



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, August 19, 2024 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 6:00 p.m.

#### PRESENT

Mayor Duane Jirik  
Councilmember Maggie Bass  
Councilmember Rik Seiler  
Councilmember Bruce Wolf

#### ABSENT

Councilmember Shawn Ryan

Staff present: City Administrator Josh Tetzlaff, Finance Director Robin Pikal, 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 Bass to approve the Regular Agenda as presented.

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

Motion carried (4-0).

### 3. CONSENT AGENDA

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

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

Motion carried (4-0).

#### a. Meeting Minutes

- i. August 5, 2024, City Council Meeting Minutes
- ii. August 5, 2024, Special City Council Meeting Minutes - Closed

b. Claims for Payment: **\$1,234,818.01**

c. Financial Summary Report

d. Satisfaction of Assessment for PID #24.127.0010 and PID #24.062.0010

e. Snow and Ice Agreement with MNDOT

f. The Rusty Spoke THC Violation

### 4. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

No members of the public spoke at this meeting.

**5. CITY ENGINEER PROJECTS UPDATE**

- a. August 19, 2024  
City Engineer Chris Knutson provided a brief update.

**6. 2025 STREET AND UTILITY IMPROVEMENT PROJECT**

- a. Feasibility Report  
City Engineer Knutson provided background and addressed questions.
- b. Resolution #24-08-19-01 - Receiving Report and Calling Hearing on Improvement  
Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve Resolution #24-08-19-01.  
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (4-0).

**7. CITY CENTER GRADING PLAN - PHASE 1**

- a. SEH Proposal for Engineering Services  
Planning/Community Development Director Ken Ondich and City Engineer Knutson provided context.  
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve the agreement.  
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (4-0).

**8. PUBLIC HEARING(S) – 6:00 PM**

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

- a. Ordinance #351 - Amending Various Sections of the Zoning Ordinance Related to Public Buildings and Essential Services Structures  
Planning/Community Development Director Ken Ondich provided background. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the first reading of Ordinance #351.  
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (4-0).

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

**11. RESOLUTIONS**

**12. GENERAL BUSINESS**

- a. City Administrator Review Summary  
Motion made by Councilmember Seiler, Seconded by Mayor Jirik to approve the recommendation.  
Voting Yea: Councilmember Seiler, Mayor Jirik  
Voting Nay: Councilmember Bass, Councilmember Wolf  
Motion failed (2-2).  
Motion made by Councilmember Wolf, Seconded by Councilmember Bass, to approve moving Mr. Tetzlaff to Step 5 of Grade 19.  
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Wolf  
Voting Nay: Councilmember Seiler  
Motion carried (3-1).

**13. MISCELLANEOUS**

- a. Meeting Minutes

i. EDA

b. Discussion of Items not on the Agenda

- Public Works Director Matt Rynda shared that Wastewater Superintendent Scott Warner has resigned with the City and will be leaving in early November.
- Finance Director Robin Pikal advised that the RFQ for Municipal Financial Advisor Services has been published and proposals are due back by September 24th at 3:00pm. Staff reached out to firms as well. Finance Director Pikal also stated that Lauren Falck was hired as the new Utility Billing Specialist and began employment on August 13, 2024. Lastly, staff has begun interviewing for the Administrative Assistant position.
- City Administrator Tetzlaff shared the Candidate Filings with Council. Mayor Jirik is the only candidate who filed for mayor; and three candidates filed for City Council: Bruce Wolf, Shawn Ryan, and Dan Meyer.
- Councilmember Wolf relayed that a community member shared her excitement for the dog park with him and he assisted her with locating it.

14. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to adjourn the meeting at 6:35 p.m.

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

Motion carried (4-0).

ATTEST:



Duane J. Jirik  
Mayor



Joshua M. Tetzlaff  
City Administrator