



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, December 18, 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 6:00 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Bruce Wolf

ABSENT

Councilmember Rik Seiler

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the Consent Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

a. Meeting Minutes

- i. November 20, 2023, Special City Council Meeting Minutes - Closed
- ii. November 30, 2023, Special City Council Meeting Minutes
- ii. December 4, 2023, City Council Meeting Minutes
- iii. December 11, 2023, Special City Council Meeting Minutes

b. Claims for Payment: **\$115,925.98**

c. LG220 MN Lawful Gambling Application for Exempt Permit for the American Legion Post 45 on March 3, 2024, and April 28, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South

d. Adopt 2024 City Calendar

e. 2024 Tobacco Licenses

f. 2024 Commercial Refuse Hauler/Recyclable Collector Licenses

g. 2024 THC Licenses

- i. New Prague Tobacco

ii. South West Tobacco

4. CITY ENGINEER PROJECTS UPDATE

a. December 18, 2023

Public Works Director Matt Rynda provided a brief update. No action was taken.

5. SOUTHWEST METRO DRUG TASK FORCE JOINT POWERS AGREEMENT

a. John Howard, SWMDTF Commander

SWMDTF Commander John Howard addressed the Council.

Motion made by Councilmember Bass, Seconded by Mayor Jirik.

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

Motion carried (4-0).

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

No members of the public spoke at this meeting.

7. PUBLIC HEARING(S) – 6:00 PM

8. ORDINANCE(S) FOR INTRODUCTION

9. ORDINANCE(S) FOR ADOPTION

a. Ordinance #346 - Amending Chapter 53 of the City Code Regarding Refuse Collection

Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve the Second Reading and Adoption of Ordinance #346.

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

Motion carried (4-0).

10. RESOLUTIONS

a. Resolution #23-12-18-01 - 2023 Amended City Budget

Finance Director Robin Pikal addressed the Council. Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve Resolution #23-12-18-01.

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

Motion carried (4-0).

b. Resolution #23-12-18-02 - Adopting 2024 City Budget

City Administrator Josh Tetzlaff provided context and a few questions were addressed. Motion made by Mayor Jirik, Seconded by Councilmember Wolf to approve Resolution #23-12-18-02.

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

Motion carried (4-0).

c. Resolution #23-12-18-03 - 2024 Official Fee Schedule

General Manager Bruce Reimers advised of a few updates. Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve Resolution #23-12-18-03.

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

Motion carried (4-0).

d. Resolution #23-12-18-04 - Authorizing Publication by Title and Summary of Ordinance 346 Related to Refuse Collection

Motion made by Mayor Jirik, Seconded by Councilmember Ryan to approve Resolution #23-12-18-04.

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

Motion carried (4-0).

11. GENERAL BUSINESS

- a. Tax Levy Update
Upon the direction of Council, City Administrator Tetzlaff sent a letter signed by Mayor Jirik to Department of Revenue Commissioner Paul Marquart on December 12, 2023, requesting relief to certify the levy at \$5,114,295 as intended. City Administrator Tetzlaff and Mayor Jirik met with Commissioner Marquart on December 14, 2023. The Department of Revenue spoke with Scott County. Commissioner Marquart advised that for any sort of relief to happen, the County must be the body who petitions for the relief. Scott County has a County Board meeting Tuesday, December 19, 2023, and at that meeting the Board of Commissioners will consider a resolution authorizing a correction to the error of the proposed levy. If the resolution is not approved, the City can still choose to not certify the levy. Informational only; no action needed or taken.
- b. Golf Management Contract
City Administrator Tetzlaff provided context. After discussion, Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- c. Golf Fleet Vehicles
City Administrator Tetzlaff provided an overview. Motion to table this item made by Councilmember Ryan, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan
Voting Nay: Councilmember Bass, Councilmember Wolf
Motion failed (2-2).
Motion then made by Councilmember Wolf, Seconded by Councilmember Ryan to authorize the purchase of the golf carts for no more than the amount presented.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
Motion made by Councilmember Wolf to table the purchase of the utility vehicles, which was Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- d. Compensation Pay Plan 2024
City Administrator Tetzlaff provided an overview. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- e. 2024 Visioning Document
City Administrator Tetzlaff provided context. Motion made made by Councilmember Bass to approve the 2024 Visioning Document, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- f. 2024-2033 Capital Improvement Plan
City Administrator Tetzlaff provided background. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the 2024-2033 Capital Improvement Plan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- g. Personnel Policy Handbook Updates
Finance Director Pikal provided context. Motion made by Mayor Jirik, Seconded by Councilmember Ryan to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf

Motion carried (4-0).

12. MISCELLANEOUS

- a. Meeting Minutes
 - i. Utilities
 - ii. Golf
 - iii. Park
 - iv. EDA
- b. Metropolitan Mosquito Control District
- c. Discussion of Items not on the Agenda
 - i. Public Works Director Rynda advised the City has posted for a Wastewater Treatment Operator. He also advised that the cost of the renovations at the Parks shop will be closer to \$80,000-\$84,000, when he previously estimated them to be around \$75,000. Council still supports him in moving forward.
 - ii. Finance Director Pikal informed Council that the auditors conducted their preliminary field work on-site at City Hall about one month ago, and they will return in February or March to complete their work.
 - iii. Councilmember Wolf shared that he attended a School Board meeting and the schools thanked the New Prague Police Department for being involved with their programming. Police Chief Applen reported that two of his officers attended the Community Education car seat safety certification class. Councilmember Wolf inquired of Police Chief Applen if he had anything additional to add to what SWMDTF Commander John Howard shared. Police Chief Applen stated he agrees that substance abuse is trending upward, especially regionally. The New Prague Police Department has worked more with the Task Force in the last year than they have previously. Improved staffing levels does attribute to this. Chief Applen stated it's difficult to place a trend line on the marijuana laws as they're so new right now. Fentanyl is still a big problem, and every officer carries Narcan with them. Chief Applen further advised that his department conducted a couple employment interviews recently.

13. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to adjourn the meeting at approximately 7:50 p.m.

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

Motion carried (4-0).

ATTEST:



Duane J. Jirik
Mayor



Joshua M. Tetzlaff
City Administrator