



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, November 17, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Wolf, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

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

Motion carried (5-0)

a. Meeting Minutes

i. November 3, 2025, Joint City Council / Planning Commission Meeting Minutes

ii. November 3, 2025, City Council Meeting Minutes

iii. November 3, 2025, City Council Meeting Minutes - Closed

b. Claims for Payment: **\$406,343.66**

c. Financial Summary Report

d. 2026-2029 Election Fee Agreement

e. 2026 Boards & Commissions Meeting Calendar

f. Personnel Policy Handbook Update

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

Speakers limited to 5 minutes

No speakers present.

5. SEMIQUINCENTENNIAL ANNIVERSARY OF THE AMERICAN REVOLUTION PRESENTATION

Dennis Dvorak presented on the Semiquincentennial Anniversary of the American Revolution.

- a. Executive Order 23-11 by Governor Tim Walz

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. CITY ENGINEER PROJECTS UPDATE

Public Works Director Matt Rynda provided an update.

- a. November 17, 2025

8. 2026 STREET AND UTILITY IMPROVEMENT PROJECT

City Engineer Chris Knutson presented Resolution #25-11-17-01.

- a. Resolution #25-11-17-01 - Ordering Preparation of Report on Improvement

Motion to approve Resolution #25-11-17-01 - Ordering Preparation of Report on Improvement.

Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

9. ORDINANCE(S) FOR INTRODUCTION

- a. None

10. ORDINANCE(S) FOR ADOPTION

- a. None

11. RESOLUTIONS

- a. #25-11-17-02 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Kathleen Vogel (112 Lincoln Avenue North) Against Certain Property Based Upon Age

Motion to approve Resolution #25-11-17-02 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Kathleen Vogel (112 Lincoln Avenue North) Against Certain Property Based Upon Age

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

- b. #25-11-17-03 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Jo Ann Dawson (320 Lincoln Avenue North) Against Certain Property Based Upon Age

Motion to approve Resolution #25-11-17-03 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Jo Ann Dawson (320 Lincoln Avenue North) Against Certain Property Based Upon Age

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

- c. #25-11-17-04 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Mark Fahrenkamp (202 Pershing Avenue North) Against Certain Property Based Upon Age
Motion to approve Resolution #25-11-17-04 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Mark Fahrenkamp (202 Pershing Avenue North) Against Certain Property Based Upon Age
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)
- d. #25-11-17-05 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Karen Hoylo (106 Lincoln Avenue North) Against Certain Property Based Upon Age
Motion to approve Resolution #25-11-17-05 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Karen Hoylo (106 Lincoln Avenue North) Against Certain Property Based Upon Age
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)
- e. #25-11-17-06 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Ed & Laura Prokes (107 Pershing Avenue North - Lot 001) Against Certain Property Based Upon Age
Motion to approve Resolution #25-11-17-06 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Ed & Laura Prokes (107 Pershing Avenue North - Lot 001) Against Certain Property Based Upon Age
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)
- f. #25-11-17-07 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Ed & Laura Prokes (107 Pershing Avenue North - Lot 002) Against Certain Property Based Upon Age
Motion to approve Resolution #25-11-17-07 - Deferring Special Assessment for City of New Prague 2025 Street and Utility Improvement Project for Ed & Laura Prokes (107 Pershing Avenue North - Lot 002) Against Certain Property Based Upon Age
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

12. GENERAL BUSINESS

- a. Conduit Debt Fee Policy
City Administrator Joshua Tetzlaff presented the proposed Conduit Debt Fee Policy.
Rebecca Kurtz with Ehlers and Finance Director Robin Pikal helped explain and answer any questions.

It was a unanimous decision to edit the policy after the discussion that was had and bring the policy back at another meeting.

b. Enterprise Fund Budget Presentations

Den Gardner, Golf Board Chair, presented the Golf Club Department Updates.

Public Works Director Matt Rynda presented the Sanitary and Storm Sewer Updates.

Utilities General Manager Bruce Reimers presented the Water and Electric Department Updates.

City Administrator Joshua Tetzlaff presented the Ambulance Department Updates.

13. MISCELLANEOUS

a. Discussion of Items not on the Agenda

14. ADJOURNMENT

Motion to adjourn the meeting at 7:47 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator