 93.6069 LOCATION AND RELOCATION OF FACILITIES.

- (A) *Compliance required.* Placement, location, and relocation of facilities must comply with applicable laws, and with Minn. Rules parts 7819.3100, 7819.5000 and 7819.5100, as they may be amended from time to time, to the extent the rules do not limit authority otherwise available to cities.
- (B) *Corridors.* The city may assign a specific area within the right-of-way, ~~specific corridors within the right-of-way~~, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the city expects will someday be located within the right-of-way. All excavation, obstruction, or other permits issued by the city involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue. Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the city shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the city for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs, and hardship to the registrant.
- (C) *Nuisance.* One year after the passage of this chapter, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The city may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the

nuisance or taking possession of the facilities and restoring the right-of-way to a useable condition.

(~~CD~~) *Limitation of space.* To protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use, the Director shall have the power to prohibit or limit the placement of new or additional facilities within the right-of-way. In making those decisions, the Director shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

§ 93.6170 PRE-EXCAVATION FACILITIES LOCATION.

In addition to complying with the requirements of Minn. Stat. 216D.01-.09 (“One Call Excavation Notice System”) before the start date of any right-of-way excavation, each registrant who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any registrant whose facilities are less than twenty (20) inches below a concrete or asphalt surface shall notify and work closely with the excavation contractor to establish the exact location of its facilities and the best procedure for excavation.

§ 93.6171 DAMAGE TO OTHER FACILITIES.

When the city does work in the right-of-way and finds it necessary to maintain, support, or move a registrant's facilities to protect it, the Director shall notify the local representative as early as is reasonably possible ~~and placed as required~~. The costs associated therewith will be billed to that registrant and must be paid within 30 days from the date of billing. Each ~~facility owner~~ registrant shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages. ~~Each facility owner registrant~~ registrant shall be responsible for the cost of repairing any damage to the facilities of another registrant caused during the city's response to an emergency occasioned by that ~~owner's~~ registrant's facilities.

§ 93.6272 RIGHT-OF-WAY VACATION.

If the city vacates a right-of-way which contains the facilities of a registrant, the registrant's rights in the vacated right-of-way are governed by Minn. Rules part 7819.3200, as it may be amended from time to time.

§ 93.6373 INDEMNIFICATION AND LIABILITY.

By applying for and accepting a permit under this chapter, a permittee agrees to defend and indemnify the city in accordance with the provisions of Minn. Rules 7819.1250, as it may be amended from time to time.

§ 93.6474 ABANDONED AND UNUSABLE FACILITIES; REMOVAL OF ABANDONED FACILITIES.

~~Any person who has abandoned facilities in any right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the Director.~~

(A) *Discontinued Operations.* A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right-of-way under this chapter have been lawfully assumed by another registrant.

(B) *Removal.* Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the city.

§ 93.6575 APPEAL.

A right-of-way user that has been denied registration; has been denied a permit; has had a permit revoked; or believes that the fees imposed are ~~invalid~~ not in conformity with Minn. Stat. § 237.163, subd. 6; or disputes a determination of the director regarding §93.68, subd.2 of this ordinance, may have the denial, revocation, or fee imposition reviewed, upon written request, by the City Council. The City Council shall act on a timely written request at its next regularly scheduled meeting provided the right-of-way user has submitted its appeal with sufficient time to include the appeal as a regular agenda item. A decision by the City Council affirming the denial, revocation, or fee as imposition will be in writing and supported by written findings establishing the reasonableness of the decision.

§ 93.6676 RESERVATION OF REGULATORY AND POLICE POWERS.

A permittee's or registrant's rights are subject to the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

§ 93.77 SEVERABILITY.

If any portion of this chapter is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this chapter precludes the city from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein.

§ 93.67 [RESERVED]

§ 93.68 [RESERVED]

~~§ 93.69 [RESERVED]~~**§ 93.708 RIGHT-OF-WAY ENCROACHMENTS.**

(A) *Purpose.* The public welfare requires that the public rights-of-way within the city, including highways, roads, streets and alleys, be reserved for public uses. Public use of the full width of the rights-of-way is necessary to public safety and the proper and efficient maintenance of the rights-of-way. However, it is recognized that limited private use or encroachment onto the rights-of-way is not necessarily inconsistent with public use. It is the purpose of this section to provide for lawful private use of public rights-of-way not inconsistent with public use.

(B) *Permit to encroach.*

(1) *Permit required.* The right to use public rights-of-way within the city for any private use or purpose other than the primary purpose of public travel, whether the use constitutes a substantial or incidental use, may be acquired only through issuance of a permit pursuant to this section.

(2) *Application for permit.* Any person may apply to the City Administrator or his or her designated representative for a permit to construct, install or locate and maintain private property or improvements within a publicly-owned right-of-way. The application shall be in writing and must describe with specificity the private property or improvement and right-of-way involved and the nature and extent of the requested encroachment. The applicant shall further provide a handmade drawing (to scale) or survey drawing showing the location of the proposed encroachment within the right-of-way. The permit shall become effective upon an associated encroachment agreement being duly recorded at the offices of the County Recorder. The city shall be the party responsible for recording the encroachment agreement at the offices of the County Recorder.

(3) *Application fee.* Each application for a license required by the provisions of this section shall be accompanied by an application fee in an amount established by resolution of the City Council, which fee shall be retained by the city whether or not a license is issued.

(4) *Issuance of permit; conditions.* The City Administrator or his or her designated representative may grant the permit and draft an encroachment agreement if it is determined that the encroachment applied for is not inconsistent with safe and efficient public use of the public right-of-way. However, no permit will be issued until the landowner has agreed in writing to waive any right to recover from the city for damage occurring to the item of encroachment within the right-of-way. The landowner must also agree to hold the city harmless from any claim of damage or liability against the city arising out of the encroachment.

(5) *Revocation of permit.* The city reserves the right to revoke any permit and encroachment agreement granted under this section as may be required by the public interest.

(C) *Unlawful encroachments.* Any privately-owned property located within or encroaching upon public rights-of-way which has not been authorized in accordance with this section shall be unlawful and be subject to removal by the city at the owner's expense.

(D) *Exemptions from provisions.* The use of the public right-of-way for the placement of the following items shall be exempt from the permit requirements of this section:

(1) Mailboxes with the following conditions:

(a) The mailbox is positioned or clustered according to specific directions of the city and/or United States Postal Service;

(b) Mailboxes servicing a planned unit development (PUD) are positioned or clustered within the platted portion of the PUD;

(c) The location of the mailbox or mailboxes does not interfere with the city's maintenance of the right-of-way.

(2) Grass, ground cover, or flowers that do not extend more than two feet in height from the ground (trees and shrubs shall not be allowed).

(3) Sprinkler systems with an approved lawn sprinkler permit.

(Ord. 219, passed 4-16-07)

SECTION 2. This Ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, the 18th day of September, 2023.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before September 19, 2023.

Passed by the City Council of the City of New Prague, Minnesota, the 2nd day of October, 2023 and to be published on the 12th day of October, 2023.

Duane J. Jirik, Mayor

Joshua M. Tetzlaff, City Administrator

CITY OF NEW PRAGUE
RESOLUTION # _____

RESOLUTION AMENDING THE OFFICIAL 2023 FEE SCHEDULE

WHEREAS, several sections of the City Code allow the City Council to adopt permit fees which will be effective in the City; and,

WHEREAS, the City Council has historically reviewed and updated its Official Fee Schedule each year and made amendments during the year as necessary; and,

WHEREAS, due to the recent adoption of Ordinances #339 and #342, City Staff has reviewed and suggested changes to the existing 2023 Fee Schedule that would become effective with the amended 2023 Fee Schedule; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the attached 2023 Official City Fee Schedule is hereby **approved** and will become effective on 10/2/2023, until amended.

This resolution is approved effective immediately upon its passage and without publication.

Adopted by the City Council of the City of New Prague on this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST: _____

Joshua M. Tetzlaff, City Administrator

2023 OFFICIAL CITY FEE SCHEDULE (Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
ADMINISTRATIVE SERVICE CHARGES:	
Assessment Search (per parcel)	\$25.00
Nuisance/Code Violation Search (per parcel)	\$20.00
Nuisance Abatement Service Administrative Charge (per lot, per incident)	75.00 or 15% of Service Charge - Whichever is Greater
Nuisance Abatement Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed
Utility Charges Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed
NSF Charge	\$30.00
Special Meeting Fee for Park Board, Planning Commission and City Council as requested (workshops not included)	\$500.00 + \$50.00 per diem per member
Consent Assessment Administrative Fee	\$350.00
Employee Mileage	(Standard Federal IRS Rate)
Past Due and Delinquent Invoices (Non-Utility Bills)	1% Monthly Service Charge of Past Due Amount or \$1.00, whichever is greater
Overnight Parking Permit	\$10.00
Application for Deferral of Special Assessment	\$100.00
Subordination of Small Cities Development Program Agreements	\$150.00
Release of Deferred Assessment Certificate	\$100.00 (does not include recording fee)
City Repayment / Lien Agreement Verification Fee	\$30.00
MAPS:	
Small - Less than 11 x 17 (Color or Black and White)	\$1.20
Medium - 11 x 17 to 17 x 22 (Color or Black and White)	\$6.00
Large - Larger than 17 x 22 up to 34 x 44 (Color or Black and White)	\$24.00
Copy charge per page (Black and White)	0.35
Copy charge per page (Color)	0.65
Fax service per page	1.10
Notary (per document)	2.20
Custom GIS Maps (per hour)	99.00
PUBLIC WORKS SERVICES:	
<i>(Minimum 1 hour charge for all items below)</i>	
Mileage	(Standard Federal IRS Rate)
Sweeper	\$85.00/hr
Roller	\$55.00/hr
Loader	\$100.00/hr
Sewer Jetter	\$110.00/hr
Trucks	\$70.00/hr
Tractor & Implements (mower, etc.)	\$70.00/hr
Gravel	Actual Cost
Blacktop	Actual Cost
Labor (during regular hours of 7:30AM - 3:45 PM)	\$70.00/hr
Labor (after hours)	\$87.50/hr

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Labor (Sundays and Holidays)	\$117.50/hr
Skid Loader	\$60.00/hr
Lawn Mower	\$40.00/hr
Pickup & Plow	\$50.00/hr
Pressure Washer	\$150.00/day (1/2 day min.)
Parks Utility Vehicle	\$45.00/hr
Equipment rate to be charged at established rate plus actual labor costs	
Road Surface Deposit	\$500.00
MISCELLANEOUS LICENSES/PERMITS:	
Bingo/Gambling License	\$20.00
Commercial Lawn Spraying License	\$30.00
Dance Permit	\$100.00
Tobacco / Cigarette License	\$200.00
THC License Application / Investigation Fee	\$200.00
THC License Annual Fee	\$350.00
Dog License	\$10.00 per license year (no refunds or transfers)
Replacement Dog Tag	\$5.00
Peddlers/Transient Merchant License	\$30.00
Solicitor License / Permit (per person)	\$0.00
Golf Cart Operator Permit (annual)	\$30.00
Golf Cart Event Operation Permit (each event)	\$30.00
Class 2 ATV / Utility Task Vehicle Operator Permit (annual)	\$40.00
Adult Use License (annual)	\$3,000.00
Commercial Refuse Hauler License (annual)	\$100.00 for first vehicle, \$25 for each additional vehicle
Fireworks Display Permit	\$50.00
Pawn Broker / Seconhand Goods Dealer Application Fee	\$500.00
Annual Pawn Broker License Fee	\$10,000.00 Annual
Filming Permit - Documentary	\$250 plus actual costs
Filming Permit - Low Impact Commercial	\$500 plus actual costs
Filming Permit - High Impact Commercial	\$1,000 plus actual costs
Large Assembly Permits	
Level A - New Event (single/mult. days, street closures, alcohol, fencing, live entertainment)	\$150.00
Level A - Repeat Event (single/mult. days street closures, alcohol, fencing, live entertainment)	\$75.00
Level B - New/Repeat Event (single/mult. days, sidewalk use, live entertainment)	\$50.00
Level C - New/Repeat Event (single day, park area, no live entertainment)	\$30.00
ROW Management	
Excavation Permit Fee	\$100.00
Small Wireless Facility Permit Fee	\$250/application for first 5 facilities, \$100 each after 5 (up to 15 max)
Obstruction Permit Fee	\$50.00
Degradation Fee In Lieu of Restoration	Negotiated fee determined on a case by case basis.
Small Wireless Facilitiy Agreement Fees (Set by M.S. 237.163 as may be amended)	
Collocation Rental Fee on City Structure	\$150 per year

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Maintainace for Collocation Fee	\$25 per year
Monthly Electrical Service	
Per Radio Node Less than or equal to 100 maximum watts	\$73.00
Per Radio Node Over 100 maximum watts	\$182.00
Actual costs of electricity (if actual costs exceed forgoing fees)	See Electric Fees in this fee schedule
LIQUOR LICENSES:	
Off Sale Intoxicating	\$150.00
Off Sale 3.2% Malt Liquor	\$100.00
Small Brewer (Off Sale)	\$100.00
On Sale Intoxicating	3,000.00
On Sale 3.2% Malt Liquor	\$400.00
Brewer Taproom (On Sale)	\$400.00
Set-up License	\$300.00
Sunday Liquor	\$200.00
Temporary On Sale Non-intoxicating (1-4 days)	\$100.00
Temporary On Sale Intoxicating (1-4 days)	\$100.00
Wine License	\$500.00
License Investigation Fee - On/Off Sale Intoxicating	\$200.00
Application Fee	\$200.00
Premises Extension Permit for Alcohol on Temporary Patio	\$100.00
PUBLICATIONS:	
Audit Booklet	\$28.00
City Code of Ordinances	\$110.00
Comprehensive Plan	\$55.00
Comprehensive Utility Plans (each)	\$1.65
Subdivision Ordinance	\$55.00
Zoning Ordinance	\$55.00
ZONING/SUBDIVISION APPLICATION FEES:	
Minor Subdivision Fee	\$400.00
Comprehensive Plan Amendment	\$660.00
Concept Review (Plats, CUP)	\$330.00
Conditional Use / Planned Unit Development Fee	\$550.00
Conditional Use Amendment	\$440.00
Interim Use Permit	\$495.00
Final Plat Application Fee	\$495.00
Final Plat Major Modification	\$440.00
RLS Review Fee	\$550.00
Building Relocation Deposit/Escrow	\$5,000.00
Preliminary Plat Application Fee	\$660.00

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Rezoning	\$550.00
Sign Permit (permanent)	\$82.00
Sign Permit (temporary - only need to pay one time per year)	\$33.00
Vacation Fee (Easements and Right of Way)	\$495.00
Zoning Code Amendment	\$550.00
Right of Way Encroachment Permit	\$330.00
Variance Fee	\$385.00
Rental Registration Fee - New and Transfers (Valid for up to 2 years)	\$28.00/building
Zoning Verification Letter	\$55.00
2nd Kitchen Permit/Agreement	\$110.00
Bed and Breakfast Home/Inn License	\$110.00
Annexation Administration Fee - plus filing fees from state	\$605.00
Natural Landscape Permit Fee	\$220.00
Wetland Mitigation/Monitoring Escrow	\$1,760.00
PARK FACILITY RENTALS:	
Shelter (except Memorial Park Shelter)	
Resident (of City of New Prague)	\$33.00 plus sales tax
Non-resident	\$66.00 plus sales tax
Picnic Table Rental	\$17 plus sales tax per table (For tables not normally located at a shelter)
Damage Deposit (Shelter Rental)	\$100.00
Daily Use of Softball/Baseball Fields (Includes a picnic shelter at park)(Does not include dragging of the fields - contact the City for requests to drag fields for actual costs)	
Resident - One Field (\$30 for shelter and \$20 for field)	\$50.00 plus sales tax
Non-Resident - One Field (\$60 for shelter and \$40 for field)	\$100.00 plus sales tax
Resident - Two Fields (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax
Non-Resident - Two Fields (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax
Daily Use of Memorial Stadium Baseball Field (single game)	\$80.00 plus sales tax
Volleyball Court	\$10.00/day plus sales tax
Tournament Fees	
Memorial Park Softball Fields (Includes Memorial Park Shelter and both fields)	
One Day Tournament - Resident (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax
One Day Tournament - Non-Resident (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax
Two Day Tournament - Resident (\$30 for shelter and \$40 for each field)	\$110.00 plus sales tax
Two Day Tournament - Non-Resident (\$60 for shelter and \$80 for each field)	\$220.00 plus sales tax
Damage Deposit for Memorial Park Shelter Concession Stand	\$100.00
Temporary Liquor License for On-Sale 3.2 Malt Liquor (With Tournaments)	\$25.00
Memorial Stadium Baseball Field (Concessions to be Coordinated with the Orioles)	
One Day Tournament	\$160.00 plus sales tax
Additional Days of Tournament (Each)	\$160.00 plus sales tax
Adult Softball/Baseball League Fees (Annual)	
Teams Playing 2 Times a Week	\$287.00 plus sales tax

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Teams Playing 1 Time a Week	\$241.00 plus sales tax
Fall League Teams (starting after Labor Day) 2 Times a Week	\$172.00 plus sales tax
Fall League Teams (starting after Labor Day) 1 Time a Week	\$86.00 plus sales tax
Youth Ball Team Fees (Annual)	
Teams Playing 2 Times a Week	\$144.00 plus sales tax
Teams Playing 1 Time a Week	\$121.00 plus sales tax
POLICE SERVICE CHARGES:	
Police Reports (incident print-out 1 to 100 pages)	\$0.25 per page
Copies of Audio and Visual media (media storage device may be CD, DVD, USB Flash Drive)	\$20.00 per media storage device
Computer Research, or copies over 100 pages	Charged on a case by case basis with actual costs determined for searching, retrieving, and making, certifying, compiling and electronically making copies of the data or the data itself.
Police Accident Reports	\$0.25 per page
Police Officer with Vehicle	\$105.00/hr
Police Officer without Vehicle	\$90.00/hr
Police Reserve Officer with Vehicle	\$28.00/hr
Police Reserve Officer without Vehicle	\$18.00/hr
Fine for Public Use of Cannabis	\$100.00
BUILDING PERMITS:	
Building Permit	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Common Home Improvements	(Fixed valuation fees)
Re-roofing	\$110.00 + State Surcharge
Re-siding	\$110.00 + State Surcharge
Windows (Total Replacement - Sash Replacement Only is Exempt)	\$110.00 + State Surcharge
Front Door or Patio Door Replacement Only	\$44.00 + State Surcharge
Lower level finish	\$170.00 + State Surcharge
Swimming pool (above ground)	\$59.00 + State Surcharge+Planning Site Plan Review
Swimming pool (below ground)	\$360.00 + State Surcharge+Planning Site Plan Review
Deck	\$170.00 + State Surcharge+Planning Site Plan Review
Re-Decking	\$85.00 + State Surcharge
Pergola	\$60.00 + State Surcharge+Planning Site Plan Review
Plan Review	65.05% Building Permit Fee
Repetitive Plan Review	32.55% Building Permit Fee
Plumbing Permits	
Industrial, commercial, multi-residential	1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - New construction (single/two family)	\$147.00 + State Surcharge
Residential - Bathroom finish	\$65.00 + State Surcharge
Residential - Lawn sprinkler	\$65.00 + State Surcharge
Residential - Water softener	\$65.00 + State Surcharge

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Residential - Water Heater	\$65.00 + State Surcharge
Repetitive Plan Review	
Residential - Miscellaneous	\$55.00 + State Surcharge
Mechanical Permits	
Industrial, commercial, multi-residential	1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - HVAC system (single/two family)	\$147.00 + State Surcharge
Residential - Factory fireplace	\$65.00 + State Surcharge
Residential - Furnace replacement	\$65.00 + State Surcharge
Residential - Air conditioning	\$65.00 + State Surcharge
Residential - Garage heater	\$65.00 + State Surcharge
Residential - Air exchanger	\$65.00 + State Surcharge
Residential - Miscellaneous	\$65.00 + State Surcharge
Erosion Control, Turf Establishment and Tree Escrow (Residential)	\$1,650 (unused portion returned after warranty period)
Erosion Control, Turf Establishment and Landscaping Escrow (Commercial)	\$3,300 per acre (unused portion returned after warranty period)
Work without Permit	Double Permit Fee
Temporary Structures (more than 30 but less than 180 days)	\$82.00 per season
Demolition Permit	\$80.00 plus escrow on case by case basis as deemed needed
Move-In house pre-inspection	\$250.00 plus mileage if outside City Limits
Move-In accessory structure pre-inspection	\$100 plus mileage if outside City Limits
Lead certification verification fee	\$5.00
Other Inspection Fees	
A re-inspection fee may be assessed for each re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may be assessed when the inspection record card is not readily available, approved plans are not readily available, failure to provide access on the the date for which the inspection is requested, or for deviating from plans requiring approval from the Building Official	
a. Inspection outside of normal business hours (minimum charge - 2 hrs)	\$82.00 per hour*
b. Re-Inspection fees assessed	\$82.00 per hour*
c. Inspection for which no fee is specifically indicated (minimum charge 1 hour)	\$82.00 per hour*
(minimum charge 1 hour)	\$82.00 per hour*
e. Use of outside consultants for plan checking and inspection, or both	Actual cost**
* Or the total hourly cost to jurisdiction, whichever is greatest. The cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.	
** Actual cost includes administrative and overhead costs	
Planning Survey/Site Plan Review for commercial structures (non-refundable)	\$100 per hour
Planning Survey/Site Plan Review for New dwellings (non-refundable)	\$100.00
Planning Survey/Site Plan Review for Decks, additions and similar projects	\$50.00
Engineering Survey/Site Plan/Grading Plan Review by City Engineer	Actual Costs

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Refunds	No more than 80% of the permit fee will be refunded. Requests must be in writing within 180 days of date permit is applied for. No refunds for plan review fees.
FIRE INSPECTION FEES:	
Fire protection equipment (Sprinkler Systems, etc.)	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Flammable/Combustible Liquid Storage	\$115.00 for first tank and \$82.00 for each additional tank
Flammable/Combustible Liquid Storage Install Plan Review	\$88.00 per tank
Plan Review	65.05% of permit fee
Daycare/Childcare License Inspection	\$60.00
CONNECTION PERMIT CHARGES:	
Sewer Connection Charge (Total)	\$7,150 per REU
Trunk Fund at 17%	\$1,215.50
WWTF Fund at 83%	\$5,934.50
Water Connection Charge	
Residential - single family - 1" line	\$1,800.00
Residential - townhouse unit (75% of REU)	\$1,350.00
Commercial / Industrial / Institutional	\$1,800.00 per REU
(Based on Met. Council Service Availability Charge Manual)	
Water Meters	
3/4" meter and equipment	\$315.00 and is subject to change per vendor pricing
1" meter and equipment	\$425.00 and is subject to change per vendor pricing
1-1/2" meter and equipment	\$1080.00 and is subject to change per vendor pricing
2" meter and equipment	\$1120.00 and is subject to change per vendor pricing
3" meter and equipment	To be quoted at time of purchase
4" meter and equipment	To be quoted at time of purchase
Pressure Reducer Valve	\$112.00 and is subject to change per vendor pricing
DEVELOPMENT FEES:	
Park Dedication Fee	
Land Dedication Requirement	
Land Requirement	Commercial/Industrial Per Capita Share: 282 sq. ft. per employee
	Residential Per Capita Share: 815 sq. ft. per resident
Building Permit Fee	.25% of value of residential dwelling unit*
	*applicable only to residential lots platted prior to April 25, 2010
Fee in Lieu of Land Based on Land Requirement	Fair Market Value of the Buildable Unplatted Land x Land Requirement
Water Area Access Charge	\$2814.00/ac.
Emergency Warning Siren Area Charge	\$165/ac

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Sidewalk Fee	\$55 per lot
Street Seal Coating Fee	\$1.49 per square yard
Municipal Electric Development Fees (costs subject to change per material pricing)	
Development Electric Service Install and Material Cost	At cost plus 15%
Street Lights (NPUC Standard Light)	\$1,850/light
Street Lights Other than NPUC Standard (All Fixtures Require NPUC Approval)	At-Cost Plus 15%
Street Light Wire and Conduit	\$2.25/ft
Road Crossing Conduit Pricing - Based on 4" PVC	\$9.00/ft
Road Crossing Conduit Pricing - Other than 4" PVC	At-Cost Plus 15%
Winter Construction Frost Charges (November 1st through April 15th)	Additional \$5.00/ft
Winter Construction Equipment Charges (November 1st through April 15th)	\$150.00/per piece of equipment
MISCELLANEOUS	
Memorial plaques	
5" x 8" engraved tree plaque	\$83.00 or actual cost
4" x 6" engraved metal bench plaque	\$.40 per letter or actual cost
Wooden Post for Plaques	\$75.00 or actual cost
Memorial trees	\$300.00 or actual cost
Memorial benches	
6' metal coated	\$490.00 or actual cost
MUNICIPAL FINANCING APPLICATION FEES:	
Tax Increment Financing Application Fee (plus city expenses)	\$1,200.00
Tax Abatement (plus city expenses)	\$1,200.00
Tax Exempt Financing	\$1,200.00
*All costs incurred by the City for TIF, Abatement, and Tax Exempt Financing applications will be billed separately. Such costs include, but are not limited to, costs for legal, fiscal, and staff time.	
UTILITY BILLING RATES:	
WATER:	
Water (Base) Rates	
5/8" or 3/4" meter	\$16.10/billing cycle
1" meter	\$16.81/billing cycle
1 1/2" meter	\$16.96/billing cycle
2" compound meter	\$37.17/billing cycle
3" compound meter	\$42.46/billing cycle
4" compound meter	\$62.83/billing cycle
6" compound meter	\$93.66/billing cycle
Multi-Dwelling Units (with one water meter)	(70% of base residential fee) \$11.27/monthly per unit
Water Rate	\$4.39/1,000 gallons
Bulk Water Charge	\$7.50/1,000 gallons

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Bulk Water Loading Charge	\$35.00/load
Pool fill metered from Fire Hydrant	\$75.00 meter set up fee/water charge \$7.50/1,000 gallons
Water Conservation Violation Fines	
First Day	\$50/day
Each Additional Day	\$100/day
Minnesota Department of Health Water Service Connection Fee	\$.81/Month Subject to change per Minnesota Department of Health
SANITARY:	
Sanitary Sewer Rate	\$10.73 base rate + \$15.86/1,000 gallons
STORM:	
Storm Sewer Rate	
Base Rate (Used in the formula for storm sewer charges: Base Rate x Acres x REF)	\$16.39
ELECTRIC:	
Electric Rates	
Residential	\$15.82 customer charge & \$0.1306/kWh
Commercial	\$30.85 customer charge & \$0.1261/kWh
Small Industrial	\$66.04 customer charge; \$13.17/kW Demand & \$0.0721/kWh
Industrial	\$66.04 customer charge; \$13.50/kW Demand & \$0.0721/kWh
Large Industrial	\$66.04 customer charge; \$16.61/kW Demand & \$0.0721/kWh
Interruptible	\$30.86 customer charge & \$0.0917/kWh
Street Lights Service	\$11.07 customer charge & \$0.1440/kWh
Street Light Rental - Residential LED Light Fixture on 23' Fiberglass Pole	\$21.72/month
Street Light Rental - Commercial LED Light Fixture on 35' Fiberglass Pole	\$30.23/month
Security Lights - Rental	\$12.11/month
City Street Light (LED less than 100 watt)	\$12.11/month
City Street Light (LED 100 watt or more)	\$15.62/month
Peak Alert Rate (Customer Owned Generation)	
Customer Charge	\$136.60/month
Demand Charge	\$3.18/kW
Energy Charge	\$0.0779/kWh
Off Peak	
Summer Energy Charge (June through September)	\$0.0807/kW
Winter Energy Charge (October through May)	\$0.0682/kW
Off Peak Load Control Credit	\$5.00/monthly (non-metered)
Residential Solar Reimbursement Under 40kW	\$0.1306/kWh
Car Charging (Time of Use)	
10pm - 10am	\$0.0806/kWh
10am - 10pm	\$0.2274/kWh
Energy Cost Adjustment (ECA)	Based on additional charge or credit of wholesale energy / kWh
Residential Electric Service Install Fees (costs subject to change per material pricing)	
200 Amp Residential Underground Service - Up to 100' In Length	1,600.00 (includes 200A Disconnect)

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 10/2/23 - Effective 10/2/23)	
	2023 Fee (In Dollars)
Additional Charge for 200 Amp Service Installs Over 100'	\$6.00/ft
Winter Frost Charges will be applied November 1st through April 15th	Additional \$5.00/ft
Service Conduit (If Needed)	\$7.00/ft
Residential Service - Over 200 Amp	At-Cost Plus 15%
Other Utility Service Drops (Materials Provided by Service Provider)	\$150.00/service duct
Other Utility Service Drops Winter Installation (November 1st through April 1st)	\$200.00/service duct
Electric Service Connection Charges	
Commercial Electric Service Connection Charge	Billed Per Policy of the New Prague Utilities Commission
UTILITY EQUIPMENT:	
Bucket / Digger Truck	\$125.00/hr
Service Truck	\$65.00/hr
Skid Loader	\$55.00/hr
Tractor Backhoe	\$95.00/hr
Trencher	Quoted Per Foot
Directional Bore	Quoted Per Foot
DEPOSITS:	
Residential Electric	\$150.00
Residential Water	\$50.00
Residential Sanitary Sewer	\$100.00
Small Industrial, Industrial and Large Industrial Electric	2 months estimated consumption based on load & demand w/\$300.00 min
Commercial Electric	2 months estimated consumption based on load & demand w/\$150.00 min
Commercial Water	2 months estimated consumption with a \$100.00 minimum
Commercial Sanitary Sewer	2 months estimated consumption with a \$100.00 minimum
DISCONNECTION/RECONNECTION OF UTILITIES:	
During Work Hours (8:00AM to 4:30PM)	\$35.00 plus sales tax
After Work Hours	\$150.00 plus sales tax
MISCELLANEOUS:	
Fire Hydrant Maintenance (Annual per private hydrant)	\$52.00
Water System Flow Testing	\$155.00
Irrigation Meter Connection/Disconnection Fee	\$67.00
Temporary Service Connection Fee - Residential	200.00
Temporary Service Connection Fee - Commercial	Cost based on type & size of service
Utility Line Worker Labor Rate	\$80.00/hr during normal business hours, \$130.00/hr all other hours
Utility Line Worker Labor Rate for Mutual Aid with other Utilities	\$130/hr all hours
Interest Rate for customer deposits (water and electric)	4.65% and changes based on MN Statute 325E.02 (b)

CITY OF NEW PRAGUE, MINNESOTA

RESOLUTION NO. _____

A RESOLUTION APPROVING PUBLICATION OF ORDINANCE #342 BY
TITLE AND SUMMARY

WHEREAS, on October 2nd, 2023 the City Council of the City of New Prague (the “City”) adopted Ordinance No. 342, entitled “AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS”; and

WHEREAS, the ordinance is 26 pages long; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

NOW, THEREFORE, BE IT RESOLVED,

1. The City Council of the City of New Prague has adopted Ordinance No. 342, entitled “AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS.”
2. That the following summary clearly describes the subject matter of such Ordinance sufficient to clearly inform the public of the intent and effect of the Ordinance:

Ordinance No. 342 amends the existing Right-Of-Way Construction Regulations which exist as Chapter 93.45 of the City Code by renaming it Right-Of-Way Management and updating the language to be consistent with current state law/rules including referencing small wireless facilities which did not exist at the time the previous ordinance was written.
3. The City Administrator is directed to publish the summary contained in paragraph 2 above in lieu of publication of the entire ordinance.
4. A printed copy of Ordinance No. 342 is available for inspection by any person during regular office hours at the New Prague City Hall. An electronic version of such Ordinance shall also be posted on line at the City’s website located at www.ci.new-prague.mn.us.

New Prague City Council:

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator



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: GOLF BOARD POWERS
DATE: SEPTEMBER 20, 2023

About a month ago, I shared with the Council a draft on redefining the power of the Golf Board. As explained then, this was done because there was a confusion on what powers the Golf Board had and what their role was. First, using the new EDA powers as a template, I put together a draft of Golf Board powers and worked with the Golf Board to answer questions. Then, I brought the draft to the City Council. During our discussion, there were questions as to the legal authority the City Council had allowing the Golf Board to pay bills or sign contracts.

Working with Scott Riggs from Kennedy & Graven, it was determined that the Golf Board does not have the authority to enter contracts or pay bills, and the State has not given cities the ability to allow Golf Boards to have that authority. I have amended the draft resolution to reflect that. I have also spoken with the Golf Board about this change, as they have been approving invoice payments and entering into contracts for a long time.

The second draft of the Golf Board powers that are attached have tracked changes that reflect changes from the last document until now.

Recommendation

I recommend approval of Resolution #23-10-02-03, Amending and Restating the Resolution Establishing the New Prague Golf Board.

RESOLUTION #23-~~1004-0217-03105~~

**AMENDING AND RESTATING THE RESOLUTION
ESTABLISHING THE NEW PRAGUE GOLF BOARD**

WHEREAS, pursuant to Chapter 2, Section 2.02 of the Home Rule Charter, the City Council has the authority to establish boards and wishes to operate and manage the New Prague Golf Club; and

WHEREAS, in January 1995, the City passed Resolution #95-1-3-4, establishing the New Prague Golf Board; and made amendments to that establishing resolution with Resolutions #97-11-3-2 and #08-04-21-09; and

WHEREAS, the City wishes to modernize and update the rules and powers by which the Golf Board operates.

NOW, THEREFORE, THE CITY OF NEW PRAGUE RESOLVES:

SECTION 1. APPOINTMENT OF THE GOLF BOARD FOR THE CITY OF NEW PRAGUE, MINNESOTA

Section 1.1. Establishment of Golf Board. There is hereby established a board, to be known as the New Prague Golf Course Board (the “Board”). The Board shall have all the powers, duties, and responsibilities as set forth within this Resolution.

Section 1.2. Purpose. The appointment of a Board, pursuant to the provisions, restrictions, and regulations contained herein, is intended to provide the City with a board comprised of representatives from City Government, City residents, and Golf Club members capable of overseeing the operations of the New Prague Golf Club and directing growth of the Golf Club. The Board shall be under the authority of the City Council.

Section 1.3. Responsibility. The Board shall have primary responsibility for oversight of the Golf Club budget, to direct golf facility policy development, and lead in the planning for growth, development, and improvements of the Golf Club.

SECTION 2. COMPOSITION OF THE GOLF BOARD

Section 2.1. Composition. The seven members of the Golf Board shall be selected or appointed as follows:

- a) One Golf Board member shall be appointed by the City Council from its own members.
- b) The City Council may appoint the remaining Golf Board members to serve at large. To be eligible for appointment, a person must either be a resident of New Prague or have an interest in the continued development of the New Prague Golf Club. No more than two (2) non-residents may serve on the Board.

- c) The City Council has the final discretion as to who may serve on the Board in the best interest of the New Prague Golf Club and New Prague community at large.

Section 2.2. Terms. All terms are for three years. The City Council shall set the term of the board members who are members of the City Council to coincide with their term of office as members of the City Council. All terms shall expire at the City Council meeting at which the Board appointments are made.

Section 2.3. Compensation and Reimbursement. Board members shall be reimbursed for actual expenses as determined and approved by the City Council.

Section 2.4. Vacancies. A vacancy is created in the membership of the Board when a City Council member of the Board ends Council membership or when a Board member's service is terminated prior to the end of a term. A vacancy for this or another reason must be filled for the balance of the unexpired term. To fill the vacancy, the Mayor shall recommend an appointment and City Council shall approve.

Section 2.5. Removal for Cause. A Board member may be removed by the City Council should the City Council determine that a Board members involvement is no longer in the best interest of the New Prague Golf Club or New Prague community at large.

SECTION 3. ORGANIZATION MATTERS

Section 3.1. Staffing. The City Administrator and Golf Club Director shall serve as the staff liaisons for the Board. All other required Board staffing will be appointed by the City Administrator from the City of New Prague staff, for purposes of technical assistance, accounting, purchasing supplies, etc., as needed for operation of the Board.

Section 3.2. By-Laws. The Board may adopt bylaws and rules of procedure.

Section 3.3. Officers. The Board shall elect a president, a vice-president, and a secretary. The Board shall elect the president, vice-president, and secretary annually. A board member may not serve as president and vice-president at the same time. The other offices may be held by the same board member. The office of secretary need not be held by a board member.

Section 3.4. Public Money. Board money is public money.

Section 3.5. Legal Services. The Board shall use the services of the City Attorney for its legal needs. The City Attorney is its chief legal advisor.

Section 3.6. City Purchasing. The Board may use the facilities of the City's purchasing department in connection with construction work and to purchase supplies, equipment, or materials.

Section 3.7. Delegation of Power. The Board may delegate to one or more of its agents or employees powers or duties as it may deem proper.

Section 3.8 Employment. The Board shall comply with the City’s administrative and employment practices.

SECTION 4. FINANCIAL MATTERS

Section 4.1. Budget to the City. The Board shall annually submit its budget to the City Council for approval, according to a schedule provided by the City Administrator. The budget must include a detailed written estimate of the amount of money that the Board expects to need from the City to perform its business during the next fiscal year.

Section 4.2. Fiscal Year. The fiscal year for the Board shall be the same as the City.

Section 4.3. Report to City. Annually, at a time and in a form fixed by the City Council, the Board shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the operations of the Golf Club.

Section 4.4 Funding. It is intended that activities related to the New Prague Golf Club be funded primarily through user charge and there shall be established one or more enterprise funds to account for such activities. Any funding that is transferred to the New Prague Golf Club from other City funds is intended to be temporary in nature and not a permanent source of funding.

Section 4.5 Payment of Invoices. All invoices sent to the Golf Club shall be reviewed by the Golf Board and then sent on to the City Council for final review and approval.

Section 4.56 Transfer of Funds. ~~Except when previously pledged by the Board, t~~The City Council may by resolution require the Board to transfer any portion of the reserves generated by activities of the Golf Club that the City Council determines are not necessary for the successful operation of the Golf Club to the ~~debt service fund of the~~ City, to be used in a manner deemed appropriate by the City Council. ~~solely to reduce tax levies for bond indebtedness of the City.~~

SECTION 5. SCHEDULE OF POWERS

Section 5.1. Operations and Management. The Board shall have authority to operate and manage the New Prague Golf Club, working in conjunction with the City Administrator, and their designees, within the confines of the budget that is approved by the City Council.

Section 5.2. Acquisition of Property. No property may be leased, purchased, gifted, devised, or condemned by the Board without prior approval by the City Council.

Section 5.3. Future Planning. The Board shall be responsible for drafting and keeping a future planning document. This document will include, but not be limited to, expected future projects, sources of funding, and timelines for completion.

Section 5.4 Improvement Contracts. The Board may not enter into contracts for improvements at the New Prague Golf Club without approval by the City Council.~~for~~

~~amounts of less than \$50,000 if the amount is within the approved budget of the Golf Club and within the approved future planning document if the golf fund has the available balance to support improvement. Any contracts for improvements that do not meet these criteria must be approved by the City Council.~~

Section 5.5. Studies, Analysis, and Research. The Board may study and analyze needs of the Golf Club, and ways to meet those needs.

Section 5.6. Public Relations. To further advance its purpose, the Board may: (1) join an official, industrial, commercial, or trade association, or other organization concerned with the purpose; (2) have a reception of officials who may contribute to advancing the Golf Club and its operations; and (3) carry out other public relations activities to promote the City and the Golf Club.

SECTION 6. DEBT ISSUANCE.

Section 6.1. Debt Issuance. The Board cannot issue debt obligations without prior approval of the City Council.

Section 6.2. Pledge. All bonds issued by the City Council for the debt obligations of the Golf Club must be secured by the full faith, credit, and resources of the City.

SECTION 7. SALE OF PROPERTY

Section 7.1. Power. The Board may not sell and convey property owned by the City without prior approval by the City Council.

SECTION 8. DATE EFFECTIVE

Section 8.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 8.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such a time as it may be amended or rescinded by the City Council.

Section 8.3. Conflicts. Any conflicts arising out of the conduct and operation of the Board shall be resolved with reference to Minnesota Statutes, and if there arises any conflict between this resolution and Minnesota Statutes, Minnesota statutes shall prevail.

Date Adopted: 10/02/2023 9/18/2023

New Prague City Council

Duane J. Jirik

ATTEST:

Joshua M. Tetzlaff

RESOLUTION #23-10-02-04

**SETTING A PUBLIC HEARING TO VACATE CERTAIN EASEMENTS IN THE
PLATS OF SIMON ACRES 1ST ADDITION AND HIGHVIEW TENTH ADDITION**

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

Easement Vacation Description for Lot 2, Block 2, Simon Acres 1st Addition:
Vacation of that portion of the existing 5.00 foot drainage and utility easement adjoining the east line thereof as platted and depicted per SIMON ACRES 1ST ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 2, Block 2 and south of a line 5.00 feet south of and parallel with the north line of said Lot 2, Block 2.

Easement Vacation Description for Lot 6, Block Four, Highview Tenth Addition:
Vacation of that portion of the existing 10.00 foot drainage and utility easement adjoining the west line thereof as platted and depicted per HIGHVIEW TENTH ADDITION, according to the recorded plat thereof, Scott County, Minnesota which lies 10.00 feet north of and parallel with the south line of said Lot 6, Block Four and south of a line drawn easterly and perpendicular to said west line from a point 187.59 feet north of the southwest corner of said Lot 6 Block Four.

And as depicted on the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE,
SCOTT AND LESUEUR COUNTIES, MINNESOTA:

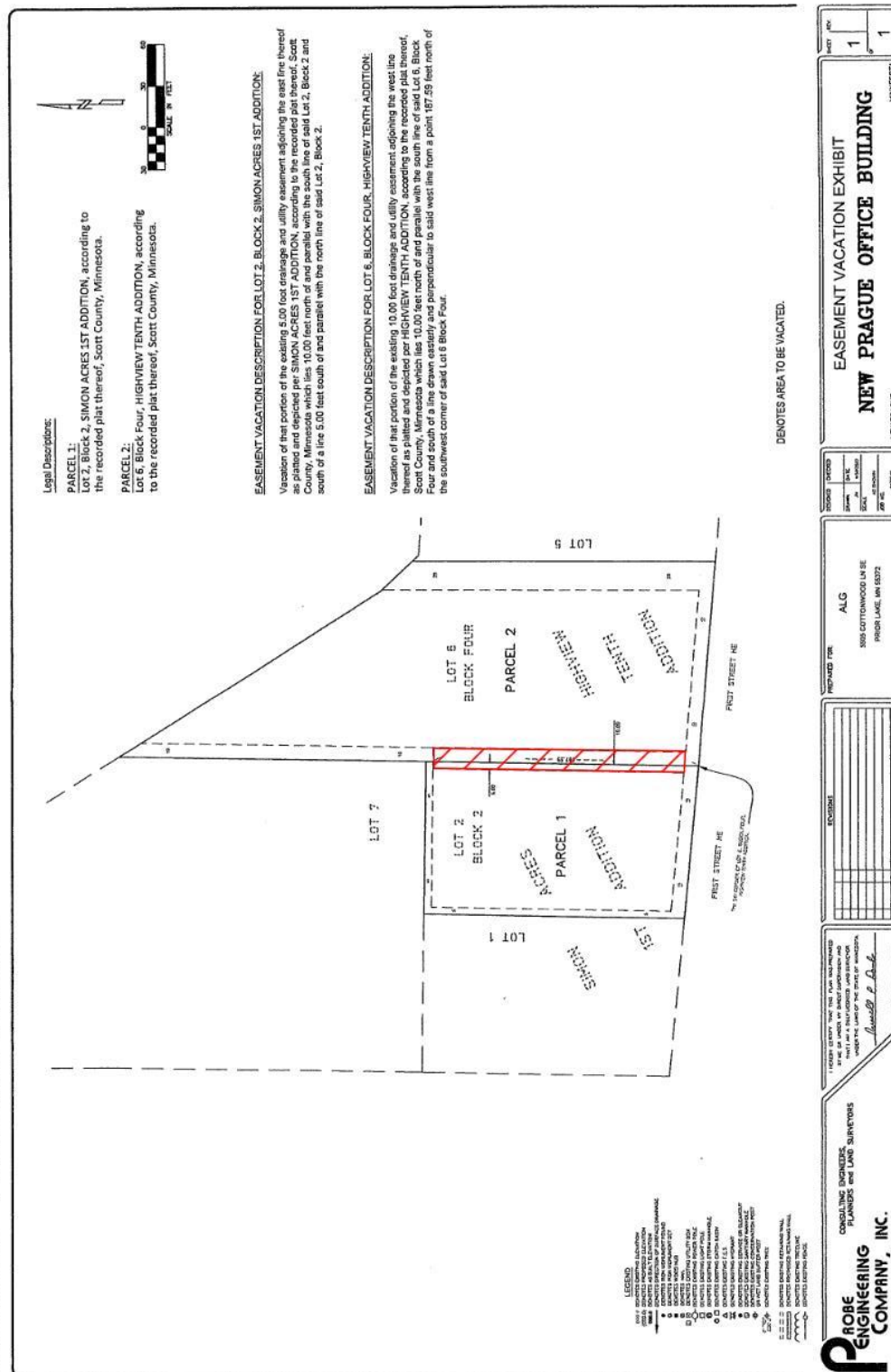
1. The City Council will consider the vacation of those drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 6th day of November, 2023, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

Exhibit A - Easement Vacation





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTIONS APPROVING CERTIFICATION OF UNPAID SERVICE CHARGES FOR MOWING/PROPERTY MAINTENANCE AND MUNICIPAL UTILITY BILLS
DATE: 9/28/2023

Throughout the year City Staff has been keeping a close eye on nuisances in the city, specifically those nuisances related to mowing of lawns and related nuisance violations on both occupied and unoccupied homes.

All properties with identified violations are mailed a letter regarding specific violations and the corrective action needed by a specified date. In the case of many properties this year (and in past years) the property owners did not take action to have the violations abated and the City engaged mowing and/or property maintenance services to mow properties and/or remove other violations.

Municipal Utilities also utilizes the same procedure to collect on past due municipal utility bills. Charges assessed are for water, sanitary sewer, storm sewer, electric and trash when in the name of the property owner and for renters we are able to assess all but the electric charges. A separate letter outlining the delinquent charges was sent to property owners with delinquent utility bills.

Attached to this memo is a resolution approving the certification of \$2,523.76 total to the property tax rolls as listed for each property for mowing and other property maintenance charges. It should also be noted that \$1,450 of the above total are administrative fees which help offset the cost of the staff inspections and enforcement actions. There were five properties that the city had to mow / clean up throughout the year, but there were 62 violation letters which were sent. As a comparison to past years, the certified mowing charges were:

- \$4,593.80 in 2022
- \$1,448.49 in 2021
- \$2,434.16 in 2020
- \$2,444.09 in 2019
- \$2,578.04 in 2018
- \$1,503.00 in 2017
- \$2,088.59 in 2016

- \$7,787.20 in 2015
- \$6,035.25 in 2014
- \$15,065.61 in 2013

Also attached is a resolution approving the certification of \$1,335.19 to the property tax roll as listed for each property for delinquent municipal utility bills (not including electric charges). The properties on the attached tax rolls did not pay their bills after receiving the final notice. As a comparison, the certified delinquent municipal utility billing charges in previous years were:

- \$5,311.34 in 2022
- \$4,289.45 in 2021
- \$36,066.13 in 2020
- \$9,338.72 in 2019
- \$5,474.39 in 2018
- \$7,566.52 in 2017
- \$2,645.76 in 2016
- \$6,020.90 in 2015
- \$10,691.52 in 2014
- \$5,351.13 in 2013

For all the unpaid service charges and unpaid municipal utility bills the costs constitute an unpaid service charge subject to collection pursuant to City Code Sections 34.01 and 92.50. Each property owner was mailed a Notice of Collection before September 15, 2023 with the exact amount they owed. The attached resolutions, by statute, must be certified to the County Auditors of Scott and LeSueur Counties by October 15, 2023 and must be adopted tonight to meet the deadline.

Staff Recommendation:

Staff recommends that the City Council approve the attached resolutions certifying charges to the property tax rolls for mowing/property maintenance and municipal utility bills.

RESOLUTION #23-10-02-05**RESOLUTION APPROVING CERTIFICATION OF
MOWING AND PROPERTY MAINTENANCE CHARGES TO PROPERTY TAX ROLL**

WHEREAS, the City of New Prague (“City”) has the powers delegated to cities by the Minnesota Legislature as set forth in Minnesota Statutes, Sections 415.01, 366.011 and 366.012; and,

WHEREAS, Section 34.01 of the City Code addressed the Collection of Unpaid Service Charges and Fees and Section 92.50 of the City Code addresses the Recovery of Costs associated with those service charges; and,

WHEREAS, the City properly notified real property owners with unpaid service charges of its intention to certify the unpaid service charges to the County Auditor as required by City Code Sections 34.01 and 92.50; and,

WHEREAS, the purpose of this resolution is to certify unpaid mowing and property maintenance charges to the property taxes for those properties with outstanding bills; and,

WHEREAS, a majority of all members of the City Council concur in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, MINNESOTA, AS FOLLOWS:

1. Such service charges, a copy of which are attached as Exhibit A hereto and made a part hereof, are hereby accepted and shall constitute a service charge against the real property named therein.
2. Pursuant to City Code Sections 34.01 and 92.50, the City authorizes the collection of unpaid service charges by certifying the unpaid amount to the county auditor for collection along with the taxes imposed on real property owned by the recipient of the services.
3. The City Administrator shall forthwith transmit a certified duplicate of this resolution and attached service charge roll to the county auditor(s) of Scott and LeSueur Counties to be extended on the property tax lists of the county. Such service charges

shall be collected and paid over in the same manner as other municipal taxes

4. The recitals set forth above in this Resolution are incorporated into and made part of this Resolution.
5. The Mayor and City Administrator, staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.
6. The assessments are to be certified and payable in one year, with no interest.

Passed by the City Council this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

Exhibit A

COUNTY	PID	LEGAL DESCRIPTION	ASSESSMENT AMOUNT
Scott	240030620	Lot 9 and West 18 feet of Lot 8, Block 10, Philipp's Addition to Praha, according to the plat thereof, Scott County, Minnesota.	\$1,183.19
Scott	240110020	Lot 2, Block 1, Sunrise Acres 3 rd Addition, according to the plat thereof, Scott County, Minnesota.	\$668.44
Scott	241270010	Lot 1, Block 1, Pond 2 nd Addition, according to the plat thereof, Scott County, Minnesota.	\$443.44
LeSueur	235600140	The South Half of Lot 11, Block 12, Kabes Addition, according to the plat thereof, LeSueur County, Minnesota.	\$228.69

RESOLUTION #23-10-02-06**RESOLUTION APPROVING CERTIFICATION OF
MUNICIPAL UTILITY BILLING CHARGES TO PROPERTY TAX ROLL**

WHEREAS, the City of New Prague (“City”) has the powers delegated to cities by the Minnesota Legislature as set forth in Minnesota Statutes, Sections 415.01, 366.011 and 366.012; and,

WHEREAS, Section 34.01 of the City Code addresses the Collection of Unpaid Service Charges and Fees and Section 92.50 of the City Code addresses the Recovery of Costs associated with those service charges; and,

WHEREAS, the City properly notified real property owners with unpaid service charges of its intention to certify the unpaid service charges to the County Auditor as required by City Code Sections 34.01 and 92.50; and,

WHEREAS, the purpose of this resolution is to certify unpaid municipal utility billing charges to the property taxes for those properties with outstanding bills; and,

WHEREAS, a majority of all members of the City Council concur in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, MINNESOTA, AS FOLLOWS:

1. Such service charges, a copy of which are attached as Exhibit A hereto and made a part hereof, are hereby accepted and shall constitute a service charge against the real property named therein.
2. Pursuant to City Code Sections 34.01 and 92.50, the City authorizes the collection of unpaid service charges by certifying the unpaid amount to the county auditor for collection along with the taxes imposed on real property owned by the recipient of the services.
3. The City Administrator shall forthwith transmit a certified duplicate of this resolution and attached service charge roll to the county auditor(s) of Scott and LeSueur Counties to be extended on the property tax lists of the county. Such

service charges shall be collected and paid over in the same manner as municipal taxes.

4. The recitals set forth above in this Resolution are incorporated into and made part of this Resolution.
5. The Mayor and City Administrator, staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.
6. The assessments are to be certified and payable in one year, with no interest.

Passed by the City Council this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator

Exhibit A

COUNTY	PID	LEGAL	ASSESSMENT AMOUNT
Le Sueur	23.480.0260	CITY OF NEW PRAGUE Block-002 LOT 4 LESS S 8 FT FOR ALLEY & LESS N 42 FT OF E 3 FT	\$180.41
Le Sueur	23.003.1040	Sect-03 Twp-112 Range-023 1.98 AC 1.98 AC OF SW 1/4 OF NW 1/4 LYING BETWEEN RR R/W & T.H. #13	\$331.90
Scott	24.011.0020	SUNRISE ACRES 3RD ADDN Lot 002 Block 001	\$420.66
Scott	24.007.0030	ST WENCESLAUS ADDN LOT 002 BLOCK 001	\$291.91
Scott	24.934.0062	Section 34 Township 113 Range 023 SW1/4 NE1/4 COM SE COR, N 905.74' TO POB, SW 687.59', NE 60.60', NE 226.72', NW	\$110.31

CITY OF NEW PRAGUE
RESOLUTION #23-10-02-07

RESOLUTION AMENDING THE OFFICIAL 2023 FEE SCHEDULE

WHEREAS, several sections of the City Code allow the City Council to adopt permit fees which will be effective in the City; and,

WHEREAS, the City Council has historically reviewed and updated its Official Fee Schedule each year and made amendments during the year as necessary; and,

WHEREAS, due to the recent adoption of Ordinances #339 and #342, City Staff has reviewed and suggested changes to the existing 2023 Fee Schedule that would become effective with the amended 2023 Fee Schedule; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the attached 2023 Official City Fee Schedule is hereby **approved** and will become effective on 10/2/2023, until amended.

This resolution is approved effective immediately upon its passage and without publication.

Adopted by the City Council of the City of New Prague on this 2nd day of October, 2023.

Duane J. Jirik, Mayor

ATTEST:_____

Joshua M. Tetzlaff, City Administrator

CITY OF NEW PRAGUE, MINNESOTA

RESOLUTION NO. 23-10-02-08

A RESOLUTION APPROVING PUBLICATION OF ORDINANCE #342 BY
TITLE AND SUMMARY

WHEREAS, on October 2nd, 2023 the City Council of the City of New Prague (the “City”) adopted Ordinance No. 342, entitled “AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS”; and

WHEREAS, the ordinance is 26 pages long; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

NOW, THEREFORE, BE IT RESOLVED,

1. The City Council of the City of New Prague has adopted Ordinance No. 342, entitled “AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS.”
2. That the following summary clearly describes the subject matter of such Ordinance sufficient to clearly inform the public of the intent and effect of the Ordinance:

Ordinance No. 342 amends the existing Right-Of-Way Construction Regulations which exist as Chapter 93.45 of the City Code by renaming it Right-Of-Way Management and updating the language to be consistent with current state law/rules including referencing small wireless facilities which did not exist at the time the previous ordinance was written.
3. The City Administrator is directed to publish the summary contained in paragraph 2 above in lieu of publication of the entire ordinance.
4. A printed copy of Ordinance No. 342 is available for inspection by any person during regular office hours at the New Prague City Hall. An electronic version of such Ordinance shall also be posted on line at the City’s website located at www.ci.new-prague.mn.us.

New Prague City Council:

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator



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
MATT RYNDA, PUBLIC WORKS DIRECTOR
KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SANITARY SEWER EXPANSION FEASIBILITY STUDY
DATE: SEPTEMBER 20, 2023

In 2018, the City had a comprehensive sanitary sewer plan draft by SEH engineering to get a grasp on the existing sanitary sewer system as well as to lay a high-level plan for how the system could expand in the future. New Prague has continued to grow since that high-level plan was done and some of the recommendations are need to allow the City to continue to grow, both commercially and residentially. With this in mind, the City posted a Request for Proposals (RFP) over the last month to see which firms may be interested in doing the study.

The deadline for the proposals was September 19, 2023. Staff received three proposals, one from SEH Engineering (the City’s consultant engineer), Bolton & Menk (who oversees the City’s wastewater facility), and CBS Squared. The basic framework of each of the proposals was similar, with each of them examining the current system, working with staff to determine potential future growth, and then drafting a plan with funding options. The expenses proposed by each firm were:

- SEH: \$55,649
- Bolton & Menk: \$39,951
- CBS Squared: \$40,000

When taking the proposals, experience, and cost into consideration, staff is recommending that the City hire Bolton & Menk to conduct the sanitary sewer expansion feasibility study. They currently work with the City to run the wastewater treatment plant and know our system well. They are also the lowest cost proposal.

As a reminder, the ARPA funds were set aside to pay for this study. Staff is also pursuing grants through Scott County that may help pay for up to 50% of the study.

Recommendation

Staff recommends accepting the proposal, dated September 19, 2023, from Bolton & Menk to draft a feasibility study for the expansion of the New Prague sanitary sewer system.

PROPOSAL FOR

City of New Prague, MN

Sanitary Sewer Collection System

Feasibility Study

September 19, 2023



615 First Avenue NE, Suite 415
Minneapolis, MN 55413
www.cbssquaredinc.com



September 19, 2023

RE: City of New Prague – Sanitary Sewer
Collection System Feasibility Study

Joshua Tetzlaff, City Administrator
118 Central Avenue N
New Prague, MN 56071

Dear Mr. Tetzlaff:

Thank you for the opportunity to submit a proposal to the City of New Prague for Professional Services. We are honored to be considered and are excited about the possibility of partnering with you and your staff.

As our attached experience and qualifications demonstrate, the CBS² team has the knowledge and expertise to provide the city with services to complete a feasibility study for the sanitary sewer collection system in a professional, timely, and cost-effective manner. We believe that our history working on similar projects, working successfully with numerous cities across Minnesota and Wisconsin, and our innovative design experience, make the CBS² team exceptionally qualified to meet the needs of your communities.

Although CBS² has not previously worked with the City of New Prague, we bring extensive and varied expertise and a fresh perspective rooted in lessons learned across two states. Our team has worked with communities as consultants and as agency staff, which means we appreciate the importance of developing cost-effective infrastructure solutions that fit within the budget and the ability to maintain them long term. Through experience, we understand what is important to the public and how to get them and elected officials on-board.

We look forward to your favorable consideration of the CBS² team for professional engineering services. We are committed to delivering quality services that are consistent with the City of New Prague expectations and reputation. We have the personnel and capabilities to start work immediately.

Thank you again for considering us for this contract. We look forward to the opportunity to work with you. Please contact me by phone, (608) 455-6985 or email blenz@cbssquaredinc.com, if more information is needed.

Sincerely,

Bernard Lenz, PE
Project Manager

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ATTACHMENT

INSURANCE CERTIFICATE

1. PROJECT UNDERSTANDING

The project's objective is to modernize the 2018 Sanitary Sewer Collection System Comprehensive Plan by incorporating recent developments in expected growth since 2018. This includes pinpointing potential adaptations in pipe sizes, configurations, and sequencing necessitated by these changes. Subsequently, a Feasibility Analysis will be conducted to provide the City with the technical data essential for devising an implementation strategy for the required enhancements. This collaborative effort will see the consultant working alongside city personnel throughout the entire process. For instance, the concurrent updates to the comprehensive plan will align with the ongoing study, allowing information from one to inform and complement the other.

2. PROJECT APPROACH

We have confidence in our clients' deep understanding of their system, and we recognize CBS²'s impressive technical design capabilities, evaluation expertise, and extensive professional experience in facilitating the realization of projects for small to medium-sized communities. Collaboratively, we harness your expertise and our technical skills and experience to produce the finest outcomes. Our approach involves partnering closely to assess and identify the most optimal route for enhancing the efficiency and effectiveness of New Prague's sewer collection system.

You'll notice a recurring sequence in the Task Breakdown, in which CBS² collects input and information from you, proceeds to analyze data or simulate scenarios, and subsequently returns the technical findings for a discussion on the pros, cons, and implications. Following this, we collaboratively make informed decisions before repeating the process.

3. PROJECT TEAM



Bernie Lenz, PE - Project Manager

Education: Master of Science, Civil & Environmental Engineering · University of Wisconsin, Madison
Bachelor of Science: Geological Engineering · University of North Dakota, Grand Forks:

Bernie will serve as project manager and will be the contact for the City. Bernie has joined CBS² after nearly 20 years in the municipal engineering world catering to both public and private sectors; first as a consultant, then as Assistant City Engineer and Utility Manger for La Crosse Wisconsin -population 50,000+. Through this experience, he has addressed regulatory needs, performed engineering planning studies, created forward thinking infrastructure plans, and developed innovative approaches to increase sustainability. He has also negotiated water and sewer contracts and municipal agreements and written ordinances that fund and protect that City's infrastructure and the environment still today. His focus is on integrating design and construction to create efficient systems that are easy to operate, with an eye on value engineering and overall lifetime costs.



Tyler Hastings, PE, CPESC - Quality Assurance / Quality Control

Education: Bachelor of Science, Biological Systems Engineering · University of Wisconsin, Madison

Tyler will serve as the quality assurance / quality control team member for this project. He will ensure that all deliverables are the on-time and of top quality. Tyler is a highly skilled civil engineer with over 12 years of experience in project management and design. He has a strong background in various municipal engineering projects, including street, sanitary sewer, watermain, storm sewer, and trail design, and has expertise in stormwater engineering and regulatory compliance. Tyler excels in leading teams, effectively communicating with clients, and obtaining funding for projects through various programs. He is proficient in AutoCAD Civil 3D and ArcMap, and uses these tools to maximize productivity and deliver successful projects. In addition to his technical skills, Tyler is also able to assist clients in strategically pursuing the most appropriate funding options for their projects.

3. PROJECT TEAM



Dylan Notsch - Staff Engineer

Education: Bachelor of Science, Civil Engineering · University of Wisconsin, Platteville

Dylan will be responsible for the modeling. Dylan is a Design Engineer and a recent graduate from the University of Wisconsin-Platteville. He has gained valuable experience through internships and research positions, including working as a Water Resources Intern where he used various programs to model storm sewer systems and water quality devices. He has also worked as an Undergraduate Research Assistant, researching the effects of anti-icing materials on concrete. Dylan's education and hands-on experience make him well-prepared to tackle a wide range of engineering projects.

4. PROJECT TEAM EXPERIENCE

SHELBY SEWER CAPACITY STUDY – SHELBY SANITARY DISTRICT, SHELBY, WI

CBS², with Bernie Lenz as project manager, contributed to the town's efforts by conducting an analysis to pinpoint shortcomings in the capacity of the municipal sanitary sewer collection system. This involved data collection and the creation of a comprehensive sewer pipe network model. This work will serve as a valuable resource for the town's future growth planning and will facilitate negotiations related to sewer contracts.

ST. CROIX FALLS, NORTH HAMILTON - ST. CROIX FALLS, WI

This was a 2-phase project to address several issues in one of the older streets in the City. The first phase consisted of installing new water and sanitary services for a new toilet building in a popular park within the City. Because of the elevation challenges, a grinder pump was installed to convey sanitary sewer for the new building. This system was designed and permitted by CBS².

Phase 2 included water main replacement, the addition of a multi-use trail, and the creation of a new street. The new street will serve several river front properties that would not be accessible without the creation of the new street. Again because of elevation issues, a small lift station was designed and permitted by CBS². This lift station will have the capacity to serve up to 26 residential homes, anticipating future build out and the connection of existing homes that are currently on well and septic.

SEWAGE LIFT STATION NO. 4 REPLACEMENT – CUMBERLAND, WI

CBS² was hired for this sewage lift station project that includes construction of a concrete wet well, duplex submersible sewage pumps, installation of an above grade valve package with enclosure, relocation of existing engine generator, construction of connecting sanitary sewer and sewage force main. It also included installation of sanitary sewer replacement, sanitary sewer lateral replacement, three manholes, 270 tons of asphalt roadway reconstruction, 400 CY of crushed aggregate base course, and demolition of two existing sewage lift stations.

SEWAGE LIFT STATION NO. 5 RENOVATION – CUMBERLAND, WI

CBS² partnered with the City of Cumberland for a sewage lift station project that includes demolition of the existing lift station building, reuse of existing wet well, duplex submersible sewage pumps, installation of an above grade valve package with enclosure, automatic transfer switch, pump control panel, engine generator, fenced enclosure for lift station and generator, and site restoration.

SEWAGE LIFT STATION NO. 8 RENOVATION – MARINETTE, WI

CBS² was hired to assist the City of Marinette with a sewage lift station project that includes demolition of the existing lift station pump chamber, reusing the existing wet well, slip lining the existing steel wet well with concrete, duplex 180 GPM submersible sewage pumps, new pump control panel, and installation of an above grade valve package with enclosure.

5. PROJECT SCHEDULE/TIMELINE WITH KEY MILESTONES

Milestone	Date
Selection of Consultant	October 2nd, 2023
Development of Contract	October 3rd - 10th, 2023
Project Soft Start	October 17th - 31st, 2023
Meeting with City (Project Kick-off)	October 31st, 2023
Update Land Use Inventory and Population Growth Estimates	November 1st - 15th, 2023
Meeting with City (Summarize/review findings and identify land use/population growth update approach to carry forward and incorporate into the next steps)	~November 20th, 2023
Update INFOSWMM Model	November 20th - December 18th, 2023
Meeting with City (Summarize findings; add, remove, or modify conceptual design concepts; and identify collection system upgrades to model)	~December 19th, 2023
Set Feasibility Measures	December 19th, 2023 - January 2nd, 2024
Meeting with City (finalize feasibility analysis method and scope)	~January 3rd, 2024
Feasibility Determination / Perform Feasibility Analysis	January 3rd - 10th, 2024
Meeting with City (summarize findings and discussion implementation criteria)	~January 11th, 2024
Prepare and Present Final Report <ul style="list-style-type: none"> • Prepare draft report (2 weeks) • City review and edits (2 weeks) • Prepare (1 week) and present final report to Council 	February 20th, 2024

*Timeline based on assumption of City Council meeting dates where selection of consultant and award of contract may occur. The timeline will shift if the assumption is wrong. If desirable by the City, the schedule and timeline has room to be compressed to expedite the work.

** Meeting may be via web meeting technology, except City Council Meeting

6. TASK BREAKDOWN

1. Project Soft Start

- Review 2018 Sewer Collection System Study and InfoSWMM sewer model/approach.
 - NE Lift Station and collection system
 - SE Lift Station and collection system
 - NW Lift Station and collection system
 - SW Lift Station and collection system
- Review 2012 Comprehensive Plan
- Review Capital Improvement Plan
- Review any other relevant work the City may provide

2. Project Kick-off Meeting

- Go over all existing or related efforts and data.
- Examine the pertinent data required for this project and delve into its sources and acquisition methods.
- Discuss overall direction and plan for study.

3. Update Land Use Inventory and Population Growth Estimates

- Examine the recently revised land use records and population growth forecasts, then contrast them with the presumptions established in the 2018 study.
- Identify potential shifts in land use and population growth, and formulate strategies for integrating these changes into a remodel.
- Arrange a meeting with the City to present the results of the review and determine the strategy for updating land use and addressing population growth in the upcoming phases.

4. Update INFOSWMM Model

- Identify the areas of significant change based on new land use and growth.
 - Identify proposed main size and locations
 - Identify lift station deficiencies
 - Force mains and connection points
- Develop conceptual collection system upgrades.
- Convene a meeting with the City to recap findings, make adjustments to conceptual design concepts (adding, removing, or modifying), and pinpoint the necessary collection system upgrades for modeling purposes.

5. Set Feasibility Measures

- Model and evaluate collection system upgrade scenarios retained from prior phases.
- Create potential evaluation criteria and methodologies for assessing the feasibility of the modeled scenarios.
 - Cost
 - Other utility conflicts
 - Cover
 - Time duration
- Arrange a meeting with the City to conclude discussions on the method and scope of the feasibility analysis.

6. Feasibility Determination

- Perform feasibility analysis.
- Meet with the City to summarize findings and discuss implementation criteria.

7. Prepare and Present Final Report

- Prepare draft report
- City review and edit
- Prepare and present final report to Council

7. ESTIMATED CONSULTANT COST																
	Senior Project Manager		Municipal Project Manager		Project Engineer		Senior CAD/GIS Technician		Administrative Specialist		Senior Professional Land Surveyor					
	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	Sub-Task Totals			
													hours	cost	cost by task	
<ul style="list-style-type: none">Project Soft Start<ul style="list-style-type: none">Review 2018 S Sewer Collection System Study and InfoSWMM sewer model/approach.Review 2012 Comprehensive PlanReview Capital Improvement PlanReview any other relevant work City my provide															\$2,880	
	2	\$400		\$0	4	\$440		\$0		\$0		\$0		\$840		
	2	\$400		\$0	1	\$110		\$0		\$0		\$0		\$510		
	2	\$400		\$0	1	\$110		\$0		\$0		\$0		\$510		
	4	\$800		\$0	2	\$220		\$0		\$0		\$0		\$1,020		
<ul style="list-style-type: none">Project Kick-off Meeting<ul style="list-style-type: none">Go over all existing or related efforts and dataDiscuss data that is useful and needed for this project and where and how to get itDiscuss overall direction and plan for study															\$1,240	
	2	\$400		\$0	2	\$220		\$0		\$0		\$0		\$620		
	1	\$200		\$0	1	\$110		\$0		\$0		\$0		\$310		
	1	\$200		\$0	1	\$110		\$0		\$0		\$0		\$310		
<ul style="list-style-type: none">Update Land Use Inventory and Population Growth Estimates<ul style="list-style-type: none">Review updated land use inventories and population growth projections and compare them to assumptions made in 2018 Study.Identify possible land use/population growth changes and develop possible approach(s) on how to incorporate these into a remodel.Meet with City to summarize review findings and identify land use/population growth update approach to carry forward and incorporate into the next steps.															\$4,286	
	2	\$400		\$0	4	\$440	2	\$238		\$0		\$0		\$1,078		
	2	\$400		\$0	2	\$220	8	\$952		\$0		\$0		\$1,572		
	2	\$400		\$0	4	\$440	6	\$714	1	\$82		\$0		\$1,636		
<ul style="list-style-type: none">Update INFOSWMM model<ul style="list-style-type: none">Identify the areas of significant change based on new land use and growthDevelop conceptual collection system upgrades.Meet with City to summarize findings; add, remove, or modify conceptual design concepts; and identify collection system upgrades to model.															\$8,398	
		\$0		\$0	12	\$1,320	8	\$952		\$0		\$0		\$2,272		
		\$0		\$0	28	\$3,080	8	\$952		\$0		\$0		\$4,032		
	2	\$400		\$0	6	\$660	8	\$952	1	\$82		\$0		\$2,094		
<ul style="list-style-type: none">Set Feasibility Measures<ul style="list-style-type: none">Model and review collection system upgrade scenarios caried forward from previous taskDevelop possible evaluation factors and methods to evaluate feasibility of modeled scenariosMeet with city to finalize feasibility analysis method and scope.															\$8,736	
	2	\$400		\$0	16	\$1,760	8	\$952		\$0		\$0		\$3,112		
	4	\$800		\$0	16	\$1,760	16	\$1,904		\$0		\$0		\$4,464		
	2	\$400		\$0	4	\$440	2	\$238	1	\$82		\$0		\$1,160		
<ul style="list-style-type: none">Feasibility Determination<ul style="list-style-type: none">Perform feasibility analysis.Meet with City to summarize findings and discussion implementation criteria															\$4,434	
	4	\$800		\$0	16	\$1,760	8	\$952		\$0		\$0		\$3,512		
	2	\$400		\$0	4	\$440		\$0	1	\$82		\$0		\$922		
<ul style="list-style-type: none">Prepare and Present Final Report<ul style="list-style-type: none">Prepare draft reportCity review and editPrepare and present final report to Council															\$9,108	
	4	\$800		\$0	32	\$3,520	8	\$952	8	\$656		\$0		\$5,928		
	1	\$200		\$0	4	\$440	2	\$238	2	\$164		\$0		\$1,042		
	4	\$800		\$0	10	\$1,100	2	\$238		\$0		\$0		\$2,138		
Total																
	45	\$9,000	0	\$0	170	\$18,700	86	\$10,234	14	\$1,148	0	\$0		\$39,082		
Travel and Expenses										Cost				\$918	\$918	
Sub-contract														10% Mark-up		
												\$0		\$0		
															- Sub-totals -	
															\$40,000	
															\$40,000	



CERTIFICATE OF LIABILITY INSURANCE

Section 11, Item a.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy & Associates 2727 Grand Prairie Parkway Waukee IA 50263		CONTACT NAME: Ginger Franke PHONE (A/C, No, Ext): 309-282-3908 E-MAIL ADDRESS: gfranke@holmesmurphy.com		FAX (A/C, No):
INSURED CBS Squared Inc. 615 First Avenue NE, Suite 415 Minneapolis, MN 55413		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Charter Oak Fire Insurance Company		25615
		INSURER B: Phoenix Insurance Company		25623
		INSURER C: Travelers Property Casualty Co. America		25674
		INSURER D: Travelers Indemnity Co of CT		25682
		INSURER E: XL Specialty Insurance		37885
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 2043870380

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6804N256938	5/9/2023	5/9/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA7R707007	5/9/2023	5/9/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP4N259861	5/9/2023	5/9/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	UB4N259086	5/9/2023	5/9/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability Claims Made			DPR5012437	5/9/2023	5/9/2024	Each Claim Aggregate 2,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of New Prague 118 Central Avenue N New Prague MN 56071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Kari Coolidge</i>

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SANITARY SEWER COLLECTION SYSTEM FEASIBILITY STUDY

CITY OF NEW PRAGUE, MINNESOTA



Real People. Real Solutions.

Contact:

Joe Duncan, PE | 507-381-9909

Joe.Duncan@bolton-menk.com

1960 Premier Drive | Mankato, MN 56001

507-625-4171 | Bolton-Menk.com



Real People. Real Solutions.

1960 Premier Drive

Section 11, Item a.

507-625-4171 | Bolton-Menk.com

September 19, 2023

Joshua Tetzlaff
City Administrator
City of New Prague
118 Central Avenue North
New Prague, MN 56071

RE: Proposal for Sanitary Sewer Collection System Feasibility Study

Dear Joshua:

The City of New Prague is looking to complete a feasibility study for the improvement and expansion of their sanitary sewer collection system in order to begin analyzing the system's future needs. At Bolton & Menk, our foundation was built on providing municipal services; we have developed a vast understanding of sanitary sewer system analysis, planning, and regulation. Our approach will provide a fresh look at the four growth areas within the city's current sanitary sewer plan, analyze the existing system capacity, evaluate future capacity needs, and update your current plan with our findings and recommendations. Our approach to engineering services makes New Prague's priorities our priorities. We understand what needs to be accomplished for the successful completion of the Sanitary Sewer Collection System Feasibility Study.

FRESH PERSPECTIVE – We work tirelessly to help communities see new perspectives. Understanding your previous infrastructure investments can shed new light on challenges and allow for alternative solutions. We believe the City of New Prague will find confidence and value in our wastewater services and solutions. Furthermore, we understand the importance of being able to speak directly to the technical expert during the project. With more than 900 employees and specialists supporting municipal infrastructure investment, sanitary sewer system modeling, GIS data analysis with Python programming, and public works project design and management, we offer the expertise of a national firm, but we are just down the road.

PROVEN EXPERIENCE – When it comes to wastewater treatment plants and comprehensive sewer modeling experience, Bolton & Menk is next to none. We have worked on more than 100 wastewater treatment facilities in the state and completed numerous comprehensive sanitary sewer modeling projects just like this one in recent years. Drawing from our experience, we can apply the right solution specific to the City of New Prague's needs and priorities. We focus on modeling accuracy to provide you with realistic findings and recommendations.

YOU KNOW AND TRUST OUR TEAM – Since our partnership began, Bolton & Menk has successfully completed more than 40 projects for the City of New Prague. You know our approach and the importance we place on a process with flexibility, transparency, and agency and public engagement at the forefront. You will likely get proposals from several consultants that can develop a sanitary sewer system feasibility study, but with our team you also get our history and established relationships within the community and with key stakeholders. Our team includes experts in planning, design, engineering feasibility, cultural and natural resources, and funding—all under one roof and many of which you know. Jon Peterson, lift station designer, and John Shain, GIS specialist, are two familiar faces ready to hit the ground running on track to another successful project for New Prague. We are passionate about seeing this through.

In continued service to the City of New Prague, we are excited at the opportunity to complete the Sanitary Sewer Collection System Feasibility Study. I will serve as your lead client contact and project manager. Please contact me at 507-381-9909 or Joe.Duncan@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

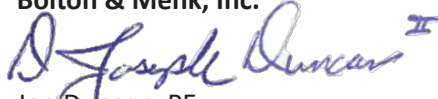

Joe Duncan, PE
Project Manager

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PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

The City of New Prague is requesting a review of their Sanitary Sewer Collection System Comprehensive Plan to prepare a feasibility study outlining the potential expansion of the sewer system. This includes an update to the InfoSWMM system model to include more detail in the NE, SE, NW, and SW lift station and collection areas. We understand the project will include the following key items.

- Review the previous study and models and confirm critical assumptions
- Confirm pipe sizes with current land uses and growth areas
- Update preliminary pipe sizes and lift station designs
- Layout out future collection systems including pipe locations, rims and inverts, force main routes, and lift station locations
- Develop preliminary phasing, cost estimates, and a summary of funding sources

The city can rely on our extensive experience developing comprehensive sewer planning, maintaining those plans through continuous modeling and land use updates, and providing development-dependent feasibility studies. Because of the substantial investments in New Prague's sewer utility collection system, we will be able to understand the evolving community—resulting in cost savings.

PROJECT APPROACH

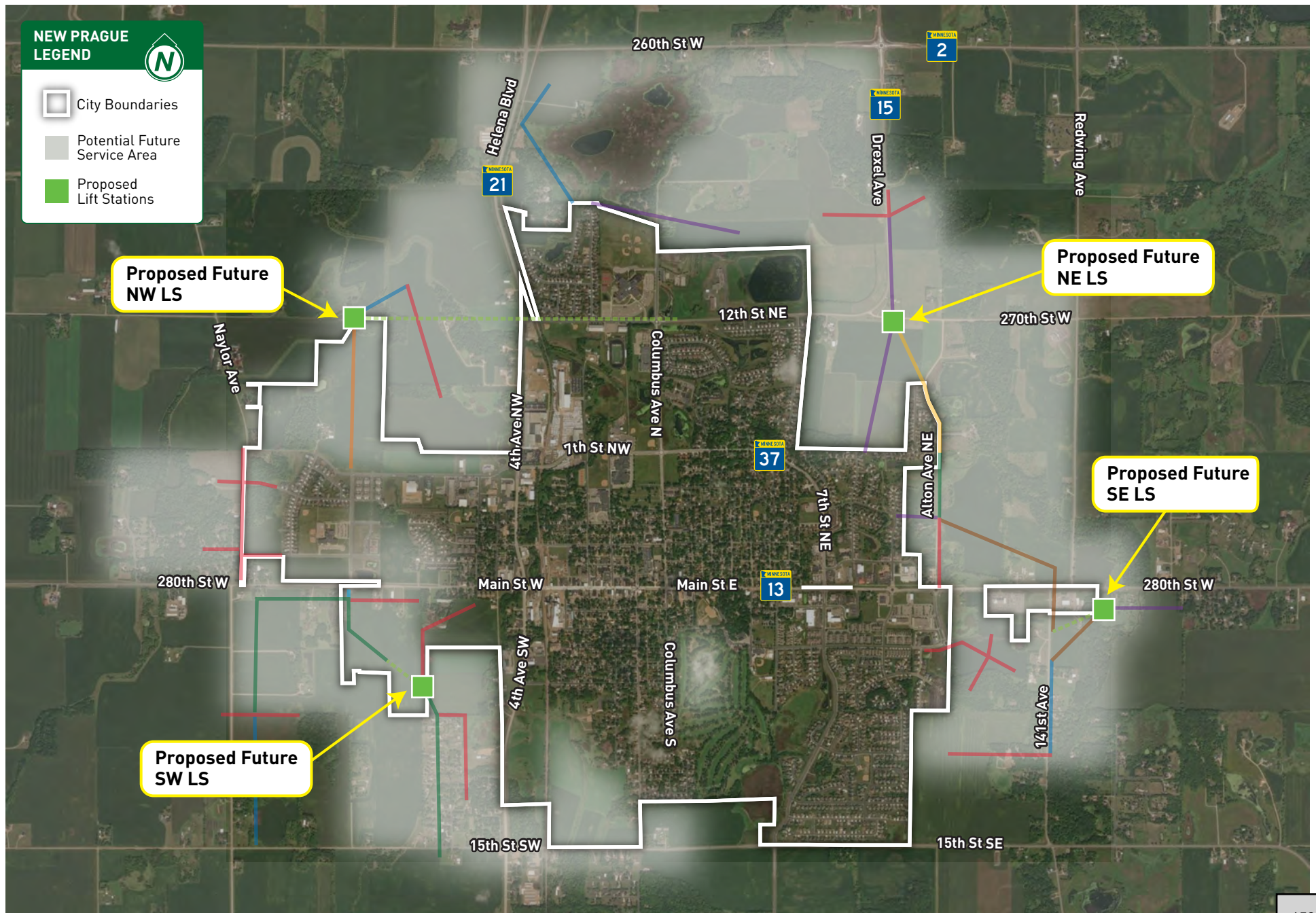
A feasibility study relies on a complete understanding of the City of New Prague's challenges and resources, as well as future city development goals. Our approach to updating your system modeling and developing a study that includes gaining support of the community and its stakeholders.

The City of New Prague can be confident in Bolton & Menk's policy to staff all major projects using a team approach, always maintaining close coordination between the city and the project team. The team assembled for this project will provide:

- Project management
- Technical review
- Sanitary system evaluation
- Hydraulic modeling abilities
- Digital file management
- GIS/AutoCAD data storage and display
- Wastewater treatment plant evaluation
- Capital improvement planning
- Proven experience

We are confident this approach, further detailed in the Task Breakdown section starting on page 10, will meet the city's goals and objectives of the Sanitary Sewer Feasibility Study.

The map on the following page illustrates our understanding of where the proposed lift stations (NE, SE, NW, and SW) will be located. We have also indicated potential future service areas.



PROJECT TEAM

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. **We have provided résumés of key team members at the end of this proposal.**



JOE DUNCAN, PE
Project Manager

Joe will ensure we have the personnel and resources to skillfully accomplish the project within the agreed-upon schedule. He will monitor progress, schedule, and

budget and work closely with the team to ensure critical issues are addressed promptly. His familiarity with city staff, procedures, and expectations will help keep the process on track relative to city expectations and preferences.

Joe is a senior principal engineer and project manager who assists his clients to achieve their goals and vision. He began his career in 1992 and has experience in the planning, design, and administration of civil and municipal engineering projects. Joe uses his experience with city infrastructure reconstruction projects, municipal state aid and state cooperative agreement projects, residential and commercial developments, storm sewer and detention basin design, and construction administration to serve a variety of clients.



TIM OLSON, PE, CFM
Technical Advisor

Tim has been involved in many similar comprehensive sanitary sewer plans and will draw upon that experience to advise the team in providing a plan that fits the City of

New Prague's needs.

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, innovative best management practice design, hydrologic and hydraulic modeling, drainage design and construction plan review, and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.



DOMINIC DIVITA, EIT
Modeling Specialist

Dominic will be responsible for data collection, technical analysis, and report development for the project. He will use his sanitary analysis and technical modeling

skillset to complete deliverable products on time and with a high level of quality.

An environmentally-minded engineer, Dominic joined the Bolton & Menk team in 2021. He is a water resources design engineer who is passionate about expanding his knowledge and experience in water quality, stormwater management, and restoration fields. His responsibilities include stormwater management systems design, hydraulic and hydrologic modeling, and preparation of engineering reports. Dominic loves to give back to his community and often volunteers for Engineers Without Borders on drinking water projects.





JON PETERSON, PE
Lift Stations and WW Plant Expert

Jon will be responsible for technical review and analysis for all lift stations, as well as anything associated with the wastewater plant flows. He will use his knowledge of

New Prague's sanitary system, experience, and technical skillset to complete deliverable products on time and with a high level of quality.

Jon likes the variety of challenges he faces in his engineering career and the opportunity to use creativity to find the best solution. Jon is a registered professional engineer with experience in all phases of water, wastewater system design, and on-site construction observation and administration. He began engineering in 1985, gaining experience in design, construction, and inspection of water treatment facilities, wastewater treatment facilities, wastewater collection and transportation systems, and water distribution facilities. Over the last decade, Jon has developed into a premier resident project representative and project manager, handling construction of New Prague WWTF, Cologne WTP, Marshall WWTF, and the award-winning Pipestone WTP.



JOHN SHAIN, GISP
GIS Specialist

John will lead GIS analysis and mapping efforts. He provides support on various projects, including data collection, data management, spatial analysis, and map

creation. He is especially experienced with designing and creating online interactive maps. He excels at creating map figures, performing data analysis, and online interactive maps and applications to help communities we serve make informed decisions.

John began his career with the firm in 1999 after graduating with a degree in professional geography. His passion for local government and computer science morphed into an interest and expertise in mapping and displaying data. Bolton & Menk was willing to take a chance with John and embraced his ideas for GIS that were not yet widely practiced. Now Bolton & Menk is a premier GIS provider for municipalities in the Upper Midwest. As the leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development.

APPROXIMATE PERCENTAGE OF WORK TO BE COMPLETED BY EACH TEAM MEMBER	
NAME	PERCENTAGE
Joe Duncan, PE	8%
Tim Olson, PE, CFM	18%
Dominic Divita, EIT	52%
Jon Peterson, PE	10%
John Shain, GISP	4%
Survey Crew - Data Collection	8%

EXPERIENCE WITH SIMILAR PROJECTS

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of New Prague. Below are several examples of our recent work, highlighting the relevant experience of key team members.

SANITARY SEWER COMPREHENSIVE PLANNING, MULTIPLE CITIES

CITIES OF BROOKLYN PARK, COTTAGE GROVE, FARIBAULT, FARMINGTON, FOREST LAKE, LE SUEUR, AND ROSEMOUNT, MINNESOTA

As part of the comprehensive planning process, many communities have supplemental sanitary sewer comprehensive plans that detail current sewer system deficiencies; identify lift station capacities and prioritize upgrades; assess current inflow and infiltration issues and develop plans for mitigation; and analyze future trunk sewer needs based on potential land use changes. Bolton & Menk has led technical teams to develop comprehensive sanitary sewer system hydraulic modeling calibrated to measure flow data and sanitary sewer comprehensive plan updates. This unique combination of technical reporting, land use assessments, hydrodynamic modeling, and GIS integration provides communities with a sanitary sewer planning framework for long-term system assessments that will evolve with developing communities. These plans are continuously leveraged to inform capital improvement plans and expedite the project planning process. This upfront investment in modeling, reporting, and GIS upgrades translates to significant cost savings during final project delivery.



Sanitary Sewer Collection System Feasibility Study
City of New Prague, Minnesota

SANITARY SEWER COMPREHENSIVE PLAN IMPLEMENTATION, CITY OF MONTICELLO, MINNESOTA

The City of Monticello required a comprehensive analysis of how projected growth would affect the sanitary sewer system and the wastewater treatment facility. Our objective was to identify the thresholds for sanitary flow that would trigger the need for constructing additional truck lines and rerouting, ensuring that the evolving needs of the expanding community were met.

By leveraging growth projections and conducting land use mapping, Bolton & Menk successfully determined the future flow requirements from different areas and identified potential bottleneck issues. This analysis was crucial in assisting the city with developing a capital improvement plan associated with possible development. Our work involved assessing the impact of various land uses on the sewer system as the community grows.

Now, as the city expands into their future growth areas, Bolton & Menk manages the sanitary sewer system modeling by updating sewer alignments and elevations, updating land use and future service flow projections, updating sewer capacities and sizes to best inform development needs. Some projects include the Northwest Small Area Plan, site-specific development verifications, Downtown Improvement Project, and the Fallon Avenue Lift Station Project.



COMPREHENSIVE SANITARY SEWER ASSESSMENT, DESIGN, AND CONSTRUCTION, CITY OF FARIBAUT, MINNESOTA

During a comprehensive plan update process, the City of Faribault worked with Bolton & Menk to update its Comprehensive Sanitary Sewer Plan. The Bolton & Menk team managed the development of a city-wide hydraulic model with flow measurement calibration, a comprehensive sanitary sewer plan update, and future trunk sewer connection needs. Faribault now has a framework for future sewer needs based on expected commercial, industrial, and residential development.

Since the development of the city-wide sanitary sewer model and comprehensive plan, the city has worked closely with Bolton & Menk to implement several projects. By leveraging the recommendations of the model and plan, the city was able to save significant time and preliminary design budget during the Trunk Highway 3 Sanitary Sewer and Regional Trail Improvement Project. The regional pipe size upgrades determined during the planning process were used to jumpstart the final design process.

Furthermore, a Small Area Land Use Plan in western portion of the city is already served by sanitary sewer. Through the Sanitary Sewer Comprehensive Plan Process, all update land uses were included in the modeling to verify the trunk sewer size and build confidence in the future service needs.



Sanitary Sewer Collection System Feasibility Study
City of New Prague, Minnesota

DOWNTOWN SANITARY SEWER SYSTEM ASSESSMENT, CITY OF FOREST LAKE, MINNESOTA

Forest Lake's downtown corridor has been identified as a high priority redevelopment area. Bolton & Menk leveraged the city's Comprehensive Sanitary Sewer Plan to develop a more refined local plan for the downtown area. This study identified current sewer capacity issues, changes in service flows based on critical land use changes, and proposed pipe sizing to accommodate future redevelopment. The plan will set expectations for future sanitary sewer sizing and rerouting requirements as redevelopment occurs.

During recent local street reconstruction projects as defined in the city's Capital Improvement Plan, the small area study was leveraged to identify pipe sizes required to meet future sanitary service needs. This helped the city bypass several planning steps and move toward final design and construction much faster.



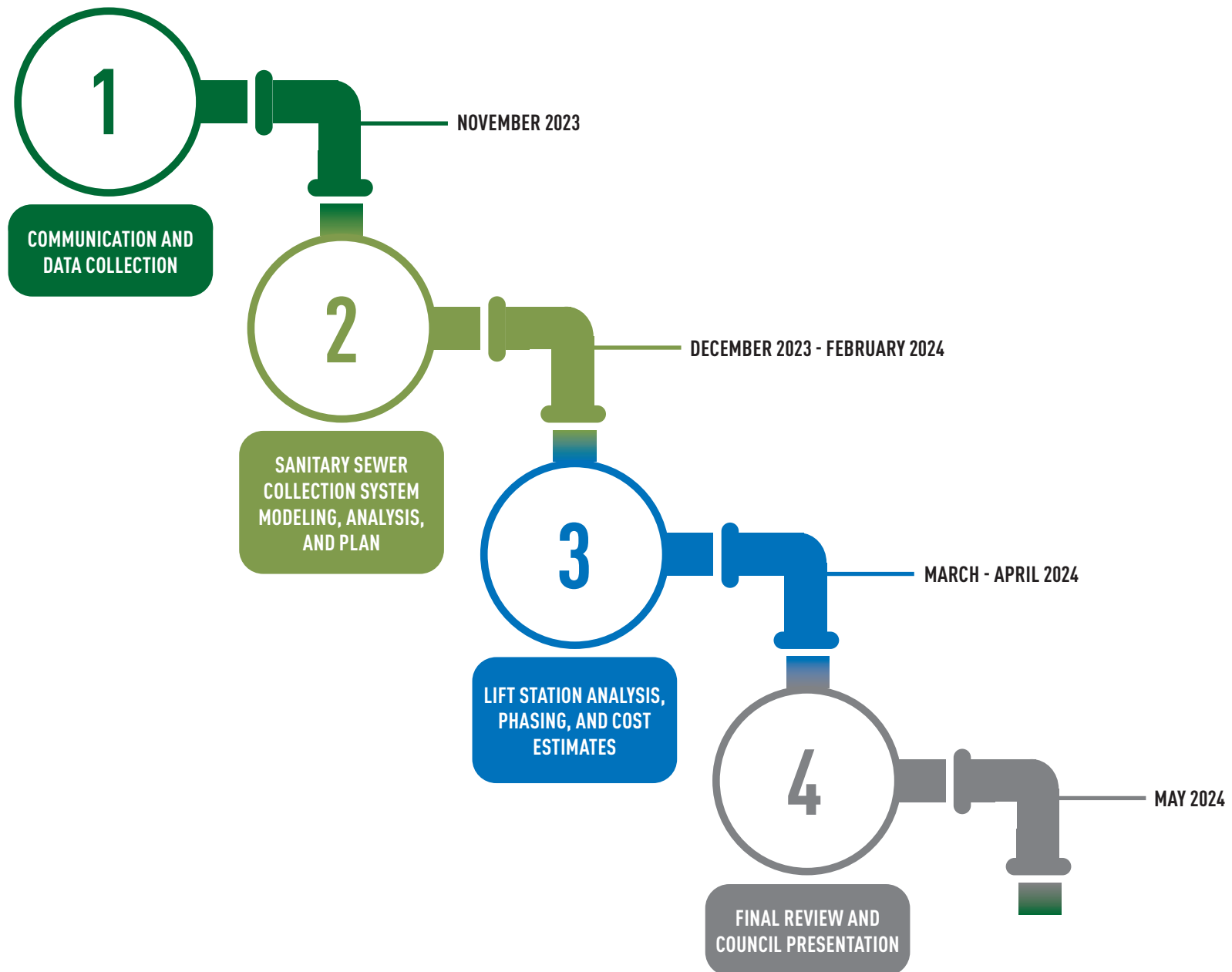
RECENT SANITARY SEWER PROJECT EXPERIENCE

Community	Project Name	Comprehensive Planning Document	Technical Report	Hydrodynamic Modeling	Flow Modeling	GIS Data Management
Aitkin	Citywide Sanitary Sewer Capacity Analysis		✓	✓		✓
Brooklyn Park	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Columbia Heights	Central Avenue/42 nd Avenue Sanitary Assessment and Design		✓	✓	✓	✓
Columbia Heights	West Central Avenue Interceptor Assessment		✓	✓	✓	✓
Cottage Grove	Comprehensive Sanitary Sewer Plan	✓				✓
Cottage Grove	Hydrodynamic Sanitary Sewer System Modeling		✓	✓	✓	✓
Cottage Grove	Sanitary Sewer Flow Increase Assessments		✓	✓	✓	
Edina	Sanitary Sewer Improvement Prioritization		✓	✓		✓
Faribault	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Farmington	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Forest Lake	Forest Lake Comprehensive Sanitary Sewer Plan	✓				✓
Forest Lake	Downtown Redevelopment Sanitary Planning		✓	✓	✓	✓
Inver Grove Heights	NW Area Sanitary Sewer Planning		✓	✓		✓
Inver Grove Heights	B-Line Hydrodynamic Modeling and Flow Monitoring		✓	✓	✓	✓
Inver Grove Heights	Fire Station Sanitary Sewer Capacity Analysis		✓	✓	✓	
Inver Grove Heights	Inver Hills Sanitary Sewer Assessment		✓	✓		
Iowa Great Lakes Sewer District	Comprehensive Sanitary Sewer Modeling and Planning	✓		✓	✓	✓
Jordan	Trunk Sewer Modeling and Interceptor Design		✓	✓		✓
Le Sueur	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Metropolitan Council	TH 13 Forcemain Assessment and Design		✓	✓	✓	✓
Metropolitan Council	Hastings Interceptor Assessment and Design		✓	✓	✓	✓
Monticello	Comprehensive Sanitary Sewer Plan	✓		✓	✓	✓
Monticello	Downtown Improvements			✓		✓
Northfield	St. Olaf Housing Sanitary Sewer Assessment		✓	✓		
Osseo	Sanitary Sewer Inventory		✓	✓		✓
Prior Lake	Annexation Area Assessment		✓	✓		✓
Prior Lake	Villas at Crest Woods Assessment		✓	✓		✓
Prior Lake	West Area Sanitary Sewer Expansion Assessment		✓	✓		✓
Randolph	City-wide Sanitary Sewer Extension Assessment and Design	✓		✓		✓

RECENT SANITARY SEWER PROJECT EXPERIENCE

Community	Project Name	Comprehensive Planning Document	Technical Report	Hydrodynamic Modeling	Flow Modeling	GIS Data Management
Rosemount	Comprehensive Sanitary Sewer Plan	✓		✓		✓
Rosemount	Scannell Development Sanitary Sewer Review			✓		✓
Rosemount	Met Council Reroute Assessment			✓		✓
West St. Paul	Signal Hills Sewer Assessment		✓	✓		
West St. Paul	Car Wash Sewer Flow Contribution		✓	✓	✓	
West St. Paul	Henry Sibly Aquatic Center Sewer Assessment		✓	✓		
Woodbury	Hargus Parkway Sewer Extension		✓	✓		

PROJECT SCHEDULE



TASK BREAKDOWN

The City of New Prague can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a timely and cost-effective manner. The detailed work plan below is outlined by tasks addressing all elements of the RFP.

TASK 1: KICKOFF MEETING AND COMMUNICATION

A kickoff meeting will be scheduled with city staff immediately after notice-to-proceed. We anticipate the kickoff meeting will be in person at the City of New Prague. At this meeting, we will

- Collect and review existing studies, plans, and models
- Collect information from city staff about issues, goals, and priorities
- Establish communication protocols associated with various plan aspects
- Formulate a mutually acceptable milestone schedule

We will also develop a plan for incorporating maps, modeling files, and practical field experiences with the existing sanitary sewer collection system.

During the kickoff meeting, we will prepare a schedule for minimum monthly meetings. We anticipate many of these meetings will be virtual, but can schedule in-person meetings as needed. We will also provide routine project updates via email.

DELIVERABLES: Meeting attendance, meeting minutes, project progress updates

TASK 2: EXISTING WASTEWATER COLLECTION SYSTEM PLAN AND MODEL REVIEW

We will review the city's current Sanitary Sewer Collection System Comprehensive Plan and associated InfoSWMM model. This will allow us to understand the system's current capacity, the previously proposed system expansion and upgrades, the lift station configurations and preliminary future capacities, survey data collection, and GPS info. This foundational research will provide a framework for the necessary land use and service flow impacts and potential recommended future system reconfiguration.

DELIVERABLES: Summary of findings, updated models

TASK 3: SANITARY SEWER HYDRAULIC MODELING UPDATES AND PRELIMINARY SYSTEM ADJUSTMENTS

We will leverage the 2018 Comprehensive Plan and available GIS information to identify updates to the city's projected land use and update sanitary service flows. We will follow the assumptions for land use based discharges and wet/dry weather flows as identified in the Sanitary Sewer Collection System Comprehensive Plan.

We will incorporate modifications to the system as a result of the recent Main Street construction

project, as well as identify any anticipated changes to pipe sizes, configurations, and development sequencing from the original plan. These changes will be presented to the city in a preliminary reconfiguration map.

DELIVERABLES: Summary of modeling updates, preliminary system issues and reconfiguration maps, GIS data, updated hydraulic models

TASK 4: PRELIMINARY DESIGN

We will engage in a more detailed preliminary design once preliminary issues and potential system reconfigurations are identified, discussed, and approved. This process will be performed for each of the four primary study areas—NE, SE, NW, and SW lift stations and collection systems. Preliminary design will include the following:

- Develop rim, invert, and pipe size information for any proposed collection system changes. This includes both gravity and force main systems.
- Determine any modifications to the lift station's design.
- Understand and summarize updated discharge information at the wastewater treatment plant and downstream facilities.
- Develop project phasing estimates including an understanding of development timing, the impacts to trunk sewer facilities, etc. It is especially important to understand flow velocities for pipe flushing to avoid clogging and more frequent pipe cleaning. If large diameters (greater than 18 inches) are proposed, it may take several years to generate enough service flow to routinely flush the pipe. These, and

similar system issues, will be identified and communicated to the city.

- Develop plan and profiles of the pipe configuration to understand potential ground cover issues.
- Develop cost estimates for each improvement. We understand these costs will be of the sewer collection system improvements only.

DELIVERABLES: Preliminary design, plan and profile sheets, cost estimates, updated GIS shapefiles

TASK 5: DEVELOP DRAFT AND FINAL FEASIBILITY STUDIES

Upon approval of preliminary design, Bolton & Menk will summarize our findings, project phasing, system reconfigurations, summary of potential funding strategies, and cost estimates in a feasibility report. We will also develop maps and figures of the system reconfigurations similar to those presented in the Sanitary Sewer Collection System Comprehensive Plan. We will present a draft report to the city for review, incorporate all comments, and ultimately present the final report to the city council for approval.

DELIVERABLES: Preliminary and final feasibility study



We work hard.

We devote ourselves to delivering the best service and solutions possible to each individual client—whatever it takes.



ESTIMATED CONSULTANT COST

The following table summarizes the hours and cost breakdown for each major work task item. The **not-to-exceed fee** includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Sanitary Sewer Collection System Feasibility Study		Bolton & Menk, Inc.							
Task No.	Work Task Description	Project Manager	Technical Advisor	Modeling Specialist	Lift Station Designer	GIS Specialist	Survey Crew	Total Hours	Total Cost
1.0	Kickoff Meeting and Communication	10	10	10	2	1	0	33	\$6,119
2.0	Existing Wastewater Collection System Plan and Model Review	0	3	6	2	1	16	28	\$4,906
3.0	Sanitary Sewer Hydraulic Modeling Updates	0	6	12	3	0	0	21	\$3,426
4.0	Preliminary Design	3	8	78	10	6	0	105	\$16,131
5.0	Develop Draft and Final Feasibility Studies	2	10	45	4	0	0	61	\$9,369
Total Hours		15	37	151	21	8	16	248	
Average Hourly Rate		\$221.00	\$193.00	\$137.00	\$208.00	\$193.00	\$181.00		
Subtotal		\$3,315	\$7,141	\$20,687	\$4,368	\$1,544	\$2,896		
Total Fee									\$39,951



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
08/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Minnesota, Inc. 1120 South Avenue North Mankato MN 56003		CONTACT Mary Portner, CISR PHONE (A/C, No, Ext): (507) 388-2010 FAX (A/C, No): (507) 388-5492 E-MAIL ADDRESS: Mary.Portner@bbrown.com	
INSURED Bolton and Menk, Inc. Bolton & Menk Southeast, LLC 1960 Premier Dr Mankato MN 56001		INSURER(S) AFFORDING COVERAGE INSURER A: Employers Mutual Company INSURER B: Continental Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24112	

COVERAGES

CERTIFICATE NUMBER: 2023-24 Bolton

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6D50852	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			6E50852	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			6J50852	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6H50852	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability E&O Deductible \$25,000			AEH114019718	12/31/2022	12/31/2023	Per Claim Limit \$5,000,000 Aggregate Limit \$10,000,000 Retro Active Date 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of New Prague 118 Central Ave. North New Prague MN 56071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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D. Joe Duncan, II, PE
Senior Principal Engineer

Education

Master of Science - Civil & Environmental Engineering
South Dakota State University

Bachelor of Science - Civil Engineering
South Dakota State University

Registration

Professional Engineer, Minnesota, North Dakota

Organizations

City Engineers Association of Minnesota

Economic Development Association of Minnesota

Greater Mankato Growth Board Member

Envision 2020 Transportation KPA Chair

Minnesota Society of Professional Engineers

National Society of Professional Engineers

Awards

Minnesota Society of Professional Engineers - Young
Engineer of the Year, 2005

2017 ACEC Honor Award - Belle Plaine Overpass

Summary

Joe is a registered professional engineer who began his career in 1993 gaining experience in project administration, planning, project conception, preliminary reports, and financing of capital improvements. Joe currently serves as consulting City Engineer for the Cities of Belle Plaine, Nicollet, and Courtland. He also serves as a client contact for the City of Mankato and Blue Earth County. Joe has served as project manager for numerous street and utility reconstruction projects, state aid projects, MnDOT Municipal Agreement projects, watershed modeling, stormwater management designs, large-scale retail site developments, and infrastructure management plans. Joe is the Civil Work Group Leader in Mankato as well as the facility manager for that location.

Experience

City of Belle Plaine, Minnesota

- Central Business District Infrastructure and Visual Enhancements Project
- TH 169 Overpass and Enterprise Drive Extension
- 2001-2013 Street & Utility Improvements
- TH 25 Additional WB Lane, MnDOT Municipal Agreement Project SP 7003-12, SAP 239-010-002
- TH 169 South Frontage Road, Federal ARRA Project
- 2004-2023 Drainage Stabilization Projects
- 2002-2023 Pavement Maintenance Projects

City of Mankato, Minnesota

- Adams Street and Kearney Addition
- Pine Street Railroad Crossing and 5th Avenue Reconstruction, Federal STP Project
- Mulberry and 2nd Street Intersection
- Eastwood Industrial Centre

City of Nicollet, Minnesota

- TH 111 Improvements
- 1998-2023 Street & Utility Improvements
- TH 99 Improvements
- MnDOT Cooperative Agreement Project - SP 5206-26
- Mara Tonka Subdivision
- Heideman Avenue Street & Utility Improvements

City of Waseca, Minnesota

- TH 13 Streetscaping
- Tennis Courts and Baseball Field Improvements

City of Lafayette, Minnesota

- Total City Street & Utility Reconstruction, USDA RD Project
- Skyview and 8th Street, MnDOT Municipal Agreement Project



Timothy J Olson, PE, CFM
Principal Water Resources Engineer



**BOLTON
& MENK**

Section 11, Item a.

Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
South Dakota School of Mines and Technology

Master of Science - Civil Engineering
South Dakota School of Mines and Technology

Registration

- Professional Engineer, MN
- Professional Engineer, IA
- Professional Engineer, WI
- Professional Engineer, ND

Certifications

- Association of State Floodplain Managers Inc. (ASFPM)
- Certified Flood Plain Manager - CFM

Summary

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, comprehensive sanitary sewer planning, sanitary sewer flow monitoring and capacity assessments, hydrologic and hydraulic modeling, and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources and sanitary sewer design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

Experience

Comprehensive Sanitary Sewer Planning

- City of Aitkin, Minnesota
- City of Brooklyn Center, Minnesota
- City of Cottage Grove, Minnesota
- City of Faribault, Minnesota
- City of Farmington, Minnesota
- City of Le Sueur, Minnesota
- City of Monticello, Minnesota
- City of Randolph, Minnesota
- City of Rosemount, Minnesota
- Iowa Great Lakes Sanitary Sewer District

Sanitary Sewer Small Area Study

- Central Avenue/42nd Avenue Sanitary Assessment, City of Columbia Heights, Minnesota
- Sanitary Sewer Flow Increase Assessment, City of Cottage Grove, Minnesota
- Downtown Redevelopment Sanitary Sewer Planning, City of Forest Lake, Minnesota
- NW Area Sanitary Sewer Planning, City of Inver Grove Heights, Minnesota
- TH 13 Force Main Assessment, Metropolitan Council, Minnesota
- Downtown Area Improvements, City of Monticello, Minnesota
- St. Olaf Housing Sanitary Assessment, City of Northfield, Minnesota
- West Area Sanitary Expansion, City of Prior Lake, Minnesota



Dominic DiVita, EIT
Water Resources Design Engineer



**BOLTON
& MENK**

Section 11, Item a.

Real People. Real Solutions.

Education

Bachelor of Science, Environmental Engineering,
University of Minnesota

Certifications

Minnesota Board of AELSLAGID

- Engineer In Training - EIT

University of Minnesota

- Design of Construction Stormwater Pollution Prevention Plan (SWPPP)

Bolton & Menk Authorized Trainer

- Low Salt Design Strategies - LSiD™

Summary

An environmentally-minded engineer, Dominic joined the Bolton & Menk team in 2021. Dominic is a water resources design engineer who is passionate about expanding his knowledge and experience in water quality, stormwater management, and restoration fields. His responsibilities include stormwater management systems design, hydraulic and hydrologic modeling, and preparation of engineering reports. Dominic loves to give back to his community and often volunteers for Engineers Without Borders on drinking water projects.

Experience

- Jamaica Avenue East Point, City of Cottage Grove, Minnesota
- McMenemy Street Improvement, City of Maplewood, Minnesota
- Stormwater Management Plan, City of Silver Bay, Minnesota
- System Flow Modeling, Iowa Great Lakes Sanitary District, Iowa
- East Lakeview Drive Improvements, City of Silver Bay, Minnesota
- County Road D Improvements, Ramsey County, Minnesota
- CSAH 15 Final Design, Washington County, Minnesota
- Sewer Modeling, City of Kannapolis, North Carolina
- CSAH 36 Design Services, Lake County, Minnesota
- 4th Street NE, City of Staples, Minnesota
- L-P3 Pond Improvements, City of Cottage Grove, Minnesota



Jon D. Peterson, P.E.
Principal Environmental Engineer

Education

Master of Science - Environmental Engineering
Iowa State University

Bachelor of Science - Civil Engineering
Iowa State University

Registration

Professional Engineer, Minnesota, Iowa

Organizations

American Water Works Association

Water Environment Federation

Summary

Jon likes the variety of challenges he faces in his engineering career and the opportunity to use creativity to find the best solution. Jon is a registered professional engineer with experience in all phases of water, wastewater system design, and on-site construction observation and administration. He began engineering in 1985, gaining experience in design, construction, and inspection of water treatment facilities, wastewater treatment facilities, wastewater collection and transportation systems, and water distribution facilities. In addition, Jon has extensive experience evaluating, designing and constructing lift stations for a variety of clients.

Experience

Wastewater Treatment Facilities

- City of Marshall, MN
- City of Windom, MN
- City of Worthington, MN
- City of Albert Lea, MN
- City of New Prague, MN
- Shakopee Mdewakanton Sioux Community
- City of Saint Peter, MN
- City of Northfield, MN
- City of Cologne, MN
- Minnesota River Valley PUC
- City of Waterville, MN
- City of Sleepy Eye, MN
- City of Janesville, MN

Lift Station Facilities

- City of New Prague
- Upper Sioux Community
- City of St Peter
- City of Northfield
- City of Waterville
- Shetek Area Water and Sewer
- Lake Washington Sanitary Sewer District
- City of Marshall
- Minnesota River Valley PUC

Water Treatment Facilities

- City of Pipestone, MN (Lime/Soda Ash Softening)
- City of Cologne, MN
- City of Belmond, IA (Lime Softening)



John D. Shain, GISP
Principal GIS Project Manager



**BOLTON
& MENK**

Section 11, Item a.

Real People. Real Solutions.

Education

Bachelor of Science - Geographic Information Systems
Minnesota State University, Mankato

Certifications

GIS Certification Institute
• Certified GIS Professional- GISP

Awards

Distinguished Alumnus - Minnesota State University,
Mankato, 2014

Above & Beyond Award - Bolton & Menk, Inc., 2020

Summary

John began his career with the firm in 1999 after graduating with a degree in professional geography. His passion for local government and computer science morphed into an interest and expertise in mapping and displaying data. Bolton & Menk was willing to take a chance with John and embraced his ideas for GIS that were not yet widely practiced. Now Bolton & Menk is a premier GIS provider for municipalities in the Upper Midwest. As the leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development.

Experience

GIS Project Experience

- ArcGIS Enterprise, City of Cottage Grove, MN
- GIS/IT Support Services, City of Maplewood, MN
- Minneapolis Storm and Sanitary Manhole Inspections, City of Minneapolis, MN
- Lower Sioux Community GIS
- Elk River Web GIS Application, City of Elk River, MN
- Street Lighting and Maintenance Assessment Update, City of Minneapolis, MN
- Street Lighting and Maintenance Assessment, City of Minneapolis, MN
- AUAR, City of Winona, MN
- GIS Implementation, City of Mankato, MN
- 2007-2008 Twin Cities Metropolitan Area Comprehensive Plans
- Water Resources Management Plan, City of Ramsey, MN
- GIS Mapping, Meeker County, MN
- Utility GIS Implementation, City of Mound, MN
- CSAH 1 Corridor Preservation Plan, Rice County, MN
- Transportation Study, Rice County, MN
- MSAS Mileage Designations, City of Albertville, MN
- GASB Infrastructure Management, City of Belle Plaine, MN

Civil Project Experience

- Marsh Street Improvements, City of Mankato, MN
- Chatfield on the Green 1st Addition, City of Belle Plaine, MN
- Farmers Ridge 1st Addition, City of Belle Plaine, MN
- Downtown Off Street Improvements, City of Saint Peter, MN
- CSAH 16 Reconstruction, City of Morristown, MN

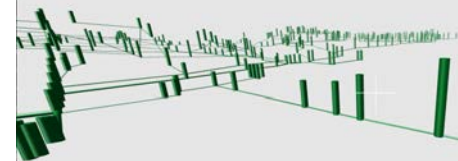
PROPOSAL FOR PROFESSIONAL SERVICES

Sanitary Sewer Collection System Feasibility Study

NEW PRAGUE, MINNESOTA | SEPTEMBER 19, 2023



NODES: 541
PIPES: 968
NORTHING: 130313.88
EASTING: 461847.25
ELEVATION: 9762.62
BEARING: South-West
FPS: 57



3D representation of New Prague
sanitary sewer model using Python



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



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for All of Us®

September 19, 2023

Joshua Tetzlaff, City Administrator
jtetzlaff@ci.new-prague.mn.us

RE: Sanitary Sewer Collection System Feasibility Study

Dear Mr. Tetzlaff and Members of the Selection Committee:

Five years ago, Short Elliott Hendrickson Inc. (SEH®) was fortunate to assist the City of New Prague with creation of a Sanitary Sewer Collection System Comprehensive Plan that laid the groundwork for decision making about needed improvements and expansion of your sanitary sewer system over the following years. At that time, the SEH team created a GIS database that compiled existing sewer structure data, record drawings, and lift station information and inspections, which in turn was used to configure an InfoSWMM model that evaluated current and future sewer capacity and needed improvements in four geographic service areas in the City.

Today, as New Prague continues to grow and expand, the City has identified the need to prepare a Feasibility Study that takes a deeper dive into specific needed improvements in each of the four service areas, develops recommendations with associated preliminary designs and cost estimates, and explores potential funding sources to help you plan for New Prague's future. SEH has a vested interest in the ongoing success of your collection system and is excited for the opportunity to serve as your partner in this important work. Here are some benefits we foresee in selecting our team:

CONSISTENCY AND FAMILIARITY. As primary author of your 2018 Comprehensive Plan, Bill Lueck makes an ideal choice to manage this Feasibility Study based on his existing knowledge of your system and significant experience delivering similar projects in other growing communities who like New Prague are facing similar needs. Bill has assembled a small but talented team to address each aspect of the Study at a reasonable cost and within the City's desired timeframe.

SANITARY SEWER MODELING EXPERTISE. Accurate modeling will be the backbone of this Study, allowing our team to simulate the overall impact of specific components before moving forward with design. SEH's modeling and GIS specialists have developed a suite of tools that allow us to efficiently take inventory of your system and simulate more scenarios with the same effort, meaning lower costs for you. This includes automated 3D modeling techniques to integrate with GIS and real-time identification of pipe network issues such as survey datum differences, missing data, or crossing pipe elevation conflicts. This will allow us to fine-tune the development phasing and confirm the sequencing of improvements required to serve New Prague's ultimate sanitary service area.

COMMITMENT TO NEW PRAGUE. SEH has also been fortunate to serve as City Engineer in New Prague over the past 14 years. As someone who works almost daily as an extension of your staff, SEH's Chris Knutson offers "big picture" knowledge of the City's inner workings and a personal, ongoing commitment to the welfare of your residents and employees. This, combined with the technical expertise and deep experience of our wastewater, GIS, and funding professionals, means you'll receive a quality product delivered by deeply motivated personnel.

As you read through our proposal, we hope you'll let us know if you need more information to make your decision. Bill is available at 612.716.8435 or wlueck@sehinc.com to answer any questions you may have. He and his team are eager to continue contributing to the City's success as you move into your future. Thank you for your consideration!

Respectfully submitted,



William Lueck
BILL LUECK PE (MN)
PROJECT MANAGER



Chris Knutson
CHRIS KNUTSON PE (MN)
CLIENT SERVICE MANAGER

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507
651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com
SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

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The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

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NEWPR 174575

Project Understanding

The City of New Prague seeks a consultant to complete a feasibility study to review the existing sanitary sewer system and develop the proposed phasing and improvements required to serve the City's NE, SE, NW, and SW service areas. Each of these areas will likely need a new lift station to maximize service and convey wastewater to the wastewater treatment plant. The analysis will recommend improvements to the existing system through:

- Reviewing previous study and sanitary sewer model
- Confirming proposed service area extents and estimate of proposed ultimate average and peak flows
- Updating the model based on recent developments and improvements since the 2018 Comprehensive Plan was completed and any recent changes to projected growth and development phasing
- Providing preliminary design information for the proposed lift stations required to serve project areas
- Providing rim and invert elevations for proposed sanitary trunk sewers
- Provide additional preliminary design information for connecting the proposed force mains to the wastewater treatment facility
- Providing phasing information for these improvements and potential limitations to expansion
- Providing plan and profiles of proposed improvements
- Providing updated capital improvements costs for the proposed improvements
- Identifying potential funding sources to implement construction

These objectives can be accomplished by tapping into the knowledge our team has gained from completing your previous Sanitary Sewer Comprehensive Plan, from performing similar hydraulic analyses for numerous communities across the upper Midwest, and by leveraging the local knowledge and experience of our staff assigned to the project.



UNDERSTANDING YOUR SYSTEM

Based on our previous work that included the development of an InfoSWMM model of the City's sanitary system as a part of the City of New Prague's Sanitary Sewer Comprehensive Plan, we already have a strong understanding of the existing and future system impacts due to average day and ultimate peak wet weather

events. We know it will be critical to develop a phased Capital Improvements Plan (CIP) to meet the City's existing internal growth and accommodate development phasing through the extension of sanitary service through construction of the NE, NW, SE, and SW lift stations and gravity sewers required to serve the City's ultimate development.

The SEH team has completed sanitary sewer capacity analyses for similar communities and industrial developments as indicated in our project experience, including the cities of Bayport, Grand Rapids, and Becker. And we are presently developing capital improvements for City of Sartell, the Western Lake Superior Sanitary Sewer District, and City of Mankato.



EFFICIENT MODELING WITH NEW AND EXISTING DATA

We understand that the modeling and CIP must be completed in a timely manner and needs to accommodate growth within the existing municipal service area and from the ultimate service area. We're able to hit the ground running by building upon our previous work to update the model and begin developing the proposed improvements in greater detail to meet the ultimate service area of the City.

Our team will assess the existing sanitary sewer system and recent improvements, revisit land use and service areas, and then use the existing InfoSWMM model to model the future sanitary sewer service area in greater detail. The model will be used for a more detailed analysis of the required interceptor and lift station capacities required to fully serve the NE, NW, SE, and SW service areas and recommend both near-term and future improvements.



CAPITAL IMPROVEMENT PLANNING

A CIP will be developed for both the sanitary sewer collection system and the proposed pump stations, gravity sewers, and force mains. The CIP will prioritize and schedule capital improvement projects to accommodate growth projections from the City. SEH Funding Specialist Kristin Proski will assist by reviewing potential funding options and sources to help accommodate the City's anticipated growth.

All project deliverables will be in electronic format. SEH will provide a GIS layer of modeled future trunk line locations and an electronic sanitary sewer model at the completion of the project.



Project Approach

In approaching a project as comprehensive and critical as this one, it's necessary to keep the big picture in mind and to develop a clear process toward resolving key issues.

To achieve your project goals, we've identified the following critical success factors around which we have framed our project approach and work plan:



Identify sanitary sewer system capacity limitations and develop improvement options. Alternatives will consider the system's useful life replacement needs and the likelihood of various growth scenarios.



Develop an improvement plan that cost-effectively meets the needs of the City in the near and long term.

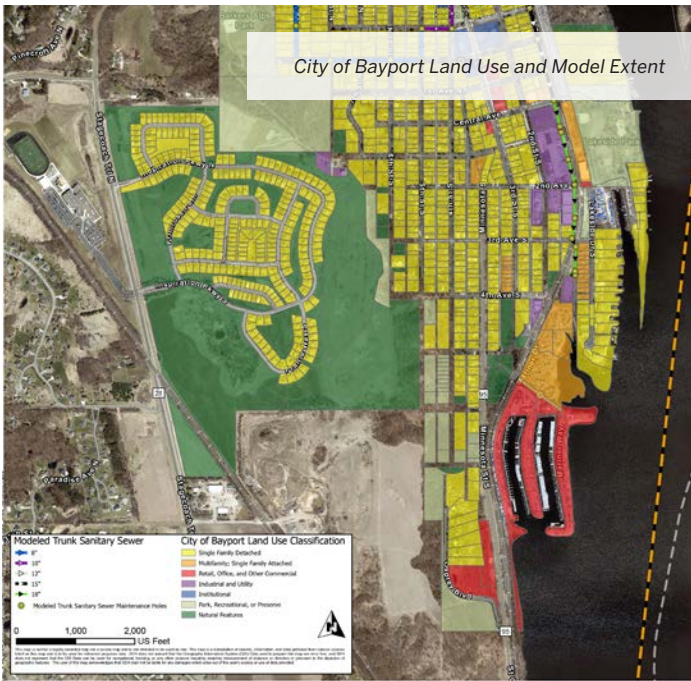
SEWER MODELING PLAN

First and foremost, SEH will review background data that the City has assembled for the project including previous reports, sewer mapping, GIS data, as-builts, existing and future land use, and anticipated development areas. The existing model skeleton will allow us to identify existing and future capacity limitations based on projected growth on the City's collection system. This updated model will serve as a valuable tool for decision-making in the near and long term.

SYSTEM CAPACITY LIMITATIONS

Existing and proposed land use will be updated in the model to develop wastewater flows based on anticipated land use loading rates and future population projections. In addition, individual parcels can be mapped to manhole nodes in the model to ensure that all parcels drain to the appropriate model node.

To ensure accurate simulations, SEH will recalibrate the system model to existing flows at the wastewater treatment plant (WWTP) and lift stations. The future system will be modeled with existing flows and anticipated growth for each individual sewershed. Appropriate peaking factors will be selected based on available flow monitoring data and on our experience completing similar projects in southern Minnesota.



CAPITAL IMPROVEMENT PLAN

Once the ultimate service area is updated and entered into the existing and future models, SEH will begin to identify and prioritize the necessary improvements. We will pinpoint the trunk sewers and pump station improvements that are required to maximize growth in the surrounding service areas.

Factors to consider when prioritizing project implementation will include the asset condition assessment information supplied by the City. For example, if a segment of pipe needs to be expanded, we will review the age and condition of the pipe (as available) and any anticipated street projects in the area as part of the recommended improvement and timing of the project.

SEH will develop planning level costs and operations/maintenance considerations for various options to address the sewer capacity limitations identified through the modeling. We will discuss options with the City in a workshop setting to determine critical improvements and priorities. An improvement plan will then be developed based on the segments and projects required to maintain existing and future sanitary service. Developed in collaboration with the City, the plan will consider phasing to accommodate growth and budget constraints.

PROPOSED SCOPE OF WORK

Our proposed scope of work is divided into five tasks, detailed below.

TASK 1 PROJECT MANAGEMENT

SEH will carefully manage the budget, schedule, and decision-making process in a manner that avoids delays and keeps the project moving forward. A project management plan (PMP) and communications plan will be developed at project outset and will be updated throughout project duration.

Through close collaboration with the City, we aim to identify critical tasks and deliverables from the beginning of the project and incorporate these into the PMP. This ensures that tasks and deliverables are reviewed during project meetings and tracked with lists and action items.

Our team values sharing information throughout the project to ensure timely decision-making and avoid delays or inconsistencies, while addressing any issues proactively. With your input, our communications plan identifies who needs to stay informed and the preferred method for information sharing and follow-ups.

TASK 1.1 – PROJECT ADMINISTRATION

Project Manager Bill Lueck will manage the day-to-day work over the duration of the project. Bill will oversee team and task coordination, maintain and regularly update a schedule for the overall project, invoice monthly, document project efforts, maintain project files, and communicate with the City project manager throughout the project.

TASK 1.2 – QUALITY

Quality Management Plan. Each project component will have a separate quality management plan (QMP) that is approved by the technical advisors assigned to the project. Team members will be assigned review tasks at milestones coordinated with City team members. This process will include review of issues and risks.

QA/QC Activities. A rigorous quality assurance/quality control (QA/QC) process will assess the activities and deliverables to enhance their function and usefulness.

SEH senior technical reviewers will provide detailed review of all deliverables. This will include numerical checks on all calculations and reasonableness evaluation of the results using experience gathered from our past projects.

TASK 1.3 – MEETINGS

SEH will conduct an initial kick-off meeting to introduce the team, review project goals and objectives, identify communication processes, stakeholder roles and responsibilities, progress meeting schedule, initial project schedule, and expectations.

An initial information request will be made at or after the kick-off meeting to identify pertinent information needed to efficiently get started with the project.

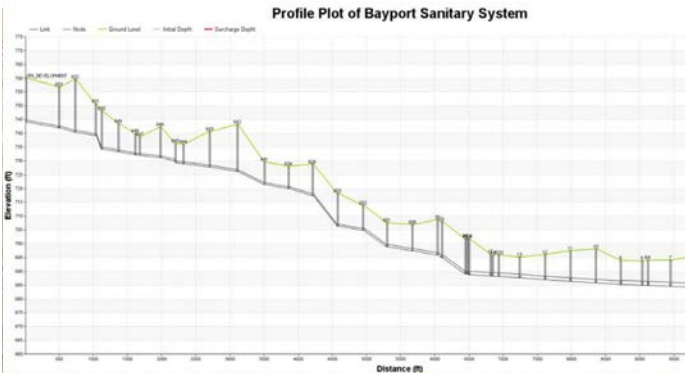
We will conduct five additional periodic meetings on the progress of the reconnaissance study phase with New Prague staff. The periodic meetings will serve as a conduit to gauge progress and allow for dissemination of additional information.

TASK 2 DATA COLLECTION AND REVIEW

Collecting and reviewing existing data and recent system and development changes for the New Prague sanitary sewer system will be a key aspect of the initial phase of the project to get an understanding of the system, obtain available information, and develop a model framework. The most important part of this task will be delineating the model extents to identify any missing information and ensure that the model will adequately address proposed improvements.

TASK 2.1 – DATA COLLECTION AND REVIEW

The SEH team will review all available information to be provided by the City including previous reports, sewer maps, existing flow data, manhole/pipe data, GIS database, AutoCAD base maps, WWTF records, population history and projections, lift station and pumping information, previous studies, current Comprehensive Plan, and other pertinent information.



City of Bayport InfoSWMM Model Output

TASK 2.2 – CITY STAFF INTERVIEWS

SEH will meet with New Prague staff to gain a clearer understanding of your system, identify where improvements have been made, and identify what additional sanitary sewer or development growth information might be available.

TASK 3 SERVICE AREA UPDATE

TASK 3.1 – FUTURE SYSTEM FLOW DEVELOPMENT

The Comprehensive Plan, population projections, and future sewer main routes will be reviewed to update the existing system and future system models. Service area boundaries will be confirmed for the four service areas and proposed connections to the existing system will be verified by physical survey. Lift stations and interceptor sewer service alignments and profiles will be updated. A similar process will be followed as was completed during the previous Comprehensive Plan, in which the ultimate development acreage will be assigned a land use and corresponding sanitary loading rate to develop the increased average flow for the future model. The average flow will then be peaked based on the peaking factors.

The future model will then be run to identify additional bottlenecks associated with the increased development. New sewers and sewers requiring upsizing will be identified.

TASK 3.2 – LIFT STATION ANALYSIS

New development areas will be assessed to determine if they can be served by gravity sewers or if lift stations would be required. New lift stations will be sited to maximize drainage area service, and will be sized to meet 10 State Standards. A meeting will be held with the City to discuss the size, capacity, and location of new lift stations, as well as required capacity increases for new lift stations.

TASK 4 MODEL UPDATE

SEH will use the information gathered in Task 2 to update the City of New Prague’s existing trunk sewer system.

TASK 4.1 –MODELING

Existing and future models will be updated based on any recent improvements the City has completed since the development of the existing InfoSWMM model, as well as any recent changes to dry or wet weather flows that require recalibration.

After the model is updated, we will calibrate and validate a preliminary model for alternative analysis and reconfirm bottlenecks in the existing system related to pipe or lift

station capacity. Two model runs will be completed, one for the existing condition and one for the ultimate future conditions, that take into account ultimate growth. Note that an analysis of the WWTF capacity is outside the scope of the model.

A list of bottleneck locations will be developed and a Technical Memorandum prepared that summarizes the capacity limitations of the existing system and identifies required improvements for the ultimate conditions.

TASK 5 CAPITAL IMPROVEMENTS

TASK 5.1 – IMPROVEMENT PLAN

The team will consider asset condition assessment information supplied by the City in developing options to address capacity limitations and prioritize projects for implementation. We will develop planning level costs and operations/maintenance considerations for various options to address the sewer capacity limitations identified through the modeling. Improvements may be required in phases to accommodate existing conditions, coordinate with other City projects, and cost-effectively implement improvements as needs increase service as development is phased.

TASK 5.2 – MEETINGS AND REPORT PREPARATION

We will use information from the previously discussed steps to produce a Technical Memorandum that summarizes the model results and incorporates phased implementation of capital improvements.

TASK 6 FUNDING AND PHASED PLAN

SEH will extend the value of the CIP by incorporating funding options and project phasing that capitalize on Kristin’s familiarity with available funding mechanisms and consider the City’s overall budget process.

The City of New Prague needs a consultant partner able to balance capital improvements planning for near-term and ultimate growth, sanitary sewer modeling, and the phasing of improvements to meet both current and future system needs. SEH is that partner!

Project Team

BILL LUECK PE (MN) PROJECT MANAGER

Bill is a senior professional engineer with extensive water and wastewater engineering experience, specializing in hydraulic conveyance projects for large sanitary sewer and storm sewer systems. Bill's experience has focused on piping and pumping systems for stormwater and sanitary sewer projects for cities and regional agencies. He brings strong experience coordinating the activities of a multidisciplinary design team to execute projects.

EXPERIENCE

Sanitary Sewer Collection System Comprehensive Plan – New Prague, MN
Technical leader for development of the Comprehensive Plan. The project involved development of an InfoSWMM model of the sanitary sewer collection system and identification of proposed capital improvements to meet ultimate sanitary flows for the New Prague community.

Collection System Master Plan – Mankato, MN
Technical leader for development of a InfoSWMM sanitary sewer model of the City and development of a sanitary sewer master plan. The project included flow development, calibration to several flow meters, capital improvements plan, and condition assessment of municipal lift stations.

Sanitary Sewer Comprehensive Plan – Lakeville, MN
Project manager responsible for leading creation of an InfoSWMM sanitary sewer model of the City and development of a sanitary sewer comprehensive plan. The project included flow development, calibration to several MCES flow meters, a capital improvements plan, and condition assessment of municipal lift stations.

Sanitary Sewer Business Park Expansion – Becker, MN
Technical lead for development of an InfoSWMM sanitary model to address commercial and industrial growth anticipated for a 2,000-acre development for the City.

Sewer Capacity Feasibility Analysis – Grand Rapids, MN
Technical leader on the project to provide a water and sanitary sewer system master plan to assist Grand Rapids in decision making with regard to proposed development.

Sanitary Sewer Comprehensive Plan – Coon Rapids, MN
Project manager who led the SEH team in delivering a five-part study of the City's sanitary sewer system which included a prioritized five-year capital improvement plan to address identified system needs. The team also assisted with construction observation of the 42 in. CIPP lining and manhole geopolymer concrete lining project.

Sanitary Sewer Comprehensive Plan – Sartell, MN
Technical leader on the project to create a comprehensive plan to address deficiencies within the sanitary sewer system and lift stations.



“When you work with me, you can expect my full attention, a collaborative approach, and quick response time on any issues that may arise.”

29
YEARS OF
EXPERIENCE



EDUCATION
Bachelor of Science
Civil Engineering
University of Minnesota



REGISTRATIONS/CERTIFICATIONS
Professional Engineer in Minnesota

RYAN KIBLER

MODELING

Ryan is a graduate engineer with experience on a range of wastewater treatment facility and collection system projects from studies through design, construction, and start-up services. He excels at preparing detailed sewer models and concisely summarizing the findings.



EXPERIENCE

Collection System Master Plan – Mankato, MN

Lead modeler for development of an InfoSWMM sanitary sewer model of the City and development of a sanitary sewer master plan. The project included flow development, calibration to several flow meters, capital improvements plan, and condition assessment of municipal lift stations.

Sanitary Sewer Comprehensive Plan – Lakeville, MN

Lead modeler for development of an InfoSWMM sanitary sewer model of the City and sanitary sewer comprehensive plan. The project included flow development, calibration to several MCES flow meters, capital improvements plan, and condition assessment of municipal lift stations.

Sanitary Sewer Business Park Expansion – Becker, MN

Lead modeler for the development of an InfoSWMM sanitary model to address commercial, industrial, and residential growth anticipated for a 2,000-acre development for the City.

Sewer Capacity Feasibility Analysis – Grand Rapids, MN

Lead modeler for the development of an InfoSWMM sanitary model to address commercial and industrial growth for the City of Grand Rapids and neighboring communities.

EcoHaven Development Sanitary Sewer Capacity Analysis – Bayport, MN

Lead modeler on the study to evaluate impact on the sanitary sewer system due to the extension to a proposed 21.6-acre, medium-density residential development located in the northwestern quadrant of the City. A sanitary sewer InfoSWMM model was calibrated to the lift station flow to identify capacity deficiencies and any needed upgrades along the sanitary sewer trunk system.

Sewer Capacity Feasibility Study, Sewershed D-17/17C – St. Paul, MN

Lead modeler for the capacity evaluation and system upgrade feasibility study for the sanitary sewer system within specific districts of the City to prepare for residential development. The three-phase project included system flow monitoring, hydraulic modeling using PCSWMM, and a capacity/feasibility evaluation. Flow data from 15 meters across a 260-acre area was utilized to calibrate a hydraulic model, which SEH used to develop and analyze potential collection system and lift station alternatives.

5

YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Environmental Engineering
Michigan Technological University

Bachelor of Science
Environmental Engineering
Michigan Technological University

CHRIS KNUTSON PE (MN)
CLIENT SERVICE MANAGER/COST ESTIMATES

Chris is a senior professional engineer with extensive municipal engineering experience. He has completed numerous street and utility improvement projects from planning through construction. This includes preparation of capital improvements plans, inflow and infiltration reports, feasibility studies, cost estimates, preliminary and final design, and construction administration. Chris serves as City Engineer for the City of New Prague, where he has worked on multiple projects since 2009.

EXPERIENCE

- City Engineering Services – New Prague, MN
- 2008 to 2023 Street and Utility Improvement Projects – New Prague, MN
- Business Park Planning and Preliminary Design – New Prague, MN
- TH 19/Main Street Final Design and Construction
- 2023-2024 Street and Utility Improvement Project – Henderson, MN
- 2022 Street and Utility Improvement Project – Vernon Center, MN
- WWTF Expansion and Phosphorus Reduction Project – Austin, MN
- Preliminary Engineering Report (USDA-RD) – Butterfield, MN
- Kern Bridge Preliminary and Final Design – Mankato, MN



16
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
Minnesota State University-Mankato



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN

Design of Construction SWPPP
University of Minnesota



PROFESSIONAL ASSOCIATIONS

American Public Works Association,
Member

City Engineers Association
of Minnesota

KRISTIN PROSOSKI
FUNDING SPECIALIST

Kristin has more than two decades of experience in community and economic development, including a variety of projects ranging from housing to industrial development. Kristin has assisted with securing numerous state and federal grants from a variety of agencies, as well as administered local funding to help advance projects. As a Community Development Specialist at SEH, Kristin assists clients with both overall funding strategies and securing grant and loan funds.

EXPERIENCE

- Wastewater Treatment Plant, EPA Funding – Bemidji, MN
- Drinking Water Reverse Osmosis System Funding – Lafayette, MN
- Lakeport Grant Writing (Duluth Seaway Port Authority) – Duluth, MN
- 4th Avenue Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant – Clear Lake, IA
- Multimodal Project Discretionary Grant (MPDG) Application – Eau Claire County Highway Department, WI
- EPA Brownfield SAG Application – Ashland, WI
- EPA Brownfield Assessment Grant Applications and Administration – Mankato, MN (prior to SEH)



20
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Urban and Regional Studies
Minnesota State University-Mankato



REGISTRATIONS/CERTIFICATIONS

Economic Development
Finance Professional - National
Development Council

MICHAEL STEUERNAGEL REG
GIS ANALYST

Mike is a GIS analyst with extensive experience in GIS and computer-aided drafting and design (CADD) projects, data integration, and automated mapping. He works with numerous agencies to collect and organize data sources and analyze and review data to create maps, graphics, tables, and other visuals for projects. Mike is proficient with ArcGIS Desktop, ArcGIS Online, ArcGIS Pro, ArcView, 3D Analyst, Network Analyst, Spatial Analyst, MicroStation, several database management systems, and numerous graphics programs.



30
YEARS OF
EXPERIENCE



EDUCATION
Master of Science
Geography (Emphasis: GIS)
St. Cloud State University

EXPERIENCE

- Sewer Capacity Feasibility Analysis – Grand Rapids, MN
- TH 19/Main Street Reconstruction – New Prague, MN
- Comprehensive Land Use Plan Update – New Prague, MN
- Sanitary Sewer Comprehensive Plan – Anoka, MN
- Industrial Park Redevelopment, Water and Sanitary Sewer – Grand Rapids, MN
- Sanitary Sewer Improvements – Wahkon, MN
- Sanitary Sewer Planning – Riverton, MN
- Opus Sanitary Sewer – Minnetonka, MN



ADDED VALUE

IN-DEPTH KNOWLEDGE AND UNDERSTANDING OF NEW PRAGUE

The SEH team offers a unique level of knowledge and understanding of New Prague that goes back to our first day working with you 21 years ago and carries through to the past 14 years serving as City Engineer. Over this time, we’ve cemented trusted relationships with residents, City staff, and other stakeholders through our successful delivery of multiple street and utility reconstruction projects, comprehensive sanitary sewer planning efforts, and water-related work. This highly valued shared history deepens our team’s commitment to and interest in continuing as a reliable partner to the New Prague community on your upcoming Sanitary Sewer Collection System Feasibility Study.

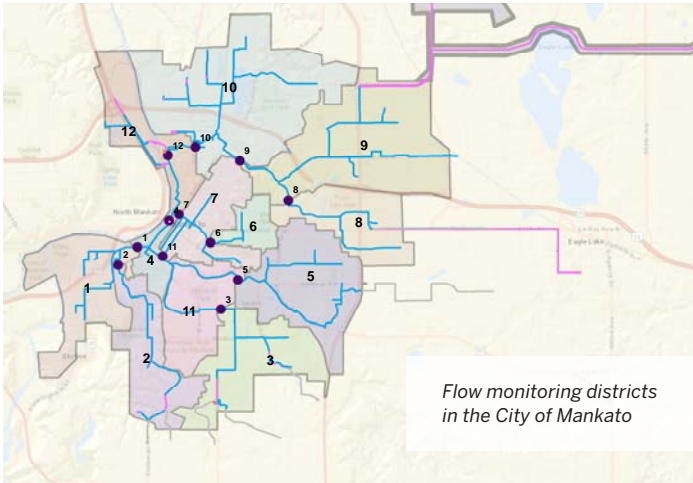


Project Experience/References

We encourage you to contact our references to verify the commitment we make to each client partner and, ultimately, to further explore how the proposed SEH team may best serve on your behalf.

COLLECTION SYSTEM MASTER PLAN

MANKATO, MN



As part of the City’s Comprehensive Sanitary Sewer Plan, SEH created a sanitary sewer model for Mankato to evaluate the existing system and provide recommendations for improvements to optimize peak flow capacity, plan for the City’s projected growth and connection of customer communities, and develop a CIP. The sanitary sewer model identified deficiencies to establish maximum capacities of different branches throughout the system and guide future land use planning.

The City consists of 43,000 residents and six customer communities generating an average daily flow of 8.1 mgd. InfoSWMM Suite 14.5 and ArcGIS v. 10.3.1 were used to model the trunk sanitary sewers (defined as sanitary sewer pipes 15 in. in diameter or greater). The City provided its sanitary sewer network data and SEH surveyed 50 manholes to finalize missing elevation data. SEH compiled the City’s existing GIS sewer structure data, as-built information from the City’s sewer construction plan sheets, lift station information, lift station inspections, and additional survey information into a GIS database to configure the model. We then used the model to evaluate current and future sewer capacities and required system improvements.

For the purpose of this analysis, the land use method was used to generate dry weather flows (DWF). Parcel areas were multiplied by the sanitary loading rate per existing land use and then assigned to the nearest manhole considered most likely to receive those flows. Flow monitors were installed in 12 districts and wet weather flow was calibrated to each of these districts and at the wastewater treatment plant.

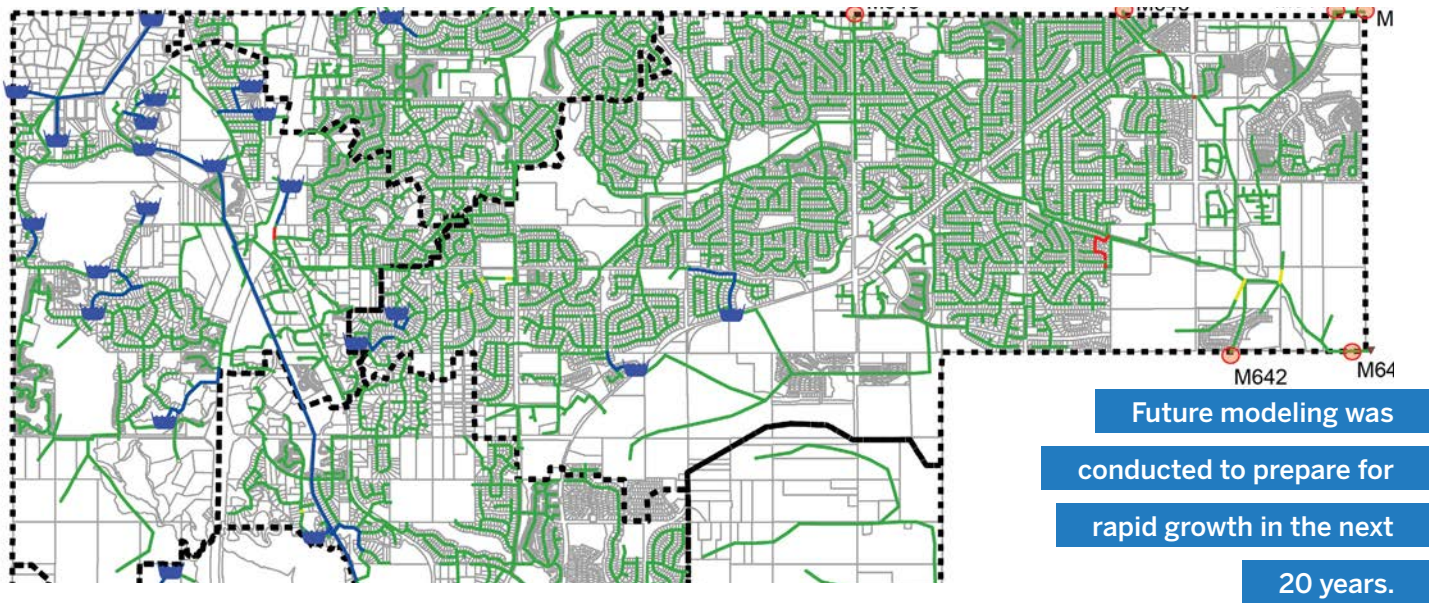
Overall, the system was able to handle existing dry and wet weather flows. It was recommended that areas of concern be monitored for potential capacity issues during wet weather events. Future conditions will require significant system upgrades to support flows and additional expansion beyond 2030. Initial recommendations include upsizing pipe and pump capacity at the Pohl Lift Station. Areas with lower remaining capacities will need to limit expansion or increase pipe capacity to adequately handle additional flow.

The SEH team also conducted a condition assessment of each of the City’s 14 sanitary lift stations that rated the existing lift station components according to ten State Standards requirements. A CIP was developed for improvements at each of the lift stations.

CLIENT REFERENCE	City of Mankato
	Michael McCarty, Assistant City Engineer City of Mankato 507.387.8643 mmccarty@mankatomn.gov
KEY PERSONNEL	Bill Lueck Ryan Kibler

SANITARY SEWER COMPREHENSIVE PLAN

LAKEVILLE, MN



The City of Lakeville has an estimated 2016 population of 60,965 and is projected to reach 83,500 residents by 2040. The Sanitary Sewer Comprehensive Plan developed by SEH will aid the City in future planning and development as well as help support Metropolitan Council Environmental Services (MCES) with their CIP for 2040.

Sanitary sewage is collected in approximately 268 miles of sewer pipe ranging in diameter from 4 in. to 48 in. There are 20 sewage lift stations and three grinder stations that serve areas distributed across the sanitary sewer system. SEH developed a comprehensive sanitary sewer model (InfoSWMM) for the City that was used to evaluate current and future sewer capacities and required system improvements.

The City's existing GIS sewer structure data, record drawing information, lift station information, and lift station inspections were compiled into a GIS database to configure the model. The model was then used to evaluate current and future sewer capacities and required system improvements.

Population projections and sanitary land use loading rates were initially used to determine base flow rates throughout the City. Anticipated wastewater flows from the various sanitary districts were determined by applying flow rates based on land use in each area, calibrated to the metered flows from permanent meters installed in nine locations. Future flows were calculated using the land use method with the calibrated loading rates from the existing land use calculations. Loading rates were calibrated and applied to

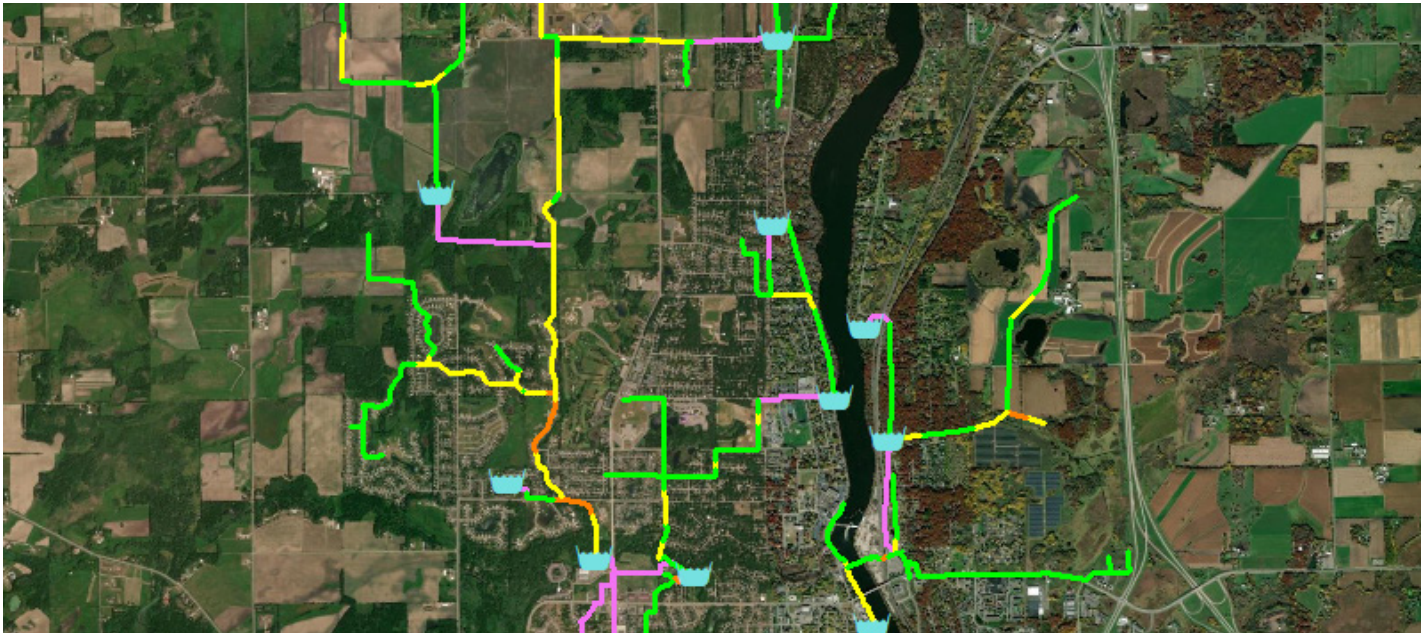
the future land use to determine future system flows. Flows from future areas anticipated to undergo development were assigned based on the current land use plan and preliminary development plans available from the City.

The modeling results indicate that the majority of the City's system has the capacity to convey the anticipated peak flows for current and future conditions. SEH has continued to update the model as new developments are incorporated or when future capital projects are identified that may redistribute flows within the system. We also developed an operation and maintenance plan and CIP to address system deficiencies.

CLIENT REFERENCE	City of Lakeville
	Zach Johnson, City Engineer City of Lakeville 952.985.4501 zjohnson@lakevillemn.gov
KEY PERSONNEL	Bill Lueck Ryan Kibler

SANITARY SEWER COMPREHENSIVE PLAN

SARTELL, MN



The City of Sartell is located on the eastern border of Stearns County and the western border of Benton County, Minnesota and is the largest northern suburb of the City of St. Cloud upstream on the Mississippi River. The City has an estimated 2017 population of 18,127 and exhibited a 65% population growth from 2000 to 2010, with a projected population of 29,905 by the year 2035 according to the Sartell 2016 Comprehensive Plan. This Sanitary Sewer Comprehensive Plan aids the City in future planning and development as well as conserving and utilizing the region's water resources that protect public health, support economic growth, maintain ecosystem health, provide recreational opportunities, and strengthen the region's quality of life.

Sanitary sewage is collected in approximately 83 miles of sewer pipe (excluding private pipes) ranging in diameter from 4 in. to 30 in. There are nine active sewage lift stations that serve areas distributed across the sanitary sewer collection system, and all of the City's wastewater is conveyed by the main lift station to St. Cloud for treatment.

The SEH team compiled Sartell's existing GIS sewer structure data, record drawing information, lift station information, and lift station inspections into a GIS database, and then used an InfoSWMM model to evaluate current and future sewer capacities and required system improvements.

Population projections and sanitary land use loading rates were initially used to determine base flow rates throughout

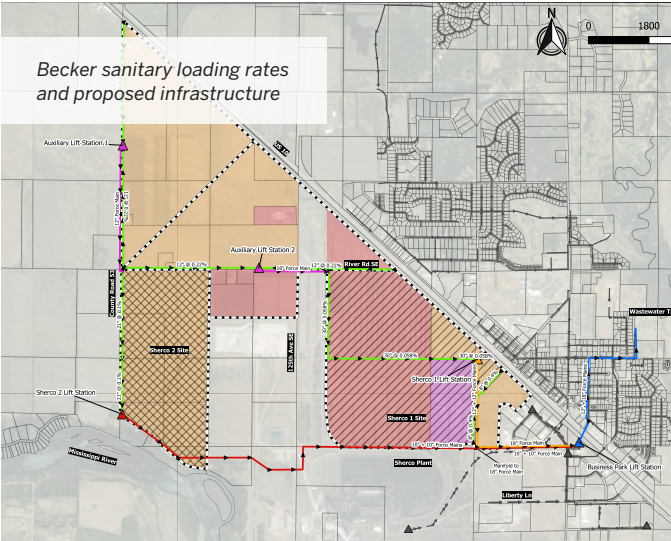
the City. Anticipated wastewater flows from the various sanitary districts were determined by applying flow rates based on land use in each area, calibrated to the metered flows from permanent meters installed in nine locations. Future flows were calculated using the land use method with calibrated loading rates from the existing land use calculations. Loading rates were calibrated and applied to the future land use to determine future system flows. Flows from future areas anticipated to undergo development were assigned based on the current land use plan and preliminary development plans available from the City.

Sanitary sewer modeling results indicate that City infrastructure requires improvements as development occurs within the community. The SEH team developed a capital improvement plan that recommends both operation and maintenance and capital expenditures over the next 10 years to correct deficiencies within the collection system and associated lift stations. SEH continues to update the model as new developments are incorporated or future capital projects are identified that may redistribute flows within the system.

CLIENT REFERENCE	City of Sartell
	John Kothenbeutel, Public Works Director 320.258.7339 john@sartellmn.com
KEY PERSONNEL	Bill Lueck

SANITARY SEWER BUSINESS PARK EXPANSION

BECKER, MN



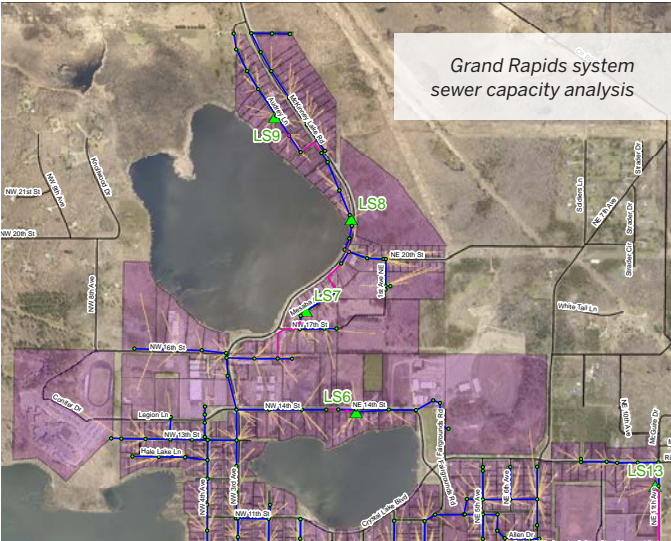
SEH modeled expansion and future development of the 2,000-acre business park south of Trunk Highway 10 using InfoSWMM. This area is expected to experience rapid growth due to development associated with high technology businesses adjacent to the Sherco Power plant and its available electrical capacity.

Because the area is so flat, several interim and permanent lift stations were required. The model included multiple lift stations and a trunk sewer design to serve the entire development and existing adjacent developments. SEH developed a Python program to quickly determine the extent of the project area that could be served by gravity sewers. Ultimate growth in the business park was estimated to be a 10 mgd peak flow.

CLIENT REFERENCE	City of Becker
	Phil Knutson, Public Services Director City of Becker 763.261.4302 pknutson@ci.becker.mn.us
KEY PERSONNEL	Bill Lueck Ryan Kibler

SEWER CAPACITY FEASIBILITY ANALYSIS

GRAND RAPIDS, MN



SEH modeled the entire 11,000-person Grand Rapids community to accommodate future growth as well as address anticipated growth of adjacent communities that rely on treatment and conveyance by the City. The model included approximately 1,300 manholes and 14 lift stations. Average flow was 1.25 mgd and peak flow was 5 mgd.

Sewer loading rates were determined for the existing network and were used to project the anticipated flows from future development areas. Existing system bottlenecks have been identified. The SEH team is currently identifying recommended capital projects to address future needs.

CLIENT REFERENCE	Grand Rapids Public Utilities Commission
	Julie Kennedy, Manager Grand Rapids Public Utilities Commission 218.326.7687 jakennedy@grpuc.org
KEY PERSONNEL	Bill Lueck Ryan Kibler Mike Steuernagel

SEWER CAPACITY ANALYSIS
BAYPORT, MN



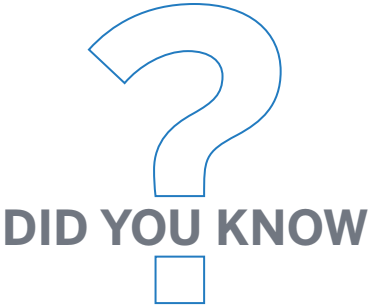
This study evaluated the impacts on the sanitary system of a large residential development located in the northwestern quadrant of the City of Bayport, at the upstream end of the City’s existing Interceptor Sewer. The City’s existing sanitary sewer system consists of gravity sewer pipe ranging in size from 8 in. to 21 in. Most of the City drains to its southern extent, where it flows into the MCES lift station L68. A sanitary sewer InfoSWMM model was calibrated to the lift station flow to identify capacity deficiencies and any upgrades along the sanitary sewer trunk system needed to convey existing and proposed ultimate flows.

CLIENT	REFERENCE	KEY PERSONNEL
City of Bayport	Matthew Kline, MPA City Administrator 651.275.4404 mkline@ci.bayport.mn.us	Bill Lueck Ryan Kibler

SANITARY SEWER COMPREHENSIVE PLAN
COON RAPIDS, MN

SEH delivered a five part study of the City of Coon Rapids’ Sanitary Sewer System that included a prioritized five-year CIP to address identified system needs. The key components of the study included a community planning overview, system inventory and capacity analysis, comprehensive evaluation of system needs, and development of an operation and maintenance plan and CIP. After acceptance of the initial comprehensive plan by the City, SEH was retained to implement a 10-year capital improvement project which resulted in the upgrading and refurbishment of all of the City’s lift stations along with a pipe lining program focused on the sanitary sewer collection system consisting primarily of clay pipe. SEH also prepared the engineering plan documents for the lining of the last phase of the lining projects.

CLIENT	REFERENCE	KEY PERSONNEL
City of Coon Rapids	Mark Hansen, Assistant City Engineer 763.767.6465 mhansen@coonrapidsmn.gov	Bill Lueck



SEH has helped secure more than **\$400 million** in project funding for our clients in the past 10 years.

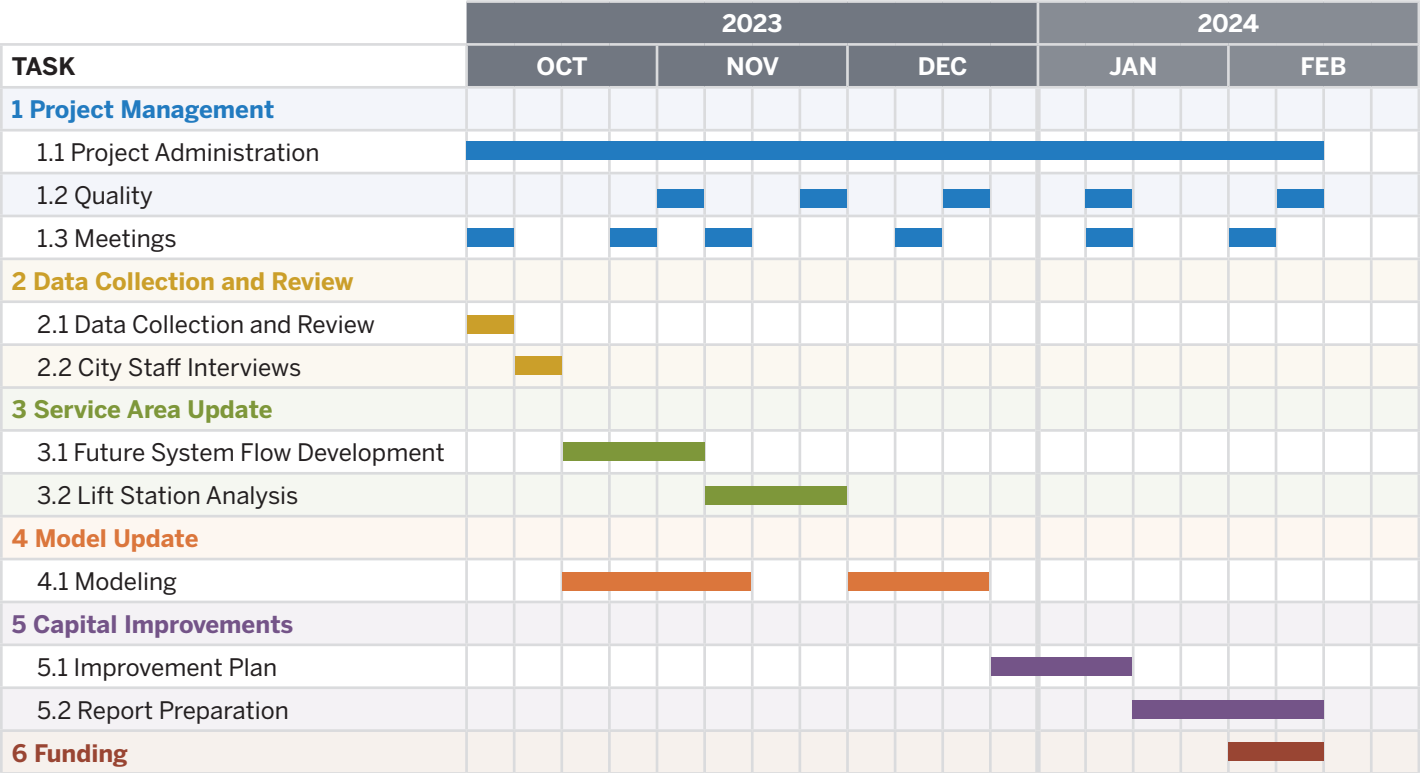
SEH has helped numerous communities obtain funding from a variety of sources to implement public infrastructure projects.

We are very familiar with funding agency procedures for applying for funding and have excellent working relationships with many grant writing agencies including area Councils of Governments.

SEH understands the budgetary constraints that many communities face, and we go the extra mile to help find viable funding sources to keep the local share of project costs as low as possible.



Project Schedule/Timeline



\$ Task Breakdown and Estimated Consultant Cost

Task	Description		Project Manager Lueck	Project Advisor Knutson	Graduate Engineer Kibler	Survey Istvanovich	Accounting Rep Cobb	Expenses	Total Hours
		Billable Rate	\$284	\$193	\$142	\$145	\$119		
Project Tasks									
Task 1	Project Management & Meetings								
1.1	Project Management		4				8		12
1.2	QA/QC		2	4					6
1.3	Meetings		10	5	10			\$ 500.00	25
	Subtotal Hours		16	9	10		8	N/A	43
	Subtotal Fees		\$ 4,545	\$ 1,737	\$ 1,423	\$ -	\$ 955	\$ 500	\$ 9,159
Task 2	Data Collection and Review								
2.1	Data Collection & Review				24	8		\$ 500.00	32
2.2	City Interviews		2		2	2			6
	Subtotal Hours		2		26	10		N/A	38
	Subtotal Fees		\$ 568	\$ -	\$ 3,699	\$ 1,392	\$ -	\$ 500	\$ 6,159
Task 3	Service Area Update								
3.1	Future System		4	2	44	4			54
3.2	Lift Station Analysis		2	1	24	4			31
	Subtotal Hours		6	3	68	8		N/A	85
	Subtotal Fees		\$ 1,704	\$ 579	\$ 9,674	\$ 1,114	\$ -	\$ -	\$ 13,071
Task 4	Modeling								
4.1	Model Update		2	2	68				72
	Subtotal Hours		2	2	68			N/A	72
	Subtotal Fees		\$ 568	\$ 386	\$ 9,674	\$ -	\$ -	\$ -	\$ 10,628
Task 5	Capital Improvements								
5.1	Improvements Plan (incl. model of proposed improvements)		2	2	40	12			56
5.2	Report Preparation		2	2	40	12			56
	Subtotal Hours		4	4	80	24		N/A	112
	Subtotal Fees		\$ 1,136	\$ 772	\$ 11,381	\$ 3,342	\$ -	\$ -	\$ 16,631
	Task Hours Summary		14	9	242	42		N/A	350
	Task Fee Summary		\$ 8,521	\$ 3,474	\$ 35,851	\$ 5,848	\$ 955	\$ 1,000	\$ 55,649

ASSUMPTIONS

1. Assumes field survey and measurement checks of one day.
2. Five project meetings and one day or less of staff interviews to better understand system concerns and impacts.
3. Assumes InfoSwmm Model previously completed by SEH will be used with minor modifications and updates.
4. Schedule can be adjusted based on City requirements, but we have assumed approximately five-month duration.
5. Lump sum fee.

Insurance Certificate

ACORD CERTIFICATE OF LIABILITY INSURANCE

10/1/2023 9/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies
444 W. 47th Street, Suite 900
Kansas City MO 64112-1906
(816) 960-9000
kctsu@lockton.com

CONTACT NAME:
PHONE (A/C, No. Ext):
FAX (A/C, No.):
E-MAIL:
ADDRESS:

INSURER(S) AFFORDING COVERAGE NAIC #
INSURER A : The Continental Insurance Company 35289
INSURER B : National Fire Insurance Co of Hartford 20478
INSURER C :
INSURER D :
INSURER E :
INSURER F :

INSURED 1467605 SHORT-ELLIOTT-HENDRICKSON, INCORPORATED
3535 VADNAIS CENTER DRIVE
ST. PAUL MN 55110-3507

COVERAGES ***** CERTIFICATE NUMBER: 16334373 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	6079420587	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	6079420699	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	N	N	6079420590	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N N/A	N	6079421254	10/1/2022	10/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER 16334373
FOR INFORMATION ONLY
CO

CANCELLATION See Attachment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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: AUTHORIZE SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY 2022-2023 ECONOMIC DEVELOPMENT ASSISTANCE PROGRAM (EDAP) APPLICATION
DATE: SEPTEMBER 27, 2023

The Scott County Community Development Agency (CDA) has made available grant funds in the past for the City to undertake various planning studies related to growth and development of the City. They are once again making grant funds available through what they are calling the Economic Development Assistance Program (EDAP).

The EDAP program is offering up to \$75,000 in grants (with a 100% local match required) to cities to complete various projects to enhance economic development and housing opportunities within the City. The City has completed an application to this grant program for the Sanitary Sewer Feasibility Study which will look at estimated costs of improvements to extend sewer around both the east and west sides of the city which benefit commercial/industrial and housing projects in the long run.

As part of the grant application process, the Scott County CDA requires a commitment of the City’s approval of local match. The City has previously committed to using ARPA dollars for this project and the grant would simply reduce the amount of ARPA used on this project.

Staff Recommendation

Staff recommends approval of the attached Scott County CDA EDAP grant application which requires a local grant commitment of \$19,975.50



Scott County Community Development Agency
2022-2023 Economic Development Assistance Program (EDAP)
Application
Applications accepted on an on-going basis, as funding is available.

The applicant shall submit an electronic copy only of the application, including the completed resolution. The electronic application should be submitted to Jo Foust, Business Development Director, at jfoust@scottcda.org. Please refer to the EDAP Fact Sheet document for all program guidelines.

If you are submitting multiple projects/applications, please indicate below the priority of each project in your community.

Local Priority (rank with 1 being highest priority)	Project Name	Type of Assistance Requested (Grant, Loan, Loan Guarantee or Other)
1	Sanitary Sewer Feasibility Study - NE & NW Lift Stations and Trunk Mains	Grant
2		
3		
4		

Grants

The EDAP grant funding is available on a stand-alone basis, for research and consulting related expenditures to assess project feasibility, as well as for demolition and remediation required for site redevelopment. The maximum amount for a grant is \$75,000 and requires a 100% match from the local government or other sources to access the funds. The CDA will make the final determination on eligible expenditures and amount of the grant award. Grants are still eligible for payment if a project does not proceed, and do not require an EDAP loan or loan guarantee for eligibility. Grant applications are available on a rolling basis, subject to available funding each year. The number of grants awarded, and total amount available are subject to change each year.

Prioritization of Projects

Certain projects will receive priority if there are excess requests in relation to the amount of program capacity available. These projects include those closer to moving forward (vs. speculative), collaborative projects to be completed with other government agencies, and projects which include private funding sources. These factors will be evaluated in their entirety to determine priority.



EDAP Application

Project Title:	Sanitary Sewer Feasibility Study - NE & NW Lift Stations and Trunk Mains
Lead Organization:	City of New Prague

Project Manager:	Name	Ken Ondich
	Address 1	118 Central Ave. N.
	Address 2	
	City, ST, Zip	New Prague, MN 56071
	Phone	952-758-1136
	Fax	952-758-1149
	Email	kondich@ci.new-prague.mn.us

Project Partners:	<i>Please list any project partners that will help fund and complete this project.</i>	
1.	Name / Title	
	Organization	
2.	Name / Title	
	Organization	
3.	Name / Title	
	Organization	

Project Summary: *(Please provide a 250-word description of your proposal.)*

While the City completed a city-wide Sanitary Sewer Collection System Comprehensive Plan in 2018, it did not provide the City with a roadmap to actually expand the system to accommodate anticipated industrial, commercial and residential growth. The plan identified two main lift stations and trunk mains that are necessary for continued large scale growth of the city known as the NE and NW Lift Stations and Trunk Mains. The City recently issued an RFP to complete a feasibility study for the NE and NW Lift Stations and Trunk Mains which would provide a roadmap and anticipated costs for completing both the NE and NW improvements which are vital for full build out of the City's existing industrial park as well as for continued commercial growth, particularly on the east side of the City, as well as a range of new housing options as identified in the City's Comprehensive Plan.

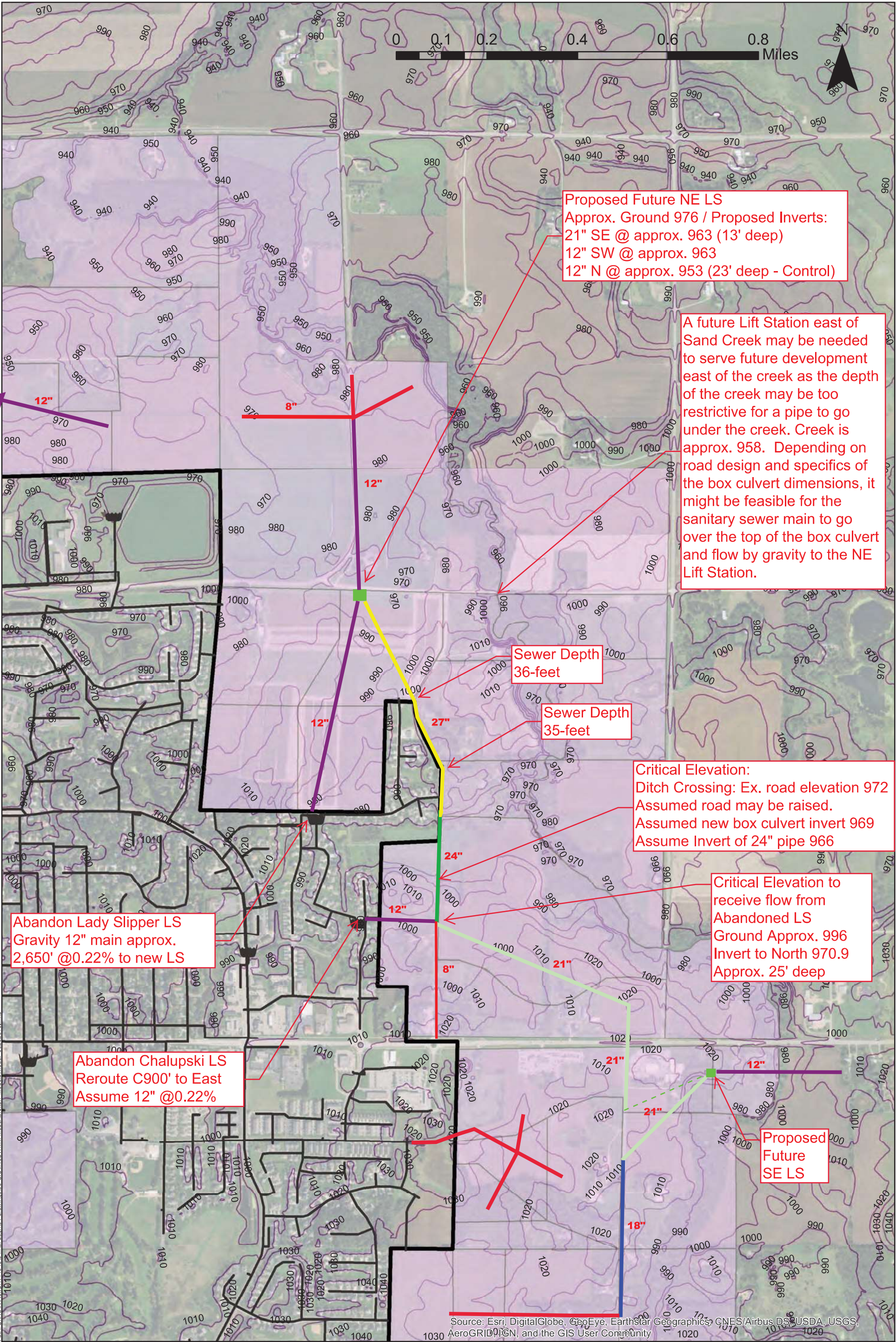
Financial Summary: <i>(Please provide a summary of your complete budget, from page 3.):</i>	
Activity 1: Hire Consultant to Complete Sanitary Sewer Feasibility Study	\$19,975.50
Activity 2: [Describe]	\$
Activity 3: [Describe]	\$
Activity 4: [Describe]	\$
Activity 5: [Describe]	\$
Total Request:	\$19,975.50

EDAP Budget Worksheet

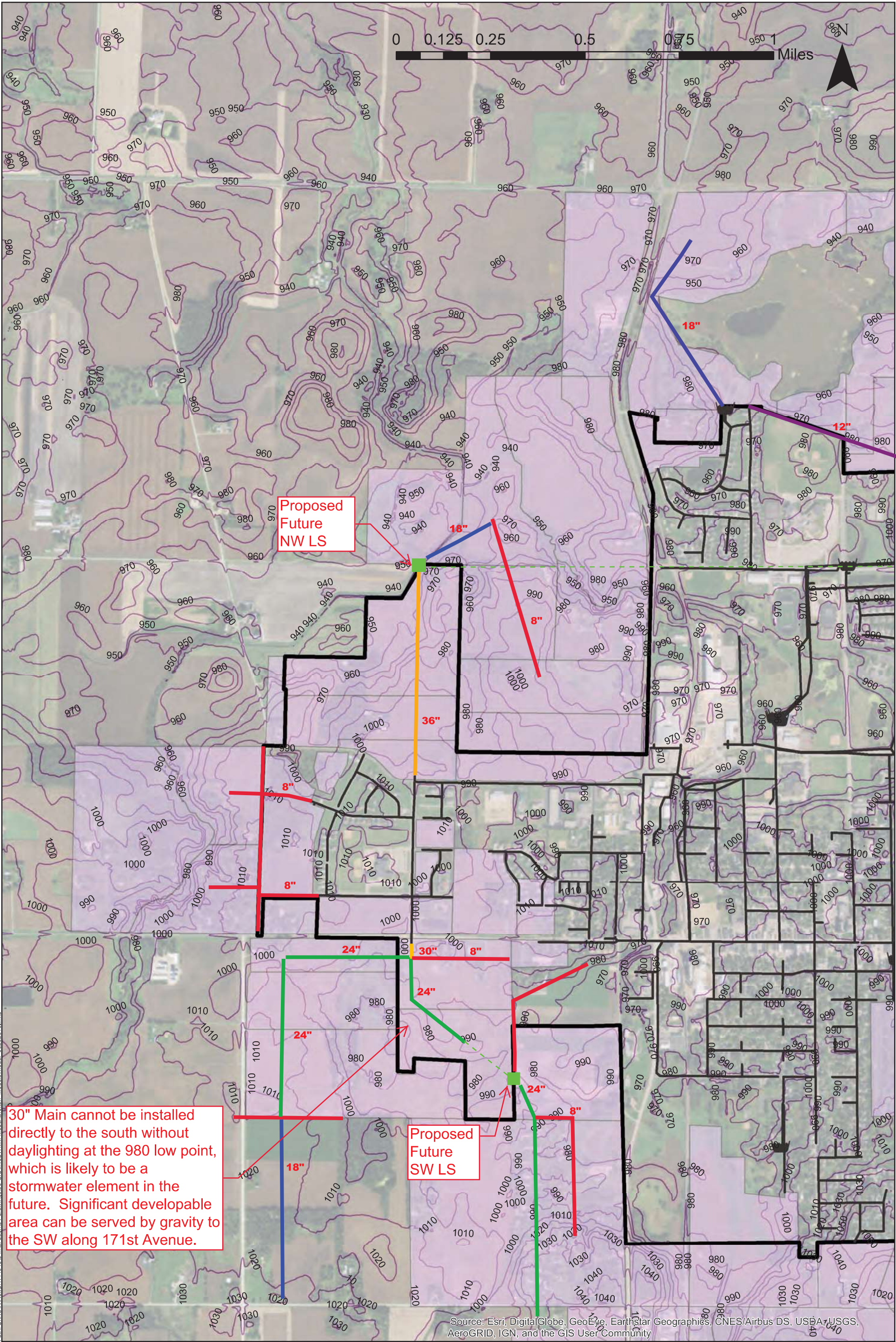
Project Title: Sanitary Sewer Feasibility Study - NE & NW Lift Stations and Trunk Mains

Activities & Tasks	Cost Categories				
	(a) Grant	(b) Loan	(c) Local cash match*	(c) Other	(d) Total
1) Activity One	\$19,975.50		\$19,975.50		\$39,951.00
Hire Consultant to Complete Sanitary Sewer Feasibility Study					
2) Activity Two					
3) Activity Three					
4) Activity Four					
5) Example: AUAR					
a. Consultant	Contract: \$75,000		Contract: \$100,000	\$75,000	\$250,000
b. Final Report			Printing: \$6,500		\$6,500
Totals	\$75,000		\$106,500	\$75,000	\$256,500

*Applies only to grants, local cash match of 1:1 is required and does not include in-kind staff time.



This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.



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UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, September 25, 2023 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Monday, September 25, 2023, at 3:30 p.m.

Commissioners Present: Dan Bishop, Dick Jordan, Paul Busch, Tom Ewert, Bruce Wolf
Staff Present: GM Bruce Reimers, EOS Ken Zweber, Finance Director Robin Pikal

2. APPROVAL OF AGENDA

General Manager Reimers asked that the amount in the Utility and SMMPA bills be changed from \$367,259.18 to \$242,386.90. Motion made by Commissioner Jordan and seconded by Commissioner Busch to approve the agenda as amended. Motion carried (5-0).

3. REVIEW OF 2023 RATE STUDY

- a. By: Dave Berg Consulting
Rate Consultant Dave Berg presented the 2023 Water and Electric Rate Study Analysis. This information will be used to provide financial and rate guidance for the 2024 budget.

4. APPROVAL OF MINUTES

- a. August 28, 2023, Utilities Meeting Minutes
Motion made by Commissioner Jordan, seconded by Commissioner Busch, to approve the August meeting minutes. Motion carried (5-0).

5. UTILITY AND SMMPA BILLS

- a. Approval of accounts payable in the amount of **\$242,386.90** and the SMMPA billing of **\$639,769.84**.
Motion made by Commissioner Ewert, seconded by Commissioner Busch to approve. Motion carried (5-0).

6. FINANCIAL REPORTS

- a. Investment Summary
- b. Financial Report (Note: Finance system set up has continued in September. Current financial reports through July 31st will be prepared as soon as possible and provided to Commission members via email prior to the October Commission meeting. The October Commission meeting packet will include financial documents through August 31st.)
- c. Water and Kilowatt Hours Sales
Motion made by Commissioner Wolf, seconded by Commissioner Ewert, to approve all reports as presented. Motion carried (5-0).

7. SMMPA BOARD OF DIRECTORS MEETING

- a. August 9, 2023
- b. September 13, 2023

General Manager Reimers informed the Commission that the following was discussed at the September SMMPA Board Meeting:

- SMMPA staff has started work on resource planning, stating that there is a need for nearly 60 MW of new base load generation needed over the next 5 years and that they will be working with members to see if they are interested in installing new generation in their communities.
- SMMPA will be hosting a budget workshop in Owatonna on September 26, 2023. Wholesale rates for 2024 are looking to stay the same as 2023.

8. GENERAL MANAGER'S REPORT

General Manager Reimers informed the Commission on the following:

- The water main replacement along 10th Avenue NE has begun and it is scheduled to be completed in about 3 weeks.
- The electric department is working with several new commercial projects and continuing work on the NE CIP project.

9. OTHER BUSINESS

General Manager Reimers asked that the Commission look at their calendars for the November 27, 2023, meeting date and suggested that one option would be to hold the meeting at 9:00 a.m. instead of 3:30 p.m. A final decision will be made at the October meeting.

10. ADJOURNMENT

A motion was made by Commissioner Jordan and seconded by Commissioner Ewert to adjourn the September 25, 2023, meeting at 5:18 p.m. Motion carried (5-0).

NEXT COMMISSION MEETING - Monday, October 30, 2023

Respectfully Submitted,

Bruce Reimers
General Manager



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: RESIDENTIAL RENTAL DWELLING UNIT INSPECTION ORDINANCE UPDATE
DATE: SEPTEMBER 28, 2023

As requested by the City Council at the July 17, 2023 meeting, the Planning Commission held a public hearing at their meeting on August 23, 2023 regarding the drafted residential rental dwelling unit inspection ordinance.

At the public hearing, which lasted 40 minutes, comments were received from five people: Joe Lambrecht (landlord), Michele Kotek (tenant), Scott Adamek (landlord), Dan Dagestad (tenant), Kay Wilcox (former City Council member and resident at-large). A copy of the minutes is attached to this memo.

Ultimately, the Planning Commission voted (4-0) to forward the drafted residential rental dwelling unit inspection ordinance to the City Council with a suggestion for staff to develop a laddered timeline to the ordinance so that long term violation free rental units with no change in tenants could go longer than 2 years between inspections.

Staff and Dave Anderson from Kennedy & Graven did make a few minor changes to the ordinance to address questions/concerns from the public hearing which are reflected in the redline of the attached ordinance draft, including allowing up to 4 years between inspections for long term tenant/landlord situations with no violations.

Staff Recommendation

Staff is providing this information to the Council as information only at this time and would intend to introduce the ordinance for a first reading at the October 16th City Council meeting.

Attachments:

1. Drafted Ordinance for Rental Dwelling Unit Inspections – Dated 9/21/23
2. Suggested Fees
3. Draft Checklist
4. August 23, 2023 Planning Commission Public Hearing Minutes Excerpt

ORDINANCE NO. _____
CITY OF NEW PRAGUE

**AN ORDINANCE REPEALING CHAPTER 120 OF THE NEW PRAGUE CITY CODE
AND ADDING A NEW CHAPTER 154 REGARDING RENTAL DWELLING LICENSES**

**THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, SCOTT AND LE SUEUR
COUNTIES, MINNESOTA ORDAINS:**

SECTION 1. Chapter 120 of the City Code of the City of New Prague is hereby repealed in its entirety.

SECTION 2. The City Code of the City of New Prague is hereby amended by adding a new Chapter 154 as follows:

Chapter 154 RENTAL DWELLING LICENSES

- 154.01 Purpose and Scope.
- 154.02 Definitions.
- 154.03 Licensing of Rental Units.
- 154.04 Provisional License.
- 154.05 License Requirements.
- 154.06 Enforcement and Inspections.
- 154.07 License Denial, Suspension, Nonrenewal, or Revocation.

154.01 PURPOSE AND SCOPE.

(A) Purpose. It is the purpose of this chapter to assure that rental housing in the city of New Prague is decent, safe and sanitary and is operated and maintained so as not to become an influence that fosters blight and deterioration or creates a disincentive for reinvestment in the community. The operation of residential rental properties is a business enterprise that entails certain responsibilities. Rental dwelling owners, agents, and property managers are responsible to take necessary reasonable actions to ensure that the persons who occupy such rental units live in surroundings that are safe, secure, and sanitary.

(B) Scope. This chapter applies to rental dwelling units described herein that are rented or leased in whole or in part, including apartment buildings, town houses, single family and multifamily housing, guest and caretaker houses, and condominiums, regardless of the duration of such rentals or leases. It also includes any accessory structures of the rental dwellings, such as garages and storage buildings, and appurtenances such as sidewalks, driveways, and retaining walls, which are on the property of the rental dwelling. This chapter does not apply to on-campus college or university housing units; Minnesota Department of Health licensed rest homes; convalescent care facilities; licensed group homes; nursing homes; hotels; motels; owner-occupied units; or any other residential facility that is subject to a regular inspection program implemented by the county, state, or federal government.

154.02 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (A) *Board of Appeals*. The city council of the city of New Prague.
- (B) *City*. The city of New Prague, Minnesota.
- (C) *Compliance Official*. The city administrator of the city, or its designee.
- (D) *Dwelling Unit*. Any room or rooms providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.
- (E) *Inspector*. The person or persons designated by the city administrator to inspect rental dwellings in the city.
- (F) *Let*. To permit possession or occupancy of a dwelling unit by a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease, or pursuant to a recorded or unrecorded agreement whether or not a fee is required by the agreement.
- (G) *License or Rental License*. The license required by and issued pursuant to this chapter.
- (H) *Licensed Premises*. A licensed rental dwelling and all accessory structures of the rental dwelling, such as garages, storage buildings, and appurtenances such as sidewalks, driveways and retaining walls, which are on the property of the rental dwelling.
- (I) *Licensee or Owner*. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property or rental dwelling; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property or rental dwelling, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court, or any person representing the actual owner or holding a valid rental license from the city.
- (J) *Official Order*. A written notice stating violation(s) of city code and corrective action to be taken.
- (K) *Operate*. To let for occupancy or to rent.
- (L) *Property Manager or Local Agent*. A person authorized by the owner to act on the owner's behalf as to the licensed premises.
- (M) *Rental Dwelling*. Any building containing one or more dwelling units that are rented.

(N) *Rent or Rented.* To let for occupancy or to let.

(O) *Tenant.* A person who is occupying a dwelling unit in a rental dwelling under a lease or contract, whether oral or written, that requires the payment of money or exchange of services.

154.03 LICENSING OF RENTAL UNITS.

(A) License Required.

(1) Beginning on January 1, 2024, no person shall operate a rental dwelling without first having obtained a license to do so from the city. A license shall be granted pursuant to the provisions of this chapter by the compliance official.

Exceptions:

- (a) An owner whose only rental dwelling is a single-family dwelling homesteaded by a relative is exempted. Compliance of this exemption may require written proof from the county.
- (b) A residential property owned by a "snowbird" where the property is rented to another person for a period of less than one hundred twenty (120) consecutive days while the owner is residing out of the State of Minnesota is exempted. The owner must occupy the property during the remainder of the year to qualify for the exception.
- (c) The following are also exempted: on-campus college or university housing units; Minnesota Department of Health licensed rest homes; convalescent care facilities; licensed group homes; nursing homes; hotels; motels; owner-occupied units; or any other residential facility that is subject to a regular inspection program implemented by the county, state, or federal government.

(2) When more than one building containing rental dwelling units exists on one property, a separate license shall be required for each building.

(3) Licenses shall be issued for a single rental dwelling unit in the case of a freestanding dwelling, a condominium, a townhouse, a dwelling in a cooperative, or a dwelling in a nonresidential structure; for a two-unit rental dwelling; or for an apartment building.

(B) License Term. Except for a provisional license as identified herein, a rental license issued by the city under this chapter will be valid for up to a two-year time period unless a renewal term otherwise qualifies for a four-year term as authorized in section 154.03(D). All licenses may be reviewed at any time by the compliance official after the commencement of the license term to determine whether the rental dwelling continues to be in compliance with this chapter.

(C) License Application and Renewal. The license application or renewal shall be made by the owner, property manager, or local agent. Application forms are available from the city and must be completed in full and accompanied by the appropriate license fee as established by the city council. Every licensee shall give notice in writing to the city within ten (10) business days after any change of information on the application or if the licensed premises is sold or otherwise conveyed in any way. Depending on the nature of changes, the city may require a new inspection of the licensed premises.

(D) License Period; Renewals. The license period shall be for no longer than two years, and to maintain staggering renewals, all licenses for rental dwellings located in Le Sueur County shall expire on December 31 of odd-numbered years and all licenses for rental dwellings located in Scott County shall expire on December 31 of even-numbered years. An application for renewal of a license and the appropriate fee must be filed with the city at least thirty (30) days prior to the expiration date of an existing license. Any renewal license application and fee not received before the expiration date shall be assessed a late fee as established by the city council.

Notwithstanding the foregoing, a renewed license term for any rental dwelling that is duly requested by the existing licensee shall be effective for four years if the following two conditions are satisfied at the time of such renewal: (i) there are no documented violations associated with the respective rental dwelling during the prior license term; and (ii) there are no new adult occupants residing in the respective rental dwelling since the date the license was issued for the prior license term. Any licensee requesting such four-year renewal shall provide the city with proof of occupancy so that adherence to the above conditions can be confirmed.

(E) Inspections. Within thirty (30) days of receipt of a completed application and license fee required by this chapter, for both new applications and renewals, the inspector shall schedule an inspection. No license shall be granted or renewed until the inspector has determined that all life, health safety violations, or application inconsistencies have been corrected. In cases where a weather deferral for repairs has been granted by the inspector, the license may be granted on conditions of the repairs being completed before a specific date in the future. If the license application is incomplete, or the applicant does not meet the requirements of this section during the term of a provisional license issued under section 154.04, the application shall be denied.

(F) License and Inspection Fees. License fees, as set forth by city council resolution, shall be due thirty (30) days prior to the license expiration date; in the cases of new unlicensed units, license fees shall be due at time of application. Fees are nonrefundable. A delinquency penalty of fifteen (15) percent of the amount of the license fee may be charged to the operators of the dwelling unit when fees are not paid on time.

Fees for inspections of a rental dwelling are part of paid license fees. Reinspection fees will only be charged for subsequent inspections after failure to comply with official orders or when the owner or agent fails to keep a scheduled inspection without prior notice to the inspector. All reinspection fees are listed on the city's fee schedule. If the reinspection is being performed as part of the licensing process, fees must be paid prior to the time of license issuance or renewal.

(G) Minimum Licensing Standards. The following minimum standards and conditions must be met in order for an owner to renew or be granted a rental dwelling license under this chapter. Failure to comply with any of these standards or conditions shall be adequate grounds for denial, nonrenewal, suspension or revocation of a rental dwelling license.

(1) The licensee or applicant must have a current, complete, and accurate rental dwelling application on file with the city.

(2) The licensee or applicant shall have paid the required license fee and any other fees required by this chapter.

(3) The licensee or applicant must be current on the payment of all utility fees, property taxes, assessments, fines, penalties, or other financial claims due to the city on the licensed premises and any other rental dwelling in the city owned by the licensee or the applicant. In the event a suit has been commenced under Minnesota Statutes, sections 278.01-.03 questioning the amount or validity of taxes, the city may upon request of the licensee or applicant waive strict compliance with this provision; provided, however, that no waiver may be granted for taxes or any portion thereof that remain unpaid for a period exceeding one year after becoming due.

(4) The rental dwelling must be in compliance with all federal, state and local laws, including but not limited to all provisions of this chapter and all applicable zoning laws.

154.04 PROVISIONAL LICENSE.

The city may issue a provisional license to the owner of a rental dwelling who has submitted an application, paid the license fee and the compliance official has conducted an initial inspection resulting in written orders to correct violations that, in the sole discretion of the compliance official, do not prevent safe occupancy. A provisional license authorizes the continued occupancy of the rental dwelling unit(s) in actual existence, pending issuance of a rental license. A provisional license is valid for up to one hundred eighty (180) days until a license is issued or it is determined that license requirements have not been met and the city will not issue a license.

154.05 LICENSE REQUIREMENTS.

(A) Local Agent Required. If the owner does not reside in any of the following Minnesota counties: Blue Earth, Carver, Dakota, Hennepin, Le Sueur, Nicollet, Ramsey, Rice, Scott, Sibley, Steele, Waseca, Washington, then the owner must provide the city with a local agent that resides within one of the aforementioned counties and who is responsible for maintenance and operation of the rental dwelling and who is legally constituted and empowered to receive service and orders on behalf of the owner and to institute remedial action to effect such orders. The city shall be notified in writing of any change of agent by the owner of the rental dwelling.

(B) Owner Identification. All partnerships, corporations, limited liability companies or other recognized business associations that own a rental dwelling to be licensed under this

chapter shall submit, upon request of the compliance official, the name and address of all partners, shareholders or interest holders. If requested by the compliance official, information regarding the names and addresses of all partners, shareholders or interest holders must be submitted in a sworn affidavit to the city.

(C) Responsibility for Acts of Manager, Operator, or Agent. Licensees are responsible for the acts or omissions of their managers, operators, agents, or other authorized representatives.

(D) Conformance to Laws. No rental license shall be issued, renewed or allowed to be maintained by the owner unless the rental dwelling conforms to all applicable federal, state, and local laws, rules, and regulations. This includes, but is certainly not limited to, all requirements contained in Minnesota Statutes, chapter 504B.

(E) License Inspections Required. No rental license shall be issued, renewed or allowed to be maintained unless the owner agrees in the owner's application to permit inspections pursuant to this chapter.

(F) Posting and Production of License. Every licensee of a rental dwelling with four (4) or more units, shall conspicuously post the current rental license certificate issued by the city in the main entryway or other conspicuous location on site. An owner or agent of a rental dwelling must always produce a copy of the current rental license certificate for a rental dwelling upon the request from a tenant, prospective tenant, police officer or compliance official.

(G) Occupancy Register Required. Every licensee shall keep, or cause to be kept, a current register of occupancy for each dwelling unit that provides the following information:

- (1) Dwelling unit address.
- (2) Number of bedrooms in dwelling unit and the maximum number of occupants.
- (3) Legal names and date of birth of adult occupants and number of persons under eighteen (18) years of age currently occupying the dwelling units.
- (4) Dates renters occupied and vacated dwelling units.

(H) Standards and Requirements.

(1) The maximum permissible occupancy of a rental dwelling unit must be determined by applying one of the two standards set forth in paragraphs (a) and (b) below. Whichever standard allows the greatest number of occupants for a given rental dwelling unit will be the governing standard for that unit:

- (a) Square footage standard: Every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.

- (b) Headcount Standard: Total number of occupants in the rental dwelling may not exceed two times the number of legal bedrooms plus one.
 - (c) A “legal bedroom” is any room or space used or intended to be used for sleeping purposes. In applying either standard (a) or (b) above, occupants under the age of two years shall not be included in the calculations.
- (2) No dwelling unit shall be rented or let to another which does not comply with the following requirements:
- (a) Condition. Unless lawfully made the express responsibility of a tenant by law, lease, or ruling, Licensees shall furnish and maintain approved devices, equipment or facilities for the prevention of insect, rodent, and pest infestation within a rental dwelling and when such infestation has taken place, shall be responsible for its abatement. For purposes of this subsection, the term “infestation” shall mean the presence within a rental dwelling of insects, rodents or other pests in a manner that materially endangers one or more persons.
 - (b) Smoke Detectors. No smoke detector installed in a rental dwelling shall be allowed to remain disabled or nonfunctional. The tenant of a rental dwelling shall notify the owner or property manager after discovering that a detector is disabled or nonfunctional.
 - (c) Carbon Monoxide Alarms. Each dwelling unit shall have an approved and operational carbon monoxide alarm installed within ten (10) feet of all sleeping rooms as required by Minnesota Statutes, sections 299F.50 and 299F.51, as amended, unless an exception provided in said statutes applies.
 - (d) Fire Extinguishers. All dwelling units shall be equipped with a fire extinguisher with a minimum rating of 2A 10BC (capacity equivalent to 2.5 gallons of water and 10 sq. ft. for a BC type fire). The extinguisher shall be located within the individual dwelling unit or in a common hallway or corridor within fifty (50) feet of the dwelling unit door.
 - (e) Fire Suppression/Alarm Systems. All fire suppression/alarm systems shall be maintained in accordance with the current Minnesota State Fire Code.
 - (f) Structural. All structural components shall be deemed acceptable so that, in the opinion of the building official, such components do not render the building hazardous as defined by Minnesota Statutes, section 463.15.
 - (g) Plumbing. All plumbing shall be maintained in a safe and sanitary condition.
 - (h) Mechanical. All mechanical equipment, venting and ducting shall be maintained in a safe condition.

- (i) Electrical. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe condition.
- (j) Storage of Items. Combustible items shall not be stored within one (1) foot of any fuel burning appliance. Storage of items shall be orderly and shall not block or obstruct exits or access to required safety equipment.
- (k) Means of Egress. Within the dwelling units, a minimum three (3) foot wide path shall be maintained to all points of egress (e.g. front/main door and egress windows in sleeping rooms). Common areas in multi-family structures (shared hallways, stairs and other common paths of travel) shall be clear of storage items for the full width of the means of egress system.
- (l) Refuse. Unless lawfully made the express responsibility of a tenant by law, lease, or ruling, Licensees shall equip rental dwellings with sufficient refuse collection to accommodate the amount of refuse produced on the property or as required by the city code.
- (m) Fuel Storage. LP tanks, gasoline containers and fueled equipment shall not be stored or repaired inside of a dwelling unit except for in an attached garage.
- (n) Sidewalks and Driveways. All private sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- (o) Weather Protection. The exterior of the structure that contains dwelling units shall be maintained in a manner that provides for adequate protection of the structural elements of the building from weather and other elements.

(I) License Not Transferable. The rental license issued pursuant to this chapter is for the property owner and the premises named on the approved license application. No transfer of a license is permitted from place to place or from the owner to another person or entity without complying with the requirements of an original application, except in the case in which an existing licensee is merely changing a business or corporate name or in the case in which an existing noncorporate licensee is incorporating and the incorporation does not affect the ownership or control of the property or the rental business.

154.06 ENFORCEMENT AND INSPECTIONS.

(A) Authority. The compliance official is responsible for administering and enforcing the provisions of this chapter and is hereby authorized to cause inspections on a biannual basis for all licensed rental dwellings and also when reasonable grounds exist to believe that a violation of this chapter has been or is being committed. Inspections shall be conducted during reasonable times, and the compliance official shall present evidence of official capacity to the tenant, owner, or agent at the time of inspection of the rental dwelling. Inspections shall include all common

areas, utility and mechanical rooms, accessory structures, interiors of each dwelling unit, exteriors of all structures and exterior property areas.

(B) Inspection Access. Pursuant to Minnesota Statutes, section 504B.211, the owner or agent shall provide proper notification of an inspection to the tenants after receiving notice of the time and date of the inspection from the compliance official. Each tenant of a dwelling unit shall give the owner or agent access to any part of such dwelling unit at reasonable times for the purpose of effecting inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this chapter. If any owner, agent or tenant of a dwelling unit fails to provide the tenant with requisite notice of the inspection or otherwise refuses to permit entry to the dwelling unit under its control for an inspection pursuant to this section, the compliance official may seek a warrant authorizing such inspection.

(C) Official Order; Service. Whenever the compliance official determines that any rental dwelling or portion thereof, or the premises surrounding any of these, fails to meet the provisions of this chapter or the city code, an official order setting forth the violations and ordering the owner or agent to correct such violations shall be issued. This official order shall:

- (1) Be in writing;
- (2) Describe the location and nature of the violation(s);
- (3) Establish a reasonable time for the correction of such violation(s);
- (4) Indicate the right to appeal;
- (5) Identify the implications of noncompliance with the official order; and
- (6) Be provided to the owner or agent, as the case may require.

Such notice shall be deemed to be properly provided upon the owner or agent if a copy thereof is:

- (1) Served upon owner or agent personally; or
- (2) Sent by First Class mail to his/her last known address on file with the city; or
- (3) Upon failure to effect notice by personal service or First Class mail, posted at a conspicuous place in or about the rental dwelling, or portion thereof, that is affected by the notice. Communications with the owner or agent may also be by electronic mail.

Such notice shall also be provided to the tenant(s) residing in the licensed premises that is the subject of the official order. Such notice shall be deemed to be properly provided to the tenant(s) if a copy is properly posted on the dwelling unit or at a conspicuous place in or about the rental dwelling.

(D) Action Plan. The compliance official may require an action plan to be completed by the licensee or agent in a designated time frame that indicates the steps taken to correct identified violations and the measures to be taken to ensure ongoing compliance with city ordinances and all applicable codes.

(E) Unfit for Human Habitation.

(1) Any rental dwelling or portion thereof that is damaged, decayed, dilapidated, unsanitary, unsafe, vermin or rodent infested, or that lacks provision for basic illumination, ventilation or sanitary facilities to the extent that the defects create a hazard to the health, safety or welfare of the tenants or of the public may be declared unfit for human habitation. Whenever any rental dwelling or licensed premises has been declared unfit for human habitation, the compliance official shall order the same vacated within a reasonable time and shall post a placard on same indicating that it is unfit for human habitation under the Minnesota State Building Code, and any license previously issued for such rental dwelling units shall be revoked pursuant to section 154.07 herein.

(2) It shall be unlawful for such rental dwelling or portion thereof to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the city. It shall be unlawful for any person to deface or remove the declaration placard from any such rental dwelling.

(F) Hazardous Building Declaration. Nothing in this chapter shall prevent the city from initiating a hazardous building action in accordance with Minnesota Statutes, chapter 463.

(G) Right of Appeal. When it is alleged by any person to whom an official order is directed that such official order is based upon erroneous interpretation of this chapter, such person may appeal the official order to the city council sitting as a board of appeals. Such appeals must be in writing, must specify the ground for the appeal, and must be filed with the city within ten (10) business days after receipt of the official order. The filing of an appeal shall stay all proceedings in furtherance of the action appealed from, unless such a stay would cause imminent peril to life, health, or property.

(H) Board of Appeals Decision. Upon at least ten (10) business days' notice to the appellant of the time and place for hearing the appeal, and within 45 calendar days after said appeal is filed, the board of appeals shall hold a hearing thereon, receive evidence, and consider any advice and recommendation from the compliance official. The board of appeals may reverse, modify, or affirm, in whole or in part, the official order.

(I) Restrictions on Transfer of Ownership. It shall be unlawful for the owner of any rental dwelling, or portion thereof, upon whom a pending official order has been served to sell, transfer, lease, or otherwise convey said rental dwelling to another person until the provisions of the order have been complied with, unless the owner first furnishes to the prospective grantee or lessee a true copy of the official order, obtains a written acknowledgment of receipt from said grantee or lessee, and files a copy of the same with the city. Anyone securing an interest in the rental dwelling, or portion thereof, who has received and acknowledged such notice of an official order

shall be bound by the same without further service and shall be subject to all penalties and procedures provided by this chapter.

(J) Failure to Correct Official Orders. Any person who fails to comply with an official order and any person who fails to comply with a modified official order within the time set therein, upon conviction thereof shall be guilty of violating this chapter. Nothing in this chapter however is deemed to limit other remedies or civil penalties available to the city under this code or state law. Each day of such failure to comply may constitute a separate punishable offense.

154.07 LICENSE DENIAL, SUSPENSION, NONRENEWAL, AND REVOCATION.

(A) Applicability. Every application for a license, renewal for a license or an existing license issued under the provisions of this chapter are subject to denial, suspension, nonrenewal, or revocation by the compliance official. In the event that a license is revoked, or not renewed by the compliance official, it shall be unlawful for the owner or agent to rent the rental dwelling.

(B) Grounds for Adverse License Action. The compliance official may revoke, suspend, decline to renew or impose reasonable conditions or restrictions upon any license issued under this chapter upon any of the following criteria:

- (1) False statements, misrepresentations, or fraudulent statements on any application or other information or report required by this chapter to be given by the applicant or licensee.
- (2) Failure to pay any fee, fine or penalty, special assessments, real estate taxes, or other financial claims due to the city as required by this chapter.
- (3) Failure to continuously comply with any property maintenance, zoning, health, building, nuisance, or other city codes; or failure to correct deficiencies noted in an official order in the time specified in the order.
- (4) The failure to eliminate imminent health and life safety hazards as determined by the city compliance official after issuance of the compliance order.
- (5) The abandonment of the licensed premises by the owner as determined by the inability to make contact with the owner or his/her agent due to inaccurate contact information.
- (6) Failure to operate or maintain the licensed premises in conformity with all applicable federal, state and local laws, rules, regulations, and ordinances.
- (7) Any person(s) who has had an interest in two (2) or more licensed properties that have been revoked, suspended or denied pursuant to this article, shall be ineligible to hold or have any interest in a rental dwelling license or provisional license for period of two (2) years.

(C) License Action Sections. A license revocation, suspension, nonrenewal or imposition of reasonable conditions or restrictions on a license may be brought under any applicable provision of this chapter.

(D) Notification, Hearing, and Decision.

(1) Written Notice; Hearing. A recommendation to revoke, deny, suspend, not renew or impose reasonable conditions or restrictions on a license shall be preceded by written notice to the applicant or licensee of the grounds therefore and the applicant or licensee will be given an opportunity to challenge the recommendation at a hearing conducted before the city council before final action to revoke, deny, not renew or impose reasonable conditions or restrictions on a license.

(2) Decision. The city council shall give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply. The city council shall issue a decision to deny, suspend, not renew, revoke or impose reasonable conditions or restrictions on a license only upon written findings.

(E) Written Decision; Compliance. Written decisions to revoke, deny, not renew or impose reasonable conditions or restrictions on a license or application shall specify the part or parts of the rental dwelling to which it applies. Thereafter, and until a license is reissued or reinstated, no rental units becoming vacant in such part or parts of the rental dwelling may be re-let or occupied. Revocation or non-renewal of a license shall not excuse the owner from compliance with all terms of state laws and codes and this city Code for as long as any units in the rental dwelling are occupied. Failure to comply with all terms of this section during the term of revocation, or nonrenewal is a misdemeanor and grounds for extension of the term of such revocation, or nonrenewal and as otherwise set forth in this section. Further license action such as revoking a license may also be taken for failure to comply.

(F) Notification of Decision. The city shall cause a notice of the city council's decision of a revocation, suspension, nonrenewal or the imposition of reasonable conditions or restrictions on a rental license to be provided to the licensee or applicant either by personal delivery or by First Class mail. In addition, notice of the city council's decision calling for the revocation, suspension or nonrenewal of a rental license shall also be mailed to each tenant in the licensed premises and prominently posted on the rental dwelling. The notice provided to the tenant(s) shall indicate the date upon which the tenants must vacate the licensed premises and clearly indicate which dwelling units are impacted by the city council's decision. Tenants of an unlicensed rental unit will be provided a reasonable time to arrange for alternative housing and remove their possessions.

(G) License Actions; Reapplication.

(1) Revocation, Denial, Nonrenewal. Licenses that are revoked will not be reinstated until the owner has applied for and secured a new license. Upon a decision to revoke, deny or not renew a license, no approval of any application for a new license for the same rental

dwelling is effective until after the period of time specified in the city council's written decision, which shall not exceed one year. The city council shall specify in its written decision the date when an application for a new license will be accepted. A decision not to renew a license may take the form of a revocation. A decision to deny an initial application shall state conditions of reapplication.

(2) Reinstatement Fees. All reapplications must be accompanied by a reinstatement fee, as specified by city council resolution, in addition to all other fees required by this chapter.

(H) New Licenses Prohibited. A person who has a rental license revoked may not receive a rental license for another rental dwelling within the city for a period of one year from the date of revocation. The person may continue to operate other currently licensed rental dwellings if maintained in compliance with city codes and other applicable laws, rules, and regulations.

(I) Misdemeanor. Any person who violates any part of this chapter, upon conviction thereof, shall be guilty of a misdemeanor, punishable in accordance with state law. Nothing in this chapter is deemed to limit other remedies or civil penalties available to the city under city code or state law. Each day that a violation continues is deemed a separate punishable offense.

(J) Severability. Every section, provision, or part of this chapter is declared severable from every other section, provision, or part to the extent that if any section, provision or part of the chapter shall be held invalid, it shall not invalidate any other section, provision or part thereof.

(K) No Warranty. By enacting and undertaking to enforce this chapter, the city, city council, its agents, and employees do not warrant or guaranty the safety, fitness or suitability of any rental dwelling in the city. Owners, agents, and tenants of rental dwellings should take whatever steps they deem appropriate to protect their interests, health, safety and welfare.

(L) Applicable Laws. Licenses are subject to all of the ordinances of the city and the laws, rules, and regulations of the State of Minnesota and the United States relating to rental dwellings. This article shall not be construed or interpreted to supersede or limit any other such applicable law.

SECTION 3. This Ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the New Prague City Charter.

Introduced to the city council of the city of New Prague, Minnesota, the ____ day of ____, 2023.

The required 10 days posted notice was completed on the city website and city hall bulletin board on or before ____, 2023.

Passed by the city council of the city of New Prague, Minnesota, the ____ day of ____, 2023 and to be published on the ____ of ____, 2023.

Mayor

City Administrator

Published in the New Prague Times on _____, 20____.

Document comparison by Workshare 10.0 on Thursday, September 21, 2023
4:52:03 PM

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Rendering set	Standard

Legend:	
Insertion	
Deletion	
Moved from	
Moved to	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:		
	Count	
Insertions		8
Deletions		5
Moved from		0
Moved to		0
Style change		0
Format changed		0
Total changes		13

Suggested Fees:

- \$100 per building plus \$25 for each additional unit to cover either a 2-year or 4-year renewal period*.
- \$50 Re-inspection fee (only for situations in which staff is following up on a previous violation being corrected and said violation has not actually been corrected, causing another inspection to be needed or when an inspection is scheduled and the owner/agent fails to keep a scheduled inspection without prior notice.)

(*all units must start out with a 2-year initial inspection period at the start of this ordinance and then may be eligible for a 4 year renewal period thereafter per the ordinance provisions.)



City of New Prague Residential Rental Inspection Checklist

Date: _____	Inspector: _____	Time In: _____	Time Out: _____
Property Address: _____			
Property Owner Agent: _____			
Owner Agent Phone #: _____		Owner/Agent Email: _____	
	Pass	Fail	Notes
Address Posted: 150.01	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weather Tight Exterior: 154.05 sub "p"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing Deck Hand/Guardrails are Properly Functioning: 154.05 sub "k"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operational Egress Windows/Doors: 154.05 sub "k"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weeds/Vehicles: 92.37/92.18 sub "t"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing Int. Hand/Guardrails are Properly Functioning: 154.05 sub "k"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toilet(s) Flush: 154.05 sub "g"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exposed Wires (Copper exposed, missing recpt. cover) 154.05 sub "i"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Smoke Detector/CO Detector Functioning: 154.05 sub "b, c"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Extinguisher: 154.05 sub "d"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heat Source Present: 154.05 sub "h"	<input type="checkbox"/>	<input type="checkbox"/>	_____



City of New Prague Residential Rental Inspection Checklist

	Pass	Fail	Notes
Water Heater vent/T&P Valve In Place: 154.05 sub “g”	<input type="checkbox"/>	<input type="checkbox"/>	
Washer/Dryer shut offs & approved venting: 154.05 sub “g, h”	<input type="checkbox"/>	<input type="checkbox"/>	
Dishwasher Drain line (Break): 154.05 sub “g”	<input type="checkbox"/>	<input type="checkbox"/>	
Gas range shutoff valve present: 154.05 sub “h”	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Refuse Collection (Notify Landlord) 53.02 sub “b”	<input type="checkbox"/>	<input type="checkbox"/>	
Self Supporting Fences/ Retaining wall: 92.15 sub “b”	<input type="checkbox"/>	<input type="checkbox"/>	
Insect/Rodent/Pest Infestation: 154.05 sub “a”	<input type="checkbox"/>	<input type="checkbox"/>	

Call City Hall with any questions – (952) 758-1138.

ADDITIONAL NOTES:

August 23, 2023 Planning Commission Public Hearing Minutes Excerpt

A. Review of Ordinance Creating New Chapter 154 to the City Code Regarding Rental Dwelling Licenses

Planning Director Ondich introduced the proposed City Code to establish a rental dwelling license. Since 2008, the City has had a rental registration program that tracks rental properties, and their associated contact information. A rental dwelling task force was established in July 2022 to discuss the proposed rental dwelling unit inspection ordinance. Although the Planning Commission hasn't been involved with these discussions, the City Attorney recommended that the Planning Commission hold a public hearing before City Council makes a final decision. The proposed ordinance would require rental dwellings to do a rental inspection every two years at a cost of \$100 per building plus \$25 for each additional unit. Inspections are intended to last between 20-30 minutes and are looking for items affecting life/safety such as operable windows, doors, guardrails, and smoke detectors. Rental inspections do not include motels/hotels, nursing homes, licensed group homes, snowbirds, and other properties inspected by county, state or federal properties such as buildings owned by HUD, CDA, and USDA.

Ryan inquired if there are Airbnb rentals in town and if they would require a rental inspection.

Planning Director replied that there are some in town and it will be required.

Meyer commented that it would be hard to regulate if someone decided to Airbnb their home for two weeks and how it was different from those defined as snowbirds renting their homes.

City Attorney Anderson remarked that making rules are different than enforcing them. It would be difficult to determine this since it would require investigating openings/availabilities on Airbnb. Staff could revise the wording in the ordinance as well as the difference between a snowbird and short-term rentals.

Pike asked how rental inspections would be scheduled.

Planning Director Ondich explained that the inspections would occur over the span of two years. Rental properties in the city located in Le Sueur County will be inspected every odd year and properties in Scott county will be inspected every even number year. There have been a few discussions on having the inspections every three years.

Pike asked who will be doing the inspections.

Planning Director Ondich clarified that Building Official and Building Inspector will conduct the inspections during the winter months when it's a slower time of year. The rental inspections aren't being proposed to fill staff time.

Pike inquired if the inspectors will be given any guidelines on how to interact with the tenants during the inspection. The tenants could potentially complain about more things that aren't on the inspection list.

Planning Director Ondich explained that under the current law, if a tenant complains about their rental to the city, the city must notify the landlord and do an inspection. Many tenants are afraid to complain out of fear of being evicted.

City Attorney Anderson explained that the proposed rental inspection would prevent the tenant from being penalized for a complaint.

Planning Director Ondich mentioned that the rental inspection ordinance will be reviewed by City staff and the City Attorney every year to make sure that it's meeting statutory changes. The fee schedule will also be reviewed annually at the end of the year.

Planning Director Ondich also added that when a landlord buys another landlord's property, they will need to do a rental inspection. Many landlords don't know they have to do a rental registration. In the past, staff had to track landlords down by checking their contact information on their utility bills.

Pike asked if staff could expand on violations.

Planning Director Ondich stated that the purpose of the rental inspection is not to nitpick but to ensure the safety of the unit. If there is an issue with the unit, the city would like to hear about it soon rather than wait for the inspection.

City Attorney Anderson said that it's very rare to revoke a rental inspection license. Most landlords want their properties to be habitable for their business. To revoke a rental inspection license, it would have to be brought to council.

A motion was made by Ryan seconded by Pike to open the public hearing at 7:07 pm.

Joe Lambrecht from 2791 Westview Dr. stated that the rental registration ordinance doesn't do anything for the landlord but acts as another tax base. Landlords and tenants can refer to the attorney general handbook or contact lawyers to learn more about their rights. Instead of doing an inspection every two years, it would be better to do it every three years because it's less taxing. The rental registration price could increase within the next 10 years.

City Attorney Anderson stated that one of the main reasons to establish this ordinance was due to the lack of education or ability for tenants to exercise their rights. Tenants have a right to inspections and compliance matters. As of right now, tenants may be scared to address this with the landlord.

Pike commented there could be a way in which the amendment could be more fair to the landlord.

Lambrecht added that the landlord's put time, repair work into their properties while taxes continue to rise each year. The inspection fee ends up being an increase in their rent.

Michele Kotek from 617 1st Ave SE said that \$100 can add up over time. Many families live paycheck to paycheck, which can make it or break it for some people. She didn't understand how weeds or junk were on the rental inspection list.

City Attorney Anderson stated that an accumulation of junk or weeds can harbor vermin, which can eventually lead to property damage to the home.

Kotek stated that the rental registration seems redundant since landlords already have to follow state statute.

City Attorney Anderson explained that a home can go 10-20 years or more without inspections without this ordinance.

Michele suggested that instead of adopting the ordinance, the state handbook should be passed out to landlords and tenants.

Scott Adamek explained that he has several long-term renters, therefore, the inspections will become redundant over time. Tenants may be unhappy having people come in their unit. In Shakopee, they offered a Phase 1 Training to teach landlords how to avoid getting problem tenants. The program was aimed at reducing crime in the City of Shakopee.

Planning Director Ondich explained that in January of 2023, Shakopee started their own rental inspection program. The Crime Free Lease Addendum helps protect the landlords and allows landlords to remove tenants before the end of their lease.

City Attorney Anderson explained that there are two reasons why the city didn't go this route. The main reason is that crime isn't really an issue but rather a way to ensure safety. Secondly, there can be lawsuits when implementing a Crime Free Lease Addendum. If it's not an issue now, the city won't require it.

Dan Dagestad from 617 1st Ave SE advocated for a longer inspection period than two years. Landlords typically fix any issues that are occurring on the property.

Ryan proposed that if a rental property passes inspection, then they don't have to do another inspection for a while. If the rental property fails, then they may have to do an inspection sooner.

City Attorney Anderson explained that this could cause more burden on city staff in terms of labor and time which may indirectly increase the fees.

Kay Wilcox at 310 1st Ave NW explained that when inspectors come in to do the inspections, they may be able to notice social issues such as drugs or malnourished children.

City Attorney Anderson stated that the inspectors will be able to observe issues on the property and contact the police if they'd like.

A motion was made by Ryan seconded by Pike to close the public hearing at 7:47 pm. Motion carried (4-0).

A motion was made by Ryan seconded by Pike to approve the proposed ordinance to City Council with the suggestion to add the laddering inspection timespan to the ordinance. Motion carried (4-0).