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## MEMORANDUM

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**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

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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 1<sup>st</sup>, 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**SECTION 1.** Chapter 120 of the City Code of the City of New Prague is hereby repealed in its entirety.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.

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Mayor

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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 31<sup>st</sup> of even numbered years and licenses on the Le Sueur County side of the city will expire on December 31<sup>st</sup> 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](http://www.ci.new-prague.mn.us).

New Prague City Council:

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Duane J. Jirik, Mayor

ATTEST:

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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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>		
(Adopted 11/6/23 - Effective 11/6/23)		
		2023 Fee (In Dollars)
<b>ADMINISTRATIVE SERVICE CHARGES:</b>		
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
<b>MAPS:</b>		
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
<b>PUBLIC WORKS SERVICES:</b>		
<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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>	
(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
<b>MISCELLANEOUS LICENSES/PERMITS:</b>	
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 Faciltiy Agreement Fees (Set by M.S. 237.163 as may be amended)	
Collocation Rental Fee on City Structure	\$150 per year

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>		
(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
<b>LIQUOR LICENSES:</b>		
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
<b>PUBLICATIONS:</b>		
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
<b>ZONING/SUBDIVISION APPLICATION FEES:</b>		
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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>		
(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
<b>PARK FACILITY RENTALS:</b>		
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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>		
(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
<b>POLICE SERVICE CHARGES:</b>		
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
<b>BUILDING PERMITS:</b>		
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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>	
(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
<b>Other Inspection Fees</b>	
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 Availablity 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



<b>2023 OFFICIAL CITY FEE SCHEDULE</b>	
(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
<b>MISCELLANEOUS</b>	
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
<b>MUNICIPAL FINANCING APPLICATION FEES:</b>	
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 seperately. Such costs include, but are not limited to, costs for legal, fiscal, and staff time.	
<b>UTILITY BILLING RATES:</b>	
<b>WATER:</b>	
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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>	
(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
<b>SANITARY:</b>	
Sanitary Sewer Rate	\$10.73 base rate + \$15.86/1,000 gallons
<b>STORM:</b>	
Storm Sewer Rate	
Base Rate (Used in the formula for storm sewer charges: Base Rate x Acres x REF)	\$16.39
<b>ELECTRIC:</b>	
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

<b>2023 OFFICIAL CITY FEE SCHEDULE</b>	
(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
<b>UTILITY EQUIPMENT:</b>	
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
<b>DEPOSITS:</b>	
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
<b>DISCONNECTION/RECONNECTION OF UTILITIES:</b>	
During Work Hours (8:00AM to 4:30PM)	\$35.00 plus sales tax
After Work Hours	\$150.00 plus sales tax
<b>MISCELLANEOUS:</b>	
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:_____	
	<b>Pass</b>	<b>Fail</b>	<b>Notes</b>
Address Posted: <b>150.01</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weather Tight Exterior: <b>154.05 sub "p"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing Deck Hand/Guardrails are Properly Functioning: <b>154.05 sub "k"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operational Egress Windows/Doors: <b>154.05 sub "k"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weeds/Vehicles: <b>92.37/92.18 sub "t"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing Int. Hand/Guardrails are Properly Functioning: <b>154.05 sub "k"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toilet(s) Flush: <b>154.05 sub "g"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exposed Wires (Copper exposed, missing recpt. cover) <b>154.05 sub "i"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Smoke Detector/CO Detector Functioning: <b>154.05 sub "b, c"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Extinguisher: <b>154.05 sub "d"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heat Source Present: <b>154.05 sub "h"</b>	<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: <b>154.05 sub "g"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Washer/Dryer shut offs & approved venting: <b>154.05 sub "g, h"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwasher Drain line (Break): <b>154.05 sub "g"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas range shutoff valve present: <b>154.05 sub "h"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weekly Refuse Collection (Notify Landlord) <b>53.02 sub "b"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self Supporting Fences/ Retaining wall: <b>92.15 sub "b"</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Insect/Rodent/Pest Infestation: <b>154.05 sub "a"</b>	<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.