



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, March 17, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

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

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Staff present: City Administrator Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Utilities General Manager Bruce Reimers, Police Chief Tim Applen, Public Works Director Matt Rynda and Fire Chief Steve Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda after removing item 13c.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

### 3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

a. Meeting Minutes

i. March 3, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$300,416.73**

c. Financial Summary Report

d. Large Assembly Permit Request: Rotary Club Beer Tasting at Memorial Park - August 16, 2025

e. Call for Public Hearing on the Issuance of an On-Sale Intoxicating & Sunday Liquor License for The Broz Event Venue

f. Call for Public Hearing on the Issuance of a Consumption & Display Permit Liquor License for Le Fete Royale

g. Appointment of Mavrick Birdsell for Parks Position

h. Satisfaction of SCDP Housing Repayment Agreement

i. City Server Upgrades

j. Copier Lease for Public Works

**4. CITY ENGINEER PROJECTS UPDATE**

No update other than document included in packet.

- a. March 17, 2025

**5. 2025 STREET AND UTILITY IMPROVEMENT PROJECT**

City Engineer Chris Knutson presented the 2025 Street & Utility Improvement Project and the proposal for construction services.

Motion to approve the SEH proposal for Construction Services.

Motion made by Councilmember Ryan, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

- a. SEH Proposal for Construction Services

**6. CITY CENTER GRADING PROJECT**

City Engineer Chris Knutson presented the City Center Grading Project and Award of Bid.

- a. Memo - Award of Bid

- b. Resolution #25-03-17-01 - Accepting Bids

Motion to approve Resolution 25-03-17-01 Accepting Bids

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

**7. POLICE STATION CAPITAL IMPROVEMENT PLAN**

Rebecca Kurtz with Ehlers presented the Police Station Capital Improvement Plan and answered any questions.

- a. CIP

- b. Pre-Sale Report

- c. Resolution #25-03-17-02 - Approving a Capital Improvement Plan and Giving Preliminary Approval to the Issuance of CIP Bonds

Motion to approve Resolution 25-03-17-02 Approving a Capital Improvement Plan and Giving Preliminary Approval to the Issuance of CIP Bonds

Motion made by Councilmember Bass, Seconded by Mayor Jirik.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

- d. Resolution #25-03-17-03 - Providing for the Issuance and Sale of General Obligation Capital Improvement Bonds, Series 2025A in the Maximum Aggregate Principal Amount of \$12,840,000  
Motion to table the approval of Resolution 25-03-17-03 Providing for the Issuance and Sale of General Obligation Capital Improvement Bonds, Series 2025A in the Maximum Aggregate Principal Amount of \$12,840,000

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

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

*Speakers limited to 5 minutes*

City Council went into a 15-minute recess from 6:52pm to 7:07pm.

Brian Paulson (206 4th St. SW) and Joel Wollin (716 E Main St.) spoke.

**9. PUBLIC HEARING(S) – 6:00 PM**

- a. None

**10. ORDINANCE(S) FOR INTRODUCTION**

**11. ORDINANCE(S) FOR ADOPTION**

**12. RESOLUTIONS**

- a. Resolution #25-03-17-04 - Approving City Administrator Purchasing and Contracting Authority  
Motion to table the approval of Resolution 25-03-17-04 Approving City Administrator Purchasing and Contracting Authority  
Motion made by Mayor Jirik, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

**13. GENERAL BUSINESS**

- a. 2025-2026 Liquor License Renewal for The Rusty Spoke  
Motion to approve the 2025-2026 Liquor License Renewal for The Rusty Spoke  
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)
- b. Public Speaking Policy  
Motion to approve the Public Speaking Policy with changes to the 4th bullet point under Rules for Participation, to say that participants shall sign-in prior to the start of the Council meeting with their name and address.  
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)
- c. Approval of Donation Agreement for POPS Facility  
This item was removed from the agenda at the start of the meeting.
- d. Regional Training Facility Discussion  
Motion to bring back a resolution with a \$15,000 cap to the next meeting.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

**14. MISCELLANEOUS**

- a. North Memorial 2024 Operations Review
- b. Meeting Minutes
  - i. January 22, 2025 Planning Commission Meeting Minutes
  - ii. January 27, 2025 Utilities Commission Meeting Minutes
  - iii. February 12, 2025 EDA Board Meeting Minutes
- c. Discussion of Items not on the Agenda

**15. ADJOURNMENT**


Motion to adjourn the meeting at 8:14 p.m.

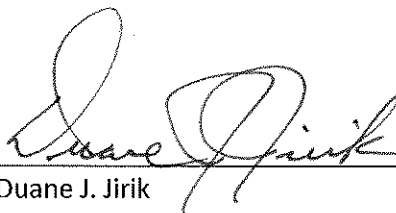
Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

ATTEST:

  
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Joshua M. Tetzlaff  
City Administrator

  
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Duane J. Jirik  
Mayor