



CITY COUNCIL MEETING MINUTES

City of New Prague

Tuesday, September 05, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

PRESENT

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

ABSENT

Councilmember Maggie Bass

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the Regular Agenda.

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

Motion carried (4-0).

3. SWEARING IN OF SERGEANT

a. Sergeant Curtis Culbreth

Sergeant Curtis Culbreth was sworn into the New Prague Police Department by Mayor Jirik.

4. CONSENT AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve the Consent Agenda.

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

Motion carried (4-0).

a. Meeting Minutes

- i. August 21, 2023, City Council Meeting Minutes
- ii. August 21, 2023, Special Closed City Council Meeting Minutes
- iii. August 29, 2023, Special City Council Meeting Minutes

b. Claims for Payment: **\$90,583.10**

c. LG220 MN Lawful Gambling Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. on November 16, 2023, involving a raffle at The Park Ballroom, 300 Lexington Avenue South, New Prague

d. LG220 MN Lawful Gambling Application for Exempt Permit for Ducks Unlimited New Prague Chapter 263 on October 14, 2023, involving a raffle at the Park Ballroom, 300 Lexington Avenue South, New Prague

- e. Le Sueur County Voter Account Agreement

5. CITY ENGINEER PROJECTS UPDATE

- a. September 5, 2023
City Engineer Chris Knutson provided a memo with updates from various projects taking place around the City. No action was taken.

6. 10TH AVENUE RRFB - RECOMMENDATION TO AWARD

- a. Bid Summary
- b. Resolution #23-09-05-01 - 10th Avenue SE RRFB Accepting Bids
After hearing from Engineer Knutson, motion for approval made by Councilmember Seiler, Seconded by Councilmember Wolf.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

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

No members of the public spoke at this meeting.

8. PUBLIC HEARING(S) – 6:00 PM

- a. Granting a Cable Television Franchise to Comcast of Arkansas/Louisiana/Minnesota/Mississippi/Tennessee, LLC
Mayor Jirik opened the public hearing. City Administrator Tetzlaff provided context. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to close the public hearing.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

9. ORDINANCE(S) FOR INTRODUCTION

Tetzlaff advised of corrections to the Ordinance numbers referenced on the agenda. They should read as follows:

Ordinance #339 - Amending Title XIII of the City Code by Creating a New Chapter 132 as to the Public Use of Cannabis and Hemp Products and the Smoking of Any Substance on Public Property

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

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

- a. ~~Ordinance #339~~ Ordinance #340 - Granting a Cable Television Franchise to Comcast of Arkansas/Louisiana/Minnesota/Mississippi/Tennessee, LLC
Motion made by Councilmember Ryan to introduce Ordinance #340 as the First Reading, Seconded by Councilmember Seiler.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).
- b. Introduction of Ordinance Amending Section 707 of the Zoning Ordinance Titled Screening Relating to Screening Requirements in the I-1 Light Industrial Zoning District
Motion made by Mayor Jirik to introduce Ordinance #341 as the First Reading, Seconded by Councilmember Wolf.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

10. ORDINANCE(S) FOR ADOPTION

- a. Adoption of Ordinance Creating New Chapter 132 to the City Code Relating to Public Use of Cannabis and Hemp Products and the Smoking of Any Substance on Public Property
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to adopt Ordinance #339.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

11. RESOLUTIONS

- a. Resolution #23-09-05-02 - Amending and Restating the Resolution Establishing the New Prague Golf Board
City Administrator Tetzlaff spoke on this item. Discussion was had and no action was taken.

12. GENERAL BUSINESS

- a. City Administrator Evaluation
Motion made by Mayor Jirik, Seconded by Councilmember Ryan to increase City Administrator Tetzlaff's salary from Step 3 to Step 4 on Grade 19 on the City Pay Matrix.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).


13. MISCELLANEOUS

- a. Meeting Minutes
i. Planning
ii. Utilities

14. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at approximately 6:50 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

ATTEST:


Duane J. Jirik
Mayor


Joshua M. Tetzlaff
City Administrator