



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, March 18, 2024 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 Josh Tetzlaff, Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, Public Works Director Matt Rynda, and Fire Chief Steve Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

### 3. CONSENT AGENDA

Councilmember Wolf requested to move Item 3c, 1-Day Temporary On-Sale Liquor License for Forward New Prague Foundation, to *General Business*, as Item 13d.

Motion made by Councilmember Bass, Seconded by Councilmember Ryan to approve the Consent Agenda, with moving Item 3c to Item 13d.

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

Motion carried (5-0).

- a. Claims for Payment: **\$432,295.51**
- b. 1-Day Temporary On-Sale Liquor License for Forward New Prague Foundation on June 1, 2024
- c. Monthly Financial Summary

### 4. MEMORIAL PARK BASEBALL FIELD UPDATE

Nick Schoenecker shared two upcoming events with the Council. New Prague will be hosting the State Amateur Tournament in 2026. New Prague is co-hosting it with Shakopee and Jordan. It's expected that approximately 10,000-12,000 fans will in attendance throughout the few weekends. Secondly, on June 5, 2024, the Fox 9 Town Ball Tour will be coming to New Prague.

**5. POLICE FACILITY SCHEMATIC DESIGN UPDATE AND COMMUNITY RECREATION PLANNING UPDATE**

- a. John McNamara, Wold Architects  
John McNamara with Wold Architects gave two presentations and addressed questions.

**6. CITY ENGINEER PROJECTS UPDATE**

- a. March 18, 2024  
Public Works Director Matt Rynda provided an update.

**7. 2024 STREET AND UTILITY IMPROVEMENT PROJECT**

- a. Construction Services Proposal from SEH  
City Engineer Chris Knutson provided background. Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Construction Material Testing Proposal from CVT  
City Engineer Knutson provided an overview. Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

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

Koko Tarr, Sam Tarr, Catherine Garnett, and Simone Tarr, residing at 203 Kennedy Ave NW, addressed the Council.

**9. PUBLIC HEARING(S) – 6:00 PM**

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

- a. Ordinance #348 - Partially Vacating Certain Easements in the Plat of Suerai  
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to introduce the first reading of Ordinance #348.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

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

**12. RESOLUTIONS**

- a. Resolution #24-03-18-01 - Setting a Public Hearing to Partially Vacate Certain Easements in the Plat of Suerai  
Motion made by Councilmember Bass, Seconded by Councilmember Ryan to approve Resolution #24-03-18-01.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Resolution #24-03-18-02 - City Charter Member Recommendation  
City Administrator Josh Tetzlaff provided context. Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve Resolution #24-03-18-02.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

### 13. GENERAL BUSINESS

- a. Golf Cart Funding Discussion  
Motion made by Mayor Jirik, Seconded by Councilmember Bass to move forward with the bonding of the equipment for the golf carts for New Prague Golf Club.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Refuse Hauler Agreements - Waste Management Residential/Commercial  
Planning/Community Development Director Ken Ondich provided brief context. Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to approve the refuse hauler agreement with Waste Management.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- c. EDA 2023 Summary Report  
City Administrator Tetzlaff gave a summary. Brief discussion was had.
- d. 1-Day Temporary On-Sale Liquor License for Forward New Prague Foundation on June 1, 2024  
Motion made by Mayor Jirik, Seconded by Councilmember Bass to approve the temporary liquor license.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Voting Abstaining: Councilmember Wolf  
Motion carried (4-0).

### 14. MISCELLANEOUS

- a. Meeting Minutes
  - i. EDA
  - ii. Utilities
  - iii. Planning
  - iv. Park
- b. Discussion of Items not on the Agenda
  - Fire Chief Steve Rynda shared he will be recommending the hiring of two firefighters at the April 1, 2024, City Council meeting.
  - Public Works Director Rynda provided hiring updates and advised it's been challenging filling open positions. Rynda also recognized Wastewater Superintendent Scott Warner for working 30 days in a row at the waste treatment plant due to staffing issues, as well as all the dedication he gives to the waste treatment plant and the City.
  - Planning/Community Development Director Ken Ondich shared there are 15 trees left for the City's Tree Giveaway.
  - Police Chief Tim Applen advised that one establishment's existing liquor license has not been renewed yet, and the license will expire on March 31, 2024, until such a time the establishment can provide the required documents and payment. The City has been in ongoing communication with them. Chief Applen also shared that his department continues to have struggles with hiring as well.
  - City Administrator Tetzlaff reminded Council of the special closed session after the regular meeting to discuss two parcels of land.
  - Councilmember Shawn Ryan requested a copy of the letter provided by the members of the public who spoke at the meeting. Ryan inquired about diversity training for the police department. Chief Applen advised that his department completes an abundance of diversity training; it's required by the State, and his department completes more training than is required.

- Mayor Jirik shared that he and City Administrator Tetzlaff had a conference call with the Post Office last week. USPS relayed the next step is to either find an existing building for the Post Office to move into, or for an individual or entity to build a building for them and they then enter into a long-term lease.

- Councilmember Wolf inquired about cooperating with other providers to assist with the shortage of Wastewater Treatment Plant Operators and emergency situations. Public Works Director Rynda advised that he has had conversations with Bolton & Menk, and they would be the City's substitute if it was needed. Councilmember Wolf also inquired about when other law enforcement agencies make a stop in New Prague and if that's part of the New Prague Police Department's records. Chief Applen shared that incidents go through a CAD system, and New Prague's CAD system is through Scott County. The New Prague Police Department is part of and has access to the Scott County CAD system and can have that data if they seek it out. The police department does not have access to other CAD systems and their agencies' data who are outside of Scott County (i.e. Le Sueur County Sheriff's Department, Minnesota State Patrol). Lastly Councilmember Wolf inquired about officers conducting traffic stops when they aren't on duty or are on their way to work. Chief Applen shared that typically the directive is to call someone who is working and have them make the traffic stop.


#### 15. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to adjourn the meeting at 8:01 p.m.

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

Motion carried (5-0).

ATTEST:



Duane J. Jirik  
Mayor



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Joshua M. Tetzlaff  
City Administrator