



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, November 06, 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 Rik Seiler

Councilmember Bruce Wolf

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

City Administrator Josh Tetzlaff requested to add *Golf Cart Bid Results* under *General Business* as Item 11d. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Regular Agenda, as amended.

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

Motion carried (5-0).

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 Seiler, Councilmember Wolf

Motion carried (5-0).

a. i. October 3, 2023, Special City Council Meeting Minutes

ii. October 16, 2023, City Council Meeting Minutes

b. Claims for Payment: **\$720,878.20**

c. Approval of League of Minnesota Cities Liability Coverage Waiver Form

4. FACILITIES STUDY UPDATE - JOHN MCNAMARA, WOLD ARCHITECTS

John McNamara with Wold Architects provided a presentation, answered questions, and addressed concerns. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to move forward with the design process and complete Schematic Design.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

- a. Facility Space Needs Assessment
- b. Facility Needs Study City Council Update
- c. Police Facility Next Steps

5. CITY ENGINEER PROJECTS UPDATE

- a. November 6, 2023
Public Works Director Matt Rynda provided an update.

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

Tom Fadden, residing at 203 Lexington Avenue North, spoke.

7. PUBLIC HEARING(S) – 6:00 PM

- a. Vacating Certain Easements in the Plats of Simon Acres 1st Addition and Highview Tenth Addition
Planning/Community Development Director Ondich provided brief background. Motion made by Councilmember Seiler, Seconded by Councilmember Bass to close the public hearing.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (5-0).

8. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines
 - i. Resolution #23-11-06-01 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Whispering Pines
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve and set a public hearing.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (5-0).

9. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition
Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adopt Ordinance #343.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Ordinance #344 - Residential Rental Dwelling Unit Inspections
Planning/Community Development Director Ondich provided background. Motion made by Councilmember Seiler, Seconded by Bass to adopt Ordinance #344.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
 - i. Resolution #23-11-06-02 - Approving Publication of Ordinance #344 by Title and Summary
Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
 - ii. Resolution #23-11-06-03 - Amending the Official 2023 Fee Schedule
Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

10. RESOLUTIONS

- a. Resolution #23-11-06-04 - Granting Approval of the Preliminary and Final Plat of Pond Third Addition Consisting of 4 Lots on 2.43 Acres, New Prague, MN
Planning/Community Development Ondich provided an overview. Discussion was had.
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve Resolution #23-11-06-04.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

11. GENERAL BUSINESS

- a. Sustainability Policy
City Administrator Tetzlaff provided context. Discussion was had.
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve the Sustainability Policy.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Sustainable Procurement Policy
Motion made by Mayor Jirik, Seconded by Councilmember Bass to approve the Sustainable Procurement Policy.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- c. Special Assessment Policy Update
City Administrator Tetzlaff provided background.
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the update to the Special Assessment Policy.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- d. Golf Cart Bid Results
City Administrator Tetzlaff provided an update. Discussion was had, and no action was taken.

12. MISCELLANEOUS

- a. Meeting Minutes
 - i. EDA
 - ii. Planning
- b. City Administrator Tetzlaff reminded all that applications for assessment deferrals are due by November 7, 2023, at 4:30 p.m.
- c. Finance Director Pikal advised that the City of New Prague's open enrollment is scheduled for Wednesday, November 8, 2023, and informed Council of the City's wellness program and wellness committee.
- d. Public Works Director Rynda stated that 7th St NW between 1st Ave NW and 21/4th Ave NW will be closed November 7, 2023, due to a water main break occurring in that location about one month ago. He further advised that a company has been hired to fix approximately 75 feet of blacktop, and all businesses were notified.

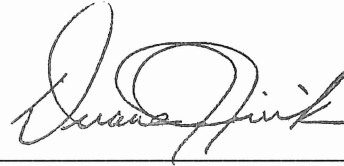
13. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Bass adjourn the meeting at approximately 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



Joshua M. Tetzlaff
City Administrator