



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, February 20, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

(The following agenda items are considered to be non-controversial and routine in nature. They will be handled with one motion of the City Council. Council members may request that specific items be removed from the Consent Agenda and be acted upon separately.)

a. Meeting Minutes

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

b. Claims for Payment: **\$149,419.59**

c. Promotion to Wastewater Treatment Plant Operator

d. Large Assembly Permit Request: City-Wide Block Party in Memorial Park - July 18, 2024

e. Large Assembly Permit Request: Run New Prague in Memorial Park - May 4, 2024

f. Monthly Financial Summary

g. Resolution #24-02-20-01 - Appointing Election Judges for the 2024 Presidential Nomination Primary on March 5, 2024

4. CITY ENGINEER PROJECTS UPDATE

- a.** February 20, 2024

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

(Speakers limited to 5 minutes.)

6. PUBLIC HEARING(S) – 6:00 PM

7. ORDINANCE(S) FOR INTRODUCTION

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

10. GENERAL BUSINESS

11. MISCELLANEOUS

- [a.](#) Draft of Cannabis Updates to Handbook
- [b.](#) Meeting Minutes
 - i. Park
- [c.](#) Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

February 26	3:30 p.m. Utilities Commission
February 27	6:30 p.m. Golf Board
February 28	6:30 p.m. Planning Commission
March 4	6:00 p.m. City Council
March 11	12:00 p.m. Community Center Board
March 12	6:00 p.m. Park Board
March 13	7:30 a.m. EDA Board
March 18	6:00 p.m. City Council

CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, February 05, 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 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, and Public Works Director Matt Rynda

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

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

Councilmember Shawn Ryan arrived at approximately 6:01 p.m.

3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the Consent Agenda.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

- a. Meeting Minutes
 - i. January 16, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$746,102.96**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for MN River Valley Chamber of MN Deer Hunters Association on March 23, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- d. LG220 MN Lawful Gambling Application for Exempt Permit for Ducks Unlimited New Prague on March 1, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- e. Police Officer Position Appointment
- f. Emergency Operations Plan
- g. Purchase of Toolcat
- h. 2024 Property and Casualty Liability Insurance - Removal of Med Pay
- i. Police Facility Site Survey

4. CITY ENGINEER PROJECTS UPDATE

- a. February 5, 2024
Public Works Director Matt Rynda provided a summary of the projects update. No action was taken.

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

No members of the public spoke at this meeting.

6. PUBLIC HEARING(S) – 6:00 PM

7. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #347 - Vacating Certain Easements in the Plat of Pond Third Addition
Planning/Community Development Director Ken Ondich provided context.
Motion made by Councilmember Bass to introduce the first reading of the ordinance, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

- a. Resolution #24-02-05-01 - Fee Schedule Amendment for Memorial Park Baseball Stadium Team Fees
Planning/Community Development Director Ken Ondich gave an overview. Discussion was had.
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve Resolution #24-02-05-01.
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Voting Nay: Councilmember Ryan
Motion carried (4-1).

Motion made for amended Resolution #24-02-05-01 to allow for the New Prague Area School District to delay their 2024 payment to be payable in 2025.
Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Voting Nay: Councilmember Ryan
Motion carried (4-1).

- b. Resolution #24-02-05-02 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Pond Third Addition
Motion made by Mayor Jirik, Seconded by Councilmember Wolf to set a public hearing and approve Resolution #24-02-05-02.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

10. GENERAL BUSINESS

- a. Annual Community Development Reports
 - i. Vacant Lot Inventory
 - ii. Annual Business Inventory
 - iii. 2023 Growth StatisticsPlanning/Community Development Director Ken Ondich provided summaries of the reports.

b. Aquatic and Fitness Center Joint Powers Board

Motion made by Mayor Jirik, Seconded by Councilmember Bass to appoint Matt Becka to the Aquatic and Fitness Center Joint Powers Board.

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

Motion carried (5-0).

11. MISCELLANEOUS

a. Expanded Library Hours

b. Meeting Minutes

i. Planning

ii. Utilities

c. Discussion of Items not on the Agenda

- i. Mayor Jirik advised that the New Prague Mayo Clinic Labor and Delivery unit will be closing, and a public hearing addressing the matter is being held by the Department of Health this week. The hospital will be expanding its cancer wing.
- ii. Councilmember Ryan inquired about who funded the City's charging stations for electric vehicles. Councilmember Wolf advised that a lot of the subsidy came from SMMPA, and no State funding was used.
- iii. Councilmember Bass and Mayor Jirik received an inquiry regarding Greenway Trail and water pooling on the path. Public Works Director Rynda advised that the path was milled completely down. It was not regraded, but reshaped. A 3-inch lift was put over it. Last fall, Rynda noticed approximately 5-6 spots where the path was holding water. He notified the contractor at that time, and the repairs will be addressed this summer.
- iv. Councilmember Ryan inquired if a crosswalk sign is going to be installed at 10th Ave and 3rd St NE. Public Works Director Rynda advised there wouldn't be, and instead the City had blocks painted instead of lines for better visibility.
- v. City Administrator Tetzlaff emailed Council the information regarding the public hearing for Mayo Clinic's Labor and Delivery unit. The public hearing will be held February 6, 2024, at 6:00pm. He advised that Wold Architects would like to provide Council with a recreation study update on March 18th and asked if all Councilmembers are available that day. Tetzlaff inquired if any Councilmembers had interest in City on the Hill and advised he wouldn't be able to attend this year. In addition, he informed Council that Scott County is hosting emergency management trainings for elected officials and staff members and asked if any Councilmembers had interest in participating. Police Chief Applen advised it's informational, not mandatory, but did encourage 1-2 Councilmembers to attend if possible.
- vi. Police Chief Tim Applen advised that a new police officer is starting next week and also that another resigned.

12. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at 6:51 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



SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

City of New Prague

Monday, February 05, 2024 at 6:05 PM
City Hall Council Chambers - 118 Central Ave N

Mayor Jirik called the Closed portion of the meeting to order at approximately 6:55 p.m.

PRESENT

- Mayor Duane Jirik
- Councilmember Shawn Ryan
- Councilmember Maggie Bass
- Councilmember Rik Seiler
- Councilmember Bruce Wolf
- City Administrator Josh Tetzlaff

1. **CLOSED SESSION:** Went into Closed session at approximately 6:55 p.m. to conduct a closed City Council meeting to consider strategy for labor negotiations, including negotiation strategies or developments, and discussion and review of labor negotiation proposals.

2. **ADJOURNMENT**
 Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to adjourn the meeting at approximately 7:09 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

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/20/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$51.97	
CENTERPOINT ENERGY	NATURAL GAS	\$362.04	
MUNICIPAL EMERGENCY SERVICE	HELMET / FLASHLIGHT	\$654.17	
MUNICIPAL EMERGENCY SERVICE	THERMAL CAMERA	\$789.00	
SCOTT COUNTY TREASURER	2024 SCALE TRAINING FACILITY	\$2,160.26	
STAR GROUP LLC.	LADDER TRUCK REPAIR	\$18.69	
VERIZON WIRELESS	TABLETS	\$48.98	
TOTAL:			<u><u>\$4,085.11</u></u>
<u>COUNCIL</u>			
AMERICAN LEGAL	2024 S-17 SUPPLEMENTAL PAGES	\$1,178.79	
AMERICAN LEGAL	FOLIO/INTERNET SUPPLEMENT PGS	\$195.00	
CIVICPLUS LLC	MUNICODE MEETINGS	\$9,200.00	
SUEL PRINTING	COUNCIL MINUTES	\$1,744.00	
THE NEW PRAGUE TIMES	NEWSPAPER SUBSCRIPTION	\$58.00	
TOTAL:			<u><u>\$12,375.79</u></u>
<u>ADMINISTRATION</u>			
ABDO	2022 TIF DISTRICT REPORT	\$750.00	
ACE HARDWARE & PAINT	SUPPLIES	\$105.95	
ROTARY CLUB OF NEW PRAGUE	ROTARY DUES - JAN-MARCH	\$180.00	
US BANK CREDIT CARD	2024 MCMA WORKSHOP	\$125.00	
US BANK CREDIT CARD	TAX FORMS	\$21.56	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			<u><u>\$1,191.01</u></u>
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	LAPTOPS	\$9,320.00	
COMPUTER TECHNOLOGY SOLUTIONS	SERVER UPGRADE	\$4,206.60	
TOTAL:			<u><u>\$13,526.60</u></u>
<u>ATTORNEY</u>			
SCOTT COUNTY ATTORNEY'S OFFICE	DECEMBER COURT FINES	\$1,492.92	
SCOTT COUNTY ATTORNEY'S OFFICE	JANUARY COURT FINES	\$1,681.57	
SCOTT COUNTY ATTORNEY'S OFFICE	OCTOBER COURT FINES	\$1,637.23	
TOTAL:			<u><u>\$4,811.72</u></u>
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$22.99	
TOTAL:			<u><u>\$22.99</u></u>
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	KEYBOARD & MOUSE	\$2.70	
CENTERPOINT ENERGY	NATURAL GAS	\$921.32	
GRAINGER	BALLASTS	\$89.70	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$2,573.26	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$66.30	
WOLD ARCHITECTS AND ENGINEERS	POLICE FACILITY SCHEMATIC DESIGN	\$16,824.85	
TOTAL:			<u><u>\$20,478.13</u></u>
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	COMPUTER MOUSE	\$32.97	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$50.85	
AT&T MOBILITY	WIRELESS CELLS	\$567.13	
SCOTT COUNTY TREASURER	2024 BISS CONTRIBUTION	\$4,344.78	
SCOTT COUNTY TREASURER	2024 SCALE TRAINING FACILITY	\$4,320.54	
SCOTT COUNTY TREASURER	BAIR ANALYTICS/MDT & PD ACCESS	\$2,768.44	
SCOTT COUNTY TREASURER	SWMDTF DUES	\$8,400.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/20/2024

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
VERIZON WIRELESS	SQUAD BROADBAND	\$200.14	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
WALTON, JOSHUA	MEAL REIMBURSEMENT	\$32.52	
TOTAL:			\$20,834.87
<u>FIRE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$51.97	
CENTERPOINT ENERGY	NATURAL GAS	\$362.04	
MUNICIPAL EMERGENCY SERVICE	HELMET / FLASHLIGHT	\$654.18	
MUNICIPAL EMERGENCY SERVICE	THERMAL CAMERA	\$788.99	
SCOTT COUNTY TREASURER	2024 SCALE TRAINING FACILITY	\$2,160.27	
STAR GROUP LLC.	LADDER TRUCK REPAIR	\$18.69	
VERIZON WIRELESS	TABLETS	\$48.98	
TOTAL:			\$4,085.12
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$23.46	
AMAZON CAPITAL SERVICES	PHONE CASE	\$5.19	
US BANK CREDIT CARD	SCOTT TRAINING	\$300.00	
TOTAL:			\$328.65
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$5.99	
AMAZON CAPITAL SERVICES	KEYBOARD & MOUSE	\$4.05	
AMAZON CAPITAL SERVICES	PAINT - JD LOADER	\$52.68	
AMAZON CAPITAL SERVICES	SPRING - F350 PLOW	\$69.99	
AMAZON CAPITAL SERVICES	TOOLS - ELECTRICAL TESTING	\$39.97	
CENTERPOINT ENERGY	NATURAL GAS	\$692.14	
DIAMOND VOGEL PAINTS	WHITE & YELLOW PAINT	\$1,425.00	
EARL F. ANDERSEN	STREET SIGNS	\$99.35	
LEAGUE OF MINNESOTA CITIES	SAFETY & LOSS WORKSHOP	\$20.00	
OLYMPIC FIRE PROTECTION	ANNUAL FIRE SPRINKLER INSP	\$235.00	
O'REILLY AUTOMOTIVE INC	LUBRICANT, WAX	\$27.97	
RIVER COUNTRY COOP	DIESEL	\$2,937.15	
STAR GROUP LLC.	HYDRO HOSE/FILTER/BULB	\$104.61	
STAR GROUP LLC.	PLIERS	\$12.29	
TRUCK CENTER COMPANIES	13 FL - REAR BRAKE PADS	\$61.95	
TOTAL:			\$5,788.14
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$187.75	
AMAZON CAPITAL SERVICES	CELL PHONE CASE & SCREEN	\$25.95	
AMAZON CAPITAL SERVICES	PHONE CASE	\$2.60	
BORDER STATES ELECTRIC SUPPLY	NEW PARKS GARAGE - DOOR	\$504.83	
CENTERPOINT ENERGY	NATURAL GAS	\$1,185.08	
COMPUTER TECHNOLOGY SOLUTIONS	KEYBOARD	\$55.00	
GRAINGER	NEW PARKS GARAGE - NAILS	\$4.32	
O'REILLY AUTOMOTIVE INC	OIL, GRASE, BRAKE CLEANER	\$140.63	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$155.00	
WOLD ARCHITECTS AND ENGINEERS	PARKS GARAGE CODE ANALYSIS	\$250.00	
TOTAL:			\$2,511.16
<u>LIBRARY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$30.56	
CENTERPOINT ENERGY	NATURAL GAS	\$408.23	
CUSTOM CLIMATE LLC	FURNACE CONTROL BOARD	\$337.00	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,486.54	
LAKERS NEW PRAGUE SANITARY	TRASH - LIBRARY	\$740.29	
TOTAL:			\$3,002.62
GENERAL FUND TOTAL:			\$93,041.91

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/20/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
CREATIVE PRODUCT SOURCE INC	SHIELD SHAPED STICKERS	\$728.46	
TOTAL:			<u>\$728.46</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ACE HARDWARE & PAINT	SUPPLIES	\$183.18	
AMAZON CAPITAL SERVICES	KEYBOARD & MOUSE	\$2.70	
AMAZON CAPITAL SERVICES	PHONE CASE	\$3.90	
CENTERPOINT ENERGY	NATURAL GAS	\$12,047.65	
COMPUTER TECHNOLOGY SOLUTIONS	SERVER UPGRADE	\$342.00	
ENVIRONMENTAL RESOURCE ASSOCIATES	PH TESTING	\$152.79	
GOPHER STATE ONE CALL	LINE LOCATES	\$18.23	
GRAINGER	ALUM. ANGLE	\$196.64	
GRAINGER	SHEAVE & BUSHING	\$87.57	
IN CONTROL INC	PROGRAMMING	\$1,696.00	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$273.00	
NEON LINK	ONLINE PAYMENT FEES	\$189.40	
POLYDYNE INC	CLARIFLOC - CE-2469	\$3,772.00	
RIVER COUNTRY COOP	DIESEL GEN #12 & #7	\$1,341.93	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
SALTCO	MONTHLY SALT	\$2,170.10	
STAR GROUP LLC.	OIL DRY	\$48.86	
STAR GROUP LLC.	VEHICLE SOAP/ GLOVES	\$26.50	
UNITED STATES PLASTIC CORP	POLYMER TUBING	\$256.41	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,441.36	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			<u>\$24,294.47</u>
FUND 606 - ENTERPRISE - STORM UTILITY			
AMAZON CAPITAL SERVICES	KEYBOARD & MOUSE	\$1.35	
AMAZON CAPITAL SERVICES	PHONE CASE	\$1.30	
GOPHER STATE ONE CALL	LINE LOCATES	\$18.24	
NEON LINK	ONLINE PAYMENT FEES	\$22.73	
TOTAL:			<u>\$43.62</u>
FUND 651 - ENTERPRISE - AMBULANCE			
CENTERPOINT ENERGY	NATURAL GAS	\$362.04	
THE ELECTRONIC CONNECTION	RECTIFIER	\$3.98	
TOTAL:			<u>\$366.02</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$118,474.48

Vendor Name	Net Invoice Amount
AMAZON CAPITAL SERVICES	
CHAIR	\$193.48
BEVCOMM	
TELEPHONE/COMMUNICATIONS	\$421.98
BREAKTHRU BEVERAGE MINNESOTA	
ALCOHOL	\$105.00
ALCOHOL - KEG CREDIT	\$30.00-
BEVERAGE-ALCOHOL	\$179.10
CALLAWAY GOLF	
SPECIAL ORDER	\$78.32
CARD SERVICES/COBORNS	
FOOD	\$185.95
LATE FEE	\$12.50
CENTERPOINT ENERGY	
NATURAL GAS	\$763.19
CINTAS	
TOWELS / LINEN	\$422.56
COLLEGE CITY BEVERAGE	
BEER	\$137.70
BEER - CREDIT	\$44.65-
BEER/ALCOHOL	\$759.38
BEER/LIQUOR	\$1,968.01
CONNELLY PLUMBING & HEATING INC	
UNCLOG DRAIN	\$110.00
DR. FRESH TAP	
TAP LINE CLEANING	\$75.00
ECOLAB INC	
EQUIPMENT RENTAL	\$233.49
ECOLAB PEST ELIMINATION	
PEST / AIR QUALITY CONTROL	\$326.57
GOLF PROFESSIONAL ENTERPRISES LLC	
JANUARY MANAGEMENT FEE	\$8,347.50
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$805.29
FOOD	\$5,078.61
SUNDRIES	\$8.95
SUPPLIES	\$307.79
JILL KES	
FOOD	\$3.98
JOHN DEERE FINANCIAL	
CONTROLLER	\$1,093.38
SOLENOID, RELAY, WIRE HARNESS	\$1,580.73
JOYCE CASSIDY	
BEVERAGES	\$25.61
LAKERS NEW PRAGUE SANITARY	
TRASH	\$395.82
LAU'S BAKERY	
FOOD	\$59.24
LEAGUE OF MN CITIES INSURANCE	
WORKERS COMP CLAIM	\$415.71
MIKE PORTNER	
TORO TRAINING MILEAGE	\$125.96
MN DEPARTMENT OF LABOR & INDUSTRY	
ELEVATOR	\$100.00
MTI DISTRIBUTING INC	
AIR FILTERS	\$64.15
BED KNIFES WARRANTY	\$23.09

Vendor Name	Net Invoice Amount
BELT	\$26.91
FILTERS	\$135.34
NUTS SCREWS BELTS	\$82.13
SCREWS	\$31.88
NORTHLAND CHEMICAL CORP	
DEGREASER - MUSCLE	\$121.16
OLLHOFF, PAT	
MEN'S CLUB PURCHASE	\$858.31
PEPSI-COLA	
BEVERAGE-NON-ALCOHOL	\$2,568.81
QUILL CORPORATION	
CLEANING SUPPLIES	\$683.70
STAR GROUP LLC.	
BATTERY CABLE, CARB CLEANER	\$27.93
LIGHT BULB	\$6.49
RUST TREATMENT, CARB CLEANER	\$29.23
SHOP COMPRESSOR	\$1,358.48
SWANNIES GOLF APPAREL	
SPECIAL ORDER	\$241.85
TOW DISTRIBUTING CORP	
BEER	\$519.50
CREDIT - BEER	\$80.00-
 Grand Totals	 <u>\$30,945.11</u>



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PROMOTION OF THOMAS SOUKUP TO WASTEWATER OPERATOR I POSITION
DATE: FEBRUARY 12, 2024

On December 20, 2023, we began advertising for the Wastewater Operator position in the New Prague Times and the Times Extra for two (2) weeks each. We also advertised in several related organizations that offer free employment sites to their members with a closing date of January 26, 2024. We received nine applications and after reviewing all applications we interviewed four candidates.

Based on the application and interview review process, staff is recommending Thomas Soukup be promoted to the Wastewater Operator I position with an effective start date of Wednesday February 27, 2024, and that his wage be placed at Pay Grade 10 Step 8 on the City’s Compensation Plan at \$36.31/hr.

Recommendation

Mayor and Council approval of the promotion of Thomas Soukup to the Wastewater Operator I position per the recommendations listed above.



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: CITY-WIDE BLOCK PARTY IN MEMORIAL PARK
DATE: FEBRUARY 14, 2024

At the February 13th Park Board meeting, the large assembly permit for the City-Wide Block Party in Memorial Park was presented. Calvary Church is proposing to host a City-Wide Block Party at Memorial Park on Thursday July 18th, 2024 from 5:00pm to 8:30pm. The event will consist with free food/water, inflatables, face painting, games, guest speakers, and live concert. It's anticipated that about 2,000 people will attend the event at some point during the scheduled time. City parks close at 11:00pm, therefore, all clean ups would need to be completed with all individuals out of the park by 11:00pm.

The Park Board made a motion of (5-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 1:00pm – 11:00pm on Thursday July 18th, 2024.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by church officials/volunteers to be emptied into a dumpster provided by Calvary Church for the event. Calvary Church officials/volunteers are responsible for clean-up of the park by placing trash in appropriate receptacles. Any clean up charges from the City will be the responsibility of Calvary Church.
4. The City does not have additional picnic tables to provide at the park. If Calvary requires more picnic tables than what are provided for at the park, they must provide them.
5. The ballfield lights may be utilized but must be turned off no later than 10pm.

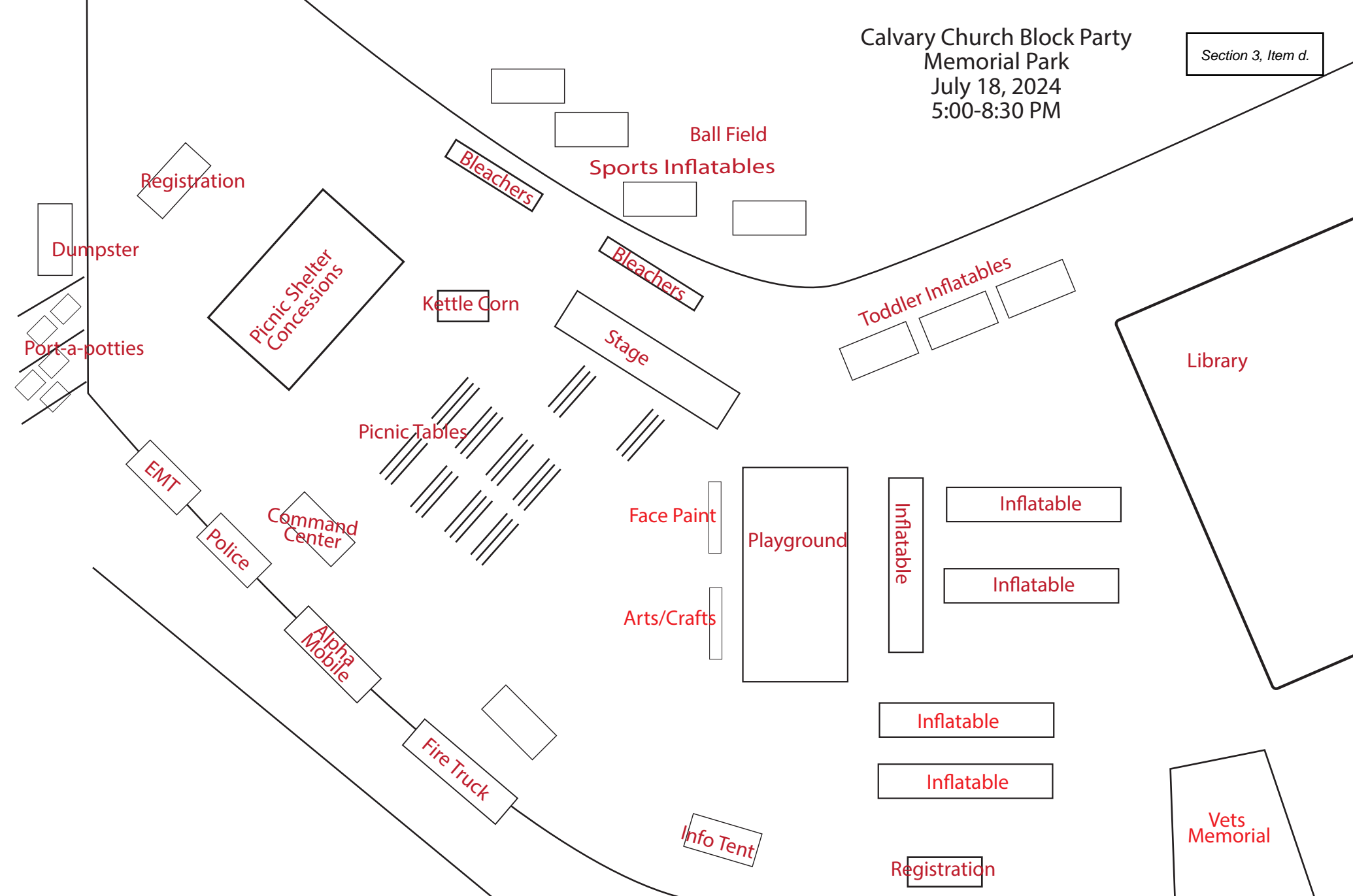
6. The stage and seatings are not allowed to be installed on the ballfields.
7. Calvary Church shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
8. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the state electrical inspector. Event holders should contact the New Prague utilities to review the event requirements and any cost that may be incurred.
9. Calvary Church shall provide for their own set up of the stage crowd control and parking attendance.
10. Live, recorded, broadcast music and other entertainment shall cease on or before 9:00 PM due to the close proximity of the residential homes in the area and because the event is taking place on a weeknight.
11. Calvary Church shall be allowed to utilize the bathrooms in the park during the event but must also provide a minimum of four (4) additional portable restrooms.

Staff Recommendation

Approve the Large Assembly Permit for the City-Wide Block Party on July 18, 2024 at Memorial Park with the conditions listed.

Calvary Church Block Party
Memorial Park
July 18, 2024
5:00-8:30 PM

Section 3, Item d.



Dumpster

Registration

Port-a-potties

Picnic Shelter
Concessions

Kettle Corn

Picnic Tables

EMT

Police

Command
Center

Alpha
Mobile

Fire Truck

Bleachers

Sports Inflatables

Bleachers

Stage

Face Paint

Arts/Crafts

Playground

Toddler Inflatables

Inflatable

Inflatable

Inflatable

Inflatable

Inflatable

Registration

Library

Vets
Memorial

Info Tent

Main Street



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: RUN NEW PRAGUE IN MEMORIAL PARK
DATE: FEBRUARY 14, 2024

At the February 13th Park Board meeting, the large assembly permit for the Run New Prague in Memorial Park and downtown was presented. The Chamber of Commerce intends to host a 5k, color run, and bike race on Saturday May 4th, 2024 from 8:00am-12:00pm, starting along Main Street, and ending in Memorial Park with Central Plaza also being utilized prior to the start of the race. Unlike previous years, the race will begin on Main St. Consequently, road closures will be expected along TH 19 from 10:00am-11:00am. From 9:00am-12:00pm, there will be outdoor sound systems to broadcast the radio in Central Plaza and Memorial Park. Giesenbrau Bier Co will provide alcoholic beverages in Memorial Park and the Chamber of Commerce will provide bottled water for runners.

The Park Board made a motion of (5-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 6AM to Noon on May 4th, 2024.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used for the event.
4. New Prague Chamber of Commerce shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
5. New Prague Chamber of Commerce shall be allowed to utilize the bathrooms in the park during the event but must also provide a minimum of four (4) additional portable rest rooms.

6. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the state electrical inspector. Event holders should contact the New Prague utilities to review the event requirements and any cost that may be incurred.
7. New Prague Chamber of Commerce shall provide for their own set up including for crowd control and parking attendance.
8. Giesenbräu Bier Co or any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is an area designated by barricades with controlled entry and exit points, for the specified time limit.
9. All glass containers are prohibited within the licensed premises and the licensee agrees to notify all liquor establishments authorized to sell or otherwise dispense alcoholic beverages during the assembly that only plastic or aluminum containers shall be allowed.
10. New Prague Police Department will apply for a road closure permit for TH 19 contingent on City Council's approval.

Staff Recommendation

Approve the Large Assembly Permit for the Run New Prague Event on May 4, 2024 at Memorial Park with the conditions listed.



NEW PRAGUE 5K ROUTE

Created Jan 22, 2024 | Everyone

New Prague, MN, United States

3.16 mi
Distance

77 ft
Elevation Gain

Run
Activity Type

Log Workout

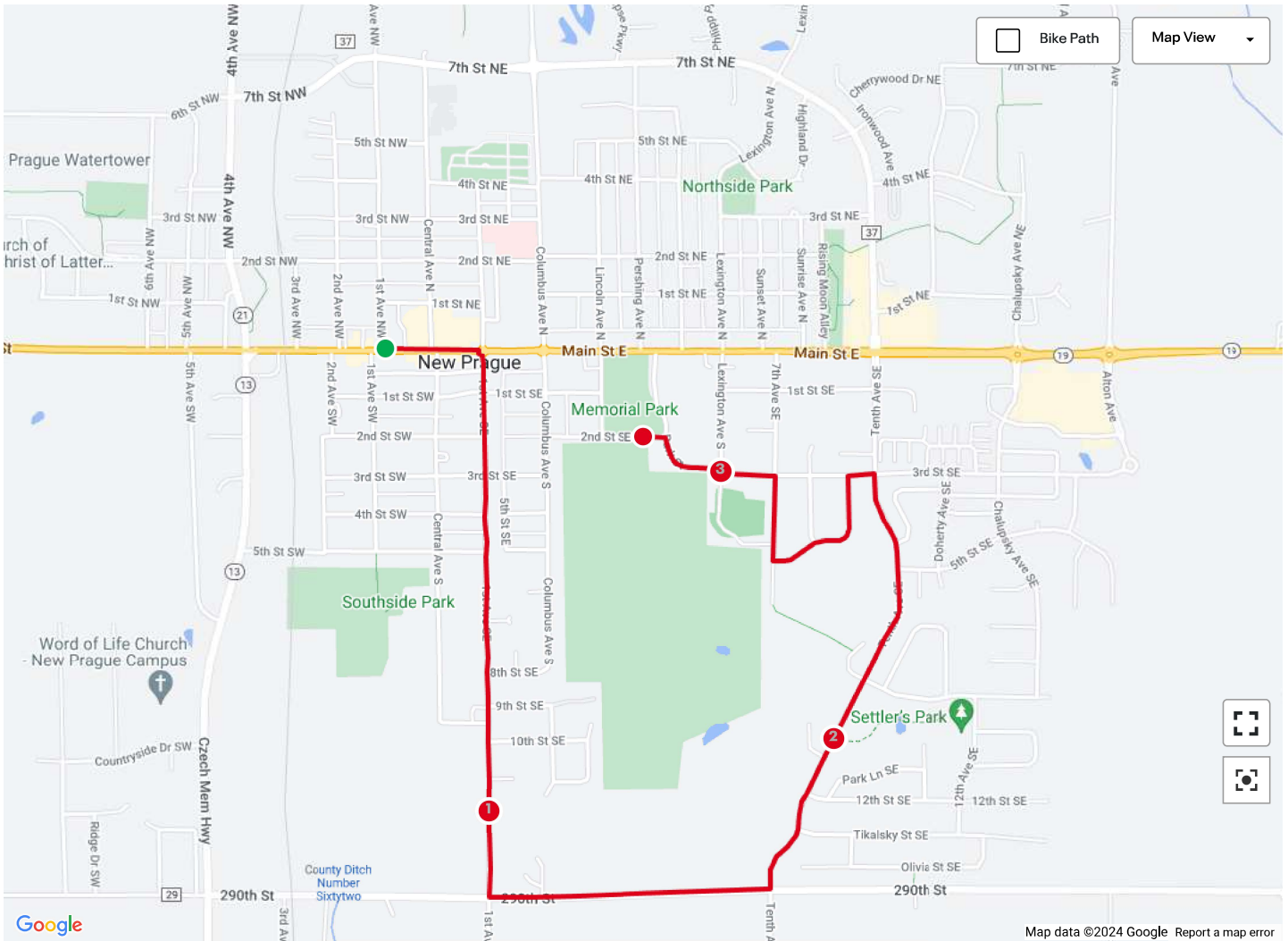
Add Route to Website

Share

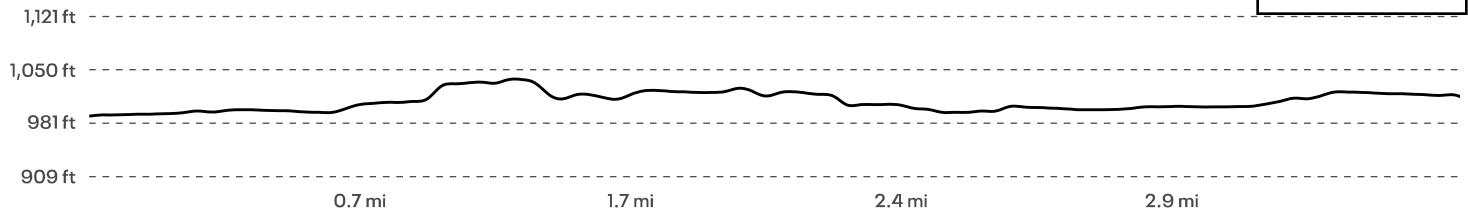
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Unaudited Income Statement
Through December 31, 2023
Percent of year complete: 100%

Section 3, Item f.

	Prior Year 2022 Thru 12/31/2022	Actual Thru 12/31/2023	2022/2023 Variance YTD	Current Month 12/31/2023	2023 AMENDED Budget	2023 Original Budget	2023 Budget Balance	% Actual compared to Amended Budget
General Fund								
REVENUES								
Property Taxes	\$ 3,659,813.89	\$ 4,275,504.53	\$ 615,690.64	\$ 1,199,789.12	\$ 3,728,128	\$ 3,728,128	\$ (547,377)	114.68%
Local Government Aid	\$ 964,655.00	\$ 985,808.00	\$ 21,153.00	\$ 492,904.00	\$ 985,808	\$ 985,808	\$ -	100.00%
Licenses and permits	\$ 350,996.90	\$ 311,015.79	\$ (39,981.11)	\$ 3,120.01	\$ 240,780	\$ 240,780	\$ (70,236)	129.17%
Intergovernmental	\$ 333,445.75	\$ 363,615.52	\$ 30,169.77	\$ 90.30	\$ 307,500	\$ 307,500	\$ (56,116)	118.25%
Charges for services	\$ 115,073.25	\$ 52,719.53	\$ (62,353.72)	\$ 5,109.59	\$ 147,806	\$ 147,806	\$ 95,086	35.67%
Fines	\$ 22,063.25	\$ 26,318.52	\$ 4,255.27	\$ 861.77	\$ 20,000	\$ 20,000	\$ (6,319)	131.59%
Interest Income	\$ 79,733.33	\$ 364,280.37	\$ 284,547.04	\$ 44,225.63	\$ 10,000	\$ 10,000	\$ (354,280)	3642.80%
Miscellaneous revenue	\$ 247,493.24	\$ 1,455,530.60	\$ 1,208,037.36	\$ 1,468,802.73	\$ 1,476,800	\$ 316,800	\$ 21,269	98.56%
Transfers In	\$ 43,000.00	\$ 45,000.00	\$ 2,000.00	\$ -	\$ 775,953	\$ 744,953	\$ 730,953	5.80%
TOTAL REVENUES	\$ 5,816,274.61	\$ 7,879,792.86	\$ 2,063,518.25	\$ 3,214,903.15	\$ 7,692,775.00	\$ 6,501,775	\$ (187,017.86)	102.43%
EXPENSES								
Council	\$ 73,283.02	\$ 64,960.87	\$ (8,322.15)	\$ 4,691.38	\$ 74,152	\$ 74,152	\$ 9,191	87.61%
Administration	\$ 533,279.64	\$ 483,414.81	\$ (49,864.83)	\$ 57,799.87	\$ 492,982	\$ 492,982	\$ 9,567	98.06%
Tech Network	\$ 89,118.45	\$ 188,907.22	\$ 99,788.77	\$ 6,467.30	\$ 166,882	\$ 166,882	\$ (22,025)	113.20%
Elections	\$ 25,324.21	\$ 3,433.97	\$ (21,890.24)	\$ 2,219.97	\$ 6,320	\$ 6,320	\$ 2,886	54.33%
Assessor	\$ 43,100.00	\$ 44,400.00	\$ 1,300.00	\$ -	\$ 44,393	\$ 44,393	\$ (7)	100.02%
Attorney	\$ 70,008.09	\$ 63,871.58	\$ (6,136.51)	\$ 8,189.82	\$ 70,000	\$ 70,000	\$ 6,128	91.25%
Engineer	\$ 7,068.00	\$ 7,185.81	\$ 117.81	\$ 3,155.60	\$ 15,000	\$ 15,000	\$ 7,814	47.91%
Planning	\$ 253,782.02	\$ 304,463.08	\$ 50,681.06	\$ 45,948.98	\$ 387,745	\$ 387,745	\$ 83,282	78.52%
Government Building	\$ 86,718.11	\$ 70,601.75	\$ (16,116.36)	\$ 36,554.91	\$ 73,191	\$ 73,191	\$ 2,589	96.46%
Police	\$ 1,802,153.35	\$ 1,963,111.98	\$ 160,958.63	\$ 140,872.90	\$ 2,102,655	\$ 2,102,655	\$ 139,543	93.36%
Fire	\$ 239,330.26	\$ 230,186.66	\$ (9,143.60)	\$ 59,425.91	\$ 208,545	\$ 208,545	\$ (21,642)	110.38%
Building Inspector	\$ 287,441.56	\$ 296,137.85	\$ 8,696.29	\$ 33,506.30	\$ 309,492	\$ 309,492	\$ 13,354	95.69%
Emergency Management	\$ 420.00	\$ 1,738.85	\$ 1,318.85	\$ -	\$ 2,650	\$ 2,650	\$ 911	65.62%
Animal Control	\$ 14,487.05	\$ 11,700.00	\$ (2,787.05)	\$ -	\$ 15,750	\$ 15,750	\$ 4,050	74.29%
Public Works	\$ 101,042.01	\$ 109,352.66	\$ 8,310.65	\$ 8,983.37	\$ 110,182	\$ 110,182	\$ 829	99.25%
Streets	\$ 960,368.92	\$ 1,075,637.34	\$ 115,268.42	\$ 47,747.98	\$ 1,113,187	\$ 952,187	\$ 37,550	96.63%
Street Lights	\$ 59,688.59	\$ 65,265.27	\$ 5,576.68	\$ 6,513.82	\$ 72,418	\$ 72,418	\$ 7,153	90.12%
Outdoor Swimming Pool	\$ 67,663.35	\$ -	\$ (67,663.35)	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 165,220.14	\$ 140,224.14	\$ (24,996.00)	\$ -	\$ 130,526	\$ 130,526	\$ (9,698)	107.43%
Municipal Band	\$ 4,465.81	\$ 4,473.97	\$ 8.16	\$ -	\$ 4,475	\$ 4,475	\$ 1	99.98%
Parks	\$ 505,765.15	\$ 1,944,154.34	\$ 1,438,389.19	\$ 53,965.53	\$ 2,015,736	\$ 855,736	\$ 71,582	96.45%
Park Board	\$ 6,707.69	\$ 55,778.09	\$ 49,070.40	\$ -	\$ 43,000	\$ 173,000	\$ (12,778)	129.72%
Library	\$ 30,941.39	\$ 45,356.54	\$ 14,415.15	\$ 1,930.32	\$ 50,753	\$ 50,753	\$ 5,396	89.37%
Unallocated	\$ 143,096.30	\$ 111,219.73	\$ (31,876.57)	\$ 61,510.03	\$ 182,741	\$ 182,741	\$ 71,521	60.86%
TOTAL EXPENSES	\$ 5,570,473.11	\$ 7,285,576.51	\$ 1,715,103.40	\$ 579,483.99	\$ 7,692,775.00	\$ 6,501,775.00	\$ 407,198.49	94.71%
EXCESS REVENUES OVER EXPENSES	\$ 245,801.50	\$ 594,216.35	\$ 348,414.85	\$ 2,635,419.16	\$ -	\$ -	\$ (594,216.35)	

Unaudited Income Statement
Through December 31, 2023
Percent of year complete: 100%

Section 3, Item f.

	Prior Year 2022 Thru 12/31/2022	Actual Thru 12/31/2023	2022/2023 Variance YTD	Current Month 12/31/2023	2023 AMENDED Budget	2023 Original Budget	2023 Budget Balance	% Actual compared to Amended Budget
Ambulance								
TOTAL REVENUES	\$ 20,848.25	\$ 23,933.17	\$ 3,084.92	\$ 337.67	\$ 20,100	\$ 20,100	\$ (3,833)	119.07%
TOTAL EXPENSES	\$ 14,187.52	\$ 13,621.17	\$ (566.35)	\$ 748.29	\$ 10,697	\$ 10,697	\$ (2,924)	127.34%
EXCESS REVENUES OVER EXPENSES	<u>\$ 6,660.73</u>	<u>\$ 10,312.00</u>	<u>\$ 3,651.27</u>	<u>\$ (410.62)</u>	<u>\$ 9,403.00</u>	<u>\$ 9,403.00</u>	<u>\$ (909.00)</u>	
EDA								
TOTAL REVENUES	\$ 51,650.25	\$ 83,019.32	\$ 31,369.07	\$ 34,260.95	\$ 75,250.00	\$ 75,250.00	\$ (7,769)	110.32%
TOTAL EXPENSES	\$ 39,232.36	\$ 72,918.13	\$ 33,685.77	\$ 6,571.12	\$ 75,250.00	\$ 75,250.00	\$ 2,332	96.90%
EXCESS REVENUES OVER EXPENSES	<u>\$ 12,417.89</u>	<u>\$ 10,101.19</u>	<u>\$ (2,316.70)</u>	<u>\$ 27,689.83</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (10,101.19)</u>	
EDA- INDUSTRIAL								
TOTAL REVENUES	\$ 593.18	\$ 3,842.17	\$ 3,248.99	\$ 235.43	\$ -	\$ -	\$ (3,842)	0.00%
TOTAL EXPENSES	\$ 1,919.48	\$ 1,931.48	\$ 12.00	\$ (1,919.48)	\$ 989,773	\$ 989,773	\$ 987,842	0.20%
EXCESS REVENUES OVER EXPENSES	<u>\$ (1,326.30)</u>	<u>\$ 1,910.69</u>	<u>\$ 3,236.99</u>	<u>\$ 2,154.91</u>	<u>\$ (989,773.00)</u>	<u>\$ (989,773.00)</u>	<u>\$ (991,683.69)</u>	
WATER FUND								
TOTAL REVENUES	\$ 1,792,036.06	\$ 1,946,540.35	\$ 154,504.29	\$ 298,615.36	\$ 1,777,604.00	\$ 1,777,604.00	\$ (168,936.35)	109.50%
TOTAL EXPENSES	\$ 1,512,890.51	\$ 1,487,999.61	\$ (24,842.97)	\$ 123,283.99	\$ 1,544,799.00	\$ 1,544,799.00	\$ 56,817.58	96.32%
EXCESS REVENUES OVER EXPENSES	<u>\$ 279,145.55</u>	<u>\$ 458,540.74</u>	<u>\$ 179,347.26</u>	<u>\$ 175,331.37</u>	<u>\$ 232,805.00</u>	<u>\$ 232,805.00</u>	<u>\$ (225,753.93)</u>	
ELECTRIC FUND								
TOTAL REVENUES	\$ 9,403,196.09	\$ 10,267,593.05	\$ 864,396.96	\$ 1,019,362.20	\$ 9,999,287.00	\$ 9,999,287.00	\$ (268,306.05)	102.68%
TOTAL EXPENSES	\$ 8,571,003.19	\$ 8,667,728.52	\$ 96,437.13	\$ 861,879.76	\$ 9,497,403.00	\$ 9,497,403.00	\$ 829,962.68	91.26%
EXCESS REVENUES OVER EXPENSES	<u>\$ 832,192.90</u>	<u>\$ 1,599,864.53</u>	<u>\$ 767,959.83</u>	<u>\$ 157,482.44</u>	<u>\$ 501,884.00</u>	<u>\$ 501,884.00</u>	<u>\$ (1,098,268.73)</u>	

Unaudited Income Statement
Through December 31, 2023
Percent of year complete: 100%

Section 3, Item f.

	Prior Year 2022 Thru 12/31/2022	Actual Thru 12/31/2023	2022/2023 Variance YTD	Current Month 12/31/2023	2023 AMENDED Budget	2023 Original Budget	2023 Budget Balance	% Actual compared to Amended Budget
SANITARY SEWER								
TOTAL REVENUES	\$ 3,575,377.85	\$ 3,796,636.60	\$ 221,258.75	\$ 385,105.81	\$ 3,559,206.00	\$ 3,559,206.00	\$ (237,430.60)	106.67%
TOTAL EXPENSES	\$ 3,844,652.62	\$ 3,955,793.67	\$ 111,141.05	\$ 248,755.88	\$ 3,974,110.00	\$ 3,974,110.00	\$ 18,316.33	99.54%
EXCESS REVENUES OVER EXPENSES	<u>\$ (269,274.77)</u>	<u>\$ (159,157.07)</u>	<u>\$ 110,117.70</u>	<u>\$ 136,349.93</u>	<u>\$ (414,904.00)</u>	<u>\$ (414,904.00)</u>	<u>\$ (255,746.93)</u>	
GOLF								
TOTAL REVENUES	\$ 1,404,357.62	\$ 1,477,021.78	\$ 72,664.16	\$ 88,434.89	\$ 1,337,494.00	\$ 1,337,494.00	\$ (139,527.78)	110.43%
TOTAL EXPENSES	\$ 1,317,398.32	\$ 1,421,036.38	\$ 103,638.06	\$ 77,119.72	\$ 1,257,881.00	\$ 1,257,881.00	\$ (163,155.38)	112.97%
EXCESS REVENUES OVER EXPENSES	<u>\$ 86,959.30</u>	<u>\$ 55,985.40</u>	<u>\$ (30,973.90)</u>	<u>\$ 11,315.17</u>	<u>\$ 79,613.00</u>	<u>\$ 79,613.00</u>	<u>\$ 23,627.60</u>	
STORM SEWER								
TOTAL REVENUES	\$ 404,974.92	\$ 427,209.89	\$ 22,234.97	\$ 46,412.11	\$ 401,040.00	\$ 401,040.00	\$ (26,169.89)	106.53%
TOTAL EXPENSES	\$ 384,762.69	\$ 399,220.71	\$ 14,458.02	\$ 33,688.56	\$ 387,720.00	\$ 387,720.00	\$ (11,500.71)	102.97%
EXCESS REVENUES OVER EXPENSES	<u>\$ 20,212.23</u>	<u>\$ 27,989.18</u>	<u>\$ 7,776.95</u>	<u>\$ 12,723.55</u>	<u>\$ 13,320.00</u>	<u>\$ 13,320.00</u>	<u>\$ (14,669.18)</u>	

CITY OF NEW PRAGUE
CASH AND INVESTMENT SUMMARY
GENERAL FUND, ENTERPRISE AND OTHER FUNDS
12/31/2023

CHECKING:			
First Bank & Trust	\$	8,619,567.86	
Petty Cash	\$	2,598.91	
First Bank & Trust-Small Cities	\$	1,932.01	
Total Checking			\$ 8,624,098.78
INVESTMENTS:			
Wells Fargo - FIST	\$	3,221,264.14	
Wells Select	\$	108,000.00	
Total Investments			\$ 3,329,264.14
SAVINGS/MONEY MARKET:			
First Bank & Trust	\$	2,303,225.19	
4M	\$	18,825,495.74	
Wells Fargo	\$	88,288.08	
Minnwest Bank	\$	84,055.75	
Total Savings/Money Market			\$ 21,301,064.76
GRAND TOTAL - CITY FUNDS			\$ 33,254,427.68

**CITY OF NEW PRAGUE
CASH AND INVESTMENT SUMMARY
GENERAL FUND
12/31/2023**

CHECKING:		
First Bank & Trust	\$ 364,149.77	
Petty Cash	\$ 298.91	
Total Checking		\$ 364,448.68
INVESTMENTS:		
Wells Select	\$ 108,000.00	
Total Investments		\$ 108,000.00
SAVINGS/MONEY MARKET:		
First Bank & Trust	\$ 522,493.92	
4M	\$ 4,196,142.04	
Minnwest Bank	\$ 34,615.38	
Wells Fargo	\$ 24,992.94	
Total Savings/Money Market		\$ 4,778,244.28
TOTAL GENERAL FUND		\$ 5,250,692.96

CITY OF NEW PRAGUE
CASH AND INVESTMENT SUMMARY
ENTERPRISE FUNDS
12/31/2023

CHECKING:			
Ambulance - First Bank & Trust	\$	54,528.28	
EDA - First Bank & Trust	\$	157,861.76	
EDA - Industrial Park- First Bank & Trust	\$	737,229.22	
Golf Club - First Bank & Trust	\$	226,338.84	
Golf Club - Petty Cash	\$	2,000.00	
NPUC - First Bank & Trust	\$	3,791,139.40	
NPUC - Petty Cash	\$	300.00	
Sanitary Sewer - First Bank & Trust	\$	1,979,265.55	
Storm Sewer - First Bank & Trust	\$	904,743.63	
Total Checking			\$ 7,853,406.68
INVESTMENTS:		\$	2,303,225.19
NPUC - F.I.S.T.	\$	3,221,264.14	
Total Investments			\$ 3,221,264.14
SAVINGS/MONEY MARKET:			
Ambulance - Wells Fargo		416.28	
Ambulance - First Bank & Trust	\$	18,566.09	
Ambulance - 4M	\$	109,595.36	
NPUC - First Bank & Trust	\$	151,205.05	
NPUC - 4M	\$	1,816,484.76	
EDA - First Bank & Trust	\$	25,648.59	
EDA - Industrial Park- First Bank & Trust	\$	12,824.88	
EDA - 4M	\$	344,667.08	
Golf - 4M	\$	152,946.80	
Sanitary Sewer - First Bank & Trust	\$	785,058.35	
Sanitary Sewer - Minnwest Bank	\$	44,932.37	
Sanitary Sewer - Wells Fargo	\$	44,609.15	
Sanitary Sewer - 4M	\$	5,723,493.80	
Storm Sewer - First Bank & Trust	\$	63,210.65	
Storm Sewer - Minnwest Bank	\$	4,508.00	
Storm Sewer - 4M	\$	603,631.98	
Total Savings/Money Market			\$ 9,901,799.19
TOTAL ENTERPRISE FUNDS			\$ 20,976,470.01



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR

FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
ROBIN PIKAL, FINANCE DIRECTOR

DATE: FEBRUARY 14, 2024

SUBJECT: RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRESIDENTIAL NOMINATION PRIMARY AND SETTING THEIR PAY

With the Presidential Nomination Primary (March 5, 2024) approaching, the City Council must appoint election judges and set their pay by resolution. Judges must be appointed at the February 20th meeting in order to notify them of their appointments and make arrangements to attend mandatory paid training sessions.

Judges for the Primary and General Election will be appointed at a future date.

Attached is a resolution to appoint the Election Judges and set their pay. Election judges shall be paid at a rate of \$13.00 per hour, and head judges shall be paid at a rate of \$15.00 per hour.

As general information, the Primary Election is on Tuesday, August 13th and the General Election is on Tuesday, November 5th.

Staff Recommendation

Approval of the attached resolution appointing election judges for the presidential nomination primary and setting their pay.

RESOLUTION #24-02-20-01

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2024 PRESIDENTIAL NOMINATION PRIMARY

WHEREAS, a presidential nomination primary will be held on March 5, 2024; and

WHEREAS, polling places must remain open on that day from 7 a.m. to 8 p.m.; and

WHEREAS, the City must appoint and pay the wages of election judges to staff the polling place;

NOW, THEREFORE BE IT RESOLVED that the New Prague City Council hereby appoints the following election judges for the March 4, 2024, presidential nomination primary:

Ann Christy
Amber Thielbar
Joann Tupy
Janet Weiers
Delores Wright
Katherine Kocon
Sally Tupy
Alberta Erickson
Mary Jo Hruby
Richard Hruby

Vera Schoenecker
Michael Johnson
Rosella Kes
Erica Meyer
Jennifer Saylor
Dan Schoenecker
Patty Solheid
Patrick Sullivan
Jennifer Witt
Annette Ruzicka

Greg Bark
Brent Banasiuk
Jacqueline Pavek
Jacob Bisek
Kimberly Zachary
Mariah Bryant
Benjamin Bryant

BE IT FURTHER RESOLVED that the City Administrator, or his representative(s), shall work out a schedule to split the election judges into two shifts and two precincts; and all election judges shall be paid at a rate of \$13.00 per hour, with head judges paid at a rate of \$15.00 per hour.

BE IT FURTHER RESOLVED that City Staff consisting of Ken Ondich, Robin Pikal, Leah Stender and Jessica Schoenwald will serve as election clerks to oversee the municipal precincts and shall receive the mandatory training expected of election clerks.

FURTHERMORE, all election judges shall attend mandatory training to be given by the Scott County or LeSueur County Auditor and shall be compensated by the City for the training session.

PASSED, ADOPTED AND APPROVED on the 20th day of February, 2024.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



Building a Better World
for All of Us®

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: February 15, 2024

RE: Project Updates

See below for updates on current SEH Projects for the City of New Prague.

2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and is on hold until the spring. A punch list review will be completed in early spring to identify potential repairs or work items for completion of the contract.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The project is currently out to bid with a bid opening scheduled for February 23rd. Consideration of Award is anticipated for the March 4th council meeting.

HSIP 10TH AVENUE SE-1ST STREET SE RRFB

The project is substantially complete. The contractor has received some but not all parts for the RRFB unit. It is likely to be complete in the next 4 to 6 weeks.

PROJECT PRIORITY LIST – STORMWATER

An application to the Project Priority List (PPL) will be made by the end of February for construction of a pond at the city-owned gravel property north of Main Street, west of 2nd Avenue NW. This has been identified as the City Center Pond. The PPL involves scoring of the project and placement on a list for future funding opportunities through the State of Minnesota, typically administered by the MPCA. Placement on the PPL does not require the City to proceed with construction of the project, but is a requirement for multiple funding programs through the State.

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118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: TIM APPLIN, POLICE CHIEF
ROBIN PIKAL, FINANCE DIRECTOR
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: PERSONNEL POLICY HANDBOOK UPDATES
DATE: FEBRUARY 15TH, 2024

Enclosed is a draft of the proposed updates to the Personnel Policy Handbook. The proposed changes are for two areas: “General Employment and Communication Policies” and adding cannabis under the “Alcohol, Drug and Cannabis Policy”.

The proposed update to general employment and communication policies is to better outline the City’s expectations for serving alcohol. The proposed cannabis update was developed with support from Abdo in response to the legalization of cannabis effective August 1, 2023. We plan to seek council approval on these proposed changes at the March 4th regular council meeting.

GENERAL EMPLOYMENT & COMMUNICATION POLICIES

CONDUCT AS A CITY EMPLOYEE

In accepting employment with the City of New Prague, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. Your primary responsibility as an employee is to serve the residents of New Prague. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, all employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements and expectations for every employee and position within the City of New Prague:

- Follow state and federal laws while performing work for the City
- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

The following requirements and expectations are for every employee and position that serves or sells alcohol under the City's liquor license must:

- Be legal age or older to serve or sell
- Verify age by government issued photo id prior to sale of alcohol
- Refuse sale to intoxicated persons
- Complete Alcohol Compliance Server Training annually

Violations of the above are subject to the City's progressive disciplinary process.

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ALCOHOL, DRUG AND CANNABIS POLICY

The City is committed to providing a workplace that is free of alcohol, drugs, cannabis and other intoxicants so that their use does not pose a safety or health hazard or jeopardize the success of the City's operations or otherwise adversely affect the City, its employees, or its clients. Accordingly, all employees must report to and be at work in a fit condition to perform.

This policy applies to all applicants for employment, all employees, and independent contractors. The policy is applicable at City facilities and at any other location when an employee or independent contractor is acting within the scope of his or her employment or contract with the City.

Employment at the City is at-will. This policy is not an employment contract and should not be interpreted as creating an employment contract.

Employees serving in certain positions may, per federal and/or state regulations, be subject to testing related to intoxicating substances and should refer to the City's **Alcohol, Cannabis and Drug Testing Protocol** included in this policy (below) for more details:

Definitions

The following definitions apply for the purposes of this policy:

"Alcohol and drug testing" or "drug testing" means the analysis of a body component sample for the purpose of measuring the presence or absence of drugs, alcohol, cannabis, or their metabolites in the sample tested.

"Alcohol and drug testing" or "drug testing" is applicable, per federal and state regulations, for certain DOT and police/fire employees.

"Break" or "lunch break" means a period of time, whether paid or unpaid, authorized by the City as a break from work duties.

"Cannabis" means marijuana, tetrahydrocannabinols (THC), cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products.

"Drug" means a controlled substance but does not include cannabis, unless stated otherwise.

"Employee" means any employee of the City as well as an independent contractor, or person working for an independent contractor who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.

"Medically authorized drugs" means any prescription medication for which the employee has a valid prescription or non-prescription medication taken at the direction of a physician, including medical marijuana.

"Registered Person" means a person enrolled in, and who possesses acceptable verification of enrollment in the medical cannabis patient registry program under Minnesota statute.

Non-Discrimination

Consistent with its policy prohibiting discrimination, the City recognizes that disabled individuals are protected from discriminatory treatment. Under Minnesota law, a disabled person is someone who has a medical or psychological condition which materially impairs major life activities. However, in accordance with Minnesota law, disability does not include any condition resulting from alcohol drug, cannabis or other intoxicant abuse which prevents a person from performing essential functions of the job or which creates a direct threat to property or the safety of individuals.

Prohibitions

No employee shall report to work or act within the scope of his or her employment while under the influence of alcohol, drugs, cannabis, other intoxicants or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety.

No employee shall consume alcohol, drugs, cannabis, other intoxicants, or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety on City premises or while acting within the scope of his or her employment. No employee shall consume alcohol, drugs, cannabis, other intoxicants, or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety while on a break, including a lunch break.

No employee shall operate, use, or drive any equipment, machinery, or vehicle while acting in the scope of his or her employment while under the influence of alcohol, drugs, cannabis, other intoxicants or any other controlled substance that affects his or her alertness, coordination, reaction, response, judgment, decision-making, or safety. Every employee is under an affirmative duty to immediately notify their supervisor if the employee is not in compliance with this provision. The operation or use of any equipment, machinery, or vehicle while acting within the scope of employment shall be deemed a verification that the employee is in compliance with this provision.

No employee shall manufacture, distribute, dispense, sell, possess, transfer, or use alcohol, drugs, cannabis, other intoxicants or any other controlled substance in the workplace or at any location where the employee is acting within the scope of his or her employment.

Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform work for the City. The engagement in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances is grounds for discipline.

Making arrangements during working time, or on City property for the sale, purchase, or transfer of alcohol, illegal drugs or cannabis is strictly prohibited, even if the actual sale, purchase, or transfer occurs during non-working time or off City property.

Every employee is under an affirmative duty to notify his or her supervisor or other member of management if the employee is taking medically authorized drugs or other substances that may alter the employee's alertness, coordination, reaction, response, judgment, decision-making, safety, or job performance.

The City may notify the appropriate law enforcement agency when it has reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on City premises.

The City retains the right to discipline or terminate an employee without requiring an employee to submit to alcohol or drug testing, for any or no reason, including the Company's concern or belief (whether right or wrong) that an employee has violated this Policy.

Medical Cannabis

The City will not discriminate against a Registered Person in hiring, termination, or any term or condition of employment, or otherwise penalize a Registered Person on the basis of:

- (1) the Registered Person's status as a patient enrolled in the Minnesota patient registry program; or
- (2) the Registered Person's positive drug test for cannabis components or metabolites, unless the Registered Person used, possessed, or was impaired by medical cannabis on the premises of the place of employment or during the hours of employment,

except to the extent a failure to do so would violate federal law or regulations or cause the City to lose a monetary or licensing-related benefit under federal law or regulations.

An employee or applicant who is required to undergo testing pursuant to this policy must present acceptable verification of enrollment in the Minnesota patient registry as part of their explanation for any positive test for cannabis components or metabolites to be subject to the protections of this paragraph.

Registered Persons are required to comply with the remainder of this Alcohol, Drug and Cannabis policy, including but not limited to the “Prohibitions/Requirements” section of this policy. Failure to abide by the City’s Alcohol, Drug and Cannabis policy is grounds for discipline up to and including termination.

Other Provisions

As a condition of employment, all employees are required to abide by the terms of this policy and notify the City of any criminal alcohol, drug, or cannabis statute conviction occurring in the City’s workplace, while acting in the scope of employment, or which impacts the employee’s ability to perform the duties of their position, no later than five (5) days after the conviction. An employee who is convicted of a violation of any criminal alcohol, drug, or cannabis statute may be subject to discipline, up to and including discharge.

Questions regarding this Policy or its implementation and applicability to particular situations should be referred to your supervisor or Human Resources.

The City reserves the right to investigate its premises and property including employee vehicles and other employee-owned property on City property (including leased property) to determine any violation of this policy. Any refusal by any employee to cooperate in such an investigation may be grounds for disciplinary action, up to and including termination. Employees have no right of privacy as to property brought to work at the City.

Alcohol, Drug, and Cannabis Testing Protocol

Additional Testing Definitions

The following definitions apply for the purposes of this protocol:

“Alcohol and drug testing” or “drug testing” means the analysis of a body component sample for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. “Alcohol and drug testing” or “drug testing” does not include cannabis or cannabis testing, unless stated otherwise.

“Cannabis testing” means the analysis of a body component sample for the purpose of measuring the presence or absence of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or cannabis metabolites in the sample tested.

“Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of (or to contract with) the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.

“Positive test result” means a finding of the presence of alcohol, drugs, cannabis, or their metabolites in the sample tested in levels at or above the threshold detection levels.

“Random selection basis” means a mechanism for selection of employees that; (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and (2) does not give the City discretion to waive the selection of any employee selected under the mechanism.

“Refuse to cooperate” or “Refusal to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by alcohol, drug, or cannabis usage would threaten the health or safety of the employee or any other person.

Testing Protocol

The City requires, in accordance with Federal or State requirements, that applicants and employees subject to the **Alcohol, Cannabis and Drug Testing Protocol** submit to alcohol, drug and/or cannabis testing in accordance with the provisions of Minnesota Statute Sections 181.950-181.957. This policy represents the notice required under Minnesota Statute and will be provided to all applicants and employees who are required to undergo testing. Positions subject to this testing include:

1. Safety-sensitive positions
2. Peace officer positions
3. Firefighter positions
4. Positions involving face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to:
 - a. Children
 - b. Vulnerable adults
 - c. Patients who receive health care services from a provider for the treatment, examination, or emergency care of a medical, psychiatric, or mental condition
5. Positions requiring a commercial driver's license (CDL) or requiring an employee to operate a motor vehicle for which state or federal law requires drug, alcohol, or cannabis testing of applicants or employees
6. Positions of employment funded by a federal grant
7. Any other positions for which state or federal law require testing of an applicant or employee for cannabis.

Employees subject to Alcohol, Cannabis and Drug Testing Protocol may be required to undergo testing in the following situations, in accordance with Federal or State requirements:

1. Job Applicants. The City may require that all applicants who have received conditional offers of employment for a particular position undergo alcohol, cannabis and drug testing. If the offer of conditional employment is subsequently withdrawn based upon testing results, the City will notify the applicant of the reason for the withdrawal.
2. Reasonable Suspicion Testing. The City may require an employee to undergo alcohol, drug and/or cannabis testing when the City reasonably suspects that the employee:
 - a. is under the influence of alcohol, drugs or cannabis;
 - b. is in violation of written rules prohibiting alcohol, drug or cannabis use;
 - c. has sustained or caused another employee to sustain personal injury and there is a reasonable possibility, in the sole discretion of the City, that alcohol, drugs or cannabis use was or could have been a contributing factor to the injury; or
 - d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident and there is a reasonable possibility, in the sole discretion of the City that alcohol, drugs or cannabis use was or could have been a contributing factor to the injury.
3. Random Testing. Employees may be subject to random alcohol, drug and/or cannabis testing. The random selection shall be made by a valid process by the City. Random testing will be unannounced and shall be distributed throughout the calendar year. The employee(s) selected will need to proceed immediately to the testing site. Any employee refusing to submit to testing for a random draw is subject to disciplinary action, including termination.
4. Routine Physical Examination Testing. The City may require employees to undergo alcohol, cannabis and drug testing once each calendar year as part of a routine physical examination. Employees to be tested will be notified at least two weeks in writing in advance of the examination.
5. Treatment Program Testing. An employee may be required to undergo alcohol, cannabis and drug testing if the employee has been referred for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program. An employee meeting these conditions may be required to

undergo alcohol, drug or cannabis testing without prior notice during the evaluation or treatment period and for a period of up to two years following the completion of any prescribed chemical dependency treatment program.

THE CITY RESERVES THE RIGHT NOT TO TEST AN EMPLOYEE, AND TO TAKE ANY DISCIPLINARY ACTION IT DEEMS APPROPRIATE WITHOUT TESTING UNDER THIS POLICY.

The following will apply to all employees the City requests to undergo testing:

1. *Consent.* All persons to be tested will be required to complete and sign a consent form prior to testing.
2. *Refusal to Cooperate.* An employee or job applicant has the right to refuse to cooperate with testing. However, a refusal to cooperate with testing will be treated as a failure to comply with policy and may result in withdrawal of a job offer or disciplinary action up to and including termination of employment.
3. *Test Results.*
 - a. *Negative Test Results (passed tests).* Individuals who test negative on an initial alcohol, drug or cannabis test will be given written notice of the test result three days after the City is notified of the result. Likewise, individuals who test negative on a confirmatory test after a positive initial test will be given written notice of the test result within three days after the City is notified of the result.
 - b. *Positive Test Results (failed test).* A confirmatory test will automatically be performed on all samples that result in a positive test result on an initial test. Individuals who test positive on the confirmatory test will be notified in writing three days after the City has been notified of the result of the test result of the right to explain the result, including any over-the-counter or prescription medications taken. Individuals who wish to provide explanatory information regarding their positive confirmatory test result may do so by providing the City with that information within three working days after receiving notice of the positive test results.
 - c. Individuals who wish to have a retest of their confirmatory test must notify the City in writing of their intention to have a retest within five working days after being notified of the confirmatory test result. Persons requesting a confirmatory retest are responsible for the cost of the retest.
 - d. *Right to Test Result.* An employee or job applicant has the right to request and receive from the City a copy of the test result report on any alcohol, drug or cannabis test.
4. *Costs.* All costs related to alcohol, drug or cannabis testing will be paid by the City with the exception of confirmatory retest costs which must be paid by the employee or job applicant requesting the retest.
5. *Disciplinary Action in Response to a Positive Test Result*
 - a. *Interim Disciplinary Action:* The City may transfer an employee with a positive test to another position at the same rate of pay or temporarily suspend the employee pending the outcome of the confirmatory test (and, if requested, the confirmatory retest) if the City believes that is reasonably necessary to do so to protect the health and safety of the employee, co-employees, or the public. An employee who is suspended without pay will be reinstated with back pay if the confirmatory test or retest is negative. In the case of job applicants, a positive initial test result must be verified by a confirmatory test before a conditional offer of employment will be withdrawn.
 - b. *First failed Test – Discharge/Withdrawal of Job Offer:* The City will not discharge an employee if the employee tests positive on a confirmatory test and the positive confirmatory test was the first such result unless (1) the employee has been given an opportunity to participate in, at the employee's expense or pursuant to coverage under an employee's benefit plan, an alcohol, drug or cannabis counseling or rehabilitation program; and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete it. The type of counseling or rehabilitation program in which an employee participates will be determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency.

The City may withdraw a conditional offer of employment from a job applicant who tests positive on an alcohol and drug (including cannabis) test.

- c. First Failed Test – Discipline. Except as otherwise provided, the City may take any disciplinary action short of discharge it deems warranted in the event an employee tests positive on his or her confirmatory test.
- d. Second Failed Test: The City may discharge an employee who tests positive on a confirmatory test and who has previously had a positive confirmatory test result. This action may be taken without first referring the employee to a chemical dependency counseling or rehabilitation program.
- e. Additional Terms for Discipline Related to Cannabis: The City may discipline, discharge, or take other adverse personnel action against an employee for cannabis use, possession, impairment, sale, or transfer while an employee is working, on the City's premises, or operating the City's vehicle, machinery, or equipment as follows:
 - a. If, in the opinion of the City, as the result of consuming cannabis, the employee does not possess the clearness of intellect and control of self that the employee otherwise would have;
 - b. If cannabis testing verifies the presence of cannabis following a confirmatory test;
 - c. If an employee violates this Alcohol, Drug and Cannabis policy; or
 - d. As otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the City to lose a monetary or licensing-related benefit under federal law or regulations.

6. Privacy of Test Results

- a. Test results and other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the City or the testing laboratory to another employee or to third party individuals, government agencies or private organizations without the written consent of the employee or applicant being tested.
- b. Evidence of a positive test result on a confirmatory test, however, may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.
- c. The City will provide an employee with access to information in the employee's file relating to positive test result reports and other information acquired in the testing process as well as conclusions drawn from or actions taken based upon such information.

Commercial Vehicle Drivers

Notwithstanding the remainder of this policy, employees and applicants required to hold a commercial driver's license (CDL) are required to submit to alcohol and/or drug testing at any time during the employment process. For CDL drivers, drug and alcohol testing is conducted in compliance with the U.S. Department of Transportation (DOT) regulations and Minnesota Drug and Alcohol Testing in the Workplace Act. For CDL drivers, cannabis is a controlled substance and illegal drug and CDL drivers are held to the standards mandated by the DOT related to cannabis usage and positive test results.

~~DRUG & ALCOHOL POLICY~~

~~The City is committed to providing a workplace that is free of drugs and alcohol so that their use does not pose a safety or health hazard or jeopardize the success of the City's operations or otherwise adversely affect the City, its employees, or its stakeholders. Accordingly, all employees must report to and be at work in a fit condition to perform.~~

~~This policy applies to all applicants for employment and to all employees including contract or temporary employees and volunteer firefighters. The policy is applicable at City facilities and at any other location when an employee is acting within the scope of his or her employment with the City.~~

~~There may be specific council approved Fire Department events at which City employees are permitted to consume alcohol on City premises. Please refer to Appendix C for a current list of such events.~~

Definitions

The following definitions apply for the purposes of this policy:

~~“Alcohol and drug testing” or “drug testing” means the analysis of a body component sample for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.~~

~~“Break” or “lunch break” means a period of time, whether paid or unpaid, authorized by the City as a break from work duties.~~

~~“Employee” means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for the City.~~

~~“Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.~~

~~“Medically authorized drugs” means any prescription medication for which the employee has a valid prescription or non-prescription medication taken at the direction of a physician.~~

~~“Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels.~~

~~“Random selection basis” means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and (2) does not give the City discretion to waive the selection of any employee selected under the mechanism.~~

~~“Safety sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.~~

Non-Discrimination

~~Consistent with its policy prohibiting discrimination, the City recognizes that disabled individuals are protected from discriminatory treatment. Under Minnesota law, a disabled person is someone who has a medical or psychological condition which materially impairs major life activities. However, in accordance with Minnesota law, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of the job or which creates a direct threat to property or the safety of individuals.~~

Prohibitions

~~No employee shall report to work or act within the scope of his or her employment while under the influence of alcohol or any controlled substance or drug that affects his or her alertness, coordination, reaction, response, judgment, decision making, or safety.~~

~~No employee shall consume alcohol, marijuana, or any other controlled substances or drug that affect his or her alertness, coordination, reaction, response, judgment, decision making, or safety while acting within the scope of his or her employment. No employee shall consume alcohol, marijuana, or any other controlled substances or drug that affect his or her alertness, coordination, reaction, response, judgment, decision making, or safety while on a break, including a lunch break.~~

~~No employee shall operate, use, or drive any City of New Prague equipment, machinery, or vehicle or other equipment, machinery or vehicle while acting in the scope of his or her employment while under the influence of alcohol, marijuana, or any other controlled substance or drug that affects his or her alertness, coordination, reaction, response, judgment, decision making, or safety. Every employee is under an affirmative duty to immediately notify his or her supervisor if he or she is not in compliance with this provision. The operation or~~

~~use of any equipment, machinery, or vehicle while acting within the scope of employment shall be deemed a verification that the employee is in compliance with this provision.~~

~~No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or at any location where the employee is acting within the scope of his or her employment.~~

~~Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform work for the City. The engagement in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances is grounds for discipline.~~

~~Every employee is under an affirmative duty to notify his or her supervisor or other member of management if he or she is taking medically authorized drugs, including medically authorized marijuana, or other substances that may alter the employee's job performance.~~

~~The City may notify the appropriate law enforcement agency when it has reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on City premises. When appropriate, the City may also notify licensing boards.~~

~~The City retains the right to discipline or terminate an employee without requiring an employee to submit to alcohol or drug testing, for any or no reason, including the City's concern or belief (whether right or wrong) that an employee has violated this Policy.~~

Alcohol and Drug Testing

~~The City may require that applicants and employees submit to testing in accordance with the provisions of Minn. Stat §§ 181.050-181.057 (2007). This policy represents the notice required under Minnesota Statute and will be provided to all applicants and employees who are requested to undergo testing.~~

~~The following employees may be subject to testing:~~

- ~~1. Job Applicants. The City may require that all applicants who have received conditional offers of employment for a particular position undergo testing. If the offer of conditional employment is subsequently withdrawn based upon testing results, the City will notify the applicant of the reason for the withdrawal.~~
- ~~1. Routine Physical Examination Testing. The City may require employees to undergo recurring or annual testing as part of a routine physical examination. Employees to be tested will be notified at least two weeks in writing in advance of the examination.~~
- ~~2. Random Testing. The City may require employees in safety sensitive positions to undergo testing on a random selection basis. Once the random selection has been made, the City will not waive the selection of any employees identified through the random process.~~
- ~~3. Reasonable Suspicion Testing. The City may require an employee to undergo testing when the City reasonably suspects that the employee:

 - ~~a. is under the influence of drugs or alcohol;~~
 - ~~b. is in violation of written rules prohibiting drug and alcohol use;~~
 - ~~c. has sustained a work-related or caused another employee to sustain personal injury and there is a reasonable possibility, in the sole discretion of the City, that alcohol or substance use was or could have been a contributing factor to the injury; or~~
 - ~~d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident and there is a reasonable possibility, in the sole discretion of the City that alcohol or substance use was or could have been a contributing factor to the injury.~~~~
- ~~4. Treatment Program Testing. The City may require an employee to be tested either when the employer has referred the employee for chemical dependency treatment or evaluation or when the employee is participating in such a treatment program under an employee benefit plan. The~~

~~employee may be required to undergo testing without advance notice during the evaluation or treatment period and for up to two years following the completion of a treatment program.~~

~~The following will apply to all employees the City requests to undergo testing:~~

~~1. Consent. All persons to be tested will be required to complete and sign the employee consent form. Each form must also be witnessed by a person designated by the City.~~

~~1. Refusal to Participate. An employee or job applicant has the right to refuse testing. However, a refusal of testing will be treated as a failure to comply with policy and may result in withdrawal of a job offer or disciplinary action up to and including termination of employment.~~

~~2. Test Results.~~

~~a. Negative Test Results [passed tests]. Individuals who test negative on an initial drug or alcohol test will be given written notice of the test result within three days after the City is notified of the result. Likewise, individuals who test negative on a confirmatory test taken after a positive initial test will be given written notice of the test result within three days after the City is notified of the result.~~

~~b. Positive Test Results [failed tests]. A confirmatory test will automatically be performed on all samples that result in a positive test result on an initial test. Individuals who test positive on the confirmatory test will be notified in writing within three days after the City has been notified of the result of the test result of the right to explain the result, including any over the counter or prescription medications taken. Individuals who wish to provide explanatory information regarding their positive confirmatory test result may do so by requesting from Human Resources the *Notification of Positive Alcohol and Drug Test Result and Request for Retest* form within three working days after receiving notice of the positive test results.~~

~~Individuals who wish to have a retest of their confirmatory test must notify the City in writing of their intention to have a retest within five working days after being notified of the confirmatory test result. Persons requesting a confirmatory retest are required to complete and sign the attached *Notification of Alcohol and Drug Test Result and Request for Retest* form and are responsible for the cost of the retest.~~

~~c. Right to Test Result. An employee or job applicant has the right to request and receive a copy of the test result report on any drug or alcohol test from the City.~~

~~3. Costs. All costs related to alcohol and drug testing will be paid by the City with the exception of confirmatory retest costs which must be paid by the employee or job applicant requesting the retest.~~

~~4. Disciplinary Action in Response to a Positive Test Result.~~

~~a. Interim Disciplinary Action. The City may transfer an employee with a positive test to another position at the same rate of pay or temporarily suspend the employee pending the outcome of the confirmatory test (and, if requested, the confirmatory re-test) if the City believes that it is reasonably necessary to do so to protect the health and safety of the employee, co-employees or the public. An employee who is suspended without pay will be reinstated with back pay if the confirmatory test or re-test is negative. In the case of job applicants, a positive initial test result must be verified by a confirmatory test before a conditional offer or employment will be withdrawn.~~

~~b. First Failed Test — Discharge/Withdrawal of Job Offer. The City will not discharge an employee if the employee tests positive on a confirmatory test and the positive confirmatory test was the first such result unless (1) the employee has been given an opportunity to participate in, at the employee's expense or pursuant to coverage under an employee's benefit plan, a drug or alcohol counseling or rehabilitation program; and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete it. The type of counseling or rehabilitation program in which an employee participates will be determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency.~~

~~The City may withdraw a conditional offer of employment from a job applicant who tests positive on a confirmatory alcohol and drug test.~~

- ~~e. **First Failed Test – Discipline.** Except as otherwise provided, the City may take any disciplinary action short of discharge it deems warranted in the event an employee tests positive on his or her confirmatory test.~~
- ~~d. **Second Failed Test:** The City may discharge an employee who tests positive on a confirmatory test and who has previously had a positive confirmatory test result. This action may be taken without first referring the employee to a chemical dependency counseling or rehabilitation program.~~

~~5. **Privacy of Test Results.**~~

- ~~a. Test results and other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the City or the testing laboratory to another employee or to third party individuals, government agencies, or private organizations without the written consent of the employee or applicant being tested.~~
- ~~b. Evidence of a positive test result on a confirmatory test, however, may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.~~
- ~~c. The City will provide an employee with access to information in the employee's file relating to positive test result reports and other information acquired in the testing process as well as conclusions drawn from or actions taken based upon such information.~~

**Meeting Minutes
New Prague Park Board
Tuesday, February 13, 2024
6:00 PM**

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten. Members present were Joe Barten, Maggie Bass, Christine Wolf, Matt Becka, and Jessica Dohm. Absent was Al Hansen. Staff present were Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes
January 9, 2024 Regular Meeting**

A motion was made by Wolf, seconded by Becka, to approve the January 9, 2024, regular meeting minutes. Motion carried (5-0).

3. Review Financial Reports

Planning Director Ondich presented the January financial report. No new home or commercial permits were issued during the month of January, which means \$0 has been added to the Park Equipment Fund other than interest income.

A motion was made by Bass, seconded by Barten, to approve the financial reports. Motion carried (5-0).

4. Absence of Park Board Member

Barten stated that Park Board member, Al Hansen has been holding a position as a Park Board member but has been absent for several meetings. He inquired how to best approach this situation.

Planning Director Ondich stated that under the City Code, if a member is absent three times in a row, the City may vacate their seat. Upcoming seat expirations will be made aware in March. The City Council could either vacate the position or wait until the term is complete. So far, there has been a quorum for most Park Board meetings, so it's not necessary to vacate the position.

Bass recommended that the Park Board could wait for Hansen's position to expire.

Planning Director Ondich noted that Hansen's term ends on May 31st, 2024. Brian Molitor's old position is also vacant. Molitor's position would be available as a partial term since it expires on May 31st, 2025.

The Park Board decided it would be best to wait for Hansen’s term to expire and to find individuals to take Hansen’s and Molitor’s positions.

5. Large Assembly Permit: City-Wide Block Party in Memorial Park– 7/18/2024

Planner Chapman introduced the Large Assembly Permit. Calvary Church proposes to host a City-Wide Block Party on Thursday July 18th, 2024 from 5:00pm-8:30pm. Similar to last year’s event, the City-Wide Block party will consist of free food/water, inflatables, face painting, games, guest speakers, and a live concert. They expect 2,000 people will participate in the event. City parks close at 11:00pm and therefore all clean-ups would need to be completed with everyone out of the park by 11:00pm.

Dohm inquired if there were any requirements for who can rent parks such as radical hate groups.

Planning Director Ondich said there are no requirements for those who may rent the parks as long as they are not breaking any state or federal laws.

Becka noted that the submitted map layout indicates a registration booth. Since there is a registration area, he asked if the event will be fenced in.

Bass stated that she went to the event last year, the purpose of the registration was to receive free food.

Dohm asked if a political rally could rent the park.

Planning Director Ondich stated that a political rally would still have to do a Large Assembly permit.

Barten asked as a general comment toward large assembly permits, if staff provides alternative event plans based on the weather conditions such as rain. For instance, the stage could sag into the ground if alternative locations are not chosen.

Planning Director Ondich stated that oftentimes staff will add conditions to the Large Assembly Permit such preventing the use of the ballfields if it is rainy.

Barten suggested that there should be a rain event plan or rain contingency plan for the permit.

A motion was made by Becka, seconded by Barten to recommend approval of the City-Wide Block Party to the City Council. Motion carried (5-0).

6. Large Assembly Permit: Run New Prague in Memorial Park– 5/4/2024

Planner Chapman introduced the Run New Prague event, which is proposed to take place on May 4th, 2024 from 8:00am-12:00pm. The Chamber of Commerce will host the event along Central Plaza, Main St, and Memorial Park and consist of a 5k, color run, and bike race. One major change is that the start of the race will begin on Main Street, leading to road closures from 10:00am-11:00am and the police blocking intersections. The Chamber of Commerce will provide outdoor sound systems to broadcast the radio at Central Plaza and Memorial Park from 9:00am-12:00pm. Giesenbrau Bier Co will provide alcoholic beverages and the Chamber of Commerce will provide bottled water for runners.

Barten inquired where the race would start.

Planning Director Ondich stated the race will begin on Main Street near Kubes Furniture & Flooring and end at Memorial Park. The reason for the starting location was to involve more local businesses, hopefully reviving life into the event.

A motion was made by Barten, seconded by Wolf to recommend approval of the Run New Prague to the City Council. Motion carried (5-0).

6. Creek Clean Up Discussion

Barten recommended that the Park Board should host the Creek Clean Up day on April 20th based on the Park Board's availability and the date's proximity to Earth Day.

Dohm stated the school's football team showed interest in participating in the event.

A motion was made by Becka, and Barten to host the Creek Clean Up day on April 20th, 2024. Motion carried (5-0).

Barten stated that the City could contact property owners who own portions of Philipps Creek so volunteers would be able to clean sections of the creek. The City could send out letters to the property owners.

Planning Director Ondich stated that the City Attorney would draft a permission letter that staff would mail to the property owners. The City needs written consent from the property owners such as in the form of a letter or an email.

Barten mentioned that he'd be willing to door knock at different properties if the City hasn't heard anything by late March or early April.

Bass suggested that an alternative Creek Clean Up location would be Greenway Park.

Barten was willing to reach out the Rotary.

Becka recommended that the City could start a Sign Up Genius for volunteers to register. Registration should require phone numbers or emails, so volunteers are aware of any changes to the event.

Barten offered to post Creek Clean Up information on New Prague Happenings. Emails should be required for Sign Up Genius in case notifications are needed for group clumping.

7. Miscellaneous

- a. Summary of Historical Park Fees Collected** – Planning Director Ondich explained that in 2023, the City received \$12,508.23 in park fees collected from building permits. In the Park Board packet, data showed the number of park fees collected from 2014-2023. Some years were higher or lower than others. In 2023, most of the revenue came from large industrial or commercial properties. As we receive more plats and building permits, the fees collected will increase. For the Comprehensive Plan Amendment, the City will revisit the park fee calculation to make sure it’s up to pace with current development. The park dedication fee will likely increase after the Comprehensive Plan is complete.

Dohm inquired why 2017 was so high.

Planning Director Ondich explained that during 2017, there were lots of new residential home permits submitted and Praha Village submitted a building application.

Barten stated that 2023 seemed low compared to other years.

Planning Director Ondich replied that the data does not show or account for additional revenue such as the development fee.

Barten inquired what statute requires for park collection fees and if the City is within range of what we are allowed.

Planning Director Ondich responded that there isn’t an exact number. There has to be an essential nexus between your fee collected or land dedication compared to what your City has built out or plans to build out. Historically cities aimed for 10% of development for land dedication. As a rough estimate, the park dedication fee is approximately \$500-\$600 per new residential home permit.

- b. Ball Team Fees Discussion Update** – Planning Director Ondich stated that City Council approved the ball team fees for Memorial Baseball Stadium, which adds a \$40 per game additional fee to the base team fee that applies to all other fields in the City. The New Prague School District asked for a payment delay/waiver for the use of the Memorial Baseball Stadium. The City Council allowed the payment delay, but the School District decided to pay the fee up front.

- c. **POPS Update**– Planning Director Ondich explained that at the January 16th City Council meeting, Council approved the City Center site as the preferred location for the POPS facility. City Council also approved the City’s Comprehensive Plan consultant, MSA to complete the Small Area Plan at the City Center. At the latest Steering Committee meeting for the Comprehensive Plan, Steering Committee members agreed to participate in discussions and meetings for the Small Area Plan. Staff had an internal kick-off meeting with MSA regarding the small area plan. In the next few weeks, the Steering Committee will join the discussions and consider design features. Our consultant may suggest that the City Center may not be a preferred site location due to the stormwater plan or other restrictions. It’s anticipated that the Small Area Plan will be complete by mid-June.

- d. **Disc Golf Course Update** – Planner Chapman explained that staff have determined the layout of the disc golf course on 1/11/2024. The practice basket will be incorporated as part of the course. A new standard basket will be placed in the northeast section of the park, near the park entrance sign. A hanging basket will be installed on a willow tree between existing route #5. In the next few weeks or months, when the weather is decent, staff will stake the locations of the baskets and the tee pads. Work will likely begin in spring or summer 2024. Staff will also start designing the disc golf course maps.

Becka asked if there will be wayfinding signs for each route.

Planner Chapman explained that in the grant application, the City intended to install wayfinding signs at each route as well as 9-hole course map near the parking lot.

Becka asked how many new baskets there will be.

Planner Chapman replied that there will be two new baskets. One will be a standard basket and the other will be a hanging basket.

- e. **Comprehensive Plan Update** – Planning Director Ondich explained that the fifth Steering Committee for the Comprehensive Plan occurred on 2/8/2024. During the meeting, members had an opportunity to provide feedback on the action plans/goals, future land use map, and mobility map. In the next few weeks, there will be a Joint Powers meeting with the City Council and the Steering Committee.

- f. **Warming House Use Report** – Planner Chapman introduced the warming house and skating rink report. The 2024 season length was one of the shortest on record, which was open for 8 days (1/18/24-1/26/24) and had 33 visitors per day. Last year, the warming house was open for 32 days with an average number of 64.5 visitors per day.

8. Adjournment

The meeting was adjourned at 6:52 PM by order of Chair Barten.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kyra J. Chapman". The signature is written in a cursive style with a large initial 'K'.

Kyra J. Chapman
Planner