



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, November 06, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

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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.](#) i. October 3, 2023, Special City Council Meeting Minutes
- ii. October 16, 2023, City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$720,878.20**
- [c.](#) Approval of League of Minnesota Cities Liability Coverage Waiver Form

4. FACILITIES STUDY UPDATE - JOHN MCNAMARA, WOLD ARCHITECTS

- [a.](#) Facility Space Needs Assessment
- [b.](#) Facility Needs Study City Council Update
- [c.](#) Police Facility Next Steps

5. CITY ENGINEER PROJECTS UPDATE

- [a.](#) November 6, 2023

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

(Speakers limited to 5 minutes.)

7. PUBLIC HEARING(S) – 6:00 PM

- a. Vacating Certain Easements in the Plats of Simon Acres 1st Addition and Highview Tenth Addition

8. ORDINANCE(S) FOR INTRODUCTION

- [a.](#) Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines
 - i. Resolution #23-11-06-01 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Whispering Pines

9. ORDINANCE(S) FOR ADOPTION

- [a.](#) Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition
- [b.](#) Ordinance #344 - Residential Rental Dwelling Unit Inspections
 - i. Resolution #23-11-06-02 - Approving Publication of Ordinance #344 by Title and Summary
 - ii. Resolution #23-11-06-03 - Amending the Official 2023 Fee Schedule

10. RESOLUTIONS

- [a.](#) Resolution #23-11-06-04 - Granting Approval of the Preliminary and Final Plat of Pond Third Addition Consisting of 4 Lots on 2.43 Acres, New Prague, MN

11. GENERAL BUSINESS

- [a.](#) Sustainability Policy
- [b.](#) Sustainable Procurement Policy
- [c.](#) Special Assessment Policy Update

12. MISCELLANEOUS

- [a.](#) Meeting Minutes
 - i. EDA
 - ii. Planning

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

November 8	7:30 a.m. EDA Board
November 10	Holiday – City Offices Closed
November 13	12:00 p.m. Community Center Board
November 14	6:00 p.m. Park Board
November 15	6:30 p.m. Planning Commission
November 20	6:00 p.m. City Council
November 23	Holiday – City Offices Closed
November 24	Holiday – City Offices Closed
November 27	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
November 28	6:30 p.m. Golf Board
December 4	6:00 p.m. City Council



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Tuesday, October 03, 2023 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Duane Jirik called the Special Meeting to order at 5:00 p.m.

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Bruce Wolf

ABSENT

Councilmember Rik Seiler

2. REGULAR AGENDA

Discussion was had amongst Council and staff regarding all items below. No action was taken.

- a. 2024 Budget Discussion
- b. Health Insurance
- c. 2024 Visioning
- d. Police Facility
- e. 2024 Capital Improvement Program

3. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Ryan to adjourn the meeting at approximately 7:47 p.m.

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

Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, October 16, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Vice President Shawn Ryan called the meeting to order at 6:00 p.m.

PRESENT

Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler

ABSENT

Mayor Duane Jirik
Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, General Manager Bruce Reimers, Police Chief Tim Applen, and Public Works Director Matt Rynda

Additional present: Attorney Scott Riggs

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to approve the Regular Agenda.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (3-0).

3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the Consent Agenda.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (3-0).

- a. City Council Meeting Minutes
 - i. October 2, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$339,891.78**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for Church of St. Wenceslaus on January 31, 2024, involving a raffle at 215 Main Street East, New Prague
- d. Resolution #23-10-16-01 - Approving MN Lawful Gambling Premises Permit Application LG214 for New Prague Firemens Relief Association at Corner Bar, 100 Main Street West
- e. Foundry Hill Park Improvements

4. CITY ENGINEER PROJECTS UPDATE**a. October 16, 2023**

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

5. PUBLIC HEARING(S) – 6:00 PM**a. Adopting Assessment for the 2023 Street and Utility Improvement Project**

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to open the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

City Engineer Knutson gave a presentation on the project. After hearing from him, discussion was had and many members of the community addressed the Council. Motion made by Councilmember Ryan, seconded by Councilmember Bass to close the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

b. Ordering Engineering Services for the 2024 Street and Utility Improvement Project

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to open the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

City Engineer Knutson provided a presentation. At the conclusion of his presentation, several members of the community spoke. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to close the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

6. 2023 STREET AND UTILITY IMPROVEMENT PROJECT**a. Resolution #23-10-16-02 - Adopting Final Assessment**

There were not enough Councilmembers present to vote on this item.

7. 2024 STREET AND UTILITY IMPROVEMENT PROJECT**a. Proposal for Engineering Services**

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

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

No members of the public spoke at this meeting.

9. ORDINANCE(S) FOR INTRODUCTION**a. Ordinance #344 - Residential Rental Dwelling Unit Inspections**

Planning/Community Development Director Ondich provided additional context and background. Motion made by Councilmember Seiler, Seconded by Councilmember Bass for the first reading of Ordinance #344.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

10. ORDINANCE(S) FOR ADOPTION

11. RESOLUTIONS

12. GENERAL BUSINESS

13. MISCELLANEOUS

- a. Meeting Minutes
 - i. Park
- b. Discussion of Items not on the Agenda
 - i. City Administrator Tetzlaff advised he will have additional health insurance information from Gallagher in the next few days and will pass it along to Councilmembers when he receives it.
 - ii. Attorney Scott Riggs advised a closed meeting will be held immediately after this regular City Council meeting.

14. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to adjourn the meeting at approximately 8:30 p.m.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (3-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/06/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
BEVCOMM	TELEPHONE	\$88.85	
BORDER STATES ELECTRIC SUPPLY	4' LED BULBS	\$111.00	
CENTERPOINT ENERGY	NATURAL GAS	\$40.82	
CURT NOVOTNY	FIRE CHIEFS CONFERENCE	\$657.41	
GREG PINT	FIRE CHIEFS CONFERENCE	\$666.91	
LAKERS NEW PRAGUE SANITARY	TRASH	\$40.84	
MUNICIPAL EMERGENCY SERVICE	THERMAL CAMERA BATTERIES	\$221.33	
NEW PRAGUE UTILITIES	UTILITES	\$782.92	
POMP'S TIRE SERVICE INC.	TIRES - UTILITY	\$172.50	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$33.20	
RYAN KUBES	FIRE CHIEFS CONFERENCE	\$666.94	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$461.53	
ZORO TOOLS INC.	BOLT CUTTER	\$25.64	
TOTAL:			\$3,969.89
<u>OTHER - TO BE REIMBURSED</u>			
AMAZON CAPITAL SERVICES	TOM PHONE CASE	\$24.99	
TOTAL:			\$24.99
<u>LAWN MAINTENANCE - TO BE REIMBURSED</u>			
LAKERS NEW PRAGUE SANITARY	CHAIR REMOVAL 300 CENTRAL AVE S	\$45.00	
MACH LUMBER INC	503 1ST AVE SE - CONCRETE REPAIR	\$41.00	
RIVER'S EDGE CONCRETE LLC	SIDEWALK REPAIR- 503 1ST AVE SE	\$399.33	
TOTAL:			\$485.33
<u>COUNCIL</u>			
SUEL PRINTING	MINUTES, ORD. 342, SIMON ACRES	\$1,622.00	
US BANK CREDIT CARD	SCALE	\$15.37	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
VERIZON WIRELESS	TELEPHONE	\$82.46	
TOTAL:			\$1,994.81
<u>ADMINISTRATION</u>			
BEVCOMM	TELEPHONE	\$99.19	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP	\$75.36	
US BANK CREDIT CARD	SCALE MEETING	\$12.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$1,060.13	
VERIZON WIRELESS	TELEPHONE	\$53.60	
TOTAL:			\$1,300.28
<u>TECH NETWORK</u>			
US BANK CREDIT CARD	DOMAIN RENEWAL	\$22.17	
TOTAL:			\$22.17
<u>ATTORNEY</u>			
SCOTT COUNTY ATTORNEY'S OFFICE	AUGUST COURT FINES	\$2,353.69	
SCOTT COUNTY ATTORNEY'S OFFICE	SEPTEMBER COURT FINES	\$1,213.12	
TOTAL:			\$3,566.81
<u>ENGINEER</u>			
SEH	10TH AVE SE CROSSING	\$40.31	
SEH	ENGINEERING FEES	\$791.50	
TOTAL:			\$831.81
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$43.51	
DAHL-SHETKA, KIERSTEN	ART GRANT - SUPPLIES	\$59.75	
INTERSTATE BATTERIES	TRAFFIC COUNTER BATTERY	\$45.95	
METRO SALES INC	COPIER LEASE	\$112.33	
US BANK CREDIT CARD	APPA CONFERENCE	\$581.16	
US BANK CREDIT CARD	BUSINESS CARDS	\$34.90	
US BANK CREDIT CARD	FUSION - GAS	\$52.16	
US BANK CREDIT CARD	GO TO MY PC	\$40.82	
US BANK CREDIT CARD	TRAINING, APA CONFERENCE	\$868.26	

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/06/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$44.18	
VERIZON WIRELESS	TELEPHONE	\$82.46	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$17.84	
TOTAL:			\$1,983.32
<u>GOVERNMENT BUILDING</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$92.26	
LAKERS NEW PRAGUE SANITARY	TRASH	\$176.86	
NEW PRAGUE UTILITIES	UTILITIES	\$1,366.36	
US BANK CREDIT CARD	DRINKING FOUNTAIN PARTS	\$242.64	
US BANK CREDIT CARD	TOILET	\$377.99	
TOTAL:			\$2,256.11
<u>POLICE</u>			
BEVCOMM	TELEPHONE	\$105.29	
BUREAU OF CRIMINAL APPREHENSION	CJDN ACCESS FEE	\$480.00	
DEPUTY REGISTRAR	FORFEITURE TITLES	\$476.00	
NORTH CENTRAL DBA RW&B	2022 POLICE INTER UTILITY	\$56,735.70	
NORTH CENTRAL DBA RW&B	SQUAD SEAT COVERS	\$720.40	
STREICHER'S	UNIFORM - CULBRETH	\$328.95	
US BANK CREDIT CARD	BRISTOL - CHILD PASSENGER TRAINING	\$95.00	
US BANK CREDIT CARD	CULBERTH - COLLAR INSIGNA 8/25/23	\$10.99	
US BANK CREDIT CARD	FLUM - DMT-G CERTIFICATION	\$75.00	
US BANK CREDIT CARD	ORRIE - CPS TRAINING	\$95.00	
US BANK CREDIT CARD	WILSON COMBAT EXT. TUBE	\$92.70	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$313.14	
VERIZON WIRELESS	SQUAD BROADBAND	\$200.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,268.59	
TOTAL:			\$60,996.90
<u>FIRE</u>			
BEVCOMM	TELEPHONE	\$88.85	
BORDER STATES ELECTRIC SUPPLY	4' LED BULBS	\$111.00	
CENTERPOINT ENERGY	NATURAL GAS	\$40.82	
CURT NOVOTNY	FIRE CHIEFS CONFERENCE	\$657.41	
GREG PINT	FIRE CHIEFS CONFERENCE	\$666.90	
LAKERS NEW PRAGUE SANITARY	TRASH	\$40.84	
MUNICIPAL EMERGENCY SERVICE	THERMAL CAMERA BATTERIES	\$221.34	
NEW PRAGUE UTILITIES	UTILITIES	\$824.18	
POMP'S TIRE SERVICE INC.	TIRES	\$172.50	
RYAN KUBES	FIRE CHIEFS CONFERENCE	\$666.93	
SCOTT COUNTY TREASURER	2023 FIRE TOWER	\$108.80	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$377.09	
ZORO TOOLS INC.	BOLT CUTTER	\$25.65	
TOTAL:			\$4,002.31
<u>BUILDING INSPECTOR</u>			
BEVCOMM	TELEPHONE	\$43.52	
BRIAN PETERSEN	MEAL REIMBURSEMENT RIVERBEND MEETING	\$20.00	
DEB WEGNER	MEAL REIMBURSEMENT FOR RIVERBEND MEETING	\$6.71	
MED COMPASS	HEARING & FIT TESTING	\$50.48	
METRO SALES INC	COPIER LEASE	\$112.33	
SCOTT SASSE	MEAL REIMBURSEMENT RIVERBEND MEETING	\$12.67	
US BANK CREDIT CARD	INSPECTIONS E-CODE BOOKS	\$1,392.50	
US BANK CREDIT CARD	LUBRICANT, ICE MACHINE PARTS	\$170.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$142.53	
TOTAL:			\$2,033.20
<u>PUBLIC WORKS</u>			
AMAZON CAPITAL SERVICES	COMPOST GRANT - PADLOCKS	-\$6.99	
BORDER STATES ELECTRIC SUPPLY	COMPOST GRANT - CAMERA	\$42.06	
MED COMPASS	HEARING & FIT TESTING	\$25.24	
SUEL PRINTING	ORGANICS GRANT MARKETING	\$183.70	
THE BRASS TACKS INITIATIVE	COMPOST GRANT	\$519.19	
US BANK CREDIT CARD	COMPOST BAGS	\$79.29	
TOTAL:			\$842.49

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/06/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET</u>			
AMAZON CAPITAL SERVICES	BUSINESS CARD HOLDER	\$6.99	
AMAZON CAPITAL SERVICES	HOSE ASSEMBLY	\$37.11	
BEVCOMM	TELEPHONE	\$74.10	
BORDER STATES ELECTRIC SUPPLY	COMPOST GRANT - CAMERA	\$22.08	
BORDER STATES ELECTRIC SUPPLY	COMPOST SITE LIGHT	\$70.24	
CENTERPOINT ENERGY	NATURAL GAS	\$65.73	
FASTENAL	PLOW BOLTS	\$378.07	
H & L MESABI	RETURN - BOLT	-\$185.00	
H & L MESABI	SKID LOADER - PARTS	\$360.00	
LAKERS NEW PRAGUE SANITARY	TRASH	\$212.72	
MDI TRUCK	2023 F-550 - PLOW	\$8,623.00	
MED COMPASS	HEARING & FIT TESTING	\$185.96	
METRO SALES INC	COPIER LEASE	\$178.99	
NEW PRAGUE UTILITIES	UTILITIES	\$464.06	
O'REILLY AUTOMOTIVE INC	WIPER BLADES / BELT	\$49.15	
RDO EQUIPMENT CO.	OIL FILTERS - JD	\$68.39	
US BANK CREDIT CARD	BUSINESS CARDS	\$13.96	
US BANK CREDIT CARD	CIRCUIT	\$3.99	
US BANK CREDIT CARD	CONCRETE FORMING STAKES	\$31.89	
US BANK CREDIT CARD	MRWA CONFERENCE	\$300.00	
US BANK CREDIT CARD	PRESSURE WASHER PART	\$13.70	
VERIZON WIRELESS	TELEPHONE	\$245.93	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,338.56	
WM. MUELLER & SONS INC.	ASPHALT STREETS	\$352.80	
TOTAL:			\$12,912.42
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,601.27	
TOTAL:			\$5,601.27
<u>PARKS</u>			
BEVCOMM	TELEPHONE	\$31.72	
BRYAN ROCK PRODUCTS INC.	AG LIME	\$416.55	
CENTERPOINT ENERGY	NATURAL GAS	\$35.38	
DEM-CON COMPANIES LLC	PARKS GARAGE	\$83.14	
HERITAGE LANDSCAPE SUPPLY GROUP	CHEMICALS	\$10,806.77	
HERITAGE LANDSCAPE SUPPLY GROUP	GRASS SEED	\$3,639.87	
LAKERS NEW PRAGUE SANITARY	TRASH	\$212.72	
MACH LUMBER INC	CONCRETE - MEMORIAL	\$56.10	
MACH LUMBER INC	STAKES	\$44.25	
MED COMPASS	HEARING & FIT TESTING	\$245.73	
NEW PRAGUE UTILITIES	UTILITIES	\$2,443.92	
POMP'S TIRE SERVICE INC.	TIRES - UTILITY	\$350.00	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$620.00	
RIVER'S EDGE CONCRETE LLC	CONCRETE	\$798.68	
TREES PLUS	MOVING TREES	\$2,760.00	
US BANK CREDIT CARD	AED BATTERY	\$102.74	
US BANK CREDIT CARD	BUSINESS CARDS	\$6.98	
US BANK CREDIT CARD	NEW PARKS BUILDING	\$956.45	
US BANK CREDIT CARD	OFFICE FURNITURE	\$184.43	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$118.13	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$454.48	
WASHA TRUCKING SERVICES INC	HAULING -AG LIME	\$115.00	
WM. MUELLER & SONS INC.	ASPHALT	\$1,312.54	
WOLD ARCHITECTS AND ENGINE	PARKS GARAGE CODE ANALYSIS	\$3,250.00	
TOTAL:			\$29,055.60
<u>PARK BOARD</u>			
MACH LUMBER INC	CONCRETE - FOUNDRY HILL	\$152.90	
RIVER'S EDGE CONCRETE LLC	CONCRETE - FOUNDRY HILL	\$855.74	
TOTAL:			\$1,008.64

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/06/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>LIBRARY</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$32.39	
NEW PRAGUE UTILITIES	UTILITIES	\$799.71	
US BANK CREDIT CARD	FURNANCE REPAIR	\$222.27	
TOTAL:			\$1,054.37
<u>UNALLOCATED</u>			
LEAGUE OF MN CITIES INSURANCE	DEDUCTIBLE-MOWER HIT PARKED VEHICLE	\$2,422.92	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$654.00	
TOTAL:			\$3,076.92
GENERAL FUND TOTAL:			\$137,019.64
FUND 227 - SPECIAL REVENUE - RENTAL			
SCOTT COUNTY	REAL ESTATE TAXES	\$34.60	
TOTAL:			\$34.60
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
PROSOURCE SPECIALTIES LLC	PLASTIC BADGES	\$327.80	
US BANK CREDIT CARD	DOZINKY MEALS	\$537.00	
TOTAL:			\$864.80
FUND 315 - DEBT SERVICE - BOND REFUNDING 2013B			
COMPUTERSHARE TRUST COMPANY	2013 INTEREST PAYMENT	\$25,320.00	
COMPUTERSHARE TRUST COMPANY	2013 PRINCIPAL PAYMENT	\$440,000.00	
TOTAL:			\$465,320.00
FUND 422 - CAPITAL PROJECTS - CIP 2023			
SEH	CIP 2023 - SUNRISE / SUNSET	\$16,087.25	
TOTAL:			\$16,087.25
FUND 423 - CAPITAL PROJECTS - CIP 2024			
SEH	CIP 2024	\$24,065.30	
SUEL PRINTING	CIP 2024	\$253.00	
TOTAL:			\$24,318.30
FUND 499 - CAPITAL PROJECTS - GENERAL			
SCOTT COUNTY	REAL ESTATE TAXES	\$29.92	
TOTAL:			\$29.92
FUND 602 - ENTERPRISE - SANITARY SEWER			
AERZEN USA CORPORATION	BLOWER AIR FILTERS	\$1,214.48	
AMAZON CAPITAL SERVICES	FOAM	\$44.20	
AMAZON CAPITAL SERVICES	PHONE CASE	\$19.79	
BEVCOMM	TELEPHONE	\$206.39	
CENTERPOINT ENERGY	NATURAL GAS	\$1,865.78	
CRANE ENGINEERING	DIAPHRAGM	\$641.89	
ELECTRIC PUMP	7.5 HP VFD	\$1,767.77	
GRAINGER	AUTO DRAIN VALVE	\$219.96	
GRAINGER	DRAIN VALVES	\$219.96	
GRAINGER	EMERGENCY EXIT SIGN/LIGHT	\$111.87	
GRAINGER	GASKETS	\$15.54	
JACOB HARTMAN	MWOA MEETING	\$20.00	
JOE WAGNER	MWOA MEETING	\$20.00	
LAKERS NEW PRAGUE SANITARY	TRASH	\$626.18	
MED COMPASS	HEARING & FIT TESTING	\$330.72	
METRO SALES INC	COPIER LEASE	\$52.20	
MUNICIPAL EMERGENCY SERVICE	CALIBRATION GAS FOR MONITORS	\$213.34	
NEW PRAGUE UTILITIES	UTILITIES	\$22,977.31	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$11,865.42	
RIVER COUNTRY COOP	DIESEL	\$2,906.25	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$421.20	
SALTCO	MONTHLY SALT	\$70.00	
UNIVAR SOLUTIONS USA INC	CITRIC ACID	\$14,213.75	
US BANK CREDIT CARD	BUSINESS CARDS	\$10.46	
US BANK CREDIT CARD	CAULK, REGULATOR REPAIR KIT	\$308.45	

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/06/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
US BANK CREDIT CARD	FILTER ELEMENTS	\$444.86	
US BANK CREDIT CARD	JETTER HOSE	\$958.38	
US BANK CREDIT CARD	MINERAL OIL, DISTILLED WATER	\$187.08	
USA BLUEBOOK	EFFLUENT PH PROBE	\$1,569.06	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$186.41	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$205.13	
TOTAL:			\$73,767.85
FUND 606 - ENTERPRISE - STORM UTILITY			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$7.20	
US BANK CREDIT CARD	BUSINESS CARDS	\$3.49	
US BANK CREDIT CARD	JETTER HOSE	\$958.38	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$6.18	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.44	
TOTAL:			\$992.71
FUND 651 - ENTERPRISE - AMBULANCE			
CENTERPOINT ENERGY	NATURAL GAS	\$40.82	
LAKERS NEW PRAGUE SANITARY	TRASH	\$40.84	
NEW PRAGUE UTILITIES	UTILITIES	\$473.80	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$20.40	
TOTAL:			\$575.86
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$719,010.93

Vendor Name	Net Invoice Amount
BEVCOMM	
Total TELEPHONE / CABLE / INTERNET:	827.30
CENTERPOINT ENERGY	
Total NAURAL GAS:	517.76
ECOLAB PEST ELIMINATION	
Total PEST / AIR QUALITY CONTROL:	462.98
STAR GROUP LLC.	
Total CARB CLEANER / BELT:	27.87
Total CARB CLEANER / BELT :	27.01
Total LATE PAYMENT FEE:	4.35
Grand Totals:	1,867.27



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to **pstech@lmc.org**, or fax to 651.281.1298.](#)

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of New Prague

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 11/7/2023

Signature: _____

Position: _____



Facility Space Needs Assessment:

City of New Prague

118 Central Ave. N.

New Prague, MN 56071

November 6, 2023

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



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INTRODUCTION

Wold Architects and Engineers and the City of New Prague Facility Space Needs Committee are pleased to submit to the New Prague City Council, this Facility Space Needs Assessment and Recommendation. We would like to acknowledge and thank the Committee for their efforts in providing us with the information needed to develop this report and the included recommendations.

Thank you for the consideration of this project recommendation.

A handwritten signature in black ink, appearing to read "John McNamara", with a long horizontal flourish extending to the right.

John McNamara, AIA, LEED AP
Wold Architects and Engineers



City of New Prague
Facility Space Needs Assessment
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FACILITY SPACE NEEDS COMMITTEE

Joshua Tetzlaff, City Administrator
Tim Applen, Police Chief
Ken Ondich, Community Development Director
Matt Rynda, Public Works Director
Bruce Reimers, Public Utilities General Manager
Robin Pikal, Finance Director
Kim Lee, Purchasing

CITY COUNCIL

Duane Jirik, Mayor
Shawn Ryan, Council Member
Maggie Bass, Council Member
Rik Seiler, Council Member
Bruce Wolf, Council Member

WOLD ARCHITECTS AND ENGINEERS

John McNamara, Partner-in-Charge
Jake Wollensak, Project Manager



STUDY METHODOLOGY

To arrive at the recommendations included in this report, extensive meetings and discussions occurred between the Wold team, the Core Planning Group and City of New Prague City Hall, Police Department, Public Works, Utilities, and the Fire Department Staff. This effort included departmental surveys, staff interviews, information gathering, and touring recently constructed facilities. Additionally, as part of the interview and survey process, an analysis of staffing needs was done. We asked each department head to review historic staffing numbers and to project the number of staff needed to provide service effectively and efficiently to the community in the future.

To assist in determining operational efficiency and future need, the Core Planning Group studied the following:

Current and Future Operations

- Analysis of current operations
- Department surveys and interviews
- Projection of operational opportunities

Growth Needs Analysis

- Review and approval of projected growth needs
- Exploration of space deficiencies

Program

- Development of a program of spaces
- Refinement of basic program needs
- Discussion of standardizing workstation and office sizes

Facility Analysis

- Analysis of current facility condition and needed repair.



GUIDING PRINIPLES

Function & Operations:

- Each Facility solution should accommodate the long-term needs of the departments and encourage efficiency, interaction, and collaboration.
- Solutions need to be adaptable for future changes in operations or growth.
- The Facilities should strive to be safe for staff, but also be open and publicly welcoming.

Long Term Use:

- Develop a plan for maintenance and preservation of facilities where appropriate.
- Plan for wise investment in facilities. Consider replacement when reinvestment would not improve operations.

Financial Resilience:

- Recommendations should reflect today's immediate needs and support future growth without starting over.
- Investments should reflect the community's values and be fiscally responsible.

PROJECT GOALS

A. Identify Current Facility Conditions and Deficiencies

- Age of Facility
- Condition of Building
- Site & Parking
- Structure Condition
- MEP Condition
- Interior Finishes
- ADA Compliance
- Expandability
-

B. City Population and Growth Projections – 5 year & 20 Year

C. Future Facility Needs

- Remodeling of existing facilities
- Reconstruction of facilities
- Relocation and Co-location

D. Space Needs

- Square Footage, as anticipated by staff
- Square Footage, as suggested by standard

E. Budget Recommendations



PROJECT MEETINGS AND SCHEDULE

Meeting #1	June 16, 2022	<u>Kickoff Meeting</u> Introductions Project Process/ Overview Core Group Responsibilities Project Goals/ Expectations/ Guiding Principles Survey/ Departmental Interviews Schedule Discussion Next Steps
Meeting #2	July 7, 2022	<u>Core Planning Meeting</u> Guiding Principles Project Goals Review Review Departmental Surveys Space Standards Discussion
Meeting #3	July 18, 2022	<u>Council Meeting</u> Introductions Project Process/ Overview Core Group Responsibilities Project Goals/ Expectations/ Guiding Principles Survey/ Departmental Interviews Schedule Discussion Next Steps
Meeting #4	August 10, 2023	<u>Departmental Meetings</u> Administration Finance Police Parks Streets WWTP Utilities – City Hall Utilities - GM



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Meeting #5	September 9, 2022	<u>Core Planning Meeting</u> Finalize Guiding Principles/ Mission Statement Confirm Population Projections Agreement on Space Standards Report on User Group Meetings and Survey Findings. Existing Facility Utilization
Meeting #6	September 23, 2022	<u>Core Planning Group Meeting</u> Finalize Guiding Principles/ Mission Statement Confirm Population Projections Agreement on Space Standards Report on User Group Meetings and Survey Findings. Existing Facility Utilization
Meeting #7	October 21, 2022	<u>Core Planning Group Meeting</u> Debrief Tours Facility Assessment Report Options Development Next Steps
Meeting #8	October 27, 2022	<u>City Council Meeting</u> Guiding Principles Population Projections Space Standards Existing Space Deficiencies Existing Facility Condition Space Needs City Hall/Police Tours Options Development Next Steps
Meeting #9	November 18, 2022	<u>Core Planning Meeting</u> Debrief Council Presentation Options Development/ Budget Facility Assessment Report Next Steps



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Meeting #10	January 3, 2023	<u>City Council Meeting</u> Needs Assessment Options Development Budget Development Next Steps
Meeting #11	March 6, 2023	<u>City Council Meeting</u> Options Summaries Financing Discussion Updated Recommendation Next Steps
Meeting #12	April 18, 2023	City Council Meeting Facility Tour Discussion Police Station Space Needs Parks Garage Space Needs Options Discussion Next Steps



POPULATION PROJECTIONS

Population History/ Projections

- The City of New Prague population in 2000 was 4,559 and grew by 40% over the next 5 years.
- Growth in the next 5 years continued to be high (14.5%) with the 2010 Census showing a population of 7,321.
- Population slowed between 2010 and 2015, likely due to economic pressures.
- Population jumped between 2015 and 2020 but has slowed in recent years.
- It is expected that population growth will increase. If the population grows at a rate of 6% every 5 years, the city population would be approximately 11,000.
- The updated Comprehensive Plan will validate growth.

2000	2005	2010 Census	2015	2020	2025	2030	2035	2040	2045
4,559	6,391	7,321	7,573	8,162	8,652	9,170	9,721	10,304	11,000
	40% Change	14.5% Change	3.4% Change	7.5% Change	6% Change	6% Change	6% Change	6% Change	6% Change



PROGRAMMING AND STAFFING PROJECTIONS

Wold Architects and Engineers used a survey and meetings with each department within the city to gather base line information and operational descriptions for use in projecting personnel needs.

The primary source related to personnel is the management's estimate of employee growth based, in part, on current and projected workloads. The departments provided personnel forecasts for a twenty-year horizon. For divisions that have been functioning for a number of years, particularly if the same division head has witnessed personnel trends, this is a good predictor of future personnel growth trends.

The projection of personnel need is based on a variety of factors. The following assumptions were used as a basis for projecting personnel need:

- The City Hall, Police, Public Works, Utilities and Fire will continue to provide the same services they currently provide. Fire Operations may change over time as the population grows and calls for service increase.
- Personnel necessary to provide public safety services will continue to grow proportional to population growth and changing demographics.
- Personnel needed for Public Works will increase as population increases and the City continues to add infrastructure to support the city population.
- City Hall personnel growth will continue to grow as population increases but will also continue to incorporate new operational efficiencies that will minimize the need for additional personnel.

Wold Architects and Engineers reviewed existing building plans for Police, Fire, Utilities and Public Works to determine how existing spaces are used. This information was used to produce an Existing Building Program, which was organized by the department. Staff also informed Wold about existing spatial deficiencies and future staff projections. This information was used to generate a Proposed Program. This program was further refined through meetings with the Facility Space Needs Committee. The final recommended Space Needs Program can be found on the following pages.



Space Standards

The following Space Standards based on job classification were discussed and deemed acceptable by the Facility Space Needs Committee. The group discussed that the size of workstations has decreased as technology has gotten smaller and digital storage has increased. Furthermore, the smaller stations are more efficient, provide a comparable amount of workspace, and allow for more collaborative and interactive functions that also create buffers between departments.

OFFICES

Administrator Office	225 to 250 sq. ft.
Director Office	150 to 180 sq. ft.
Supervisor Office	120 sq. ft.

WORK STATIONS

Regular Administrative	7'x7' workstation
Technical/ Engineering	8'x10' workstation
Flexible/ Intern/ Seasonal	6'x6' workstation

MEETING ROOMS

Small Meeting Room	150 sq. ft. (3-4 people)
Medium Meeting Room	250 sq. ft. (5-8 people)
Large Meeting Room	500 sq. ft. (10-15 people)
Training Room	1,500 to 2,000 sq. ft. (50 to 90 persons)

These space standards were used as the basis for the future space planning program in City facilities.



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SPACE NEEDS PROGRAM								
	EXISTING SPACE UTILIZATION		SHORT TERM SPACE NEEDS (2025)		MID TERM SPACE NEEDS (2035)		LONG TERM SPACE NEEDS (2045)	
	FTE	Total SF	FTE	Total SF	FTE	Total SF	FTE	Total SF
DEPARTMENT SUMMARY CITY HALL	12		13		17		19	
Administration	1	215 USF	2	266 USF	4	1,259 USF	4	1,259 USF
Finance	6	1,419 USF	6	1,419 USF	8	2,174 USF	8	2,046 USF
Community Development	5	1,172 USF	5	1,172 USF	5	1,806 USF	7	2,128 USF
Departmental Shared Spaces		2,492 USF		2,492 USF		5,026 USF		5,026 USF
Public Shared Spaces		3,227 USF		3,227 USF		3,598 USF		3,598 USF
Building Support		822 USF		822 USF		952 USF		952 USF
Police	12	6,556 USF	12	19,530 USF	14	19,580 USF	15	19,681 USF
Public Works - Parks	3	6,465 USF	4	15,173 USF	4	15,173 USF	5	15,341 USF
Total City Hall Usable Square Footage		22,366 USF		44,100 USF		49,569 USF		50,031 USF
Usable to Gross Factor		x 1.08		x 1.17		x 1.25		x 1.25
Total City Hall Gross Square Footage		24,131 GSF		55,125 GSF		61,961 GSF		62,539 GSF
DEPARTMENT SUMMARY PUBLIC WORKS BLDG.	8		9		8		9	
Office	8	573 SF	9	573 SF	8	573 SF	9	573 SF
Staff Support		681 SF		681 SF		681 SF		681 SF
Vehicle		14,559 SF		14,559 SF		14,559 SF		14,559 SF
Building Support		1,088 SF		1,088 SF		1,088 SF		1,088 SF
Circulation		615 SF		615 SF		615 SF		615 SF
Total Public Works Usable Square Footage		17,516 SF		17,516 SF		17,516 SF		17,516 SF
Net to Usable Factor		x 1.04		x 1.04		x 1.04		x 1.04
Total Public Works Gross Square Footage		18,200 USF		18,200 USF		18,200 USF		18,200 USF
DEPARTMENT SUMMARY ELECTRIC GARAGE	12		12		12		12	
Office/ Support	12	1,972 SF	12	1,972 SF	12	1,972 SF	12	1,972 SF
Vehicle Storage		18,239 SF		18,239 SF		18,239 SF		18,239 SF
Building Support		208 SF		208 SF		208 SF		208 SF
Total Line Garage Usable Square Footage		20,419 SF		20,419 SF		20,419 SF		20,419 SF
Net to Usable Factor		x 1.07		x 1.07		x 1.07		x 1.07
Total Line Garage Gross Square Footage		21,800 USF		21,800 USF		21,800 USF		21,800 USF
DEPARTMENT SUMMARY POWER PLANT	7		7		7		7	
Utilities	7	3,161 SF	7	3,161 SF	7	3,609 SF	7	3,609 SF
Building Support		8,810 SF		8,810 SF		8,810 SF		8,810 SF
Circulation		740 SF		740 SF		740 SF		740 SF
Total Power Plant Usable Square Footage		12,710 SF		12,710 SF		13,159 SF		13,159 SF
Net to Usable Factor		x 1.015		x 1.015		x 1.10		x 1.10
Total Power Plant Gross Square Footage		12,906 USF		12,906 USF		14,474 USF		14,474 USF
DEPARTMENT SUMMARY WWTP	4		6		0		0	
1.0 WWTP	4	0 SF	6	0 SF	0	0 SF	0	0 SF
Total WWTP Usable Square Footage		0 SF		0 SF		0 SF		0 SF
Net to Usable Factor		#DIV/0!		x 1.40		x 1.40		x 1.40
Total WWTP Gross Square Footage		45,727 USF		0 USF		0 USF		0 USF



SPACE NEEDS PROGRAM								
	EXISTING SPACE UTILIZATION		SHORT TERM SPACE NEEDS (2025)		MID TERM SPACE NEEDS (2035)		LONG TERM SPACE NEEDS (2045)	
	FTE	Total SF	FTE	Total SF	FTE	Total SF	FTE	Total SF
DEPARTMENT SUMMARY FIRE HALL	11		12		0		0	
1.0 Fire Department	11	18,474 SF	12	25,264 SF	0	25,264 SF	0	0 SF
Total Fire Hall Usable Square Footage		18,474 SF		25,264 SF		25,264 SF		0 SF
Net to Usable Factor		x 1.17		x 1.40		x 1.40		x 1.40
Total Fire Hall Gross Square Footage		21,656 USF		35,370 USF		35,370 USF		0 USF
DEPARTMENT SUMMARY GOLF COURSE	2		4		0		0	
1.0 Golf	2	10,210 SF	4	14,686 SF	0	14,686 SF	0	0 SF
1.1 Food and Beverage	0	1,017 SF	0	1,017 SF	0	1,017 SF	0	0 SF
1.2 Public Shared Spaces	0	7,433 SF	0	7,433 SF	0	7,433 SF	0	0 SF
Total Golf Course Usable Square Footage		18,660 SF		23,136 SF		23,136 SF		0 SF
Net to Usable Factor		x 1.13		x 1.40		x 1.40		x 1.40
Total Golf Course Gross Square Footage		20,996 USF		32,390 USF		32,390 USF		0 USF



DEPARTMENTAL INTERVIEWS

Each city department received a survey instrument to determine a baseline for current operations and to gain insights on future growth and potential operational changes. In addition to the departmental surveys, a series of meetings were held with each department to review the survey and to discuss with each department future operational needs and current deficiencies. The following summarizes each departments discussion:

Finance:

- Works closely with department leadership and city administrator.
- For better customer service, it would be nice to have utilities nearby.
- Public Works Director and Utilities GM have drop-in locations.
- Counter space is congested, and it is difficult to have private conversations with public.
- The office area is congested as well, and it is difficult for staff to have any privacy while also supporting the public counter.
- Need better space for early voting.
- Additional technology/ automation will likely improve operations. I.e., electronic council packets, timesheets, etc.

Community Development:

- With the variety of services managed by this department, they have quite a few visitors per day, with up to 20 contacts per day.
- Most of these interactions are one-on-one at the service counter, but when there is sensitive information, finding a private meeting space is needed.
- Will be adding rental dwelling inspections in 2023. This can be handled with current staff, but as it grows, added staff will be needed.
- Building and Planning/ Zoning need to be in the same area to be the most efficient.
- Additional office space is needed for the Building Official and Inspector.
- May look to add an EDA Coordinator in the mid-term as well as an additional inspector.
- Working on going paperless but will not be complete for a number of years. Technology for paperless plan review is needed.
- Additional counter space and conference space is needed to support the department.

Public Works

- Very few visitors to this facility. Sales, deliveries, etc.
- Public Works Director offices at the facility. May be beneficial to have directors located in one facility. Supervisors would remain in PW facility.
- Building is adequate for needs. May add a mechanic in the future and additional staff as the city grows.
- In the future, a location may be needed for brine production to pretreat roads in the winter.



Utilities – City Hall

- Utilities gets frequent visitors at City Hall as they process payments for utility bills, pet license, golf cart permits and park rentals.
- Split between Utilities and Finance – share staff.
- Ideally, they would all be in the same location. Currently occupy two locations, City Hall and Utilities building.
- Have drop-in location for GM and PW Director.
- As city grows, see an increase in staffing. Would look at splitting HR & Finance, adding an additional utility billing clerk and customer service rep.
- Additional counter space and conference space is needed for customer interactions and privacy.
- Office area is small and privacy is limited

Utilities - Power Plant Office

- For better efficiency, it would be best if water & electric supervisors, GM and office staff were in one location.
- In the future, could see adding an administrative assistant.
- Additional staff will be needed as they gain more customers – see previous survey.

Parks

- Maintenance and repair of parks and playgrounds.
- Current facility is not large enough and is in poor condition. Lacks space for lifts, wood shop, vehicle maintenance, etc.
- Works closely with golf course and streets.
- May add more full-time staff and specialists like mechanics, horticulture, spray tech, etc.
- Additional maintenance equipment in the future will require space for storage.
- Need a space somewhere for larger safety meetings.



Police

- Current space is inadequate for current staffing. No place to add additional officers.
- Lobby is lacking in privacy and security. Need to have interview rooms in this area.
- Space that was used as garage space has been converted to offices. Investigators are in an open space with no privacy.
- No space for evidence processing, the garage is used. This does not meet current best practices for police facilities. Evidence storage is adequate but could be improved.
- Inadequate garage space for vehicles, many have to park outside in the elements.
- Lack of larger meeting space for training and outside organizational meetings.
- Lack space for tactical equipment and training.
- Need space for dogs until animal control can pick-up.

Administration

- Oversight of all departments.
- There is an overall lack of meeting spaces and properly sized meeting spaces.
- Would like a more streamlined process for permits, licensing and utility billing.
- A single service counter may benefit the customers.
- Will need to add an administrative professional to help with workload.

Fire

- Newer facility, was designed to meet their needs.
- Not much projected need in the next 5 years. May add a full-time chief in the next 10 years.
- Depending on growth, a remote station on the other end of town may be beneficial.
- Some space may free up in the current facility if the ambulance service moves out.



OPTIONS ANALYSIS

The Core Planning Group reviewed several rounds of options. Key features of these options, as well as the rationale behind them are listed below:

- The existing police facility is beyond its useful life and should be replaced in lieu of additions and renovations.
- City Hall is no longer able to support any additional staff growth. The public lobby/hallway is challenging for the public and the service counters are too small.
- The council chambers on the upper level is adequate, but not set up well for staff meetings. Access is only by elevator due to the main stair being behind the Community Development office.
- Significant renovation of City Hall is needed to meet the long-term needs of the City and investment is needed to maintain the building.
- The existing fire station is in good condition and will continue to serve the City well into the future. There is space on this site for expansion.
- The Public Works facility is adequate for the City today, additional vehicle and storage space will be needed in the future. Renovation is needed at the facility to provide additional office space in the future.
- Recent construction for a Utilities garage will meet their needs well into the future. Some renovation will be needed at the Power Plant to accommodate long-term staffing needs.
- The golf course facility is in poor condition and at the end of its useful life and consideration should be to replace it sometime in the future.

The following Options were considered by the Core Planning Group:

Option 1

Short-Term (2025)

- City Hall Remains “as-is”
- Construct New Police Facility on new Site – Complete 2025
- Construct Parks Garage at Public Works
- No work at Public Works, Electric Garage, Power Plant
- Fire Station –Potential Location for Police

Mid-Term (2035)

- Renovate City Hall – Old Police into City Offices
- Demolish old Parks Garage
- Additions/ Renovations to Power Plant/ WWTP for added staffing.
- Golf Course Building Improvements??

Long-Term (2045)

- Additions/ Renovations to Fire Station for expanded services



Option 2

Short-Term (2025)

- New City Hall/ Police Station on new Site – Complete 2025
- Vacate City Hall – Utilize for other city functions or sale.
- Construct Parks Garage at Public Works

Mid-Term (2035)

- Additions/ Renovations to Power Plant/ WWTP for added staffing.
- Golf Course Building Improvements??

Long-Term (2045)

- Additions/ Renovations to Fire Station for expanded services

Option 3

Short-Term (2025)

- Do nothing – deferred maintenance at facilities to maintain buildings.
- Construct Parks Garage at Public Works. Demolish old Parks Garage.

Mid-Term (2035)

- New City Hall/ Police Station on new Site – Complete 2035
- Repurpose/ dispose of old City Hall/ Police.
- Golf Course Building Improvements??

Long-Term (2045)

- Additions/ Renovations to Fire Station for expanded services

These options were discussed with the Council at various meetings and work sessions and generally consensus was around the following plan:

Short-Term (2025)

- City Hall Remains “as-is”
- Add the Police Department to the Fire Station with an Addition and Renovation
- Purchase an existing site for Parks Storage and Maintenance
- No work at Public Works, Electric Garage, Power Plant
- Fire Station –Potential Location for Police

Mid-Term (2035)

- Renovate City Hall – Old Police into City Offices
- Demolish old Parks Garage
- Renovations at Public Works and Utilities for staffing.
- Golf Course Building Improvements??

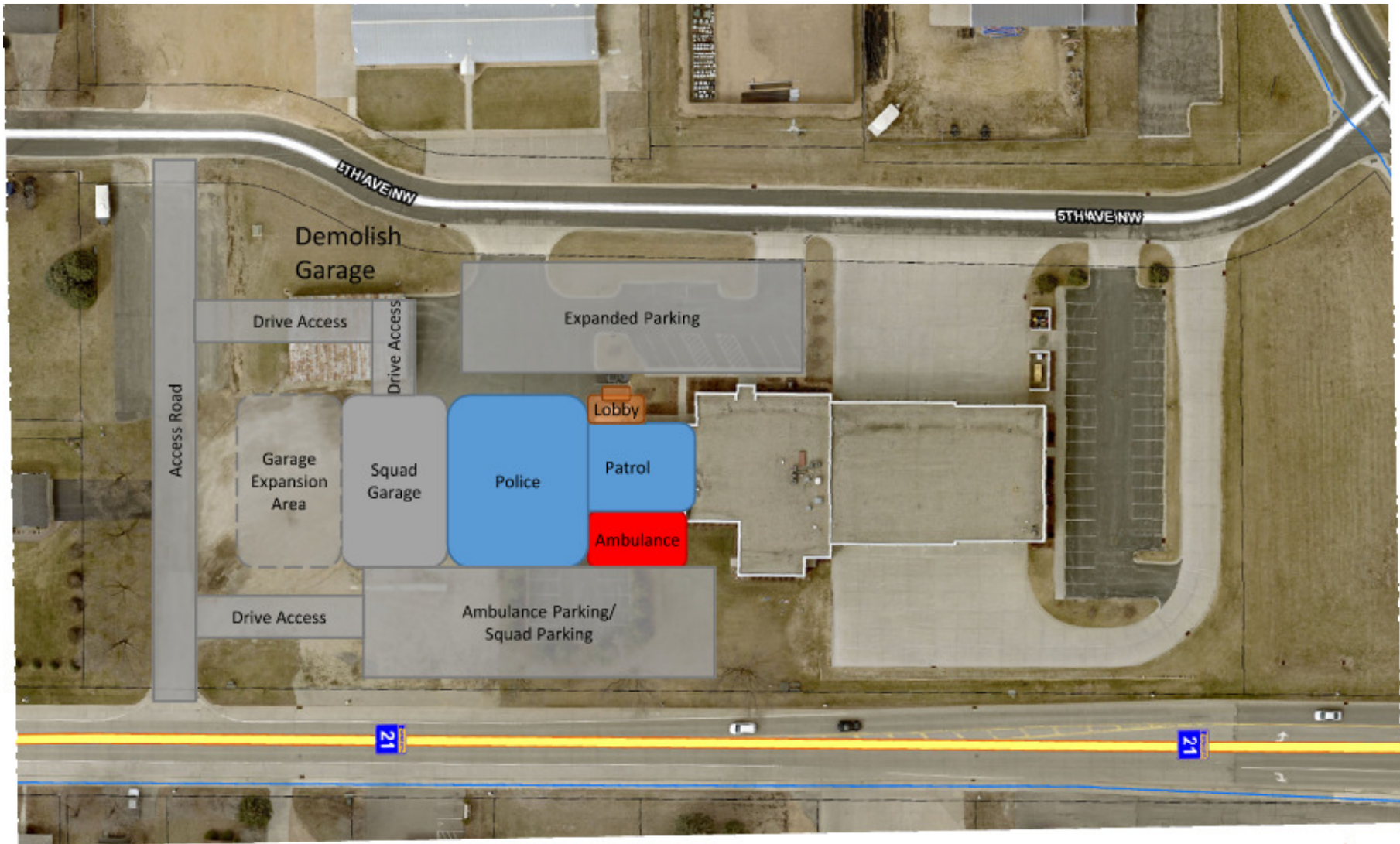
Long-Term (2045)

- Additions/ Renovations to Fire Station for expanded services

Diagrams of these options are included in this section.



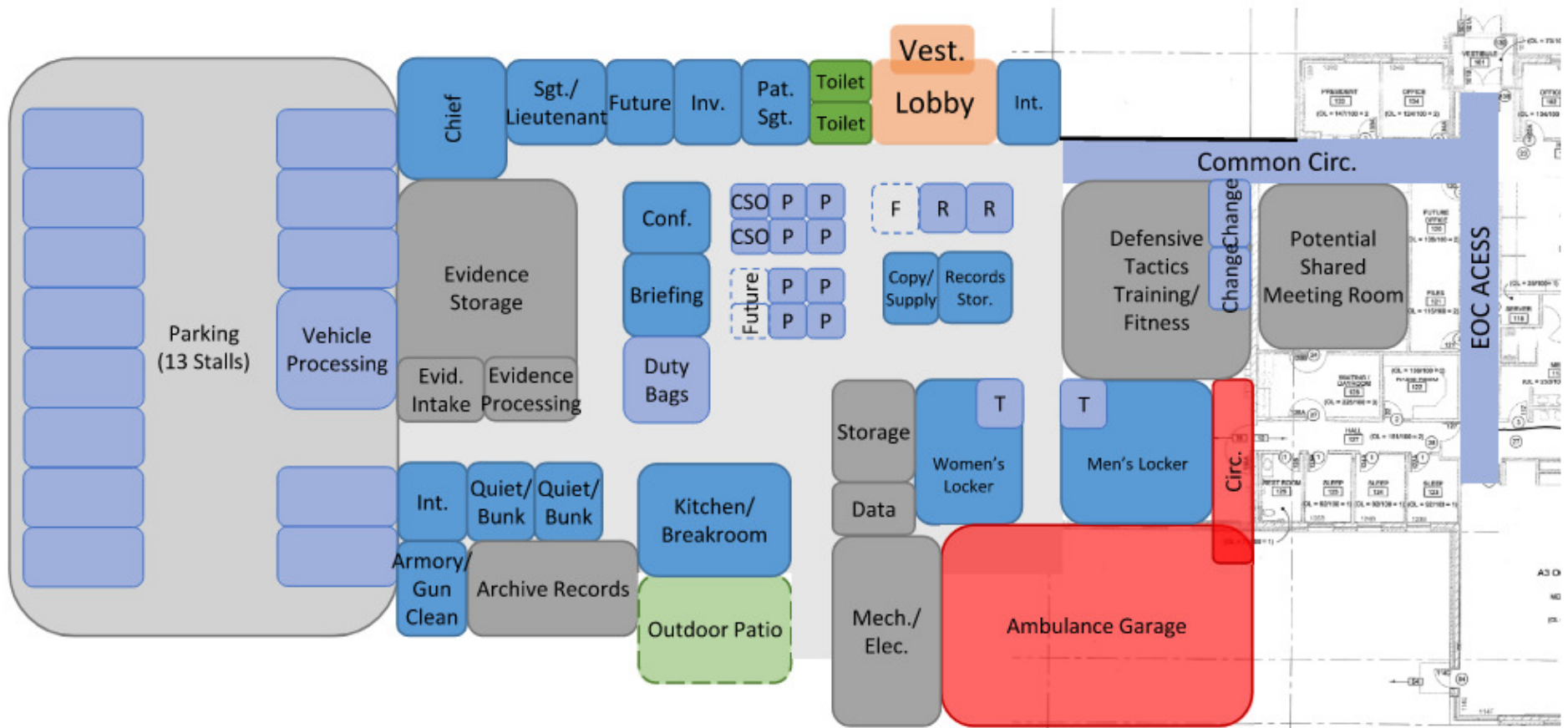
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Site Diagram  N



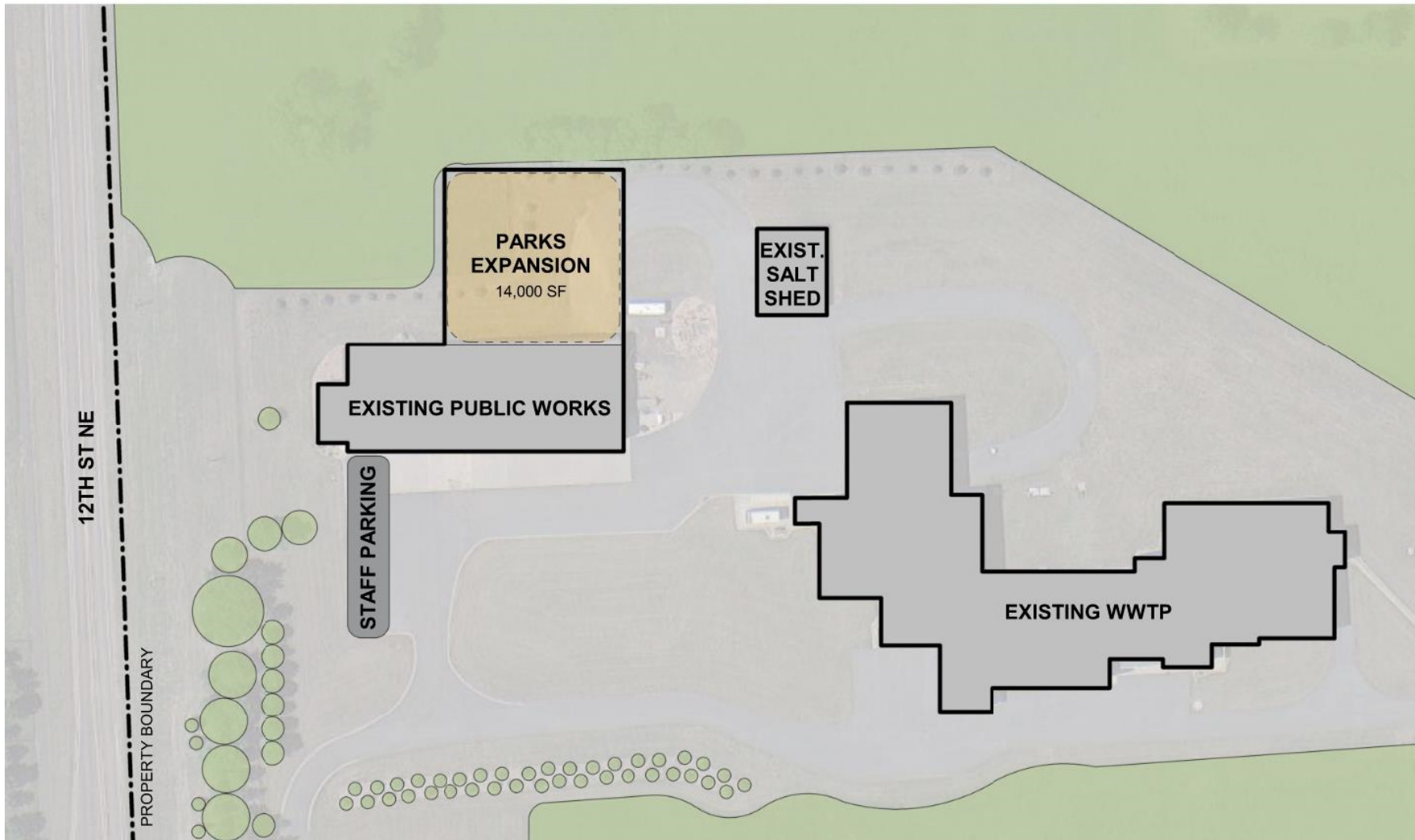
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Police Addition 18,700 GSF **Police Renovation 2,000 GSF**



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Public Works Expansion

Note: Since this recommendation, an alternate site was selected for the Parks Expansion



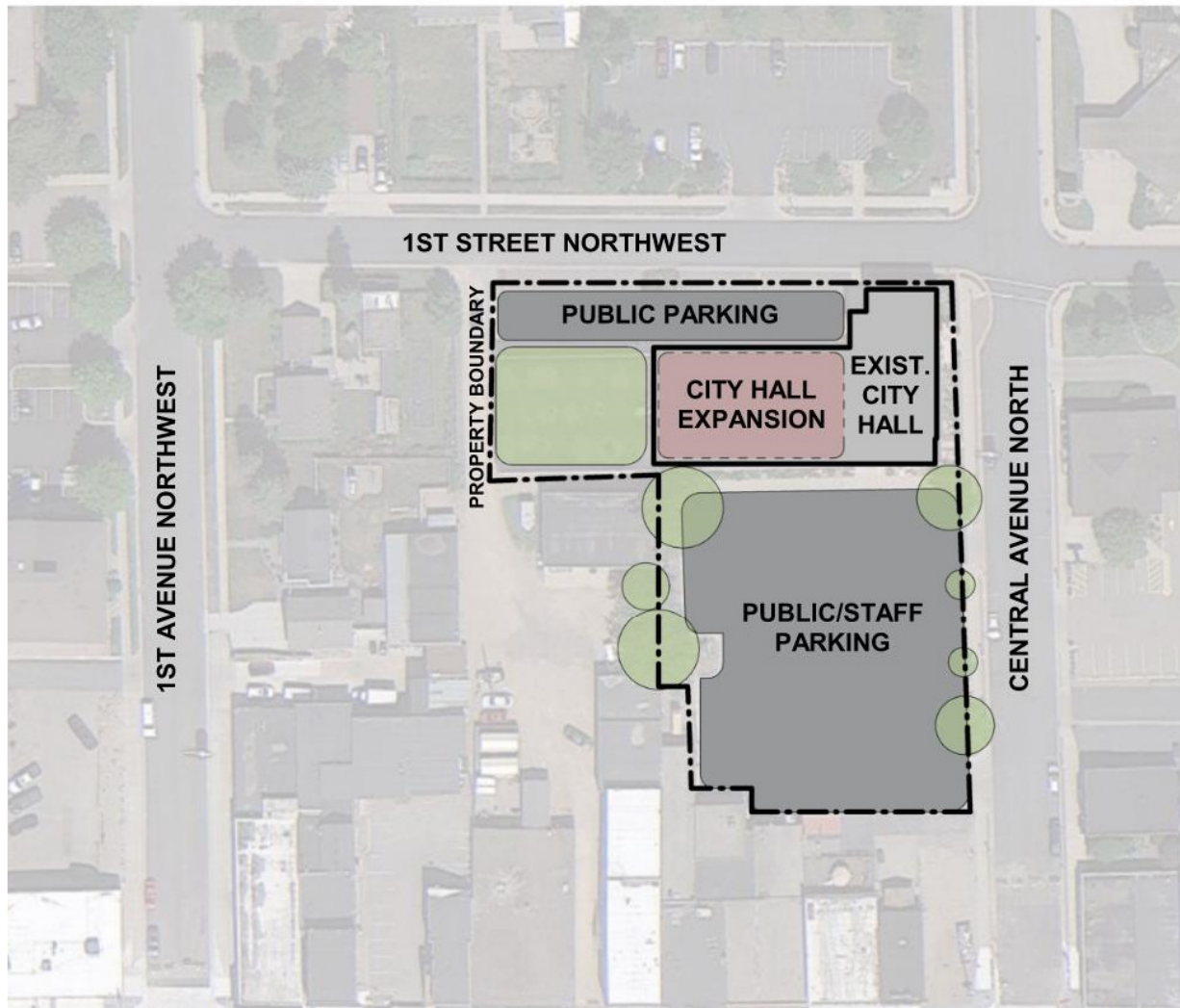
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New Parks Storage and Maintenance Site – Adjacent to the Fire Station
August 2023



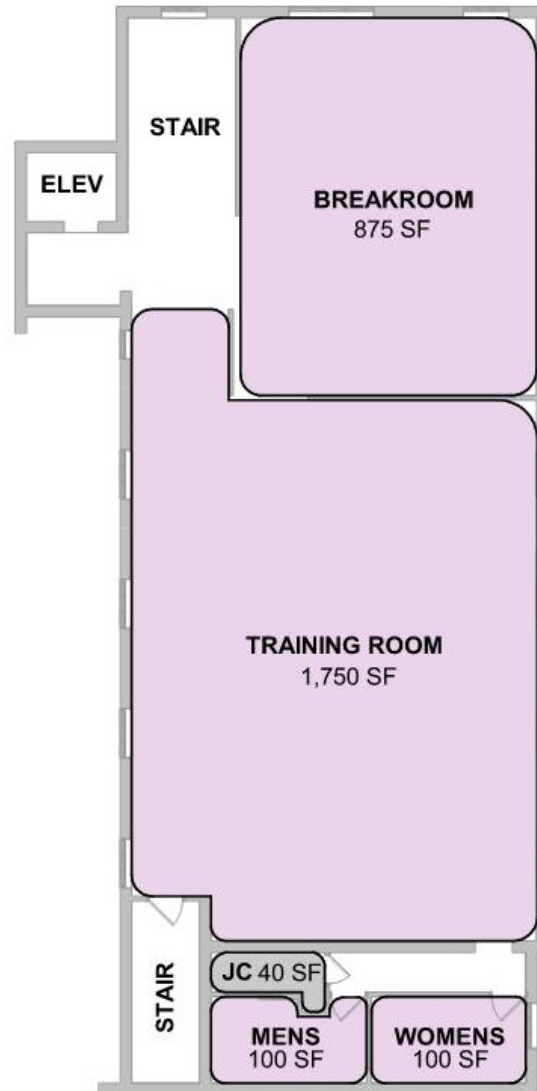
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Mid-Term Expansion for City Hall

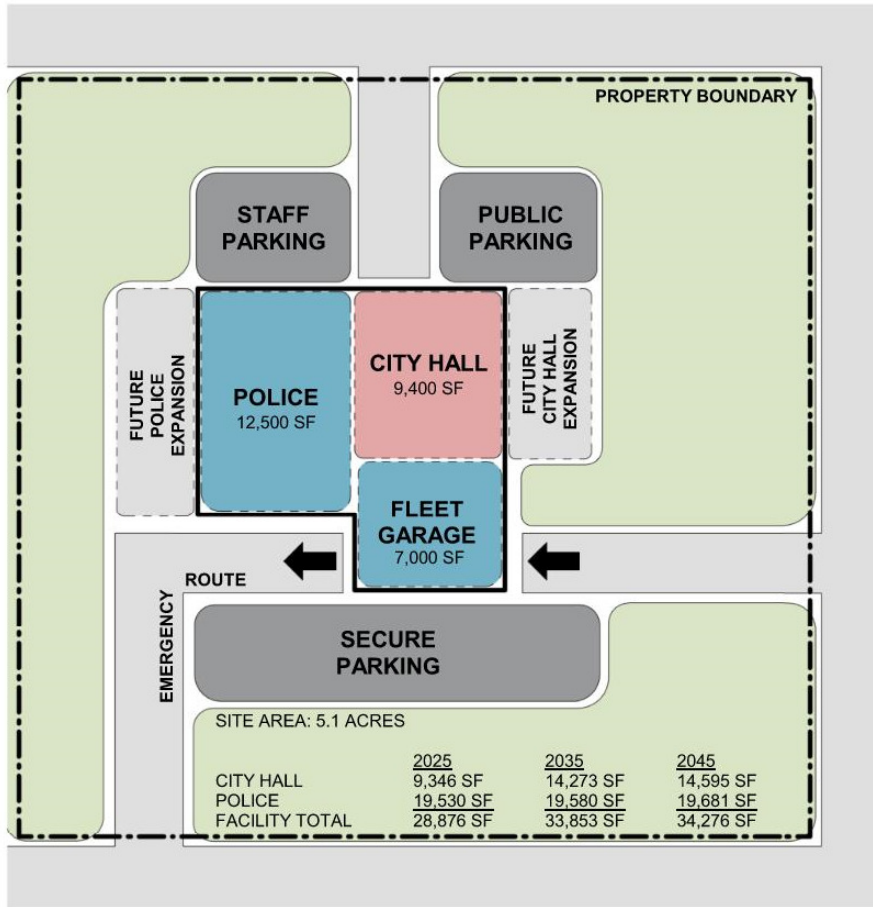


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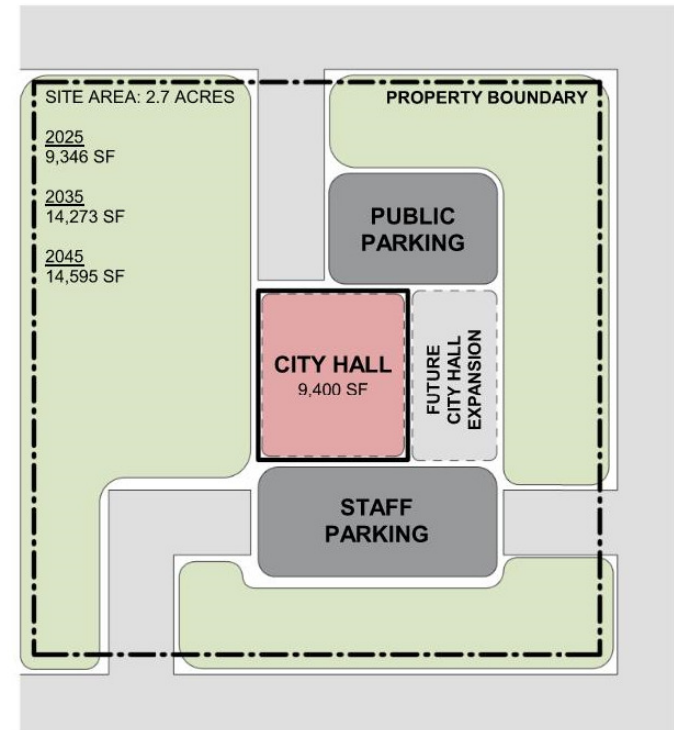
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4 NEW CITY HALL AND POLICE SITE DIAGRAM

1" = 80'-0"

0 60' 120'



5 NEW CITY HALL SITE DIAGRAM

1" = 80'-0"

0 60' 120'

City Hall and Police Replacement Concept Diagrams



RECOMMENDATION

Through discussions with the Core Planning Group, recommendations were developed to meet the needs of the City for the next 20 years. The group considered the following when determining need:

- City population growth
- Staffing projections
- Changing demographics
- Technology
- Service delivery model
- Expandability of sites

It was agreed to categorize these recommendations into Short Term (0-5 years), Mid-Term (5-10 years) and Long Term (20 years and beyond). It is also intended that each of these solutions allow incremental implementation without having to abandon previous efforts. It is also understood that these projects will likely not be done all at one time but be implemented as funding allows. This report will assist the City as they look at long-term capital needs and will help them develop a Capital Improvement Plan (CIP) that would be updated as needed.

The Core Planning Group agreed that short term recommendations should focus on the most immediate needs including:

- Invest in a new Police Facility. It is recommended that this be an addition to the Fire Station.
- Provide new space for Parks Storage and Maintenance. A site was recently purchased with two buildings that will serve as the new Parks and Maintenance Facility.

The Core Planning Group agreed that the Mid-Term recommendations should focus on renovation of City Hall including:

- Improve the customer experience, improve security and accessibility and provide workspace adequate for staff well into the future.
- Public Works Equipment Storage

The Core Planning Group agreed that the Long-Term recommendations should focus on positioning the City for the total build-out of the City population and should include the following:

- Upgrades to the Fire Station to support population growth and calls for service.
- Other facility improvements needed to support population growth.



BUDGET PROJECTIONS

Short Term (0-5 Years)

Description

- Addition and Renovation to the Fire Station for Police
- Purchase Site Adjacent to Fire for Parks Maintenance and Storage

Budget Estimate

OPTION 1

New Police Station (18,700 sq. ft. x \$450/ sf)	\$8,430,000
Renovation (2,000 sq. ft. x \$260/ sf)	<u>\$520,000</u>
Subtotal New Police Station	\$8,950,000
Fees, Testing, FF&E and Contingency	<u>x 1.32</u>
Total Project Cost	\$11,815,000

OPTION 2

New Police Station (18,300 sq. ft. x \$450/ sf)	\$8,235,000
Renovation (4,000 sq. ft. x \$260/ sf)	<u>\$1,040,000</u>
Subtotal New Police Station	\$9,365,000
Fees, Testing, FF&E and Contingency	<u>x 1.32</u>
Total Project Cost	\$12,360,000

TOTAL FOR SHORT TERM RECOMMENDATIONS \$11.1 TO 11.6 MILLION

Note: The above costs reflect a FY 2025 construction start and would need to be increased by 4-5% annually to the actual year constructed.



City of New Prague
Facility Space Needs Assessment
November 6, 2023

Mid Term (6-10 Years)

Description

- City Hall Renovations
- Public Works & Utilities Renovation for added Staff
- Replacement of Club House?

City Hall Budget Estimate

Renovation (15,900 sq. ft. x \$550/ sf)	\$8,750,000
Exterior Improvements (roof, walls, windows)	\$1,200,000
Parks Garage Demolition	<u>\$150,000</u>
Total Construction Cost	\$10,100,000
Fees, Testing, FF&E and Contingency	<u>x 1.32</u>
Total Project Cost	\$13,310,000

PW & Utilities Renovation

Renovation (750 sq. ft. x \$300/ sf)	\$230,000
Utilities Renovation (1,000 sq. ft. x \$300/ sf)	<u>\$300,000</u>
Total Construction Cost	\$530,000
Fees, Testing, FF&E and Contingency	<u>x 1.32</u>
Total Project Cost	\$700,000

Club House Replacement

New Construction (8,000 sq. ft. x \$645/ sf)	\$5,160,000
Fees, Testing, FF&E and Contingency	<u>x 1.32</u>
Total Project Cost	\$6,800,000

Budget numbers assumed for the mid-point of 2035 for construction.

Long Term (11 to 20 Years)

Description

- Additions and Renovations to Fire:

Budget Estimate

Add a Vehicle Bay (2,500 sq. ft. x \$1,500/ sf)	\$3,750,000
Fees, Testing, FF&E and Contingency	<u>x 1.25</u>
Total Project Cost	\$4,750,000

Budget numbers assumed for the mid-point of 2035 for construction.



APPENDIX A – DETAILED SPACE PROGRAM



SPACE NEEDS PROGRAM

City Hall - 118 Central Ave. N.

Year Built:

Gross SF: 24,131 SF

	EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				SPACE NEEDS - MID TERM (2035)				SPACE NEEDS - LONG TERM (2045)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Administration	1				2				4				4			
City Administrator - Office	1	1	207 SF	207 SF	1	1	207 SF	207 SF	1	1	250 SF	250 SF	1	1	250 SF	250 SF
Utilities General Manager - Office									1	1	180 SF	180 SF	1	1	180 SF	180 SF
Water Supervisor - Office										1	120 SF	120 SF		1	120 SF	120 SF
Electric Operations Supervisor - Office										1	120 SF	120 SF		1	120 SF	120 SF
Public Works Director - Office									1	1	180 SF	180 SF	1	1	180 SF	180 SF
Administrative Assistant - Workstation					1	1	49 SF	49 SF	1	1	49 SF	49 SF	1	1	49 SF	49 SF
Admin Net Area Total				207 SF				256 SF				899 SF				899 SF
Net to Usable Factor			x	1.04			x	1.04			x	1.40			x	1.40
Admin Usable Area				215 USF				266 USF				1,259 USF				1,259 USF
Finance	6				6				8				8			
Finance Director Office	1	1	157 SF	157 SF	1	1	157 SF	157 SF	1	1	180 SF	180 SF	1	1	180 SF	180 SF
Customer Service/ Billing Clerk - Workstation	1	1	145 SF	145 SF	1	1	145 SF	145 SF	1	1	80 SF	80 SF	1	1	80 SF	80 SF
Utility Billing Clerk - Workstation	1	1	96 SF	96 SF	1	1	96 SF	96 SF	1	1	120 SF	120 SF	1	1	80 SF	80 SF
Admin Coordinator - Workstation	1	1	96 SF	96 SF	1	1	96 SF	96 SF	1	1	80 SF	80 SF	1	1	80 SF	80 SF
Accounts Payable/Payroll - Workstation	1	1	124 SF	124 SF	1	1	124 SF	124 SF	1	1	80 SF	80 SF	1	1	80 SF	80 SF
Purchasing/Safety Coordinator - Workstation	1	1	124 SF	124 SF	1	1	124 SF	124 SF	1	1	120 SF	120 SF	1	1	80 SF	80 SF
Drop in Workstation (Utilities GM)		1	96 SF	96 SF		1	96 SF	96 SF								
Drop in Workstation (Public Works Director)		1	96 SF	96 SF		1	96 SF	96 SF								
HR Support - Office									1	1	150 SF	150 SF	1	1	150 SF	150 SF
Admin Assistant - Shared									1	1	49 SF	49 SF	1	1	49 SF	49 SF
Supply Storage		1	38 SF	38 SF		1	38 SF	38 SF		1	100 SF	100 SF		1	100 SF	100 SF
Public Conference Room (Adjacent to Counter)										1	150 SF	150 SF		1	150 SF	150 SF
Department Conference Room										1	250 SF	250 SF		1	250 SF	250 SF
Finance Net Area Total				972 SF				972 SF				1,359 SF				1,279 SF
Net to Usable Factor			x	1.46			x	1.46			x	1.60			x	1.60
Finance Usable Area				1,419 USF				1,419 USF				2,174 USF				2,046 USF
Community Development	5				5				5				7			
Community Development Director Office	1	1	207 SF	207 SF	1	1	207 SF	207 SF	1	1	180 SF	180 SF	1	1	180 SF	180 SF
Building Official - Office	1	1	216 SF	216 SF	1	1	216 SF	216 SF	1	1	150 SF	150 SF	1	1	150 SF	150 SF
Building Inspector - Office	1	1	201 SF	201 SF	1	1	201 SF	201 SF	1	1	150 SF	150 SF	1	1	150 SF	150 SF
Planning Technician - Workstation	1	1	48 SF	48 SF	1	1	48 SF	48 SF	1	1	80 SF	80 SF	1	1	80 SF	80 SF
Planner - Workstation	1	1	48 SF	48 SF	1	1	48 SF	48 SF	1	1	80 SF	80 SF	1	1	80 SF	80 SF
Code Enforcement - Workstation													1	1	80 SF	80 SF
EDA Coordinator Office													1	1	150 SF	150 SF
Copy Room		1	32 SF	32 SF		1	32 SF	32 SF			Shared					
Storage Room		1	56 SF	56 SF		1	56 SF	56 SF		1	250 SF	250 SF		1	250 SF	250 SF
Departmental Conference Room										1	250 SF	250 SF		1	250 SF	250 SF
Public Conference Room (Adjacent to Counter)										1	150 SF	150 SF		1	150 SF	150 SF
Community Development Net Area Total				808 SF				808 SF				1,290 SF				1,520 SF
Net to Usable Factor			x	1.45			x	1.45			x	1.40			x	1.40
Community Development Usable Area				1,172 USF				1,172 USF				1,806 USF				2,128 USF



SPACE NEEDS PROGRAM

City Hall - 118 Central Ave. N.

Year Built:

Departmental Shared Spaces

Conference Room	1	284 SF	284 SF	1	284 SF	284 SF	1	500 SF	500 SF	1	500 SF	500 SF
Breakroom	1	180 SF	180 SF	1	180 SF	180 SF	1	600 SF	600 SF	1	600 SF	600 SF
Womens Restroom	1	104 SF	104 SF	1	104 SF	104 SF	2	60 SF	120 SF	2	60 SF	120 SF
Mens Restroom	1	86 SF	86 SF	1	86 SF	86 SF	2	60 SF	120 SF	2	60 SF	120 SF
Centralized Print/ Mail Room							1	250 SF	250 SF	1	250 SF	250 SF
Large Training Room (60 Occupants)							1	1,800 SF	1,800 SF	1	1,800 SF	1,800 SF
Storage Room	1	41 SF	41 SF	1	41 SF	41 SF	1	100 SF	100 SF	1	100 SF	100 SF
Quiet/ Nursing Room							1	100 SF	100 SF	1	100 SF	100 SF
Archives	1	1,570 SF	1,570 SF	1	1,570 SF	1,570 SF						
Dept. Shared Spaces Net Area Total			2,265 SF			2,265 SF			3,590 SF			3,590 SF
Net to Usable Factor		x	1.10		x	1.10		x	1.40		x	1.40
Dept. Shared Spaces Usable Area			2,492 USF			2,492 USF			5,026 USF			5,026 USF

Public Shared Spaces

Lobby	1	450	450 SF	1	450	450 SF	1	600	600 SF	1	600	600 SF
Womens Restroom	1	113	113 SF	1	113	113 SF	1	200	200 SF	1	200	200 SF
Mens Restroom	1	106	106 SF	1	106	106 SF	1	200	200 SF	1	200	200 SF
Council Chambers	1	1,732	1,732 SF	1	1,732	1,732 SF	1	1,500	1,500 SF	1	1,500	1,500 SF
Unisex Restrooms	2	109	218 SF	2	109	218 SF						
Chair Storage	1	70	70 SF	1	70	70 SF	1	70	70 SF	1	70	70 SF
Public Shared Spaces Net Area Total			2,689 SF			2,689 SF			2,570 SF			2,570 SF
Net to Usable Factor		x	1.20		x	1.20		x	1.40		x	1.40
Public Shared Spaces Usable Area			3,227 USF			3,227 USF			3,598 USF			3,598 USF

Building Support

Janitors Closet	3	58	174 SF	3	58	174 SF	2	100	200 SF	2	100	200 SF
Server Room	1	138	138 SF	1	138	138 SF	1	150	150 SF	1	150	150 SF
Elevator Equipment Room	1	51	51 SF	1	51	51 SF	1	80	80 SF	1	80	80 SF
Janitors Supply Room	1	224	224 SF	1	224	224 SF	1	250	250 SF	1	250	250 SF
Building Support Net Area Total			587 SF			587 SF			680 SF			680 SF
Net to Usable Factor		x	1.40		x	1.40		x	1.40		x	1.40
Building Support Usable Area	12		822 USF	13		822 USF	17		952 USF	19		952 USF

Subtotal USF City Hall

9,346 USF

9,397 USF

14,815 USF

15,009 USF



SPACE NEEDS PROGRAM

City Hall - 118 Central Ave. N.

Year Built:

Gross SF: 24,131 SF

	EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				SPACE NEEDS - MID TERM (2035)				SPACE NEEDS - LONG TERM (2045)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Police	12				15				15				18			
Public Shared Spaces																
Lobby (w/ City Hall)		1	450	450 SF		1	200	200 SF		1	200	200 SF		1	200	200 SF
Womens Restroom		1	113	113 SF		1	75	75 SF		1	75	75 SF		1	75	75 SF
Mens Restroom		1	106	106 SF		1	75	75 SF		1	75	75 SF		1	75	75 SF
Subtotal Public Shared Spaces				669 SF				350 SF				350 SF				350 SF
Departmental Net to Gross Factor							x 1.40				x 1.40				x 1.40	
Total USF Public Shared Spaces							490 USF				490 USF				490 USF	
Administration/ Records																
Chief Office	1	1	135 SF	135 SF	1	1	250 SF	250 SF	1	1	250 SF	250 SF	1	1	250 SF	250 SF
Sergeant Office/ Lieutenant	1	1	90 SF	90 SF	1	1	180 SF	180 SF	1	1	180 SF	180 SF	1	1	180 SF	180 SF
Records - Workstations	2	2	32 SF	64 SF	2	2	49 SF	98 SF	2	2	49 SF	98 SF	2	2	49 SF	98 SF
Records Storage						1	150 SF	150 SF		1	150 SF	150 SF		1	150 SF	150 SF
Departmental Conference Room						1	150 SF	150 SF		1	150 SF	150 SF		1	150 SF	150 SF
Copy/Supply Room		1	95 SF	95 SF		1	100 SF	100 SF		1	100 SF	100 SF		1	100 SF	100 SF
Subtotal Administration/ Records				384 SF				928 SF				928 SF				928 SF
Departmental Net to Gross Factor							x 1.60				x 1.60				x 1.60	
Total USF Administration/ Records							1,485 USF				1,485 USF				1,485 USF	
Patrol/ Investigations																
Squad Room (Patrol, 1 Sgt, 1 Det.)	8	1	495 SF	495 SF												
Patrol - Workstations					8	8	36 SF	288 SF	8	8	36 SF	288 SF	10	10	36 SF	360 SF
Patrol Sergeant - Office					2	1	120 SF	120 SF	2	1	120 SF	120 SF	2	1	120 SF	120 SF
Investigator - Office					1	1	150 SF	150 SF	1	1	150 SF	150 SF	2	2	150 SF	300 SF
Briefing Room (part of Patrol Area)						1	150 SF	150 SF		1	150 SF	150 SF		1	150 SF	150 SF
Interview Rooms (1 Lobby, 1 Internal)		1	90 SF	90 SF		2	120 SF	240 SF		2	120 SF	240 SF		2	120 SF	240 SF
Reserves/ CSO (w/ Patrol)						2	36 SF	72 SF		2	36 SF	72 SF		2	36 SF	72 SF
Storage						1	150 SF	150 SF		1	150 SF	150 SF		1	150 SF	150 SF
Subtotal Patrol/ Investigations				585 SF				1,170 SF				1,170 SF				1,392 SF
Departmental Net to Gross Factor							x 1.60				x 1.60				x 1.60	
Total USF Patrol/ Investigations							1,872 USF				1,872 USF				2,227 USF	
Evidence																
Evidence Room		1	172 SF	172 SF												
Evidence Prep/ Intake/ Processing						1	150 SF	150 SF		1	150 SF	150 SF		1	150 SF	150 SF
Evidence Garage/ Impound						1	450 SF	450 SF		1	450 SF	450 SF		1	450 SF	450 SF
Evidence Storage Room		1	573 SF	573 SF		1	800 SF	800 SF		1	800 SF	800 SF		1	800 SF	800 SF
Drying Room/ Lab						1	300 SF	300 SF		1	300 SF	300 SF		1	300 SF	300 SF
Subtotal Evidence				745 SF				1,700 SF				1,700 SF				1,700 SF
Departmental Net to Gross Factor							x 1.40				x 1.40				x 1.40	
Total USF Evidence							2,380 USF				2,380 USF				2,380 USF	



SPACE NEEDS PROGRAM

City Hall - 118 Central Ave. N.

Year Built:

EXISTING SPACE UTILIZATION

FTE Qty Size Total SF

SPACE NEEDS - SHORT TERM (2025)

FTE Qty Size Total SF

SPACE NEEDS - MID TERM (2035)

FTE Qty Size Total SF

SPACE NEEDS - LONG TERM (2045)

FTE Qty Size Total SF

Staff Support

Locker Room/ Toilet	1	140 SF	140 SF
Men's Restroom/ Shower	1	102 SF	102 SF
Women's Restroom/ Shower	1	102 SF	102 SF
Staff Restrooms			
Men's Locker Room, Showers & Toilet			
Women's Locker Room, Shower & Toilet			
Quiet Room/Mothers Room			
Kitchen	1	108 SF	108 SF
Meeting/ Breakroom	1	700 SF	700 SF
Fitness/ DT Training			
Armory/ Gun Cleaning			
Duty Bag Storage (included in Circ.)			
Server Room	1	37 SF	37 SF
Archive Storage (lower level)	1	560 SF	560 SF

Subtotal Staff Support

1,749 SF

Departmental Net to Gross Factor

Total USF Staff Support

2 60 SF 120 SF

1 400 SF 400 SF

1 200 SF 200 SF

2 120 SF 240 SF

1 150 SF 150 SF

1 350 SF 350 SF

1 1,000 SF 1,000 SF

1 120 SF 120 SF

1 150 SF 150 SF

1 100 SF 100 SF

1 500 SF 500 SF

3,330 SF

x 1.40

4,662 USF

2 60 SF 120 SF

1 400 SF 400 SF

1 200 SF 200 SF

2 120 SF 240 SF

1 150 SF 150 SF

1 350 SF 350 SF

1 1,000 SF 1,000 SF

1 120 SF 120 SF

1 150 SF 150 SF

1 100 SF 100 SF

1 500 SF 500 SF

3,330 SF

x 1.40

4,662 USF

2 60 SF 120 SF

1 400 SF 400 SF

1 200 SF 200 SF

2 120 SF 240 SF

1 150 SF 150 SF

1 350 SF 350 SF

1 1,000 SF 1,000 SF

1 120 SF 120 SF

1 150 SF 150 SF

1 100 SF 100 SF

1 500 SF 500 SF

3,330 SF

x 1.40

4,662 USF

Vehicle Storage

Vehicle Storage	5	400 SF	2,000 SF
Tactical Equipment Storage			

Subtotal Vehicle Storage

2,000 SF

Departmental Net to Gross Factor

Total USF Vehicle Storage

12 350 SF 4,200 SF

1 350 SF 350 SF

4,550 SF

x 1.25

5,688 USF

20 350 SF 7,000 SF

1 350 SF 350 SF

7,350 SF

x 1.25

9,188 USF

20 350 SF 7,000 SF

1 350 SF 350 SF

7,350 SF

x 1.25

9,188 USF

TOTAL USF POLICE

6,132 USF

16,576 USF

20,076 USF

20,432 USF

BUILDING NET TO GROSS FACTOR

x 1.08

x 1.25

x 1.25

x 1.25

TOTAL GROSS SQUARE FEET

6,600 USF

20,720 USF

25,095 USF

25,539 USF



SPACE NEEDS PROGRAM

	EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				SPACE NEEDS - MID TERM (2035)				SPACE NEEDS - LONG TERM (2045)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Public Works - 507 12th St. NE																
Year Built: 1996																
Gross SF: 18,200 SF																
Office																
		8				9				8	(PW Dir. at City Hall)		9	(PW Dir. at City Hall)		
Public Works Director Office	1	1	220 SF	220 SF	1	1	220 SF	220 SF					1	1	220 SF	220 SF
Public Works Supervisor Office	1	1	180 SF	180 SF	1	1	180 SF	180 SF	1	1	220 SF	220 SF	1	1	220 SF	220 SF
Public Works Shared Workstations	6	1	173 SF	173 SF	7	1	173 SF	173 SF	7	1	353 SF	353 SF	8	1	353 SF	353 SF
Subtotal				573 SF				573 SF				573 SF				573 SF
Staff Support																
Mens Toilet Room		1	196 SF	196 SF		1	196 SF	196 SF		1	196 SF	196 SF		1	196 SF	196 SF
Womens Toilet Room		1	49 SF	49 SF		1	49 SF	49 SF		1	49 SF	49 SF		1	49 SF	49 SF
Meeting/Breakroom		1	436 SF	436 SF		1	436 SF	436 SF		1	436 SF	436 SF		1	436 SF	436 SF
Subtotal				681 SF				681 SF				681 SF				681 SF
Vehicle																
Vehicle Storage		1	6,025 SF	6,025 SF		1	6,025 SF	6,025 SF		1	6,025 SF	6,025 SF		1	6,025 SF	6,025 SF
Maintenance Garage		1	6,822 SF	6,822 SF		1	6,822 SF	6,822 SF		1	6,822 SF	6,822 SF		1	6,822 SF	6,822 SF
Wash Bay		1	1,712 SF	1,712 SF		1	1,712 SF	1,712 SF		1	1,712 SF	1,712 SF		1	1,712 SF	1,712 SF
Subtotal				14,559 SF				14,559 SF				14,559 SF				14,559 SF
Building Support																
Chemical Storage		1	220 SF	220 SF		1	220 SF	220 SF		1	220 SF	220 SF		1	220 SF	220 SF
Equipment Storage		1	388 SF	388 SF		1	388 SF	388 SF		1	388 SF	388 SF		1	388 SF	388 SF
Mezzanine		1	1,510 SF	Incl.		1	1,510 SF	Incl.		1	1,510 SF	Incl.		1	1,510 SF	Incl.
Mezzanine		1	415 SF	Incl.		1	415 SF	Incl.		1	415 SF	Incl.		1	415 SF	Incl.
Mechanical Room		1	80 SF	80 SF		1	80 SF	80		1	80 SF	80		1	80 SF	80
Boiler Room		1	400 SF	400 SF		1	400 SF	400 SF		1	400 SF	400 SF		1	400 SF	400 SF
Subtotal				1,088 SF				1,088 SF				1,088 SF				1,088 SF
Circulation																
Entry		1	167 SF	167 SF		1	167 SF	167 SF		1	167 SF	167 SF		1	167 SF	167 SF
Corridor		1	100 SF	100 SF		1	100 SF	100 SF		1	100 SF	100 SF		1	100 SF	100 SF
Stair		4	87 SF	348 SF		4	87 SF	348 SF		4	87 SF	348 SF		4	87 SF	348 SF
Subtotal				615 SF				615 SF				615 SF				615 SF
Public Works Usable Square Feet Total				17,516 USF				17,516 USF				17,516 USF				17,516 USF
Net to Gross Factor			x	1.04			x	1.04			x	1.04			x	1.04
Public Works Usable Area				18,200 GSF				18,200 GSF				18,200 GSF				18,200 GSF



SPACE NEEDS PROGRAM

	EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				SPACE NEEDS - MID TERM (2035)				SPACE NEEDS - LONG TERM (2045)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Power Plant - 300 E Main St.																
Year Built: 1980																
Gross SF: 12,906 SF																
Utilities	7				7				7				7			
Utilities General Manager Office	1	1	120	120 SF	1	1	120	120 SF			(GM at City Hall)				(GM at City Hall)	
Water Supervisor Workstation	1	1	70	70 SF	1	1	70	70 SF			(At City Hall)				(At City Hall)	
Generation Supervisor Workstation	1	1	73	73 SF	1	1	73	73 SF			(At City Hall)				(At City Hall)	
Electric Operations Supervisor Workstation	1	1	51	51 SF	1	1	51	51 SF	1	1	80	80 SF	1	1	80	80 SF
Utilities Staff Workstations	3	1	203	203 SF	3	1	203	203 SF	6	6	49	294 SF	6	6	49	294 SF
Conference Room		1	300	300 SF		1	300	300 SF		1	300	300 SF		1	300	300 SF
Vault		1	115	115 SF		1	115	115 SF		1	115	115 SF		1	115	115 SF
Toilet Room		1	65	65 SF		1	65	65 SF		1	65	65 SF		1	65	65 SF
Map Room		1	95	95 SF		1	95	95 SF		1	95	95 SF		1	95	95 SF
Breakroom		1	277	277 SF		1	277	277 SF		1	277	277 SF		1	277	277 SF
Shop		1	928	928 SF		1	928	928 SF		1	928	928 SF		1	928	928 SF
Parts Storage		1	526	526 SF		1	526	526 SF		1	526	526 SF		1	526	526 SF
Toilet Room		1	187	187 SF		1	187	187 SF		1	187	187 SF		1	187	187 SF
Departmental Meeting Room										1	250	250 SF		1	250	250 SF
Training Room											(at City Hall)				(at City Hall)	
Copy Room										1	100	100 SF		1	100	100 SF
Print Room										1	100	100 SF		1	100	100 SF
Quiet Room/Mothers Room										1	120	120 SF		1	120	120 SF
Admin Assistant Office											(at City Hall)				(at City Hall)	
Utilities Net Area Total				3,010 SF				3,010 SF				3,437 SF				3,437 SF
Net to Usable Factor			x	1.05			x	1.05			x	1.05			x	1.05
Utilities Usable Area				3,161 USF				3,161 USF				3,609 USF				3,609 USF
Building Support																
Janitors Closet		1	38	38 SF		1	38	38		1	38	38		1	38	38
North Engine Room		1	1,274	1,274 SF		1	1,274	1,274 SF		1	1,274	1,274 SF		1	1,274	1,274 SF
Server		1	123	123 SF		1	123	123 SF		1	123	123 SF		1	123	123 SF
Boiler Room		1	1,484	1,484 SF		1	1,484	1,484 SF		1	1,484	1,484 SF		1	1,484	1,484 SF
Main Engine Room		1	4,234	4,234 SF		1	4,234	4,234 SF		1	4,234	4,234 SF		1	4,234	4,234 SF
Switchgear Room		1	1,237	1,237 SF		1	1,237	1,237 SF		1	1,237	1,237 SF		1	1,237	1,237 SF
Building Support Net Area Total				8,390 SF				8,390 SF				8,390 SF				8,390 SF
Net to Usable Factor			x	1.05			x	1.05			x	1.05			x	1.05
Building Support Usable Area				8,810 USF				8,810 USF				8,810 USF				8,810 USF
Circulation																
Entry		1	48	48 SF		1	48	48		1	48	48		1	48	48
Lobby		1	227	227 SF		1	227	227		1	227	227		1	227	227
Corridor		1	264	264 SF		1	264	264		1	264	264		1	264	264
Stair		2	83	166 SF		2	83	166 SF		2	83	166 SF		2	83	166 SF
Circulation Net Area Total				705 SF				705 SF				705 SF				705 SF
Net to Usable Factor			x	1.05			x	1.05			x	1.05			x	1.05
Circulation Usable Area				740 USF				740 USF				740 USF				740 USF
TOTAL USF UTILITY BUILDING				12,710 USF				12,710 USF				13,159 USF				13,159 USF



SPACE NEEDS PROGRAM

Electric Garage - 200 7th St NW Year Built: 1987 Gross SF: 21800 SF	EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				SPACE NEEDS - MID TERM (2035)				SPACE NEEDS - LONG TERM (2045)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Office/ Support	12				12				12				12			
Utilities Staff Workstations	12	1	713	713 SF	12	1	713	713 SF	12	1	713	713 SF	12	1	713	713 SF
Locker Room/ Shower		1	383	383 SF		1	383	383 SF		1	383	383 SF		1	383	383 SF
Mens Toilet Room		1	138	138 SF		1	138	138 SF		1	138	138 SF		1	138	138 SF
Womens Toilet Room		1	60	60 SF		1	60	60 SF		1	60	60 SF		1	60	60 SF
Breakroom		1	418	418 SF		1	418	418 SF		1	418	418 SF		1	418	418 SF
Meeting Room		1	127	127 SF		1	127	127 SF		1	127	127 SF		1	127	127 SF
Map Room		1	133	133 SF		1	133	133 SF		1	133	133 SF		1	133	133 SF
Subtotal				1,972 SF				1,972 SF				1,972 SF				1,972 SF
Vehicle Storage																
Vehicle Storage (old)		1	6,216	6,216 SF		1	6,216	6,216 SF		1	6,216	6,216 SF		1	6,216	6,216 SF
Vehicle Storage (new)		1	10,175	10,175 SF		1	10,175	10,175 SF		1	10,175	10,175 SF		1	10,175	10,175 SF
Parts Storage		1	1,085	1,085 SF		1	1,085	1,085 SF		1	1,085	1,085 SF		1	1,085	1,085 SF
Wash Bay		1	763	763 SF		1	763	763 SF		1	763	763 SF		1	763	763 SF
Subtotal				18,239 SF				18,239 SF				18,239 SF				18,239 SF
Building Support																
Chemical Storage		1	155	155 SF		1	155	155 SF		1	155	155 SF		1	155	155 SF
Mezzanine (old)		1	1,521	Incl.		1	1,521	Incl.		1	1,521	Incl.		1	1,521	Incl.
Mexxanine (new)		1	2,300	Incl.		1	2,300	Incl.		1	2,300	Incl.		1	2,300	Incl.
Mechanical Room		1	53	53 SF		1	53	53 SF		1	53	53 SF		1	53	53 SF
Subtotal				208 SF				208 SF				208 SF				208 SF
Electric Garage Usable Square Feet Total				20,419 USF				20,419 USF				20,419 USF				20,419 USF
Net to Gross Factor			x	1.07			x	1.07			x	1.07			x	1.07
Electric Garage Gross Square Feet				21,800 GSF				21,800 GSF				21,800 GSF				21,800 GSF



CITY OF NEW PRAGUE SPACE NEEDS STUDY - WORKING SPACE PROGRAM

	EXISTING SPACE UTILIZATION				SPACE NEEDS (10 YR.)				SPACE NEEDS (20 YR.)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Fire Hall - 505 5th Ave NW	11				12				12			
Year Built: 2008												
Gross SF: 21,656 SF												
1.0 Fire Department	11				12				12			
Office 1	1	1	161	161 SF	3	1	161	161 SF	3	1	161	161 SF
Office 2	2	1	109	109 SF	3	1	109	109 SF	3	1	109	109 SF
Office 3	2	1	113	113 SF	5	1	113	113 SF	5	1	113	113 SF
Office 4	2	1	148	148 SF		1	148	148 SF		1	148	148 SF
Office 5	1	1	157	157 SF		1	157	157 SF		1	157	157 SF
Office 6	3	1	125	125 SF		1	125	125 SF		1	125	125 SF
Ambulance Garage		1	1,633	1,633 SF		1	1,633	1,633 SF		1	1,633	1,633 SF
Ambulance Garage Storage		1	160	160 SF		1	160	160 SF		1	160	160 SF
Oxygen Storage		1	45	45 SF		1	45	45 SF		1	45	45 SF
Ambulance Toilet Room		1	85	85 SF		1	85	85 SF		1	85	85 SF
Sleep Room		3	95	285 SF		1	95	95 SF		1	95	95 SF
Dayroom		2	240	480 SF		1	240	240 SF		1	240	240 SF
Radio Room		2	148	296 SF		1	148	148 SF		1	148	148 SF
Meeting Room		1	735	735 SF		1	735	735 SF		1	735	735 SF
File Storage		1	119	119 SF		1	119	119 SF		1	119	119 SF
Emergency Operations Center Room		1	1,474	1,474 SF		1	1,474	1,474 SF		1	1,474	1,474 SF
EOC Storage		1	206	206 SF		1	206	206 SF		1	206	206 SF
Kitchen		1	278	278 SF		1	278	278 SF		1	278	278 SF
Mens Restroom		1	268	268 SF		1	268	268 SF		1	268	268 SF
Womens Restroom		1	250	250 SF		1	250	250 SF		1	250	250 SF
Server Room		1	37	37 SF		1	37	37 SF		1	37	37 SF
Conference Room		1	480	480 SF		1	480	480 SF		1	480	480 SF
Apparatus Bay		1	9,551	9,551 SF		1	9,551	9,551 SF		1	9,551	9,551 SF
Apparatus Bay Storage		1	260	260 SF		1	260	260 SF		1	260	260 SF
Gear Room		1	560	560 SF		1	560	560 SF		1	560	560 SF
Shop		1	183	183 SF		1	183	183 SF		1	183	183 SF
Apparatus Bay Toilet Room		1	67	67 SF		1	67	67 SF		1	67	67 SF
SCBA/Laundry Room		1	209	209 SF		1	209	209 SF		1	209	209 SF
<i>Fire Chief</i>					<i>1</i>	<i>1</i>	<i>150</i>	<i>150 SF</i>	<i>1</i>	<i>1</i>	<i>150</i>	<i>150 SF</i>
Fire Net Area Total				18,474 SF				18,046 SF				18,046 SF
Net to Usable Factor							x 1.40				x 1.40	
Fire Usable Area							25,264 USF				25,264 USF	



CITY OF NEW PRAGUE SPACE NEEDS STUDY - WORKING SPACE PROGRAM

Fire Hall - 505 5th Ave NW	EXISTING SPACE UTILIZATION				SPACE NEEDS (10 YR.)				SPACE NEEDS (20 YR.)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
1.1 Building Support												
Mech/Elec Room		1	258	258 SF		1	258	258 SF		1	258	258 SF
Janitors Closet		1	41	41 SF		1	41	41 SF		1	41	41 SF
Building Support Net Area Total				299 SF				299 SF				299 SF
Net to Usable Factor							x 1.40				x 1.40	
Building Support Usable Area							419 USF				419 USF	
1.2 Circulation												
Entry		1	180	180 SF		1	180	180 SF		1	180	180 SF
Corridor		1	1,408	1,408 SF		1	1,408	1,408 SF		1	1,408	1,408 SF
Stair		1	81	81 SF		1	81	81 SF		1	81	81 SF
Circulation Net Area Total				1,669 SF				1,669 SF				1,669 SF
Net to Usable Factor							x 1.40				x 1.40	
Circulation Usable Area							2,337 USF				2,337 USF	



CITY OF NEW PRAGUE SPACE NEEDS STUDY - WORKING SPACE PROGRAM

	EXISTING SPACE UTILIZATION				SPACE NEEDS (10 YR.)				SPACE NEEDS (20 YR.)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Golf Course - 400 Lexington Ave	2				4				4			
Year Built: 1980												
Gross SF: 20,996 SF												
1.0 Golf	2				4				4			
Golf General Manager Office	2	1	274	274 SF	2	1	274	274 SF	2	1	274	274 SF
Storage Rooms		5	55	275 SF		1	55	55 SF		1	55	55 SF
Locker Room Storage		1	350	350 SF		1	350	350 SF		1	350	350 SF
Cooler Room		1	311	311 SF		1	311	311 SF		1	311	311 SF
Fertilizer Storage		1	1,961	1,961 SF		1	1,961	1,961 SF		1	1,961	1,961 SF
Cold Storage		1	969	969 SF		1	969	969 SF		1	969	969 SF
Equipment Storage		1	4,486	4,486 SF		1	4,486	4,486 SF		1	4,486	4,486 SF
Chemical Storage		1	1,584	1,584 SF		1	1,584	1,584 SF		1	1,584	1,584 SF
Conference Room						1	200	200 SF		1	200	200 SF
Food and Beverage Manager					1	1	150	150 SF	1	1	150	150 SF
Facility Manager					1	1	150	150 SF	1	1	150	150 SF
Golf Net Area Total				10,210 SF				10,490 SF				10,490 SF
Net to Usable Factor							x 1.40				x 1.40	
Golf Usable Area							14,686 USF				14,686 USF	
1.1 Food and Beverage	0				0				0			
Kitchen		2	281	562 SF		2	281	562 SF		2	281	562 SF
Storage		2	155	310 SF		2	155	310 SF		2	155	310 SF
Freezer		1	98	98 SF		1	98	98 SF		1	98	98 SF
Cooler		1	47	47 SF		1	47	47 SF		1	47	47 SF
Food and Beverage Net Area Total				1,017 SF				1,017 SF				1,017 SF
Net to Usable Factor							x 1.40				x 1.40	
Food and Beverage Usable Area							1,424 USF				1,424 USF	
1.2 Public Shared Spaces												
Mens Toilet Room		3	167	501 SF		3	167	501 SF		3	167	501 SF
Mens Shower		1	115	115 SF		1	115	115 SF		1	115	115 SF
Mens Locker Room		1	941	941 SF		1	941	941 SF		1	941	941 SF
Womens Toilet Room		2	135	270 SF		2	135	270 SF		2	135	270 SF
Womens Shower		1	63	63 SF		1	63	63 SF		1	63	63 SF
Womens Locker Room		1	291	291 SF		1	291	291 SF		1	291	291 SF
Pro Shop		1	958	958 SF		1	958	958 SF		1	958	958 SF
Coat Closet		1	50	50 SF		1	50	50 SF		1	50	50 SF
Community Room		1	1,551	1,551 SF		1	1,551	1,551 SF		1	1,551	1,551 SF



CITY OF NEW PRAGUE SPACE NEEDS STUDY - WORKING SPACE PROGRAM

Golf Course - 400 Lexington Ave	EXISTING SPACE UTILIZATION				SPACE NEEDS (10 YR.)				SPACE NEEDS (20 YR.)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
Bar		1	341	341 SF		1	341	341 SF		1	341	341 SF
Dining Room		1	1,612	1,612 SF		1	1,612	1,612 SF		1	1,612	1,612 SF
Cart Shed												
Park Shelter Toilet Rooms		2	370	740 SF		2	370	740 SF		2	370	740 SF
Public Shared Spaces Net Area Total				7,433 SF				7,433 SF				7,433 SF
Net to Usable Factor							x 1.40				x 1.40	
Public Shared Spaces Usable Area							10,406 USF				10,406 USF	



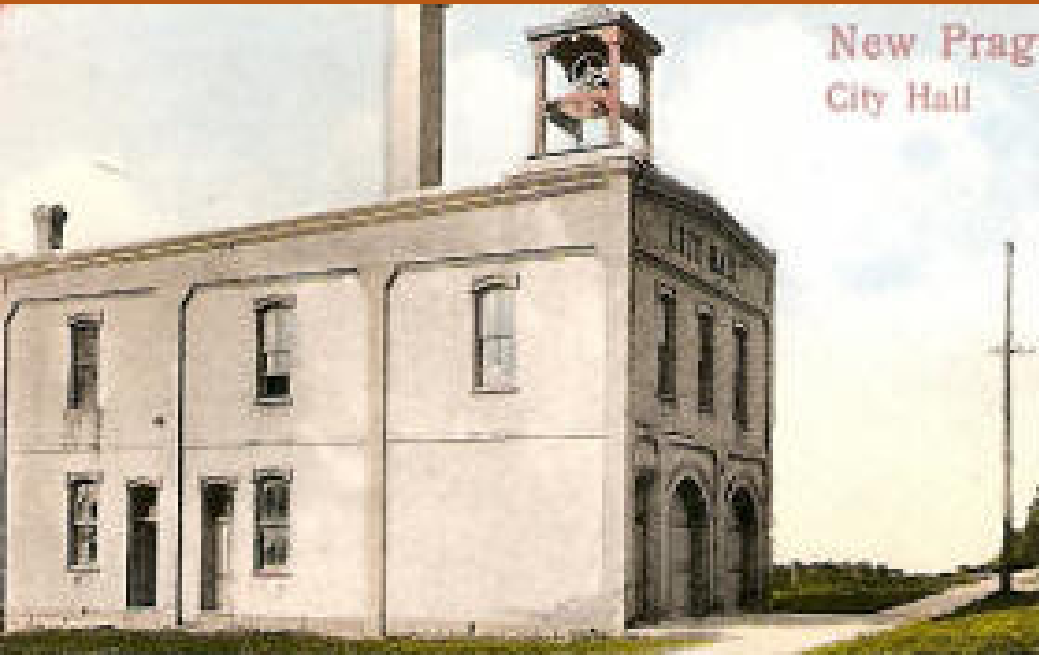
CITY OF NEW PRAGUE SPACE NEEDS STUDY - WORKING SPACE PROGRAM

Golf Course - 400 Lexington Ave	EXISTING SPACE UTILIZATION				SPACE NEEDS (10 YR.)				SPACE NEEDS (20 YR.)			
	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF
1.3 Building Support												
Mechanical Room		4	74	296 SF		4	74	296 SF		4	74	296 SF
Electrical Room		1	46	46 SF		1	46	46 SF		1	46	46 SF
Janitors Closet		1	19	19 SF		1	19	19 SF		1	19	19 SF
Building Support Net Area Total				361 SF				361 SF				361 SF
Net to Usable Factor							x 1.40				x 1.40	
Building Support Usable Area							505 USF				505 USF	
1.4 Circulation												
Vestibule		1	57	57 SF		1	57	57 SF		1	57	57 SF
Lobby		1	466	466 SF		1	466	466 SF		1	466	466 SF
Corridor		4	203	812 SF		4	203	812 SF		4	203	812 SF
Elevator		1	72	72 SF		1	72	72 SF		1	72	72 SF
Stair		1	83	83 SF		1	83	83 SF		1	83	83 SF
Circulation Net Area Total				1,490 SF				1,490 SF				1,490 SF
Net to Usable Factor							x 1.40				x 1.40	
Circulation Usable Area							2,086 USF				2,086 USF	

New Prague

MINNESOTA

Section 4, Item b.



New Prague, Minn.
City Hall



Z. C. B. J. Opera House



New Prague Flouring Mill Co.



Main Street looking East

FACILITY NEEDS STUDY
City Council Update
November 6, 2023



CITY OF NEW PRAGUE
FACILITY NEEDS STUDY

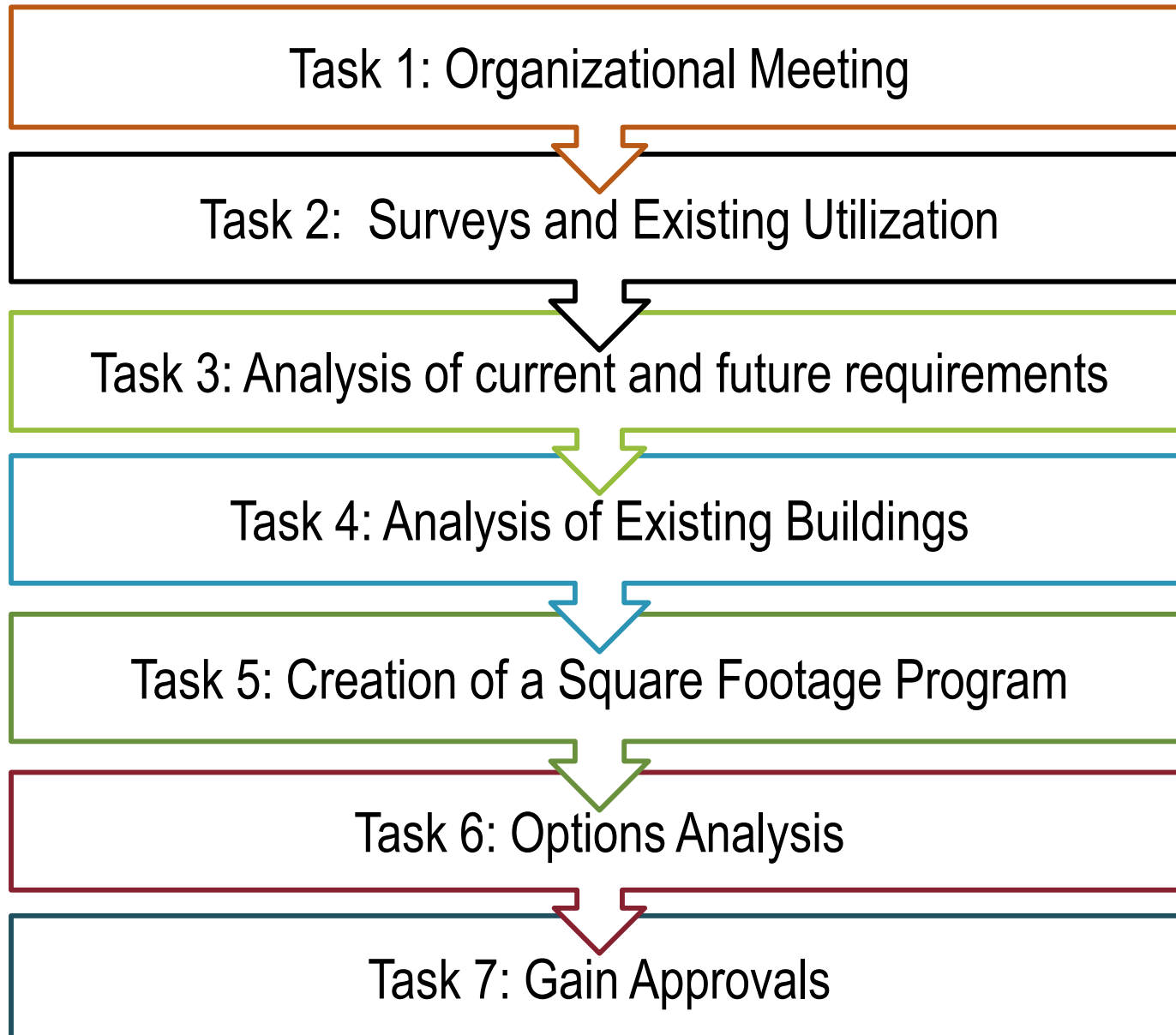
Agenda

1. Planning Process
2. Options Summaries
3. Recommendations
4. Next Steps



CITY OF NEW PRAGUE
FACILITY NEEDS STUDY

Planning Process





CITY OF NEW PRAGUE FACILITY NEEDS STUDY

Guiding Principles

1. **Function & Operations:**

- Each facility solution should accommodate the long-term needs of the department and encourage efficiency, interaction and collaboration.
- Solutions need to be adaptable for future changes in operations or growth.
- The facilities should strive to be safe for staff, but also be open and publically welcoming.

2. **Long Term Use**

- Develop a plan for maintenance and preservation of facilities where appropriate.
- Plan for wise investment in facilities. Consider replacement when reinvestment would not improve operations.

3. **Financial Resilience**

- Recommendations should reflect today's immediate needs and support future growth without starting over.
- Investments should reflect the community's values and be fiscally responsible.





CITY OF NEW PRAGUE
FACILITY SPACE NEEDS ASSESSMENT

Population Projections

Discussion:

- » New Prague population in 2000 was 4,559 and grew by 40% over the next 5 years.
- » Growth in then next 5 years continued to be high (14.5%) with the 2010 Census showing a population of 7,321.
- » Population slowed between 2010 and 2015, likely due to economic pressures.
- » Population jumped between 2015 and 2020 but has slowed in recent years.
- » It is expected that population growth will increase. If the population grows at a rate of 6% every 5 years, the city population would be approximately 11,000. Updated Comprehensive Plan will validate growth.

2000	2005	2010 Census	2015	2020	2025	2030	2035	2040	2045
4,559	6,391	7,321	7,573	8,162	8,652	9,170	9,721	10,304	11,000
% Change	40%	14.5%	3.4%	7.5%	6%	6%	6%	6%	6%

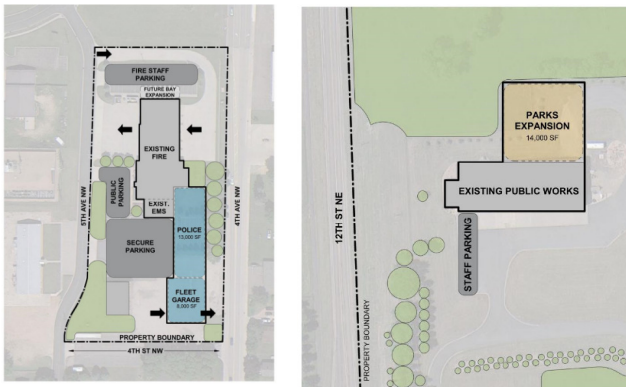


CITY OF NEW PRAGUE FACILITY SPACE NEEDS ASSESSMENT

Options Development Options Studied

SCENARIO 1: SHORT-TERM (2025)

Addition to Fire Station for Police
Addition to PW for Parks Garage

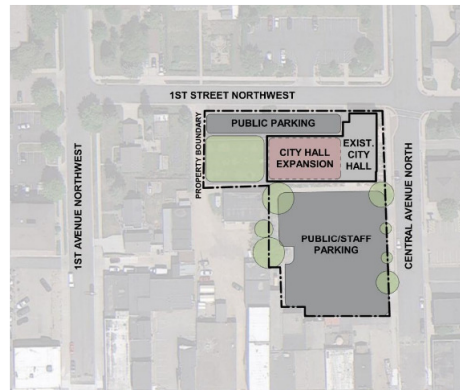


Police Addition	
New Const.	\$ 14,750,000
Renovations	\$100,000
Public Works	
New Construction	<u>\$ 3,700,000</u>
Total Project Cost	\$ 18,550,000

Assumes mid-point of construction is 2024. Inflation adjustments would be needed depending on timing.

SCENARIO 1: MID-TERM (2035)

Renovation at City Hall (2026)
Renovate PW & Utility for added Staff
Replace Club House



City Hall (2026)	
Renovations	\$ 6,900,000
Renovate PW	\$ 300,000
Renovate Utility	\$ 400,000
Replace Clubhouse	<u>\$ 6,800,000</u>
Total Project Cost	\$ 14,400,000

Assumes mid-point of construction is 2035. Inflation adjustments would be needed depending on timing.

SCENARIO 1: LONG-TERM (2045)

Additions/ Renovations to Fire Station for
Expanded Services



Fire Station	
Addition/Renovations	<u>\$ 4,750,000</u>
Total Project Cost	\$ 4,750,000

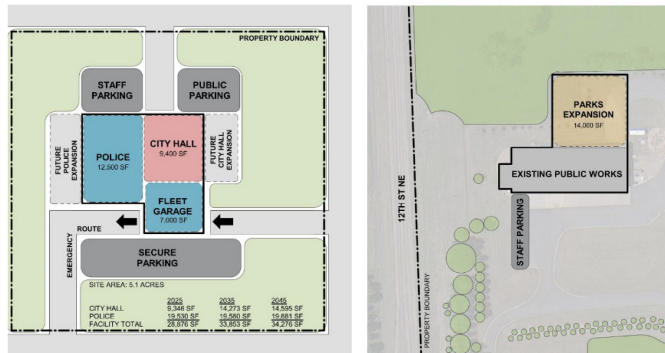
Assumes mid-point of construction is 2045. Inflation adjustments would be needed depending on timing.



CITY OF NEW PRAGUE FACILITY SPACE NEEDS ASSESSMENT Options Development Options Studied

SCENARIO 2: SHORT-TERM (2025)

New City Hall/ Police Station
Vacate City Hall
Addition to PW for Parks Garage

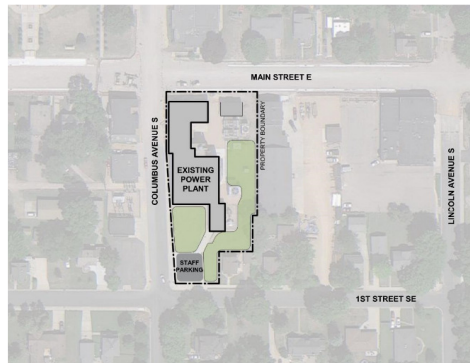


Police Addition	
New Const.	\$ 25,800,000
Public Works	
New Construction	<u>\$ 3,700,000</u>
Total Project Cost	\$ 29,500,000

Assumes mid-point of construction is 2024. Inflation adjustments would be needed depending on timing.

SCENARIO 2: MID-TERM (2025)

Renovate PW & Utility for added Staff
Replace Club House

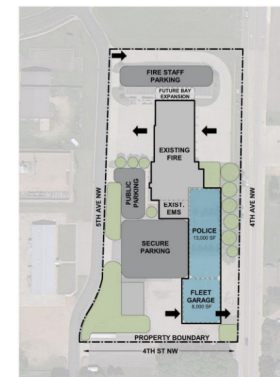


Renovate PW	\$ 300,000
Renovate Utility	\$ 400,000
Replace Clubhouse	<u>\$ 6,800,000</u>
Total Project Cost	\$ 8,500,000

Assumes mid-point of construction is 2035. Inflation adjustments would be needed depending on timing.

SCENARIO 2: LONG-TERM (2045)

Additions/ Renovations to Fire Station for
Expanded Services



Fire Station	
Addition/Renovations	<u>\$ 4,750,000</u>
Total Project Cost	\$ 4,750,000

Assumes mid-point of construction is 2045. Inflation adjustments would be needed depending on timing.



CITY OF NEW PRAGUE FACILITY SPACE NEEDS ASSESSMENT

Options Development Options Studied

SCENARIO 3: SHORT-TERM (2025)

Deferred maintenance to maintain buildings as-is
Addition to PW for Parks Garage

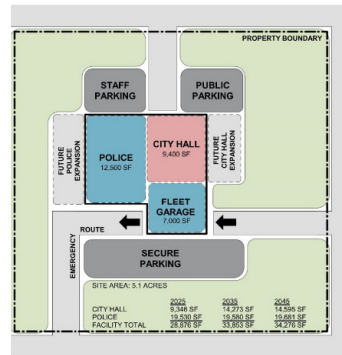


City Hall/ Police	
Maintenance	\$ 1,860,000
Public Works	
New Construction	<u>\$ 3,700,000</u>
Total Project Cost	\$ 5,560,000

Assumes mid-point of construction is 2024. Inflation adjustments would be needed depending on timing.

SCENARIO 3: MID-TERM (2035)

New City Hall/ Police Station
Renovate PW & Utility for added Staff
Replace Club House

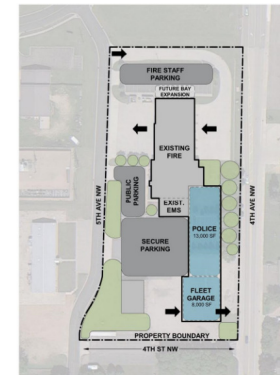


City Hall/ Police	
New Construction	\$ 51,600,000
Renovate PW	\$ 300,000
Renovate Utility	\$400,000
Replace Clubhouse	<u>\$ 6,800,000</u>
Total Project Cost	\$ 59,100,000

Assumes mid-point of construction is 2035. Inflation adjustments would be needed depending on timing.

SCENARIO 3: LONG-TERM (2045)

Additions/ Renovations to Fire Station for Expanded Services



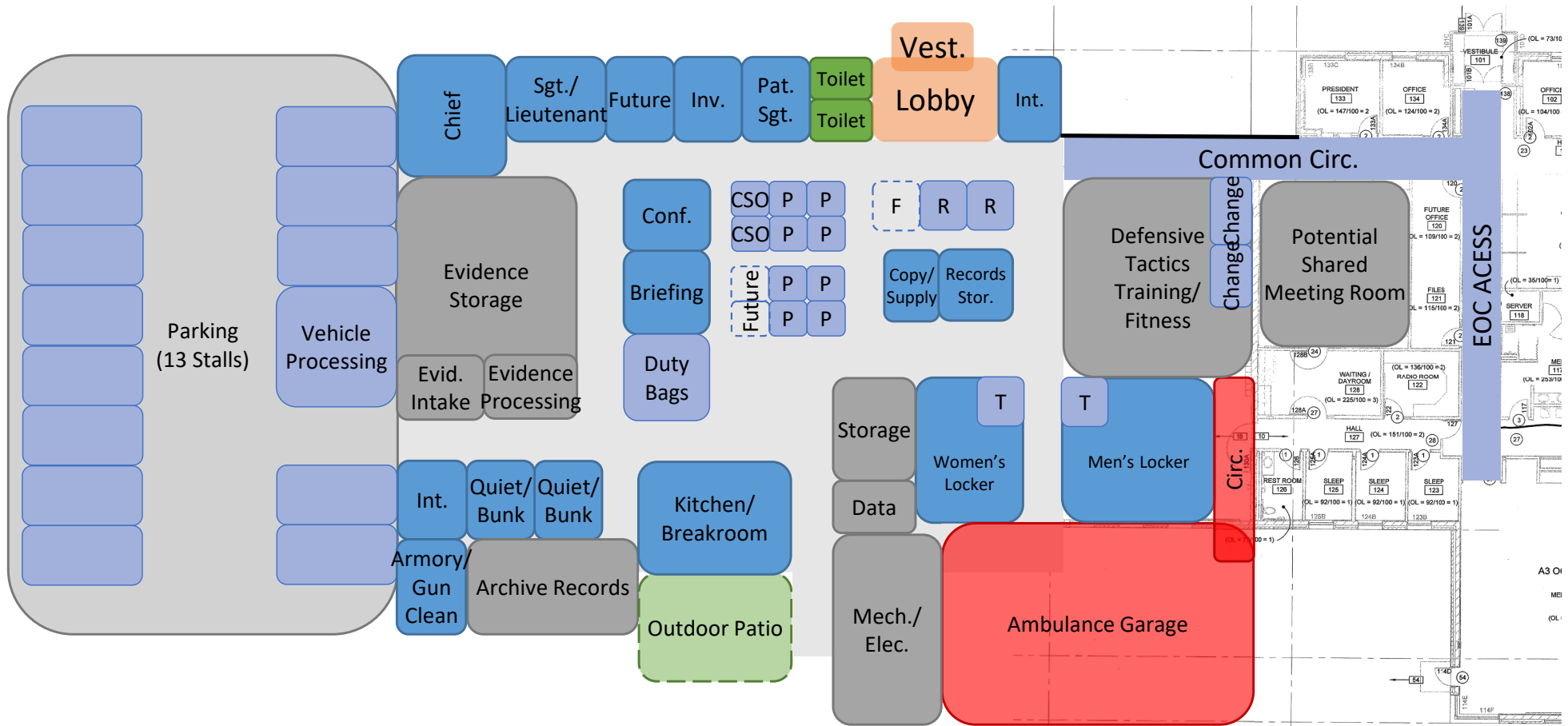
Fire Station	
Addition/Renovations	<u>\$ 4,750,000</u>
Total Project Cost	\$ 4,750,000

Assumes mid-point of construction is 2045. Inflation adjustments would be needed depending on timing.



CITY OF NEW PRAGUE FACILITY SPACE NEEDS ASSESSMENT

Public Safety Facility Addition to Fire Station

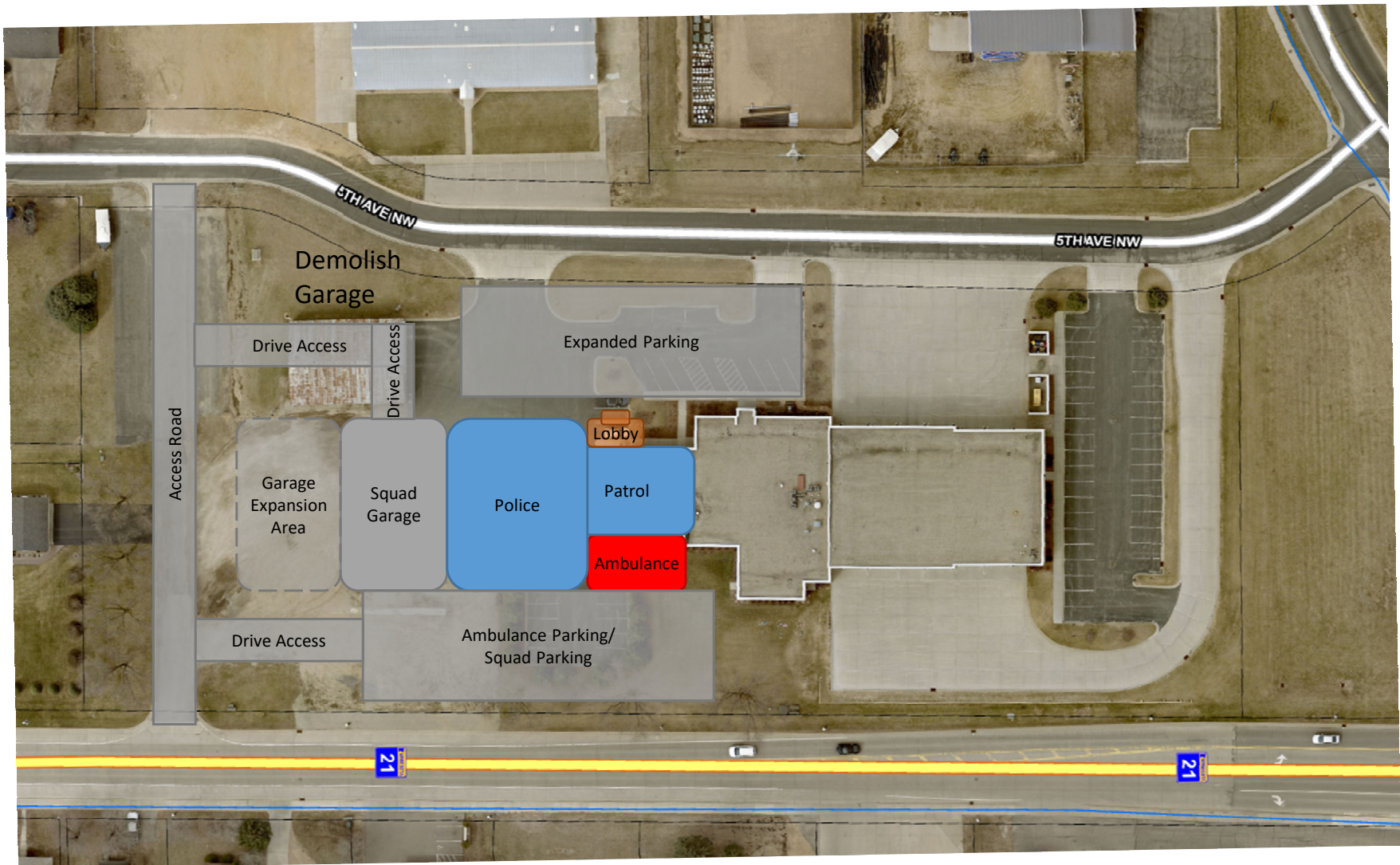


Police Addition 18,700 GSF
Police Renovation 2,000 GSF



CITY OF NEW PRAGUE FACILITY SPACE NEEDS ASSESSMENT

Public Safety Facility Site Plan



Site Diagram





CITY OF NEW PRAGUE
FACILITY SPACE NEEDS ASSESSMENT

Budget

Scenario 1: Short-Term Recommendation (2025)

- Addition to Fire Station for Police:
 - New Construction (18,700 sf x \$595/ sf) \$ 11,125,000
 - Renovation (2,000 sf x \$345/ sf) \$ 690,000
- Purchase property adjacent to Fire Station for Parks garage (completed)

Total Recommended Budget \$ 11,815,000

Notes:

- Budget numbers are assumed for mid-point of 2025 for construction.
- Depending on timing costs would need to be inflated 4-5% annually for inflation.
- The above cost/ square foot assumes \$450/ sf for construction, \$260/ sf for renovation and 32% for project costs that are inclusive of fees, testing, contingencies and furniture/ equipment as needed.



CITY OF NEW PRAGUE
FACILITY NEEDS STUDY

Next Steps

- **Next Steps:**
 - Approval of Facility Needs Study and Recommendations.
 - Refine Design of Preferred Option (Schematic Design).



CITY OF NEW PRAGUE
FACILITY NEEDS STUDY

Question?

QUESTIONS?

November 6, 2023



Joshua Tetzlaff, City Administrator
 City of New Prague
 118 Central Ave. N.
 New Prague, MN 56071

Re: Police Facility Next Steps
 Commission No. 222137

Dear Josh:

It was good talking to you about the next steps for addressing space and facility needs for the police department. Through our planning process we developed conceptual options for an expansion to the existing fire station for the police department. With the consensus of the Council regarding this option, it would be beneficial to move into the first stage of design for this solution as a logical next step for this plan. This would include the following tasks:

- Finalize the layout of Police and any modifications needed to the existing fire station to accommodate this expansion.
- Meet with the police department to determine operational efficiencies and determine the level of future staffing to include in this solution.
- Develop the site solution for this option.
- Develop the solutions to a level of detail necessary to develop a detailed cost estimate for the work including any ancillary soft costs and site development costs.
- Meet with other city departments (planning, engineering, and building department) to gain support and approval for the schematic solutions.

To advance the design to the level needed to determine a final solution, gain needed approvals and to provide a detailed project budget, I am recommending we commence the design process and complete Schematic Design over the winter and report back to the Council in the spring of 2024. This will allow for the level of detail needed to gain approval from departments and the City Council on the design solutions and site recommendations. Pausing the design at this stage would allow adequate time for the city to make decisions on scope and financing prior to committing to the final design and bidding.

1. Schematic Design – December 2023 through February 2023
2. Cost Estimating/ Council Approval – March 2024-May 2024
3. Design Development – TBD (typically takes 3 to 4 months)
4. Contract Documents – TBD (typically takes 4-6 months)
5. Bidding/ Contract Approval – TBD (typically takes 1.5 months)
6. Construction – TBD (typically takes 10-12 months)

Future phases of the work would include finishing the design of the approved solution (Design Development) and developing the Contract Documents. Once Contract Documents are approved, bidding and construction would commence. This briefly describes each of those phases:

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, MN 55101
 woldae.com | 651 227 7773

**PLANNERS
 ARCHITECTS
 ENGINEERS**



DESIGN DEVELOPMENT PHASE SERVICES

Design Development services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details. Typically referred to as DD, this phase results in drawings that often specify design elements such as material types and location of windows and doors. Specific room layouts and amenities are finalized with building users. The DD phase often ends with a formal presentation to and approval by the owner. Design Development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. DD accounts for 20% of architectural services.

CONSTRUCTION DOCUMENT PHASE SERVICES

The next phase is Construction Documents (CDs). Once the Owner and Architect are satisfied with the documents produced during DD, the Architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once the CDs are completed, the Architect sends them to contractors for bidding. The construction document phase produces a set of drawings and specifications that include all pertinent information required for a contractor to price and build the project. CDs account for 40% of architectural services.

When authorized by Council the next phases would be for bidding the project and construction administration once awarded. These phases include the following work:

BID PHASE SERVICES

The first step of this phase is preparation of the bid documents to go out to potential contractors for pricing. The bid document set includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the Owner-Contractor agreement, labor and material payment bond, and any other sections necessary for successful price bids. After bid sets are distributed, the Architect answers contractor questions, reviews any requests for alternate materials and issues addenda to the bidding document to clarify them prior to bids being received. The Architect, in collaboration with the Owner, will evaluate the bids and recommend a contractor for the work. The final step is to award the contract to the selected bidder with a formal letter of intent to allow construction to begin. The final deliverable is a construction contract. Once this document is signed, project construction can begin. Bidding accounts for 5% of architectural services.

CONSTRUCTION PHASE SERVICES

Contract Administration (CA) begins with the initial contract for construction and terminates when the final certificate of payment is issued. The Architect's core responsibility during this phase is to help the Contractor to build the project as specified in the CDs as approved by the Owner. Questions may arise on site that require the Architect to develop architectural sketches: drawings issued after construction documents have been released that offer additional clarification to finish the project properly. Different situations may require the architect to issue a Change in Services to complete the project. CA accounts for 20% of architectural services.



We provide a comprehensive package of professional design services and manage our time internally to always meet your expectations. All engineering and consultant services are included in the proposed fixed fee. We believe that by establishing a fixed fee for, based on an agreed upon construction cost, this eliminates the potentially negative dialog that often happens regarding extra services, unless the scope of the project changes significantly.

We are excited to help you with this important project and look forward to the opportunity to continue what we started together. We typically establish a fixed fee at the project's onset. All engineering and consultants are included in our fixed fee. For this project that includes additions and minor renovations to existing buildings, I would propose a fixed fee of 7% of the agreed cost of construction.

Utilizing the costs presented to the Council and escalating them to the mid-point of 2025, our fee calculation would be as follows:

Police Facility Addition and Renovation at the Fire Station

\$9,400,000 (construction cost) x 7% = \$658,000 (Total Architectural Fee)

I believe that Phase 1 should be through Schematic Design, which would be 15% of the total design fee proposed. This would give us the level of detail needed to gain consensus on the final solution and project budget.

Police Facility Addition and Renovation at the Fire Station

\$658,000 (Total Fee) x 15% (SD) = \$98,700 Schematic Design Fee

Reimbursable expenses would be in addition to this fixed fee but are expected to be minimal for this first phase of the work and are estimated to be approximately \$2,000 for this phase.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara", written over a horizontal line.

John McNamara | AIA, LEED AP
Partner

cc: Jake Wollensak, Wold Architects & Engineers
Matt Mooney, Wold Architects & Engineers

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: November 2, 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 and sent to the Contractor for comments.

2022 STREET AND UTILITY IMPROVEMENTS (COLUMBUS AVENUE)

A discussion with public works will be required to determine if final completion has been achieved. If so, final payment and closeout is likely.

2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and will be on hold until the spring

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

Final design has started on the project. A kickoff meeting will be held on November 9th with staff to review the initial drawings. A variance request to MnDOT will likely be submitted to allow 1st Street SE to remain at its current width instead of widening to minimum State Aid standards. This will first go to council at the November 20th meeting.

HSIP 10TH AVENUE SE-1ST STREET SE RRFB

The project is substantially complete. The contractor is waiting for the RRFB unit with delivery likely in February/March. A temporary crosswalk sign has been installed for now.

10TH AVENUE NE – WATERMAIN REPAIRS

The project is substantially complete. This project will be removed from future updates.

cdk

x:\ko\newpr\common\council meetings\110623 cc project updates.docx



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SET PUBLIC HEARING DATE AND INTRODUCE ORDINANCE #345 FOR
VACATION OF CERTAIN EASEMENTS IN THE PLAT OF WHISPERING PINES,
AS PROPOSED BY PETER SIMON KALLAL
DATE: OCTOBER 26, 2023

The applicant, Peter Simon Kallal, recently applied for a building permit for an accessory structure on his property located at 207 7th Ave. SE. Upon application the City informed him that his building must be located at least 10' from their south property line due to an existing 10' drainage and utility easement located there from when the property was platted as Whispering Pines in 2004. The applicant asked if there was a need for the easement to be so large on an interior lot line and staff determined that from a City utility standpoint there were not any concerns with reducing the easement from 10' down to 5' which is the current standard for an easement adjacent to an interior lot line. The review process would, however, gather input from all private utilities to determine if they are acceptable to the easement being reduced in size. The vacation would allow the construction of the proposed accessory building to be up to 6' from the south property line.

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, December 4th, 2023. A public notice would be published in the Thursday November 23rd, 2023 and Thursday November 30th, 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 December 4th.

Staff Recommendation

Staff recommends approval of the attached resolution setting the public hearing date for Monday, December 4th, 2023. Staff also recommends that the Council introduce the attached ordinance #345 at tonight's meeting.



Aerial view of vacation of the north 5' of the existing 10' drainage and utility easement.

RESOLUTION #23-11-06-01

**SETTING A PUBLIC HEARING TO VACATE CERTAIN EASEMENTS IN THE PLAT
OF WHISPERING PINES**

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

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

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 all of the 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 4th day of December, 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 6th day of November, 2023.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

ORDINANCE #345**AN ORDINANCE
VACATING CERTAIN EASEMENTS IN THE PLAT OF WHISPERING PINES**

WHEREAS, the New Prague City Council previously passed Resolution #23-11-06-01 noting the City of New Prague's interest in vacating all of the 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:

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

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 4th day of December, 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 7th day of November, 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 and a portion of the property will instead be used for the placement of an accessory structure.

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 Le Sueur County, Minnesota, with the legal description of the Property being as follows:

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur 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:

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

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.

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 6th day of November, 2023.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before November 7th, 2023.

Passed by the City Council of the City of New Prague, Minnesota, this 4th day of December, 2023 and to be published on the 14th day of December, 2023.

Duane J. Jirik, Mayor

State of Minnesota)

)SS.

(CORPORATE ACKNOWLEDGMENT)

County of Scott & Le Sueur)

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

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)

)SS.

(CORPORATE ACKNOWLEDGMENT)

County of Scott & Le Sueur)

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

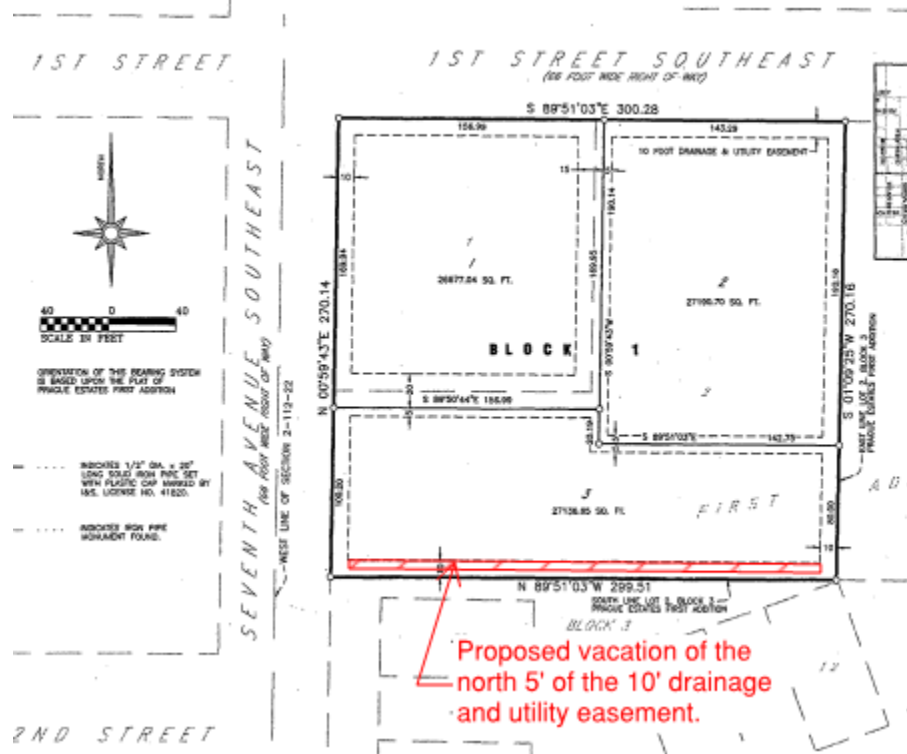
Notary Public

THIS INSTRUMENT DRAFTED BY:

Kenneth D. Ondich
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401

Exhibit A

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
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PUBLIC HEARING AND ADOPTION OF ORDINANCE #343 FOR VACATION OF CERTAIN EASEMENTS IN THE PLAT OF HIGHVIEW 10TH ADDITION AND SIMON ACRES 1ST ADDITION, AS PROPOSED BY DAN BISHOP
DATE: OCTOBER 27, 2023

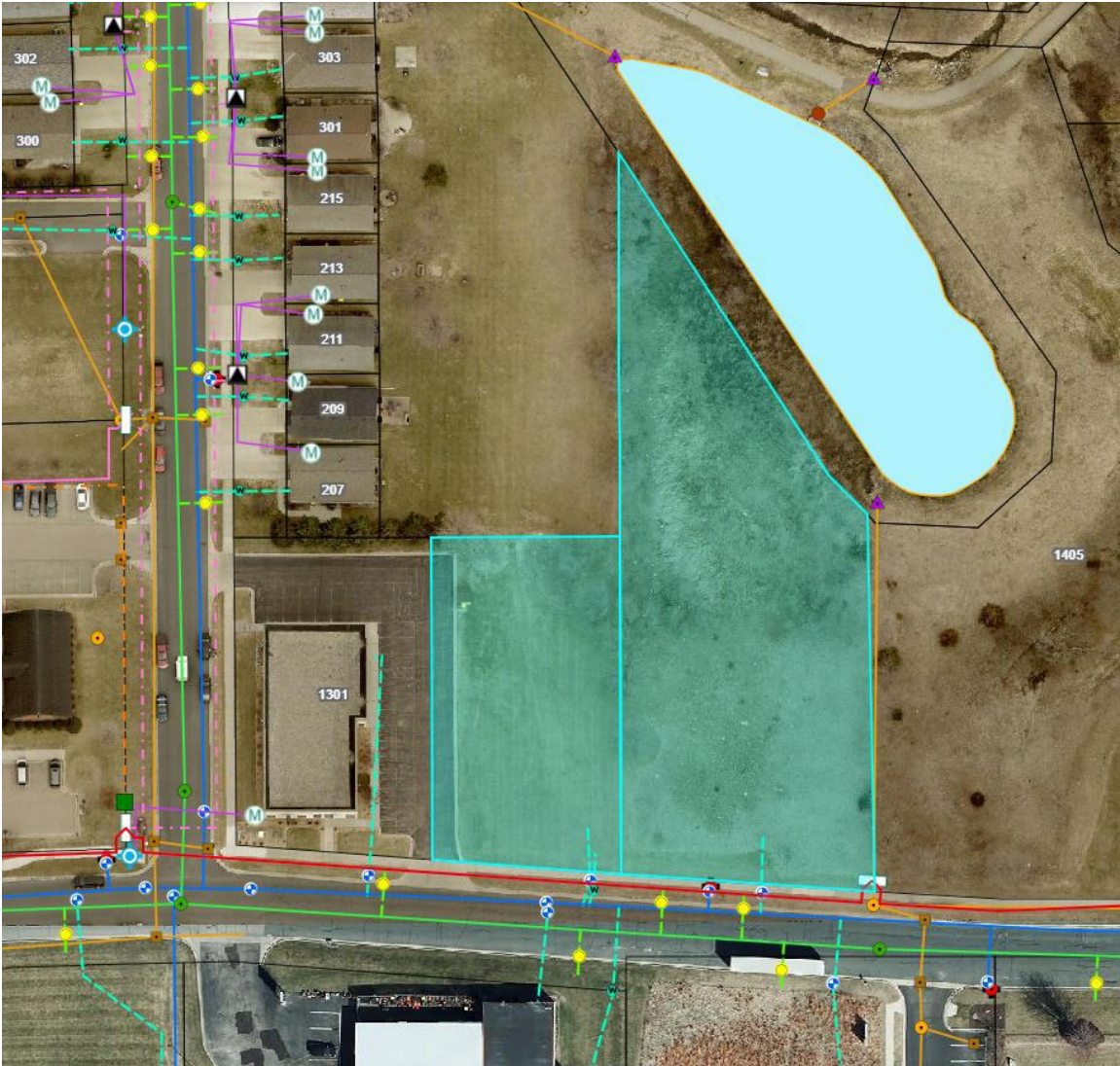
Dan Bishop recently purchased two properties and applied for a minor subdivision, which would combine two lots located just east of the Remax Building on 1st Street NE into a single parcel (1.47 acres). With the lots combined, Bishop is proposing to construct an office building and a shared parking lot which would be located over a drainage and utility easement on the property line 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. At the time of writing this memo, staff had not received any comments regarding the vacation of the easement.

At the October 2nd City Council meeting, a public hearing was scheduled for tonight's meeting and the ordinance which would vacate the described drainage and utility easement was introduced. Since that time a notice was published twice in the New Prague Times and notices were mailed directly to utility companies so they could provide comment, if any, on the easement vacation request.

Staff Recommendation

Staff recommends holding the required public hearing and subject to comments received at the public hearing should adopt the ordinance titled "An Ordinance Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview Tenth Addition."



Easement located between the two lots highlighted would be vacated for construction of a commercial building and parking lot.

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 #23-10-02-04 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.

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 #344 - RESIDENTIAL RENTAL DWELLING UNIT INSPECTIONS
DATE: OCTOBER 26, 2023

The City Council introduced the residential rental dwelling unit inspection ordinance on 10/16/23. As fees are associated with the inspections, staff has drafted a copy of the amended fee schedule with a resolution to amend the fee schedule with the new fees.

Additionally, staff is proposing a resolution to publish the ordinance by title and summary due to the length of the ordinance (13 pages) to save on publishing costs in the paper (the full text will be posted at city hall and on the website).

The ordinance would take effect January 1st, 2024. As this coming year would have normally been a renewal period for rental registrations, staff will instead notify residential rental property owners of the new ordinance and provide them with a new application form for the inspection program between now and the end of the year.

Staff Recommendation

- A. Staff recommends that the City Council conduct a second reading and adopt ordinance #344.
- B. Staff recommends adopting the attached resolution approving publication of ordinance #344 by Title and Summary.
- C. Staff recommends adopting the attached resolution amending the City's Fee Schedule.

Attachments:

- 1. Ordinance #344 for Rental Dwelling Unit Inspections
- 2. Resolution Approving Publication of Ordinance #344 by Title and Summary
- 3. Fee Schedule Amendment and Resolution Amending the City's Fee Schedule
- 4. Inspection Checklist
- 5. Summary of Past Council Discussions Regarding Rental Inspections

**ORDINANCE NO. 344
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 16th day of October, 2023.

The required 10 days posted notice was completed on the city website and city hall bulletin board on or before October 17th, 2023.

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

Mayor

City Administrator

CITY OF NEW PRAGUE, MINNESOTA

RESOLUTION NO. 23-11-06-02

A RESOLUTION APPROVING PUBLICATION OF ORDINANCE #344 BY
TITLE AND SUMMARY

WHEREAS, on November 6th, 2023 the City Council of the City of New Prague (the “City”) adopted Ordinance No. 344, entitled “AN ORDINANCE REPEALING CHAPTER 120 OF THE NEW PRAGUE CITY CODE AND ADDING A NEW CHAPTER 154 REGARDING RENTAL DWELLING LICENSES”; and

WHEREAS, the ordinance is 13 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. 344, entitled “AN ORDINANCE REPEALING CHAPTER 120 OF THE NEW PRAGUE CITY CODE AND ADDING A NEW CHAPTER 154 REGARDING RENTAL DWELLING LICENSES”.
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. 344 repeals the City’s existing residential rental registration ordinance (Chapter 120 of the City Code) and replaces it with a new residential rental dwelling inspection ordinance which will begin on January 1, 2024 to conduct an inspection of all residential rental units which are not subject to existing inspections by a county, state or federal government entity. Licenses will be issued for a 2 year period but in certain circumstances can be issued for a 4 year period. Licenses on the Scott County side of the city will expire on December 31st of even numbered years and licenses on the Le Sueur County side of the city will expire on December 31st of odd numbered years.

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. 344 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

CITY OF NEW PRAGUE
RESOLUTION #23-11-06-03
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 Ordinance #344, 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 11/6/2023, 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 6th day of November, 2023.

Duane J. Jirik, Mayor

ATTEST: _____

Joshua M. Tetzlaff, City Administrator

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	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 11/6/23 - Effective 11/6/23)	
	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 Facility 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 11/6/23 - Effective 11/6/23)	
	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
Rezoning	\$550.00

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
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
Residential Rental Inspection Fee (Valid for 2 to 4 years - See City Code for Details)	\$100 per building plus \$25 for each additional unit
Residential Rental Re-Inspection Fee (only for failing to keep a scheduled inspection or not fixing a violation found on a previous inspection)	\$50 per inspection
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

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
Adult Softball/Baseball League Fees (Annual)	
Teams Playing 2 Times a Week	\$287.00 plus sales tax
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

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
Residential - Water softener	\$65.00 + State Surcharge
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 11/6/23 - Effective 11/6/23)	
	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
Sidewalk Fee	\$55 per lot

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
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
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

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
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)
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

2023 OFFICIAL CITY FEE SCHEDULE	
(Adopted 11/6/23 - Effective 11/6/23)	
	2023 Fee (In Dollars)
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 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:

Formal City Council discussions regarding residential rental inspections to date are as follows:

- November 18, 2013 – Presentation of Research to City Council Re: Property Maintenance and Rental Inspection Code Amendments
- 2015, 2018 and 2019 Strategic Goals of City Council Included Rental Inspection Ordinance Development
- February 19, 2019 – Set Workshop Date for Discussion of Rental Dwelling License Ordinance
- March 11, 2019 – Workshop for Rental Dwelling License Ordinance Introduction
- April 1, 2019 – Follow up discussion determined 6-month data collection was necessary for calls/complaints at rental units
- August 5, 2019 – Tenant Presentation to Council Re: Issues at Rental Property
- October 21, 2019 – Summary of Data Collection (4/1/19 to 9/30/19) related to calls/complaints at rental properties – council directed staff to set up parameters for a task force to discuss further
- November 4, 2019 – Council Approved Advertising for Rental Dwelling Unit Inspection Task Force (two at-large members, two tenants, two landlords, one council member)
- January 7, 2020 – Deadline for Task Force Applications was extended through the end of January 2020
- February 18, 2020 – Task Force Establishment was scheduled on the agenda, but meeting was cancelled
- March 2020 - Task Force Establishment was scheduled for the second meeting in March of 2020 but was delayed due to Covid and lack of in person meetings (see attached final memo that was drafted, but never included in a Council packet)
- November 15, 2021 – Council requested staff to provide a summary of past rental inspection ordinance discussions which were halted due to Covid.
- December 20, 2021 – Staff provided a summary overview of the past discussions towards adoption of a rental dwelling inspection ordinance. The discussion ended with staff noting that an update would be provided after the new year and eventually set up meetings with a rental task force (but the task force has not yet been appointed).
- July 5, 2022 - City Council Established Rental Dwelling Unit Inspection Task Force in final form which included Council Member Rik Seiler, Tenants Carl Swanson and Dan Puls, Landlords Craig Sindelar and Joe Lambrecht and at-large members Kay Wilcox and Marcia Sammons.
- July 17, 2023 – City Council voted to schedule a public hearing at the Planning Commission meeting on August 23, 2023.
- October 2, 2023 – City Council provided copy of revised ordinance in preparation for introduction of ordinance at October 16, 2023 meeting.
- October 16, 2023 – City Council introduced and held first reading of the ordinance.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR PRELIMINARY AND FINAL PLAT APPROVAL OF POND THIRD ADDITION, CONSISTING OF 4 LOTS ON 2.43 ACRES IN THE RL-90 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, AS PROPOSED BY MICHAEL WEINANDT
DATE: NOVEMBER 2, 2023

Planning Commission Summary

The Planning Commission heard the above preliminary and final plat request at their September 27th meeting. The applicant, Michael Weinandt, is requesting the approval of the preliminary and final plat of Pond Third Addition, consisting of 4 lots on 2.43 acres in the RL-90 Single Family Residential Zoning District.

During the required public hearing, the applicant and four neighboring property owners providing testimony. Questions were raised about traffic, property values and water quality matters that staff were asked to research further, and the matter was tabled. At the November 1st Special Planning Commission Meeting (rescheduled from October 25th due to a lack of a quorum), the Planning Commission reviewed additional information on traffic, property values and water quality as was included in the staff report.

The Planning Commission recommended approval of the preliminary and final plat request on a 4-0 vote based on the findings listed in the staff report (and attached resolution which approves the preliminary and final plat) with the additional request that staff verify with the City Attorney that the City is unable to add conditions to the plat regarding aesthetics of the homes within the plat. Staff has confirmed with the City Attorney that such conditions would not be legal.

Staff Recommendation

Staff recommends approval of the attached resolution “...Granting Approval of the Preliminary and Final Plat of Pond Third Addition...”.

RESOLUTION #23-11-06-04

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
GRANTING APPROVAL OF THE PRELIMINARY AND FINAL PLAT
OF POND THIRD ADDITION CONSISTING OF 4 LOTS ON 2.43 ACRES,
NEW PRAGUE, MINNESOTA**

WHEREAS, Michael Weinandt, owner of the following real estate in the County of Scott to wit:

Lot 1, Block 1, POND SECOND ADDITION, according to the recorded plat thereof, Scott County, Minnesota.

is requesting final plat approval of Pond Third Addition consisting of 4 lots on 2.43 acres, which is located on the above real estate; and,

WHEREAS, the New Prague Planning Commission has completed a review of the Preliminary Plat and Final Plat application with a required public hearing on September 27th, 2023, tabled the request to the regular Planning Commission meeting on 10/25/23 which was cancelled due to a lack of a quorum and rescheduled for 11/1/23 and made a report pertaining to said request, a copy of said report has been presented to the City Council with a recommendation of approval on a 4 to 0 vote subject to conditions and findings contained in said meeting minutes; and,

WHEREAS, the New Prague City Council finds:

1. The plat complies with the purpose and intent of the New Prague Comprehensive Plan and Subdivision Ordinance.
2. The plat conforms to the requirements of the RL-90 Single Family Residential Zoning District in which it is located.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the Preliminary and Final Plat of Pond Third Addition, consisting of 4 lots on 2.43 acres is hereby **approved** with the following conditions:

1. Approval is granted in general accordance with the Preliminary Plat submittal dated 8/16/2023 on file with the New Prague Planning Department.
2. Approval is granted in general accordance with the Final Plat submittal dated 9/11/2023 on file with the New Prague Planning Department.

3. The Final Plat must be recorded within 90 days of the date of the City Council granting approval per Chapter 051 (E) of the Subdivision Ordinance.
4. Approval is granted in general accordance with the grading plan submittal dated 8/14/2023 on file with the New Prague Planning Department.
5. Approval is subject to all recommendations of the City Attorney.
6. Approval is subject to all recommendations of the City Engineer, Public Works Director, Utilities General Manager, Fire Chief and Police Chief.
7. Development fees are required to be collected as follows prior to signing the final plat:
 - a. \$6,513.48 is owed for Park Dedication.
 - b. \$150 is owed for the Sidewalk Fee.
 - c. \$17,531.25 is owed for moving and installing electric utilities to be paid to the New Prague Utilities Commission.
8. The applicant is required to install a 5' wide concrete sidewalk along the east side of proposed lot 4 per the City's standard specification and with city staff inspection.
9. A single row of trees at 30' intervals must be maintained along the south side of the property along 7th Street NE is required per Chapter 65 of the Subdivision Ordinance.
10. Access is only allowed to Lexington Ave. N. and 7th Street NE utilizing existing curb cuts.
11. A shared private access driveway easement/agreement must be filed on the titles of all properties within the plat area concerning private ownership and maintenance of the shared private driveway.
12. The shared private access driveway must be signed as no parking.
13. A shared private utility easement/agreement must be filed on the titles of all properties within the plat area concerning private ownership and maintenance of the shared private water and sewer service lines.
14. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
15. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.
16. All homes are required to be setback at least 6' from the existing conservation easement.
17. All homes are required to provide for driveways at least 22' in length between the garage and private access driveway.
18. Low building elevations must be elevated to at least 996.0'.

This Preliminary and Final Plat shall become effective immediately upon its passage and without publication.

Passed this 6th day of November, 2023.

Duane J. Jirik, Mayor

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

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

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

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

Notary Public

THIS INSTRUMENT DRAFTED BY:
Kenneth D. Ondich
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401



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

MEMORANDUM

TO: PLANNING COMMISSION

FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN, PLANNER

SUBJECT: REQUEST FOR PRELIMINARY AND FINAL PLAT REVIEW OF POND THIRD ADDITION CONSISTING OF 4 LOTS ON 2.43 ACRES IN THE RL-90 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, AS PROPOSED BY MICHAEL WEINANDT, APPLICANT.

DATE: 10/18/23

Background / History

The property being re-platted currently consists of 2.43 acres as one single lot called “Pond Second Addition” which was approved by the City in 2018. Prior to being platted as Pond Second Addition, it was previously an area of a lot in “Pond Addition” and adjacent unplatted land. With the plat of Pond Second Addition, a wetland delineation was completed, and a large conservation easement area was established on the property which remains today and will remain with the replatting of the property.

The applicant is seeking to re-plat the single existing platted lot into four lots. Three of the lots would be accessed by a shared driveway from 7th Street NE while the east most lot would be accessed via its own driveway from Lexington Ave. N.

A variance was granted in 2020 to allow construction on the property up to the conservation easement line (but this variance is no longer needed as the ordinance was since amended to allow building construction up to the conservation easement line).

The required public hearing was held for the preliminary and final plat at the September 27, 2023 Planning Commission meeting with the applicant and four neighboring property owners providing testimony. Questions were raised about traffic, property values and water quality matters that staff was asked to research further.

Staff has the following additional information to add in response to the concerns raised at meeting:

Traffic – Staff completed a traffic study between 10/10/23 and 10/17/23. The radar traffic counter was placed on 7th Street NE directly adjacent to the proposed development. The ADT (average daily traffic) was 4,445 vehicles per day which is right in line with past traffic counts were around right around 5,000 ADT depending on the count and exact location. 85th percentile speed (which is the standard used by MnDOT for setting speed limits) shows 35.9mph which indicates there is a slight issue with speeding vehicles (in fact, up to 28% of vehicles in the westbound lane were speeding during the study). This indicates that there is a larger issue of speeding in general as past traffic studies on 7th Street NE have also indicated similar numbers. The Police Department has as recently as this spring put up the temporary speed trailer further to the west on 7th Street NE and will continue such efforts and stepped up enforcement and looking at installing a permanent speed sign. Long term, as the city continues to grow, the City will continue to explore larger systematic changes to slow speeds on 7th Street, which could also potentially include a mini-roundabout at 7th Street NE / Lexington Ave. N. As it relates to this development, the City engineer noted that he does not have any concerns about this specific development affecting traffic speed or volume and further noted that all vehicles leaving the site directly to 7th Street NE will be pulling out forward rather than backup out onto the road like most of the driveways in the area that have direct access to 7th Street NE.

Property Values – Scott County Assessor Michael Thompson provided the following information via e-mail on 10/12/23 regarding if the proposed lots/homes as shown in the preliminary plat would have a negative impact on neighboring property values:

The short answer is no, I don't see any reason the planned subdivision would have a negative impact on neighboring property values. The lot sizes and planned homes are not considered substantially different than the surrounding homes. In other areas of the County we have had patio home plats with smaller lot sizes go in next to "traditional" housing plats (with basements) and have not seen a negative influence on values to the surrounding previously existing homes.

I overlayed the lot with the preliminary plat, and then a set of four existing homes on the adjacent street, and the density appears to be quite similar (attached).

Officially, we can't predict changes to a neighborhood will have +/- impacts, and we always will monitor future sales and make adjustments accordingly. As markets ebb and flow, what is true today regarding value influencers may change in the future as well.



Water Quality – A resident raised the question of why the City wasn't following a perceived 35% impervious surface requirement found in the City's Surface Water Management Plan from 2008. **The answer is that the City does not have a 35% impervious surface limit requirement.** The City's surface water plan does reference (see table 2.1 below) an "illustrative" table which lists a 35% impervious surface requirement but clearly notes that is not the City's official rate control policy which is actually found in Section 734 of the City's Zoning Ordinance. What the city does have is a 40% building coverage limit for lots. In any case, the preliminary plans would have nowhere near an impact of 35% impervious at full buildout as shown in the below table:

	Lot 1	Lot 2	Lot 3	Lot 4
Total Lot Area	13535	23,427	26452	42689
Total Wetland Area	3519	12,496	15476	21216
Total Lot - Non-Wetland	10016	10931	10976	21473
Total Impervious All	3099	4762	3,601	2635
% Impervious - All	22.8962	20.32697	13.61334	6.17255
Building Coverage Area	1948	1948	1948	1948
Coverage % - All	14.39232	8.315192	7.364282	4.563236

Zoning District

The property is located in the RL-90 Single Family Residential Zoning District. All properties adjacent are zoned RL-90 Single Family residential.

Legal Description

Lot 1, Block 1, POND SECOND ADDITION, according to the recorded plat thereof, Scott County, Minnesota.

Density / Lot Size

The minimum lot size in the RL-90 Single Family Residential Zoning District is 9,000 sq. ft. with a minimum lot width of 65'. The four proposed lots meet the requirements.

Lot 1 – 13,535 sq. ft. (10,016 sq. ft. of non-wetland)

Lot 2 – 23,427 sq. ft. (10,931 sq. ft. of non-wetland)

Lot 3 – 26,452 sq. ft. (10,976 sq. ft. of non-wetland)

Lot 4 – 42,689 sq. ft. (21,473 sq. ft. of non-wetland)

Easements

Section 067 of the Subdivision Ordinance provides for easement requirements for drainage ways, trails, and utilities.

General drainage and utility easements are provided for on the front lot lines at 10' and the side lot lines are 5'. There is an existing easement over the wetland and buffer area, which is called a “conservation easement”. All existing and proposed easements meet the requirements of the subdivision ordinance.

It is noted that as a re-plat of a portion of Pond Second Addition, there are existing drainage and utility easements that are not vacated simply by re-platting the property. Those existing easements can all remain as they are not an issue and are in the appropriate locations to not require vacation.

Previously installed wetland signs are in place as required to identify the location of the wetland buffer (conservation easement area).

Setbacks

The required building setbacks in the RL-90 Single Family Residential Zoning District are 30' front, 30' rear, and 7' side yard.

In addition to the above setbacks, homes are proposed as setback at minimum 6' from the edge of the conservation easement. Staff believes this additional setback is a good idea to ensure grading from proposed homes does not impact the conservation easement area.

Per Section 734 of the Zoning Ordinance for Land and Water Preservation, homes are also required to be built with a low building elevation of at least 2' above the seasonal high-water level of the adjacent pond/wetland. The high-water level of the adjacent pond/wetland is 994.0' which means the low building elevations would need to be at least 996.0'. The proposed homes are all slab on grade types with a floor elevation proposed at 1002.5'.

Access / Road Layout

The transportation chapter of the Comprehensive Plan identifies:

- Lexington Ave. N. as a minor collector road
- 7th Street NE (former County Road 37) as a major collector road

A Traffic Impact Study (TIS) was not required for this development as it only includes only 4 buildable lots and the threshold for a TIS requires 190 or more units.

There are no changes being made to the public road layout in the vicinity.

The construction of a private driveway to provide access is proposed for the lots. Access allowed from Lexington Ave. N into the property must not be closer than 55' from the intersection of Lexington Ave. N. and 7th Street NE as well as onto 7th Street NE. The access to 7th Street NE is further restricted as a major collector road whereby only one driveway is allowed per 660' along a property which is why only one curb cut was provided during the 2019 reconstruction of 7th Street NE.

As proposed, the shared access driveway is private and is required to be at least 20' wide and must be covered by a private driveway easement filed on the titles of all properties. Parking will not be allowed on either side of the access driveway as it would not be wide enough to accommodate emergency vehicles for access purposes and signs must be installed by the developer indicating the no parking requirement.

Any driveway area in front of future garages must be at least 22' in length to accommodate a vehicle parking between the garage door and the edge of the private driveway. All proposed driveways appear to provide for a 22' length except for the proposed home on lot 1. This home must be pushed back to 6' from the conservation easement to provide for a minimum 22' driveway length to the private drive.

Trails / Sidewalks

Subdivision Ordinance section 068 (C) states that sidewalks 5' in width are required on at least one side of all public streets. All public streets are already adjacent to the proposed plat area and a sidewalk exists along the south side of the property adjacent to 7th St NE. The City's sidewalk

plan shows a sidewalk to be located on Lexington Ave. N. Staff has determined this sidewalk should be located on the west side of Lexington Ave. N. The applicant will be required to install a 5' wide concrete sidewalk along the east side of proposed lot 4. The sidewalk must be a minimum of 4" thick on a 4" class five aggregate base (increased to 6" of concrete when crossing a driveway). The sidewalk must also be set 1' inside of the ROW line, leaving a grass boulevard area behind the curb.

Drainage / Grading

A grading/stormwater plan was prepared by Bolton & Menk dated 8/14/23. Comments on the grading plan are provided by the City Engineer later in this report.

Flood Plain

As indicated on the FEMA FIRM panel #27079C0087D effective July 21, 1999, the property is located within the un-shaded Zone X which is determined to be outside the 500-year floodplain.

Wetland Conservation Act

A Wetland Delineation report dated 8/5/18 was completed by Bolton & Menk and submitted with the plat of Pond Second Addition. As wetland delineations are valid for 5 years, the delineation does not need to be updated at this time.

It is noted in Section 734 of the Zoning Ordinance for Land and Water Preservation that any lot adjacent to a wetland cannot have a building constructed unless the lowest floor elevation shall be at least 2 feet above the seasonal high-water level. In the case of the proposed lot, the high-water level is noted as 994' which means the lowest basement floor elevation must be at least 996', which is met by all the proposed slab on grade homes.

DNR Comments

The DNR previously commented that the pond on the lots is not a public water and therefore they did not have any official comments related to the plat.

There are no DNR protected waters on or adjacent to the site, however there are delineated wetlands on a portion of the property which is addressed in the previous section of this report.

Park Land Dedication

Chapter 066 of the Subdivision Ordinance outlines Park/Public Land Dedication requirements. As noted, when the property was platted in Pond Second addition, park dedication would be collected for any additional lots created above the one lot dating back to Pond 1st Addition. For the purposes of the calculation, each new created lot is estimated to have 2.7 residents to be used in the calculation of what will be owed based on the fair market value of the buildable unplatted land x the land requirement (815 sq. ft. land per resident). The value of the buildable unplatted

land was previously determined to be \$0.74 sq. ft. based on the purchase price of the unplatted portion of the land back in 2018.

For the purposes of this proposed plat, the following is calculated:

4 new lots x 2.7 residents per lot = 10.8 residents x 815 sq. ft. = 8,802 sq. ft. of land x \$0.74 = \$6,513.48 owed for Park Dedication.

Screening

Chapter 065 of the Subdivision Ordinance requires that lots abutting roadways where driveway access is not allowed shall have a planting screen of 10' in width. As required at the time of the Pond Second Addition Plat, a single row of trees along 7th Street NE (former County Road 37) spaced at 30' intervals was required for a screen. This screen must remain in place, meaning any trees that are removed must be replaced in close proximity to where they are located today.

Water Area Access Charge

The Water Area Access Charge fee was already collected in full with the previous plat of the land.

Sidewalk Fee

All newly platted land requires a per lot payment of \$50 for a sidewalk fee. Since 3 new lots are being proposed above what exists today, \$150 is required to be collected.

Emergency Warning Siren Fee

All platted land in the City requires payment of an Emergency Warning Siren Area Charge. According to the City's fee schedule the amount to be paid is \$150 per acre. This fee was previously collected in full at the time of the previous plat.

Street Seal Coat Fee

All newly annexed and platted land into the City requires payment of a Street Seal Coat Fee for portions of newly constructed roadway segments. According to the City's fee schedule the amount to be paid is \$1.32 per sq. yard for the roads to be constructed.

This plat does not propose any public streets, therefore no street seal coat fee is required.

Water / Sewer Service

Water and sewer service lines will be considered private and contained in an easement with shared responsibility of all lot owners that utilize the shared service lines for maintenance and repair should they ever fail.

Stormwater System

City Engineer Chris Knutson noted that the small size of the project does not require any additional stormwater review beyond what is noted in his comments regarding redundant perimeter control around the pond.

Emergency Response

Police Chief Tim Applen and Fire Chief Rynda were solicited for comments but did not provide any comments related to the plat.

Public Works Comments

In an e-mail from Public Works Director Matt Rynda on 9/11/12, he stated the following:

I know the future sidewalk map shows sidewalks on the east side of Lexington, but I don't see how that will fit with how steep the driveways are on the east side. I would propose installing sidewalks on the west side and the applicant having to install them during this project on his property.

Regarding sewer plans, he had the following comments:

The sewer line is private but with 4 houses hooked up to it I would recommend a manhole at any bends on the main line and a clean out/manhole at the end of the pipe.

Utilities Comments

Utilities General Manager Bruce Reimers stated in an e-mail on 9/21/23 that there is a cost to move and install electric utilities for the development which totals \$17,531.25 which is due as a development fee.

City Engineer Comments

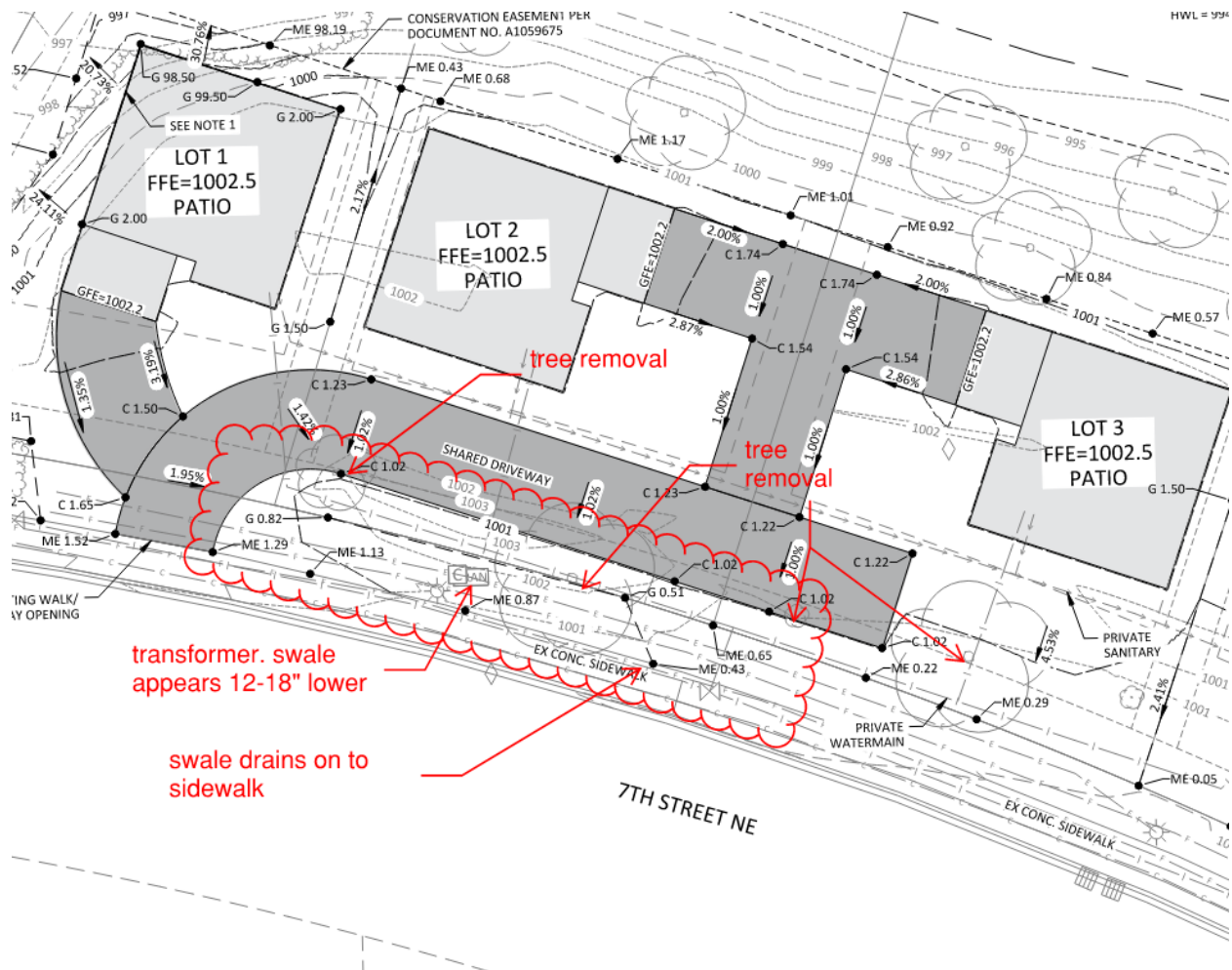
City Engineer, Chris Knutson of SEH provided the following comments via e-mail on 9/18/23:

The building site looks reasonable for grading. Only items I have are:

1. Redundant perimeter control will be needed on the north side of the site (silt fence most likely) along the conservation easement.
2. It appears the shared driveway will drain into a swale east of the entrance and then over the sidewalk. They are cutting out enough soil (1-2ft) that trees will need to be removed and likely the transformer and light would be impacted. It will also concentrate flow and likely be an icing issue over the sidewalk.
3. Information on the driveway would be helpful, but not required.
4. The driveway apron on Lexington Avenue shouldn't need to be replaced as shown.
5. Construct sidewalk along Lexington Avenue?

6. The NW corner appears to show tree line impact with grading. I can't verify if that's just tree trimming or would potentially impact trees in the conservation easement.
7. Information on sewer/water services as you noted. This is mostly just needing to meet plumbing code. NPU and PW will need to comment regarding other concerns.

Ideally, the building pads would be a bit higher to have positive drainage toward 7th Street NE, but I'm guessing this is the most they can do without grading past the conservation easement.



City Attorney Comments

Scott Riggs, City Attorney, was provided a title commitment and copy of the plat for review and comment and revisions have been made to the final plat over the last month. The City Attorney has approved the form of the final plat as submitted and notes that there are delinquent and current taxes that must be paid at the time of recording.

Scott County Highway Department Comments

N/A

State Highway Department Comments

N/A

CenterPoint Energy Comments

Comments were not yet received from CenterPoint Energy.

Environmental Issues

N/A

Street Names

Existing street names are not being changed and include Lexington Ave. N. and 7th Street NE.

Addresses

Addresses for the proposed lots would be (from west to east) 703 7th Street NE, 705 7th Street NE, 707 7th Street NE and 800 Lexington Ave. N.

Staff Recommendation

Staff recommends that the Planning Commission approve the preliminary and final plat of Pond Third Addition with the following findings:

1. The plat complies with the purpose and intent of the New Prague Comprehensive Plan and Subdivision Ordinance.
2. The plat conforms to the requirements of the RL-90 Single Family Residential Zoning District in which it is located.

And with the following conditions:

1. Approval is granted in general accordance with the Preliminary Plat submittal dated 8/16/2023 on file with the New Prague Planning Department.
2. Approval is granted in general accordance with the Final Plat submittal dated 9/11/2023 on file with the New Prague Planning Department.
3. The Final Plat must be recorded within 90 days of the date of the City Council granting approval per Chapter 051 (E) of the Subdivision Ordinance.
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 12. The shared private access driveway must be signed as no parking.
 13. A shared private utility easement/agreement must be filed on the titles of all properties within the plat area concerning private ownership and maintenance of the shared private water and sewer service lines. The sewer line is private but must have a manhole at any bends on the main line and a clean out/manhole at the end of the pipe.
 14. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
 15. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.
 16. All homes are required to be setback at least 6' from the existing conservation easement.
 17. All homes are required to provide for driveways at least 22' in length between the garage and private access driveway.
 18. Low building elevations must be elevated to at least 996.0', which is 2' above the seasonal high-water level.

ATTACHMENTS

1. Site Map Aerial – Dated 9/20/23
2. Site Map Detail – Dated 9/20/23
3. Preliminary Plat Drawing – Dated 9/27/23
4. Grading Plan – Dated 9/25/23
5. Utility Easement – Dated 9/27/23
6. Shared Driveway Easement – Dated 9/27/23
7. Water / Sewer Service Plan – Dated 9/25/23
8. Final Plat Drawing – Dated 9/27/23
9. Photos – Dated 7/6/23
10. Oblique Area Photo - Undated





Pond
10/25
Page 1

POND THIRD ADDITION PRELIMINARY PLAT



CITY OF NEW PRAGUE
SCOTT COUNTY



LOT TO SCALE
VICINITY MAP

UTILITY & SITE DATA
R-10 SINGLE FAMILY RESIDENTIAL DISTRICT

Minimum Lot Area: 5,000 Square Feet
Minimum Lot Width: 40 Feet
Minimum Front Yard Setback: 30 Feet
Minimum Side Yard Setback: 10 Feet
Minimum Rear Yard Setback: 30 Feet
Maximum Height: 35 Feet
Maximum Land Coverage by Structure: 40 percent

LEGAL DESCRIPTION
Lot 1, Block 1, POND THIRD ADDITION, according to the recorded plat thereof in Section 34,
Township 113 North, Range 23 West, Scott County, Minnesota.

LEGEND

- IRON PIPE MONUMENT SET
- MONUMENT FOUND
- HYDRAUNT
- WATER MAIN
- WATER VALVE
- TRAFFIC SIGN
- UTILITY MANHOLE
- ELECTRIC METER
- ELECTRIC TRANSFORMER
- STORM MANHOLE
- STORM DRAIN
- HAND HOLE
- COMMUNICATION UNDERGROUND
- ELECTRIC UNDERGROUND
- SEWER UNDERGROUND
- WATER SYSTEM
- SEWER SYSTEM
- UNDER CONSTRUCTION
- PROPERTY LINE
- ADJACENT DRIVE SERVICE

SURVEYOR'S CERTIFICATION

I, the undersigned, being a duly qualified and licensed Surveyor under the laws of the State of Minnesota, do hereby certify that the foregoing is a true and correct copy of the original survey as shown to me by the owner of the land shown on the plat.

Survey Number 1988

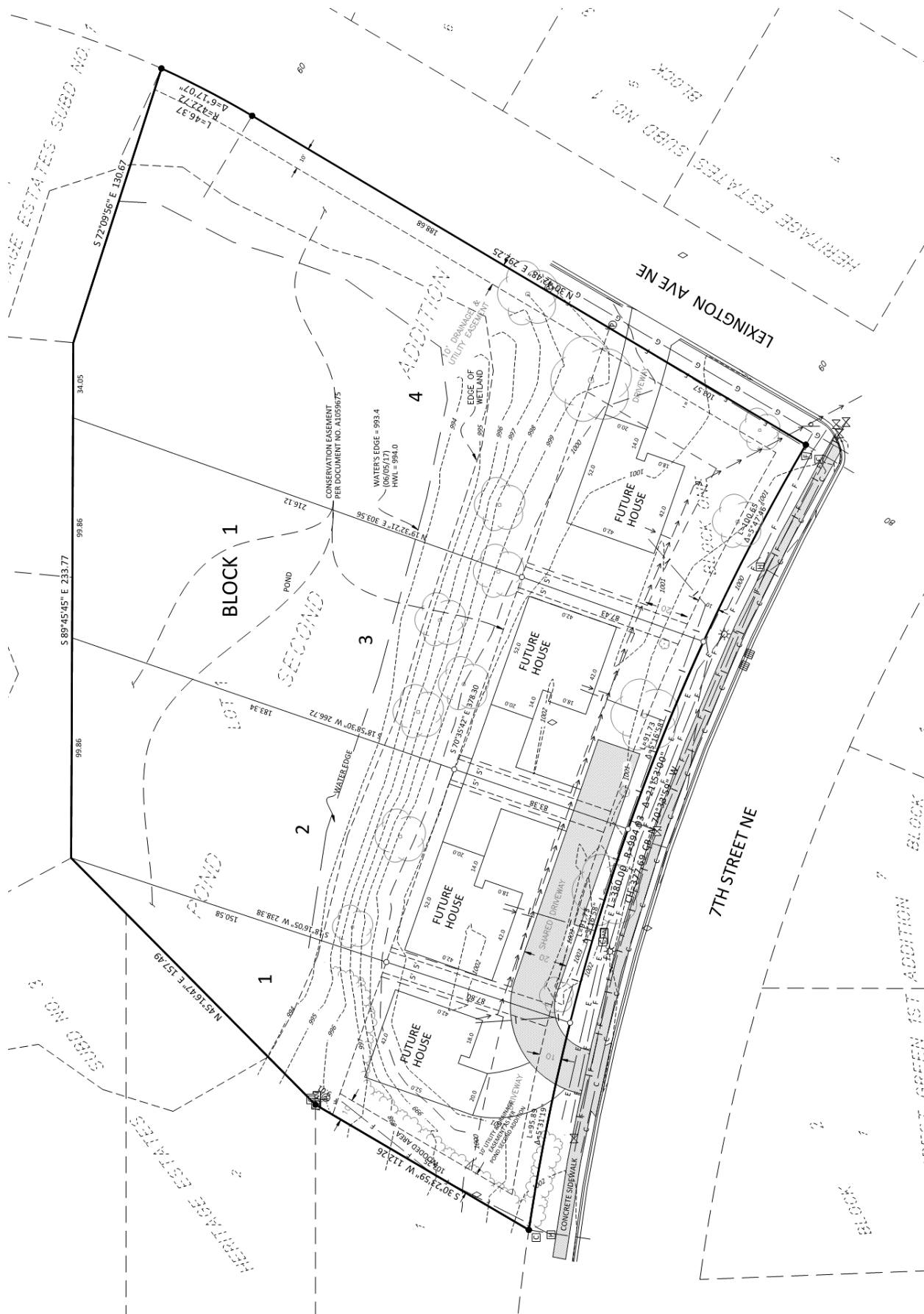
Horizontal Datum: 1988 Scott County Coordinate System
Vertical Datum: NAVD 1988

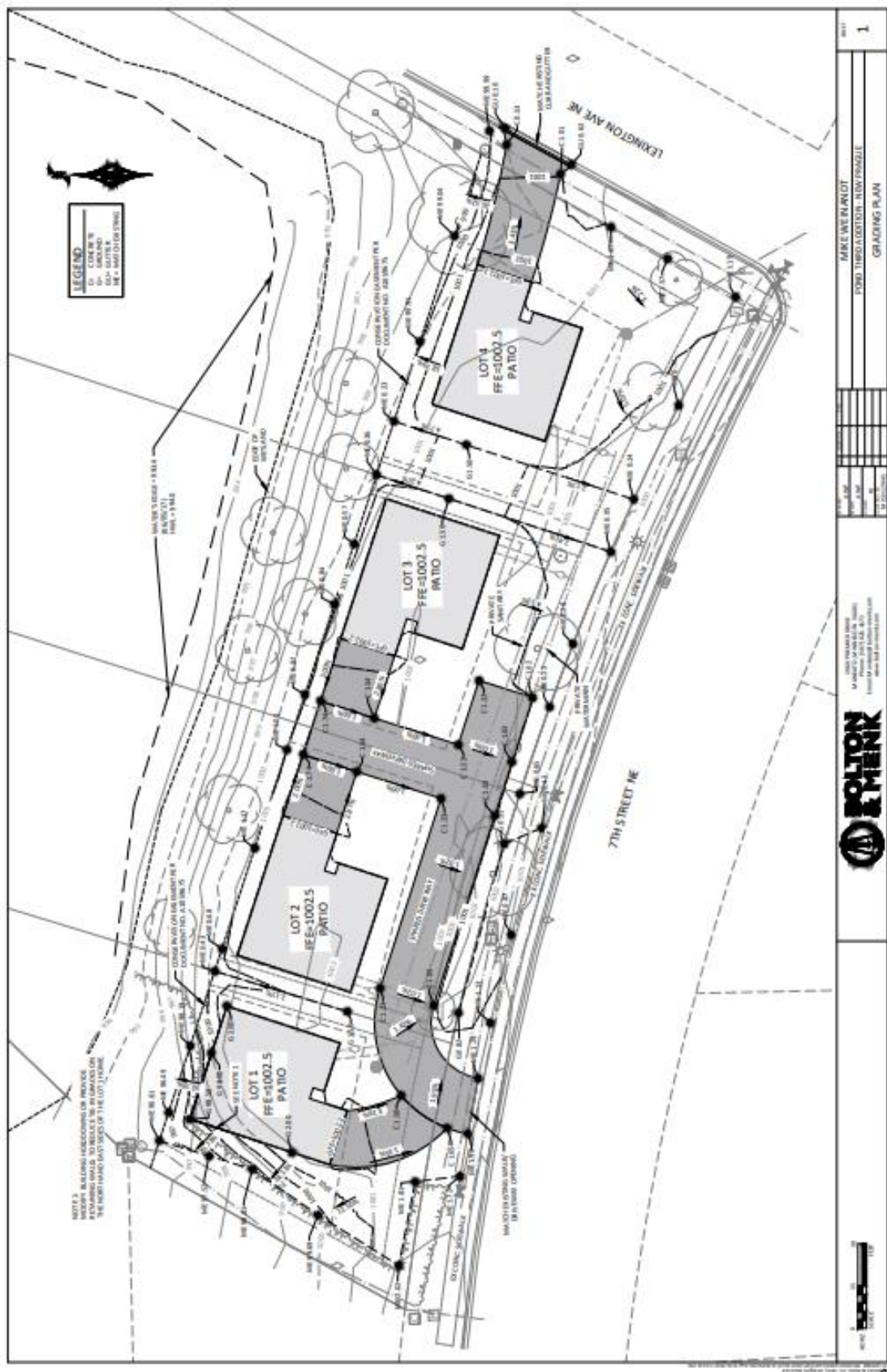
PRELIMINARY PLAT
SCOTT COUNTY, MINNESOTA

1380 PRAGUE DRIVE
MINNETONKA, MN 55361
(952) 832-8211

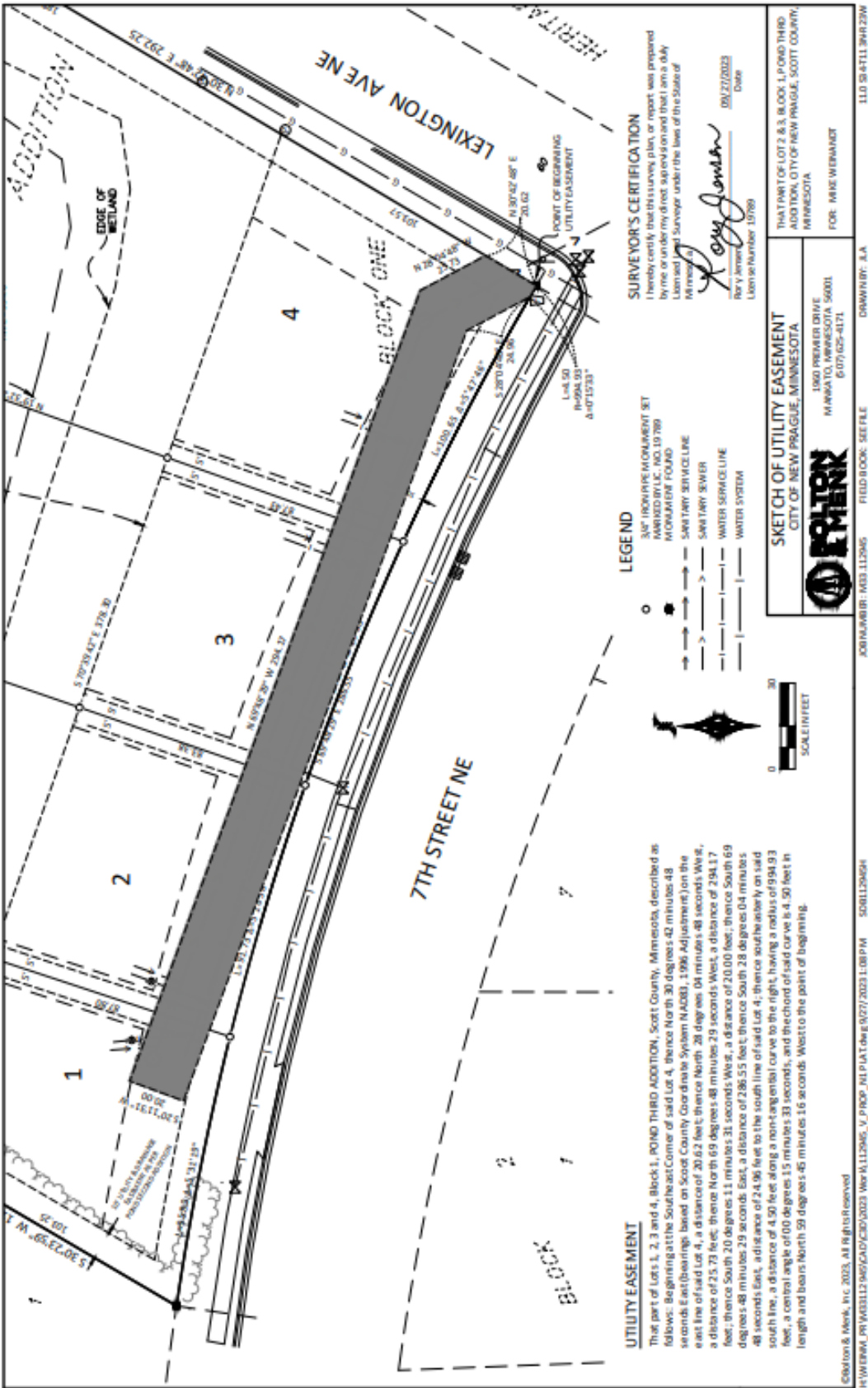


FOR: NAME WITHAMST

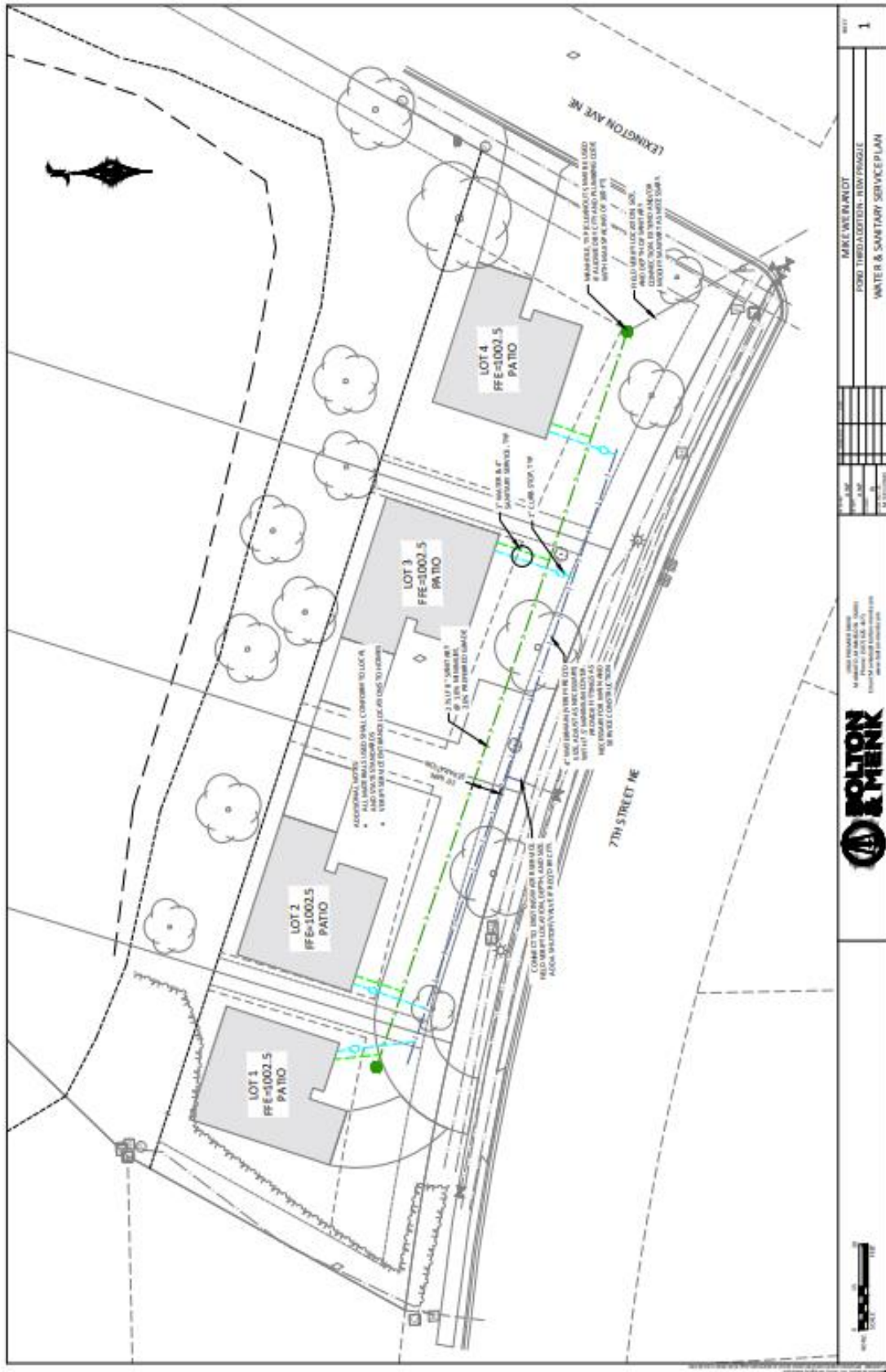




Pond Third Addition – Preliminary and Final Plat Continuation
10/25/23 Planning Commission Meeting
Page 16 of 25



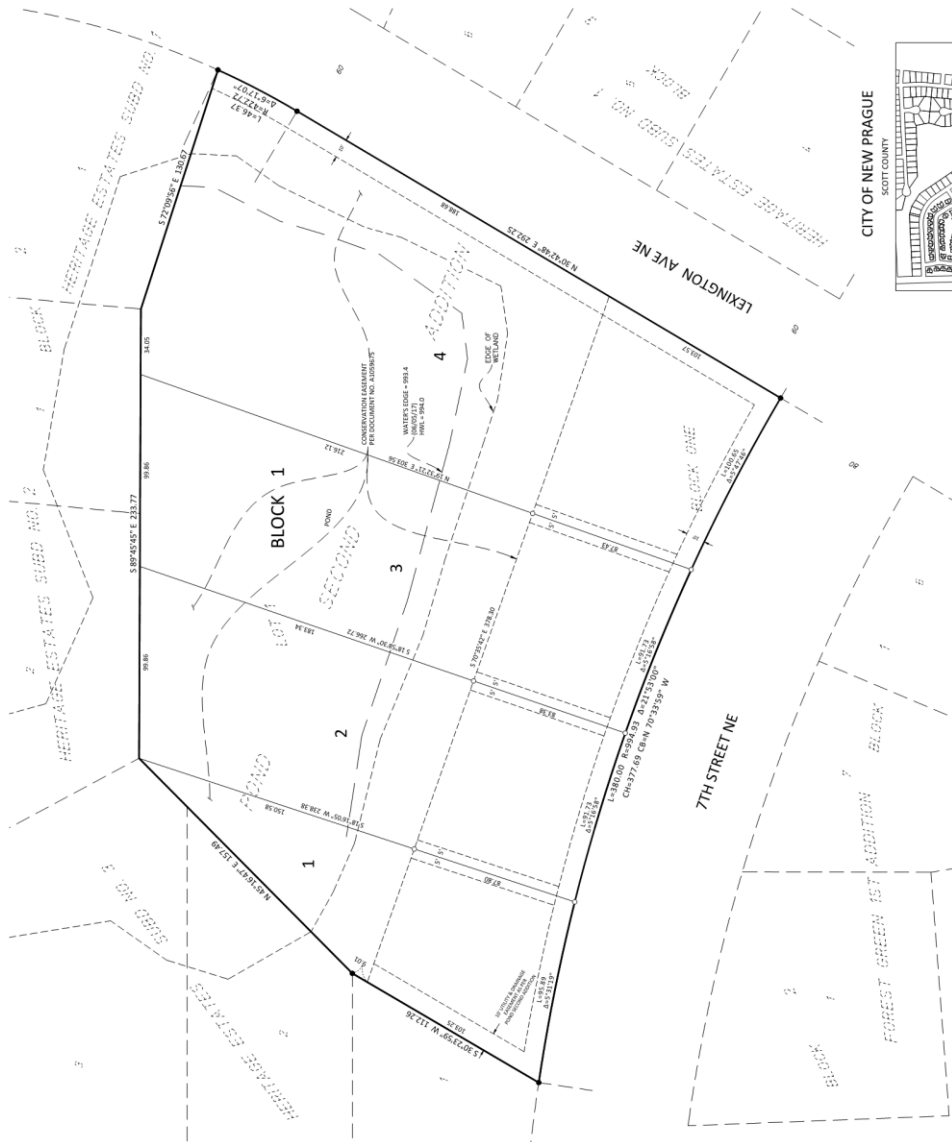
Pond Third Addition – Preliminary and Final Plat Continuation
10/25/23 Planning Commission Meeting
Page 17 of 25



Pond Third Addition – Preliminary and Final Plat Continuation
 10/25/23 Planning Commission Meeting
 Page 19 of 25

PLAT

POND THIRD ADDITION



INSTRUMENT OF EASEMENT

Know all persons by these presents, that Michael Wiersma, a single person, for and on behalf of the following described property situated in the County of Scott, State of Minnesota:

Lot 1, Block 1, POND THIRD ADDITION, according to the recorded plat thereof, in Section 34, Township 133 North, Range 23 West, Scott County, Minnesota.

Has caused the same to be surveyed and platted as POND THIRD ADDITION and do hereby donate and dedicate the same to the public for drainage and utility purposes only.

In witness whereof, said Michael Wiersma, a single person, has hereunto set his hand this _____ day of _____, 2023.

Michael Wiersma

NOTARY CERTIFICATE

State of Minnesota

County of _____

The foregoing instrument was acknowledged before me, this _____ day of _____, 2023, by Michael Wiersma, a single person.

_____, Notary Public.

State of Minnesota

My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Mary J. Jensen, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey that I have made and that the same is in accordance with the laws of the State of Minnesota, and that I have caused the same to be correctly and properly marked on the ground.

I, Mary J. Jensen, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey that I have made and that the same is in accordance with the laws of the State of Minnesota, and that I have caused the same to be correctly and properly marked on the ground.

State of Minnesota

My Commission Expires _____

NOTARY'S CERTIFICATE

State of Minnesota

My Commission Expires _____

The foregoing instrument was acknowledged before me, this _____ day of _____, 2023, by Mary Jensen, Land Surveyor, Minnesota License Number 19789.

_____, Notary Public.

State of Minnesota

My Commission Expires _____

APPROVALS

This plat was approved and accepted for the Planning Commission of the City of New Prague, Minnesota, approved the plat of POND THIRD ADDITION, this _____ day of _____, 2023.

_____, Chairman

_____, Secretary

_____, City Administrator

_____, New Prague City Attorney

Pursuant to Minnesota Statutes, Chapter 369.05, Subd. 1, as amended, this plat has been reviewed and approved this _____ day of _____, 2023.

_____, Scott County Surveyor

COUNTY AUDITOR AND TREASURER

I hereby certify that the current and delinquent taxes on this land described within any plat and the transfer is entered this _____ day of _____, 2023.

_____, Scott County Auditor

_____, Scott County Treasurer

_____, Registrar

COUNTY RECORDER

I hereby certify that this plat was filed in this office this _____ day of _____, 2023, at _____ O'Clock _____ M., as Document Number _____.

_____, Scott County Recorder

DRAINAGE & UTILITY EASEMENTS ARE SHOWN IN RED.

LEGEND

○ 1/4" = 100' WITH MONUMENT SET

● MONUMENT SET

Horizontal Datum: Bearings based on POND SECOND ADDITION

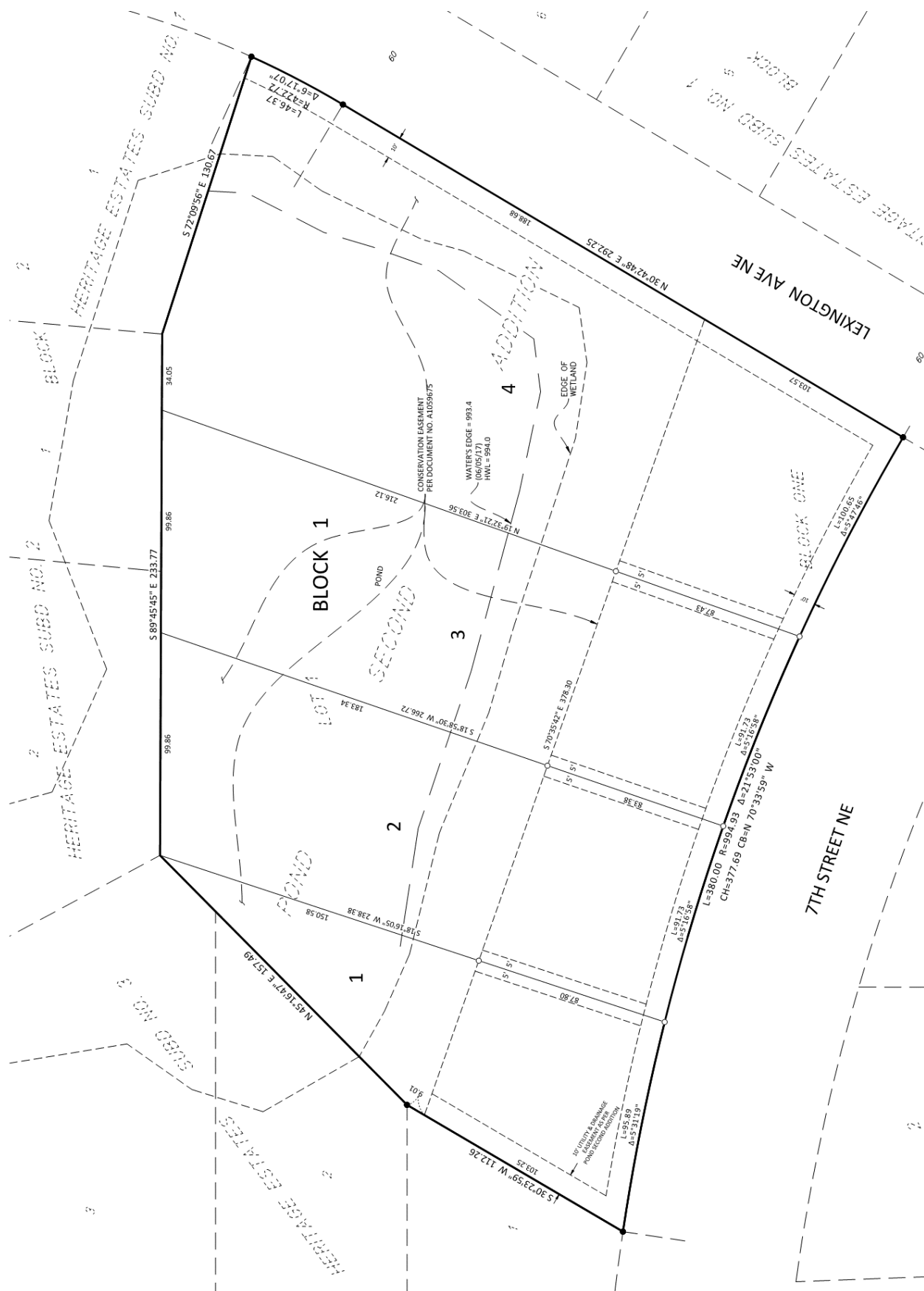
SCOTT COUNTY

CITY OF NEW PRAGUE

CITY OF NEWBURG

STREET LOCATION

VICINITY MAP





Looking North from 7th Street NE – existing curb cut to be utilized for shared driveway to 3 homes.



Looking Northeast from 7th Street NE



Looking northeast from SW corner of lot.



Looking east across the lot towards Lexington Ave. N.



Looking southeast towards 7th Street NE from the lot.



Looking west/northwest towards lot from corner of 7th Street NE and Lexington Ave. N.



Oblique Aerial Photo Looking North.



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: POLICIES ON SUSTAINABILITY AND SUSTAINABLE PURCHASING
DATE: NOVEMBER 3, 2023

Passing policies as unifying guidance for staff, boards, and citizens is one of the major tenants of a City Council. It is through policies passed that staff and boards may make decisions that act in accordance with the wishes of the City Council without having to directly asked whenever a situation comes up. Policies also help guide Council when reviewing concerns brought by citizens so that the Council is able to act in a consistent manner, treating all requests in a similar manner.

In 2022, the City joined the Green Steps program. As part of this program, I was named the Green Steps Coordinator for the City and the Planning Commission was designated as the Green Steps Coordination Team for the City. Part of the Coordination teams responsibility is to review the progress of the City over the previous year and to set goals for the future. In 2023, the Planning Commission tasked staff with working on two best practices to advance the City to Step 3. Those two practices are:

- Best Practice 15.1, which deals with sustainable purchasing on behalf of the City.
- Best Practice 25, which deals with green business development. We would need two from this category.

As part of Best Practice 15.1, City staff has put together the attached Sustainability Policy and the attached Sustainable Procurement Policy. These policies were created to show New Prague commitment to being responsible with resources, whether they are financial resources or natural resources. The Planning Commission reviewed these policies and asked to make sure the Sustainable Procurement Policy made mention of trying to buy from local New Prague businesses when possible. That language has been added. With that in mind, the Planning Commission voted 3-2 to recommend approval of these two policies.

Recommendation

Staff recommends approval of the Sustainability Policy and the Sustainable Procurement Policy.

CITY OF NEW PRAGUE
SUSTAINABILITY

- Date: November 6, 2023
- Subject: Sustainability
- Purpose: The City of New Prague is committed to building and maintaining a healthy and safe community for current and future generations through preserving natural resources and the environment, fostering a healthy economy, and meeting the basic needs of all residents with respect and cultural awareness. This policy will set expectations for, and give guidance to, City staff and City boards and commissions on how business of the City should be conducted.
- Policy: Three elements help define sustainability: vibrant economy, healthy environment, and social equity. These elements will allow the City of New Prague, its businesses, and its residents to meet the needs of today while not compromising the ability of future generations to meet their needs.

The City will develop public policy and programs that will support each of these:

Vibrant Economy

Businesses should thrive, residents should be employed, innovation should flourish, and the services needed to attract new green businesses and develop and train a future workforce should be readily available.

Healthy Environment

The use of natural resources, necessary for sustaining life, should be in balance with nature’s ability to replenish them. The community should have access to and protect natural habitats and parks, clean air and water, and ecological diversity. The built environment should be well-planned to respect the natural environment and to promote public health, safety, and recreation.

Social Equity

The City is committed to providing an inclusive environment that supports the diversity of our community and encourages civic engagement. All neighborhoods should be safe from crime and violence, and residents should have access to the basic needs of education, health services, housing, and food.

The interrelationships among the three elements are more important than any one element. In the City of New Prague, public policy and programs shall pursue a thoughtful, balanced approach when interests compete and focus new programs and policies primarily on shared interests, whenever possible. The process of thinking sustainably and utilizing, when appropriate, an inclusive collaborative process will

produce visionary decisions today that will ensure a viable and thriving community for the future.

There are three aspects to fully integrating the commitment to sustainability within the City:

- A focus on serving the community, enhancing the economy, protecting local environmental resources, and establishing a vision of sustainability for all programs and policies that the City will adopt.
- Actions to build a sustainable governmental agency with a sound financial foundation, a diverse, innovative, productive workforce, and a light environmental footprint.
- Leadership in the community and the region with elected officials and staff working collaboratively with other counties, cities, agencies, and organizations to develop solutions that provide wide-reaching benefits, and by setting an example of thoughtful, innovative, balanced approaches to policy and programs.

This commitment from the City of New Prague to cultivate a sustainable future shall be reflected in decisions of public policy, programs, and services, and in a workplace that encourages continuous improvement for existing programs; values and maximizes employee assets; and stimulates an atmosphere of innovation, collaboration, productivity, pride, and personal commitment to sustainability.

All present and future City elected officials, administration, and employees will recognize and respect the connections between economic, environment, social and health systems in meeting their explicit and implied responsibilities to current and future generations.

CITY OF NEW PRAGUE
SUSTAINABLE PROCUREMENT

- Date: November 6, 2023
- Subject: Sustainable Procurement
- Purpose: The purpose of the Sustainable Procurement Policy is to complement and strengthen the City’s commitment to sustainability and intends to:
- Communicate the City’s commitment to sustainable purchasing to its employees, vendors, and community;
 - To build a financially sound organization by choosing products, whenever reasonable, that are more resource-efficient and by considering the total life cycle cost; and
 - Through training and education empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.
- Policy: The City of New Prague recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City recognizes that the types of products and services the City buys have inherent social, human health, environmental and economic impacts, and that the City should make procurement decisions that embody the City’s commitment to sustainability whenever possible.

All City employees will attempt to purchase products or services, whenever reasonable, in a manner that protects human health and the environment, is fiscally responsible, and promotes social equity, disadvantaged business opportunities, and other economic benefits to the community, such as buying from local, New Prague businesses. This policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City.

1. Specifications
City employees shall incorporate, whenever reasonable, the following factors when writing specifications for, or procuring materials, products, or services.

- Environmental factors to be considered include, but are not limited to, the life cycle assessment of:
- Pollutant releases
 - Toxicity, especially the use of persistent, bio-accumulative, and toxic (PBT) chemicals
 - Waste generation
 - Water efficiency
 - Greenhouse gas emissions
 - Energy efficiency and consumption
 - Use of renewable energy

- Depletion of natural resources
- Impacts on biodiversity
- Recyclability
- Recycled content

Social equity factors to be considered include, but are not limited to:

- Human health impacts
- Fair labor practices, health and retirement benefits, safety, livable wages, and worker rights
- Use of local businesses and vendors whenever reasonable

Fiscal factors to be considered include, but are not limited to:

- Use reduction; purchase only necessary products
- Product performance, quality, and durability
- Cost (dollar and non-dollar)
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor, including operational and maintenance requirements
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that City employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

2. Use of Best Practices

City employees will utilize best practices in sustainable procurement as they evolve whenever reasonable. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. The City of New Prague will promote and encourage strategies to reduce consumption due to the societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions.

3. Environmental Standards and Product and Certifications

3.1 Standards: The City standard for all acquisitions shall be compliant at least to:

- The U.S. Environmental Protection Agency (USEPA) standards whenever published for a product or services.

3.2 Third-Party Certifications: The City of New Prague shall apply the most stringent third-party label standard available for a product or service being acquired. The City shall use independent, third-party social and/or environmental (eco) product or service label certifications when writing specifications for procuring materials, products, or services, whenever a responsible label standard is available. Qualifying labels shall be:

- Developed and awarded by an impartial third-party (examples include: Green Seal, EnergyStar, Environmental Choice and Forest Stewardship Foundation); and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever reasonable, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third party.

3.3 Specifications and Contracts

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Ensuring that specifications written comply with this policy and incorporate sustainable procurement best practices; and
- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy.

4. Implementation and Responsibilities

4.1 Acquisition Responsibilities

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Ensure City staff utilizes product and service standards and certifications and best practices that comply with this policy;
- Ensure internal policies and procedures that reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy;
- Encourage pilot testing for environmentally preferable/sustainable products;
- Promote and ensure that bid and contract strategies incorporate the most favorable standards and best practices in sustainable procurement;
- Stay current and informed on advances in sustainable procurement specifications and strategies; and
- When needed, consult with sustainable experts when reviewing or designing specifications, to ensure progressive and emerging specifications for the product or service being solicited.

5. Education

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability;

- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example;
- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;
- Developing buyer competency in communicating to other City departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-agency communication among public procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential contractors and the public about this policy and related City requirements.

10. Policy Review

The City Administrator shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other City sustainability efforts and policies. The policy review shall be completed at least every five years but may be done on a more frequent basis as needed.

11. Additional Resources

This section provides City of New Prague personnel and contractors with resources for identifying suppliers of sustainable products and with standards, which may be useful in the successful application of this procurement policy. The following lists of organizations and sites should be consulted when purchasing products and services.

EPA Green Resources: www.epa.gov/greenerproducts Allows users to search for EPA programs related to greener products based on the type of user and their specific product interests.

EnerGuide: <http://www.nrcan.gc.ca/energuide/home.cfm> Identifies and ranks hundreds of energy efficient consumer products

EnergyStar: www.energystar.gov- Develops energy efficiency guidelines and help promote efficient products by labeling with the Energy Star logo and educating consumers about the benefits of energy efficiency.

Environmental Choice: www.environmentalchoice.com- Establishes environmental standards and awards its eco-label to product meeting its standards.

EPEAT: www.epeat.net- The Electronic Product Environmental Assessment Tool consists of a set of voluntary environmental criteria for

identifying energy efficient and environmentally preferable computers and other electronic components.

Forest Stewardship Certification: {www.fscus.org} - Sets standards for sustainable forest management practices and certifies forests consistent with its standards.

Green Seal: {www.greenseal.org} - Establishes environmental standards and awards its “green seal of approval” to products meeting its standards. Green Seal has created environmental standards for more than 30 product categories and regularly publishes its Choose Green Reports, which evaluate the environmental impacts of products.

NC Pollution Prevention Division: {www.p2pays.org/epp/} – Provides information and education resources on recycling, environmental management systems, and pollution prevention.

New American Dream: {www.newdream.org/procure} – Provides extensive information on purchasing energy efficiency and environmentally preferable products via its Responsible Purchasing Network.

PowerSmart: {www.bchydro.com} – Identifies energy efficient products and strategies to reduce energy consumption.

US EPA WaterSense: {www.epa.gov/watersense} - Provides labeling, certification, information, and other resources regarding water efficient products, contractors, and programs.



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: SPECIAL ASSESSMENT POLICY UPDATE
DATE: OCTOBER 25, 2023

In the past year, the City has updated its assessment policy to better match the assessments that were being given. Prior to this, assessment policy was being reworked year to year, using the previous years assessments as a guideline.

As we have updated the policy, more items have come to light as situations arise that were not previously considered. The attached policy includes some clarifications to the previous policy (2022) and adds some language to better account to all lot types across the City.

Some of the notable changes include:

- Adding definitions for different types of residential properties to match the varied assessment rates for those properties (page 4)
- Adding varied assessment rates for various dwelling types (pg 6)
- Adding assessment explanations for previously unencountered lot types (pg 6)
- Changing multi-family to a special rate, instead of charging the commercial rate (pg 6-7)
- Clarifying State statute language in reference to deferred assessments on unimproved property (pg 10)

Recommendation

Staff recommends approval of the updated Special Assessment Policy, dated November 6, 2023.

**CITY OF NEW PRAGUE
CITY POLICY
SPECIAL ASSESSMENTS**

Date: November 6, 2023

Subject: Special Assessments

Background

Pursuant to the provisions of the New Prague City Charter, and the statutes and laws of the State of Minnesota which grant cities the authority to use special assessments as a mechanism to finance a broad range of public improvements, the City of New Prague believes it necessary and appropriate to aid and guide officials, employees, and representatives of New Prague in the administering of special assessments.

The special assessments exist to assign as much cost as reasonable to those properties receiving a direct benefit from a public improvement project, thereby reducing the reliance on the general tax levy. Assessing the property owner for the benefit(s) received from the public improvement prevents or minimizes the possibility that a property owner will reap a financial profit from the improvement at the expense of taxpayers.

Definitions

A special assessment is a levy on a property to defray the cost of public improvements. While the special assessment goals, policies, and procedures have been identified herein, the City Council has the authority to deviate from this policy when such rationale in equity arises or when the law or statutes require such deviation.

The following definitions apply to this policy:

Adjacent or Abutting Property means a property directly adjacent to public improvements.

Access means a vehicular or pedestrian approach or entry to or exit from property. Properties shall be considered to have access to underground utility improvements when they directly abut and there is reasonable access available.

Adjusted Area means an area of a benefited property that has been modified by an adjustment factor to more accurately represent the actual benefit the property receives from an improvement compared to other properties in the assessment area. Any adjustment must be approved by the Council. Design parameters which may be applied to determine the adjustment factor include, but are not limited to: trip generation; storm water runoff coefficients; water or sanitary sewer use; needed fire flow; or zoning or future land use.

Adjusted Frontage means the assessable front footage of a benefited property modified by an adjustment factor to more accurately represent the true benefits that property receives from an improvement when compared to other properties in the assessment area.

The adjustment will be based on the improvement design parameters applicable to that parcel, as approved by the City Council. This is useful for flag lots or other improved properties that have little direct frontage adjacent to the improvement and access is available directly to and from the improvement area. Design parameters which may be used to determine the adjustment factor include, but are not limited to: lot area comparison to surrounding lots to calculate equivalent front footage, trip generation, storm water runoff coefficients, water or sanitary sewer use, needed fire flow, or zoning or future land use.

Assessed Cost means those costs of public improvements which have been determined to benefit specific properties. The assessed cost will be equal to the project cost minus the City cost. Project costs eligible for assessment include all costs associated with the improvements, including, but not limited to, land acquisition, demolition, construction, administration, engineering, legal, financing and other costs. The financing charges include, but are not limited to, financial consultant's fees, bond counsel attorney's fees and capitalized interest.

Assessable Area means the total area of the benefited properties, when using an area based assessment.

Assessable Footage means the total front footage of all of the benefited properties, calculated by using the front footage method.

The Assessment Rate is determined and annually adopted by the City Council. The Council adopts a unit rate which is associated with a single building lot as defined by City Code. The industrial rate is calculated by multiplying the residential unit rate by 1.3 then dividing by 75, which is the ~~a typical residential lot width minimum frontage of a residential lot defined by City Code.~~ Commercial and multi-family properties are assessed on a front footage basis, while residential is assessed on a unit basis. If a residential property has frontage allowing for a future lot split, then the second lot would be assessed. The Commercial rates are 1.3 times greater than Residential rates due to the increased use of the improvement.

Assessment Unit means front footage, area, or unit.

Benefit means the increase in property value as a result of a public improvement including, but not limited to: a street, sidewalk, trail, curb and gutter, water main, sanitary sewer, storm sewer, park, or street landscaping.

Commercial Property means property located within the city limits that is zoned B-1, B-2, and B-3 and identified as such on the City's official Zoning Map. PUDs may be signified as residential, commercial, or industrial based on use

Deferment means a process of postponing the collection of the cost of public improvements and funding them as a system cost with the intention of collecting at a later date.

Driveway Approach means that area which lies between the existing pavement and the right-of-way line, curb cut to curb cut.

Front Footage means the distance measured along the right-of-way line directly abutting an improvement.

Industrial Property means property located within the city limits that is zoned I-1 and identified as such on the City's official Zoning Map. PUDs may be signified as residential, commercial, or industrial based on use

Lot means a separate parcel, tract, or area of land undivided by any public street or private road, which has been established by plat, metes and bounds subdivision, or as otherwise permitted by law, and which is occupied by or intended to be developed for and occupied by a principal building or group of buildings and accessory buildings, or utilized for a principal use and uses accessory thereof, including such open spaces and yards as are designed and arranged or required by the City's Zoning Code for the building, use or development.

Lot, Corner means a lot situated at the junction of and abutting on two or more intersecting streets.

Lot, Double Frontage means if a parcel, other than a corner lot, comprises frontage on two or more streets and is eligible for subdivision, then an adjusted front frontage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, only a single adjusted front frontage will be computed.

Lot, Irregularly Shaped means those lots abutting curved streets, cul-de-sacs, or other lots where there is more than five feet of difference in length between the front and back lot lines.

Lot, Rectangular means a lot with less than five feet difference in length between the front and back lot lines.

Lot, Special Case Residential means a lot which may not directly abut the improvement shall be assessed on a per unit basis if the improvement can be assessed.

Lot, Special Case Commercial means a lot which accesses the improvement but may have little or no real properties fronting the improvement. Adjusted frontage shall be considered.

Public Improvement means improvements as allowed by State statute that provides a special benefit to properties, including but not limited to streets, sidewalks, trails, curb, gutter, sanitary sewer systems, storm sewer systems, water treatment and distribution systems.

Residential Property means real property located within the city limits which is identified as such on the City's official Zoning Map as RL-90, RL-84, RL-70, RM, and RH. PUDs may be signified as residential, commercial, or industrial based on use. Properties that are not zoned residentially but have a legal, primarily residential use shall also receive an assessment based on the residential rates.

Single-Family: A detached building in which a single housekeeping unit is maintained or intended to be maintained.

Two-Family Dwelling or Duplex: A building in which two housekeeping units are maintained or intended to be maintained.

Twinhome: A building designed exclusively for or occupied exclusively by no more than two (2) families living independently of each other with each unit located on a separate, single parcel of record, with the party wall separating the units acting as a dividing line.

Townhouse: A residential building containing two (2) or more attached dwelling units with at least one (1) common wall. Each unit is oriented as to have all exits open to the outside.

Multi-family: A room or suite of rooms, with cooking facilities available, which is occupied as a residence by a single family, or a group of individuals living together as a single family unit. This includes any unit in buildings with more than two dwelling units that does not qualify as one of the above mentioned types of residential properties.

Special Assessment means a legal process whereby the benefited property is charged back all or a portion of the cost of public improvements.

Standards for Surface Improvements means those standards for surface improvements which have been established in the City's Engineering Standards.

Street means a public right of way which affords primary means of access to abutting property, and shall also include avenue, highway, road, or boulevard.

Street, Arterial means a street which serves, or is designed to serve, heavy flows of traffic and which is used primarily as a route for traffic between communities and/or other heavy traffic generating areas.

Street, Collector means a street which serves or is designed to serve as a traffic way for a neighborhood or as a feeder to an arterial street.

Street, Cul-De-Sac means a minor street with only one outlet and having an appropriate turn-around for the safe and convenient reversal of traffic movement.

Street, Local means a street intended to serve primarily as an access to abutting properties.

Street, Pavement means the wearing or exposed surface of the roadway used by vehicular traffic.

Street, Width means the width of the right-of-way, measured at right angles to the centerline of the street, the distance between the right-of-way lines of a street.

Street Treatments are defined as follows:

Crack Seal and Seal Coat: Crack sealing involves patching and sealing cracks in the roadway this followed by seal coating, which involves spraying the road with oil and covering it with a layer of small rock. Crack sealing and seal coating generally are considered routine roadway maintenance. Crack sealing and seal coating may happen every 5-10 years with the first application being about 1-2 years after new roadway construction.

Mill and Overlay: Milling and overlaying consists of grinding off the upper layer off asphalt (typically 1"-3") and replacing it with a new layer of asphalt. This is generally done on roadways that have a fair amount of cracking and other surface distress, usually at about 60% of the pavement's life cycle. This is considered a structural improvement which will renew the street surface and extended its useful life.

Rehabilitate/Pavement Replacement: Rehabilitating a roadway consists of grinding up the existing asphalt and mixing it with a portion of the underlying gravel base (typically 4"-8"). This combination of bituminous and gravel is then used as the new road base, and a new asphalt surface is paved over this. This is generally done on roadways that have a significant amount of distress. This can be a good alternative to reconstructing a road if the existing road base appears to be structurally sufficient.

Partial Reconstruction: Partial Reconstruction of a roadway consists of completely removing the existing road and underlying gravel and sand base material, and construction of a new road section. This may also include correcting any poor base material beneath the section or updating the road to meet design standards such as width and drainage. Partial reconstruction is often done in conjunction with utility repairs/replacement, and generally done on roadways exhibiting signs of major distress such as rutting, cracking, and potholes. To be considered a partial reconstruct under this policy, a majority of existing concrete curb and gutter must be salvaged.

Full Reconstruction: Reconstructing a roadway consists of completely removing the existing road, underlying gravel and sand base material beneath the section, or updating the road to meet design standards such as width and drainage. This is often done in conjunction with utility repairs/replacement and is generally done on

roadways that exhibit signs of major distress, such as rutting, cracking, and potholes.

System Cost means that portion of the assessable cost that benefits properties whose assessments are deferred because they qualify for green acres status, are located outside of the City limits, or are unable to make use of the improvements due to factors beyond the property owner's control. The City may reimburse itself for such system costs from the benefitted properties when the basis for the deferral is no longer valid.

Unit may include but is not limited to a household; a parcel/lot; water or sewer main length and size, sidewalk or trail length, width and depth, or infiltration area per parcel/lot.

Methods of Assessment.

All ~~single dwelling~~ residential properties will be assessed by unit. ~~Multiple dwelling and e~~Commercial/Industrial/Institutional properties will be assessed by front-foot.

Residential Unit Method: This method is used for ~~all single dwelling~~ residential properties. A unit shall be defined as one buildable lot consistent with the City of New Prague's building ordinances.

Allotment:

- Single Family dwellings (Exhibit A) shall be counted as a single unit, unless the lot can be legally subdivided. In that case, the City Council may, at its discretion, allot a number of units to the property equal to the allowable subdivision.
- Duplex/Twinhome/Townhouse dwellings (Exhibit B) shall be counted as half (0.5) of a unit.
- Multi-family dwellings (Exhibit B) shall be counted as a quarter (0.25) of a unit for each livable unit on the property.

Corner Lots: A lot located at a street intersection having both front and side-lot footage shall be assessed per unit. If a property abuts both streets and only one street is being improved, then the lot will be assessed 50% of the per unit basis.

Double Frontage Lots: A lot with access to two separate non-intersecting streets but not a corner lot may be assessed for any street improvement to which it has direct access.

Triple Frontage Lot: A lot that has frontage on three streets, shall be assessed similar to a Corner lot, with 50% assessment on the street with driveway access and 50% on a street that is immediately perpendicular to the street with driveway access. If one of the streets is considered a collector street, minor or major, that street shall not be included in the street receiving an assessment.

Irregularly Shaped Lots: Shall be assessed per unit.

Rectangular Lot: Shall be assessed per unit.

Special Case Lot Residential: Shall be assessed on a per unit basis if the improvement can be reasonably accessed.

Shared Driveway Access Lots: Residential lots that share a driveway access to one or two streets shall have all internal units pay on a per unit basis as if each unit were the only user of the lot. How the per unit assessment is calculated shall follow the

above-mentioned methods for residential lots.

Commercial/InstitutionalMulti Family Front Footage Method. This method is used for ~~multi-family and~~ commercial properties. The commercial rates are computed by taking the residential unit rate, dividing it by 75 (~~minimum~~ typical residential lot width) and multiplying it by 1.3 (Exhibit C). ~~(Commercial properties are assessed at 1.3 times the residential rate).~~

Corner Lots: Lots located at a street intersection having both front and side-lot footage adjacent to improvements shall be assessed for both sides. No assessment would occur for an unimproved side. A corner credit of up to 37.5' (1/2 unit) shall be applied to corner properties with the assessable frontage greater 37.5' (1/2 Unit), such that the assessed frontage shall not be less than 37.5' (1/2 unit) or actual frontage if actual frontage is less than 37.5'. (*Examples: 100' frontage - 37.5' corner credit = 62.5 F-F / 40' frontage - 2.5' corner credit = 37.5 F-F / 30' frontage - 0' corner credit = 30 F-F*).

Double Frontage Lot: A lot with access to two separate non-intersecting or intersecting streets but not a corner lot may be assessed for any street improvement to which it has direct access. Shall be treated the same as corner lots as applicable.

Irregularly Shaped Lots: Cul-de-sacs, or other lots where there is more than five feet of difference in length, the front footage shall be calculated using an average or other equitable means such as adjusted frontage.

Rectangular Lots: Lots with less than five feet of difference in length between the front and back lot lines shall be assessed based on front feet.

Special Case Lot Commercial: A lot which accesses the improvement but may have little or no real property fronting the improvement shall be assessed in a fair and equitable manner consistent with surrounding properties fronting the improvement. Adjusted frontage shall be considered.

Shared Driveway Access Lots: Commercial/Institutional lots that share a driveway access to one or two streets shall have all internal units pay on a per unit basis as if each commercial/institutional unit were the only user of the lot. How the per unit assessment is calculated shall follow the above-mentioned methods for commercial/multi-family lots.

Industrial Front Footage Method. This method is used for industrial properties. The industrial rates are computed by taking the residential unit rate, dividing it by 75 (minimum residential lot width) and multiplying it by 1.3 (industrial properties are assessed at 1.3 times the residential rate).

Corner Lot: Lots located at a street intersection having both front and side lot footage adjacent to improvements shall be assessed for both sides. No assessment would occur for an unimproved side. A corner credit of up to 37.5' (1/2 unit) shall be applied to corner properties with the assessable frontage greater 37.5' (1/2 Unit), such that the assessed frontage shall not be less than 37.5' (1/2 unit) or actual frontage if actual frontage is less than 37.5'. (*Examples: 100' frontage - 37.5' corner credit = 62.5 F-F / 40' frontage - 2.5' corner credit = 37.5 F-F / 30' frontage - 0' corner credit = 30 F-F*).

Double Frontage Lot: A lot with access to two separate non-intersecting or

intersecting streets, but not a corner lot may be assessed for any street improvement which it has direct access. Shall be treated the same as corner lots as applicable.

Irregularly Shaped Lots: Cul-de-sacs, or other lots where there is more than five feet of difference in length, the front footage shall be calculated using an average or other equitable means such as adjusted frontage.

Rectangular Lots: Lots with less than five feet of difference in length between the front and back lot lines shall be assessed based on front feet.

Special Case Lot Industrial: A lot which accesses the improvement but may have little or no real property fronting the improvement shall be assessed in a fair and equitable manner consistent with surrounding properties fronting the improvement, Adjusted frontage shall be considered.

Assessment Rates. The assessment rates under this policy, shall be made a part of the City’s fee schedule. The City Council shall, on an annual basis, or with each feasibility study, review the fee schedule and determine if revisions or changes should be made based on construction and/or inflationary cost increases.

Public Street Improvement Assessments:

	Residential Per Unit	Commercial / Multi-Family/ Institutional Per Front Foot	Industrial Per Front Foot
<u>Mill and overlay</u>	\$ TBD	\$ TBD	\$ TBD
<u>Rehabilitate/Pavement Replacement</u>	\$ TBD	\$ TBD	\$ TBD
<u>Partial Reconstruction</u>	\$ TBD	\$ TBD	\$ TBD
<u>Full Reconstruction</u>	\$ TBD	\$ TBD	\$ TBD
<u>Alley Improvement</u>	<u>Case by Case</u>	<u>Case by Case</u>	<u>Case by Case</u>

Utility Improvement Assessments:

	Residential/Domestic	Larger Services
<u>Water service w/new main construction</u>	<u>Case by Case</u>	<u>Case by Case</u>
<u>Sewer service w/new main construction</u>	<u>Case by Case</u>	<u>Case by Case</u>

	Residential/Domestic	Larger Services
<u>Water service w/tap to existing main</u>	<u>Case by Case</u>	<u>Case by Case</u>
<u>Sewer service w/tap to existing main</u>	<u>Case by Case</u>	<u>Case by Case</u>

* Residential/Domestic is assumed to be 1" to 1 ½" water service lines. All water service assessments will be assessed based on actual construction cost plus the related project costs.

** Sewer services are assumed 4" or 6" service line. All sanitary sewer service assessments

will be assessed based on actual construction cost plus the related project costs.

Payment of Special Assessments.

All Properties. Special assessments for all classifications of properties shall be paid over a term set by the City Council and generally will not to exceed fifteen (15) years from most street improvement projects and with payment through certification to property taxes. Shorter or longer assessment payment periods might be considered for projects with smaller or larger assessments amounts than typical past projects. Interest rates may vary but shall be set no more than 2.0% above the average interest rate on the bond sale for the project. If there is no bond sale the interest rate will be fixed by resolution of the City Council. The increased rate covers administration and collection of the assessments over the life of the repayment period.

Timing of Payments. Property owners may elect to make a payment to the City within the timeframe established by City resolution. Property owners may choose to make a full or partial payment. No interest shall accrue on the assessment from the adoption of the assessment role until the date specified by City resolution. Unpaid balances will be certified to the County (Le Sueur or Scott as applicable) for payment with property taxes before the end of the year in which the Assessment Hearing was conducted.

Partial Payment. It should be noted that if only a partial payment is made before certification to the County then the remaining assessment balance shall be paid with interest over the term as established by the City Council. The City will accept no more than one (1) payment of at least \$500.00, before the City's certification deadline for the assessment.

Pay-off. If a property owner sells, transfers, or subdivides any portion of the property that is encumbered by a special assessment assessed by the City, the property owner shall pay the assessment in full prior to the closing of the property.

Deferred or Delayed Assessments.

Scope. Chapter 429 of the Minnesota Statue allows for deferred and delayed assessments. This section is only meant to cover the most frequent cases encountered by the City in past years. Minnesota Statutes shall govern in all cases.

Senior Citizen, Disability, Military, and Other Deferrals. Minnesota Statutes 435.193 authorizes the City Council to enact certain deferrals. Therefore the City Council shall, at its discretion, defer the payment of a special assessment for any homestead property owned by a person for who it would be a hardship to make the payment if the owner is one of the following:

- A person 65 years of age or older.
- A person retired by virtue of a permanent and total disability.
- A member of the Minnesota National Guard or other military reserves ordered into active military service, as defined in Minnesota Statutes Section 190.05,

subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.

- Minnesota Statutes Section 429.061, subdivision 2, allows the City Council to defer special assessments for unimproved property until a designated future year, ~~or~~ until the platting of the property, or the construction of improvements, if the special assessments are greater than \$9,725.00. If the previous three provisions remain in affect after, full payment of an assessment shall be due no later than thirty (30) years after the initial approval of the assessment rolls by the City Council.

Deferral of Special Assessments. The City Administrator may record the deferment of special assessments where the following conditions are met:

- A. The applicant must be the owner of the property.
- B. The applicant must occupy the property as a principal place of residence.
- C. The applicant's income from all sources does not exceed the low income as established by the U.S. Department Housing and Urban Development as used in determining the eligibility for Section VIII housing.
- D. As to a deferment based upon age or disability, the applicant must apply for the deferment not later than fourteen (14) calendar days after the assessment is adopted by the City Council.
- E. As to a deferment based upon age or disability, the applicant must be 65 years of age or older or retired by virtue of permanent disability.

Deferment Period. The deferment will be granted for as long as the hardship exists and the conditions aforementioned have been met. The applicant must notify the City Administrator of any change in his/her status that would affect eligibility for deferment.

Loss of Deferment Eligibility. The entire amount of deferred special assessment is due within 60 days after loss of eligibility by the applicant. If the special assessment is not paid within 60 days, the City Administrator shall add thereto interest at the applicable rate for the bond issue for the project. If there is no bond issue for the project, interest will be fixed by resolution of the City Council. The total amount of principal and interest from the due date through December 31 of the following year must be certified to the respective Le Sueur or Scott County Auditors for collection with taxes the following year. If the applicant demonstrates to the satisfaction of the City Council that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the City Council may order that the applicant pay within 60 days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date (including principal and interest) with the balance thereafter paid according to the terms and conditions of the original special assessment.

Termination of Deferment of Special Assessments. The option to defer the payment of special assessments terminates and all amounts accumulated plus applicable interest becomes due upon the occurrence of any one of the following:

- A. The death of the owner when there is no spouse who is eligible for the deferment;

- B. The sale, transfer, or subdivision of all or any part of the property;
- C. Loss of homestead status on the property; or
- D. Determination by the City Council for any reason that there would be no hardship to require immediate or partial payment.

Deferment Interest. The City Council shall indicate by resolution whether interest will accrue and be added to the principal, will be paid annually, or will be forgiven while the assessment is deferred, and the number of installments in which assessments are to be paid when the deferral terminates. However, in no event shall the last installment be paid more than thirty (30) years after the assessment was levied.

Conclusion: The New Prague City Council has determined the above special assessment procedures necessary and serving the public good.

[Signatures on following Page]

Adopted by the New Prague City Council on November 6, 2023.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator

Exhibit A **Single-Family Residential Assessments**

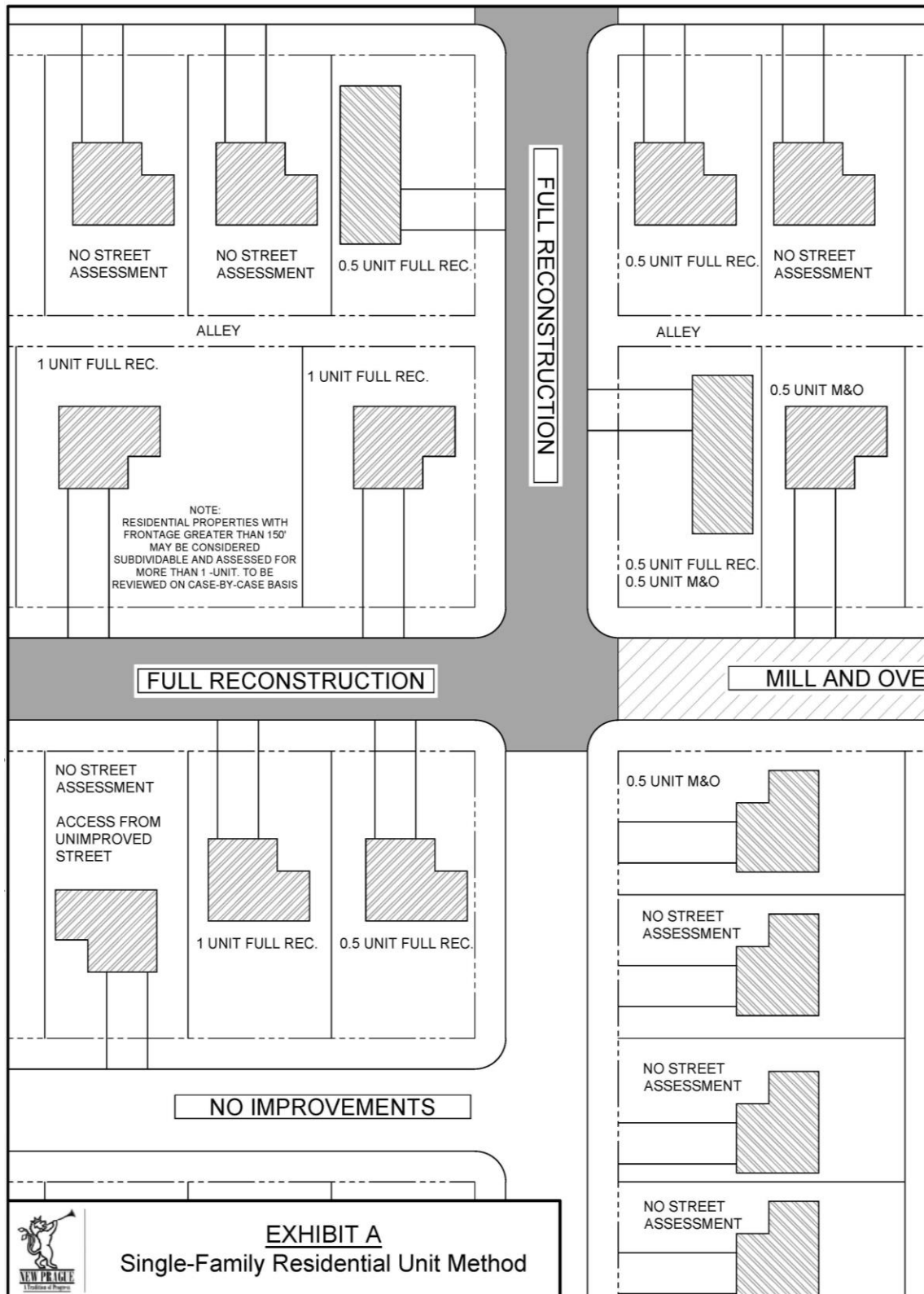
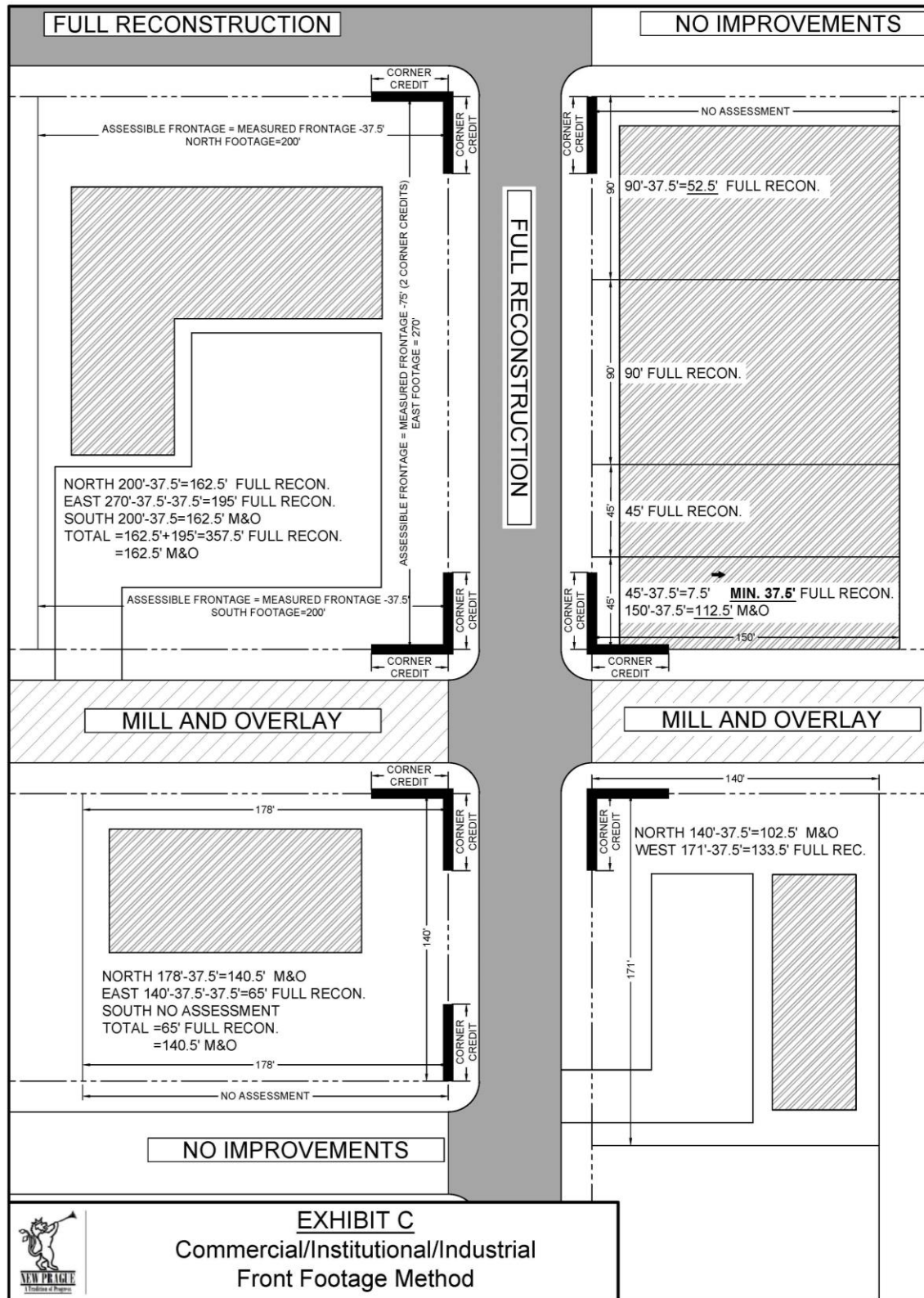


Exhibit B
Multi-family and Townhome Assessments



Exhibit C

Commercial/Institutional/Industrial Assessments



Meeting Minutes
New Prague Special Planning Commission
Wednesday, November 1, 2023

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present Brandon Pike, Shawn Ryan, and Jason Bentson. Absent was Ann Gengel.

City Staff Present: Ken Ondich – Planning / Community Development Director

2. Approval of Meeting Minutes

A. September 27, 2023 Regular Meeting

A motion was made by Pike and seconded by Bentson to approve the September 27th regular meeting minutes. Motion carried (4-0).

3. OLD BUSINESS

A. Preliminary and Final Plat of Pond Third Addition

Planning Director provided a summary of the request and the discussion that occurred during the public hearing on September 27th, 2023. He noted that since last month staff had collected additional information on traffic, property values and water quality. He stated that a traffic study was completed from 10/10 to 10/17 that showed a minor speeding issue which had been noted in previous traffic studies and that the Police Department has previously had the speed trailer put on 7th Street along with enhanced enforcement at times and that long term staff is looking onto a grant to obtain a speed sign and even longer term look into a mini-roundabout or other systematic changes in the area, but that there was no concern with the proposed for additional lots and the effect they would have on the traffic. He stated that regarding property values he had spoken with Scott County Assessor Michael Thompson who noted that based on similar situations elsewhere in the County he does not believe the development and homes would have a negative impact on neighboring property values and that the lots are of a similar size and density to lots directly to the east. He stated that regarding water quality, the question was raised at the public hearing about a 35% impervious surface limitation and clarified that the City does not have an impervious surface requirement at this time. The number listed in the City's water plan was just used for illustrative purposes and that the City only has a 40% lot coverage limit at this time, but even if the City had a 35% impervious surface requirement it would be met with the plat. He stated that staff recommends approval with the findings and conditions listed in the staff report.

Commissioner Meyer asked about the sidewalk that is required.

Planning Director Ondich stated that it would be installed by the developer on the west side of Lexington Ave. N. due to topography issues with a sidewalk going in on the east side of Lexington Ave. N.

Commissioner Ryan asked how the driveway would work.

Planning Director Ondich stated that the City will require a shared driveway easement for maintenance and use of the driveway which is similar to agreements in place at other developments, such as the townhome development south of Coborns.

Commissioner Ryan asked about the type and style of the homes proposed for the lot.

Michael Weinandt, applicant, stated that what was shown on the plat was just for illustrative purposes only.

Planning Director Ondich stated that this is not a Planned Unit Development type of review. The home aesthetics are not up for review and that the home plans would simply need to meet the zoning ordinance requirements.

Commissioner Ryan noted that adjacent residents were concerned about cookie cutter type homes and said he just wanted to explore the option to restrict their appearance.

General consensus of the Planning Commission asked staff to check with the City Attorney regarding a condition for home aesthetics.

Commissioner Pike stated that the question that had come up last month regarding each home having its own driveway direct to 7th Street NE versus the shared driveway. He believed separate driveways should not be considered because there would be more access or conflict points. The vehicles coming from the shared driveway will be exiting forward into the road versus backing up into the road which he believed was safer.

Commissioner Meyer said he brought up the driveway issue previously as it thought it would be timely to review it now than to have a request come up in the future.

A motion as made by Pike, seconded by Bentson, to recommend approval and forward the preliminary and final plat of Pond Third Addition to the City Council with the following findings:

1. The plat complies with the purpose and intent of the New Prague Comprehensive Plan and Subdivision Ordinance.
2. The plat conforms to the requirements of the RL-90 Single Family Residential Zoning District in which it is located.

And with the following conditions:

1. Approval is granted in general accordance with the Preliminary Plat submittal dated 8/16/2023 on file with the New Prague Planning Department.

2. Approval is granted in general accordance with the Final Plat submittal dated 9/11/2023 on file with the New Prague Planning Department.
3. The Final Plat must be recorded within 90 days of the date of the City Council granting approval per Chapter 051 (E) of the Subdivision Ordinance.
4. Approval is granted in general accordance with the grading plan submittal dated 8/14/2023 on file with the New Prague Planning Department.
5. Approval is subject to all recommendations of the City Attorney.
6. Approval is subject to all recommendations of the City Engineer, Public Works Director, Utilities General Manager, Fire Chief and Police Chief.
7. Development fees are required to be collected as follows prior to signing the final plat:
 - a. \$6,513.48 is owed for Park Dedication.
 - b. \$150 is owed for the Sidewalk Fee.
 - c. \$17,531.25 is owed for moving and installing electric utilities to be paid to the New Prague Utilities Commission.
8. The applicant is required to install a 5' wide concrete sidewalk along the east side of proposed lot 4 per the City's standard specification and with city staff inspection.
9. A single row of trees at 30' intervals must be maintained along the south side of the property along 7th Street NE is required per Chapter 65 of the Subdivision Ordinance.
10. Access is only allowed to Lexington Ave. N. and 7th Street NE utilizing existing curb cuts.
11. A shared private access driveway easement/agreement must be filed on the titles of all properties within the plat area concerning private ownership and maintenance of the shared private driveway.
12. The shared private access driveway must be signed as no parking.
13. A shared private utility easement/agreement must be filed on the titles of all properties within the plat area concerning private ownership and maintenance of the shared private water and sewer service lines.
14. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
15. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.
16. All homes are required to be setback at least 6' from the existing conservation easement.
17. All homes are required to provide for driveways at least 22' in length between the garage and private access driveway.
18. Low building elevations must be elevated to at least 996.0'.

Motion carried (4-0).

4. NEW BUSINESS

A. Concept Review of Zoning Ordinance Amendment – Commercial Building Design/Site Requirements for the B-1 District

Planning Director Ondich stated that since last month, he and Planner Chapman had continued to research the topic and possibly amending Section 726 of the Zoning Ordinance. However, staff believes that moving forward with changes should wait until the Comprehensive Plan update is completed as it is the guiding document for the zoning ordinance.

A motion was made by Ryan, seconded by Bentson to table the Concept Review of Zoning Ordinance Amendments for Commercial Building/Site Design Requirements for the B-1 District until the Comprehensive Plan Update process is completed. Motion carried (4-0).

5. Miscellaneous

A. Complete Streets Policy Discussion

The topic was tabled for next month's meeting.

B. Comprehensive Plan Update

Planning Director Ondich explained that Steering Committee Meeting #4 is tentatively scheduled for Thursday November 9th to review the land use plan and discuss a public open house and joint Planning Commission and City Council meeting.

C. Monthly Business Updates

The update was reviewed as information only.

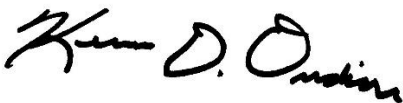
D. Transition to Digital Packets

Planning Director Ondich stated that packets will continue to go out in paper format and electronic format but eventually will go completely electronic.

6. Adjournment

A motion was made by Ryan, seconded by Pike, to adjourn the meeting at 7:03 pm. Motion carried (4-0).

Respectfully submitted,



Kenneth D. Ondich
Planning / Community Development Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, October 11, 2023 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by President Brent Quast with the following members present: Brent Quast, Nick Slavik, Troy Pint, Eric Krogman, and Austin Reville.

Absent: Duane Jirik and Bruce Wolf

City staff present: City Administrator Josh Tetzlaff and Planning/Community Development Director Ken Ondich

Other present: Jo Foust, Business and Community Development Director, Scott County CDA

2. CONSENT AGENDA

Motion made by Slavik, seconded by Quast to approve. All voted in favor. Motion carried (5-0).

- a. September 13, 2023, EDA Meeting Minutes (Regular and Closed)
- b. Claims for Payment: **\$61.32**

3. FUTURE EDA ENDEAVORS

- a. October 11, 2023

City Administrator Tetzlaff noted that he added "Daycare Assistance" to the listing over the past month. Quast inquired if the City tracked the number of daycares, particularly pre and post-COVID. Planning/Community Development Director Ondich indicated that the Scott County CDA does have said information for the Scott County side of the City. Reville asked the EDA what project they should complete next. Tetzlaff noted that the idea is to wait until the Comprehensive Plan process is completed before moving forward on items and that the Comprehensive Plan process should be completed in the first few months after the new year.

4. 2024 BUDGET DISCUSSION

- a. Proposed Budget

Motion made by Quast, seconded by Reville to recommend the 2024 EDA Budget to the City Council. All voted in favor. Motion carried (5-0).

5. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

Jo Foust indicated that she is still trying to get a meeting together with the regional manager of Pizza Ranch and that they have not yet found a local manager which would allow them to reopen.

6. BUSINESS UPDATES

- a. October 2023

Ondich provided the monthly update, including a general update on housing costs and lack of units getting constructed. Foust indicated that the Scott County CDA still has four homes on Community Land Trust Land available.

7. EXECUTIVE DIRECTORS REPORT

Nothing new to report.

8. MISCELLANEOUS

Foust indicated that the Fast Track Challenge was occurring on Thursday, October 12th at 3:00 p.m. at Prior Lake City Hall. She also indicated that the MnCAR Expo was occurring on October 25th and that they have a banner and information on the City's three remaining industrial park lots that they will have available to attendees.

9. ADJOURNMENT

The meeting was adjourned by the order of President Quast at 7:46 a.m.

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director