



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, September 18, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Duane Jirik called the meeting to order at approximately 6:00 p.m.

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

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

Motion carried (5-0).

3. CONSENT AGENDA

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

Motion carried (5-0).

a. Meeting Minutes

i. September 5, 2023, City Council Meeting Minutes

ii. September 5, 2023, Special City Council Meeting Minutes (Closed)

b. Claims for Payment: **\$451,538.29**

4. CITY ENGINEER PROJECTS UPDATE

a. September 18, 2023

City Engineer Chris Knutson provided a memo with updates from various projects taking place around the City of New Prague. No action was taken.

5. CITY ENGINEER PROJECTS UPDATE

a. Resolution #23-09-18-01 - Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment

The interest rate was determined to be 4.47% over a period of 15 years.
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0).

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

No members of the public spoke at the meeting.

7. PUBLIC HEARING(S) – 6:00 PM

8. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #342 - Amending Chapter 93 of the Code of Ordinances to Administer and Regulate the Public Rights of Way in the Public Interest, and to Provide for the Issuance and Regulation of Right-of-Way Permits
Planning/Community Development Director Ken Ondich provided an overview. Councilmember Bass requested the fees be referred to the City's Fee Schedule, as opposed to listing separate dollar amounts. Motion made by Councilmember Bass, Seconded by Councilmember Ryan for the first reading of Ordinance #342, as amended.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

9. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #340 - Granting a Cable Television Franchise to Comcast of Arkansas/Louisiana/Minnesota/Mississippi/Tennessee, LLC
Motion made by Councilmember Wolf, Seconded by Councilmember Seiler for the second reading of Ordinance #340.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Ordinance #341 - Amending Section 707 of the Zoning Ordinance Titled Screening Relating to Screening Requirements in the I-1 Light Industrial Zoning District
Motion made by Mayor Jirik, Seconded by Councilmember Ryan for the second reading of Ordinance #341.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

10. RESOLUTIONS

- a. Resolution #23-09-18-02 - Adopting 2023 Property Tax Levy for Taxes Payable in 2024
After hearing from City Administrator Tetzlaff, motion made by Mayor Jirik, Seconded by Councilmember Bass to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Resolution #23-09-18-03 - MnDOT Transportation and Economic Development Program Application

Planning/Community Development Director Ondich provided an overview and requested the "local match requirement" dollar amount be amended from \$600,000 to \$670,000. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve Resolution #23-09-18-03, as amended.

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

Motion carried (5-0).

11. GENERAL BUSINESS

a. Schedule Budget Meeting #2

The meeting was scheduled for Tuesday, October 3, 2023, at 5:00 p.m.

12. MISCELLANEOUS

a. Meeting Minutes

i. Park

b. Discussion of Items not on the Agenda

i. Councilmember Bass mentioned she received an inquiry from a group who wanted to use the baseball fields at Settlers Park and were unaware of the procedure.

ii. Mayor Jirik publicly thanked the police, fire, and public works departments for all their work in making Dožínky Days a success.

iii. Councilmember Wolf inquired about the regulation of operating drones around the City, particularly on school grounds.

iv. Councilmember Seiler advised of an RV parked in City limits on private property and requested the police department look into it.

v. Chief Applen provided Councilmembers with a printout summarizing police calls and incidents during Dožínky Days, dating back to 2014. He advised 2023 was the second highest in calls since 2014. Chief Applen also publicly thanked his department for all their work and advised the parade was a success.

vi. Finance Director Pikal provided an update regarding the implementation of Caselle, the City's new finance, payroll, and utility billing system.

13. ADJOURNMENT

Motion made by Councilmember Ryan, Seconded by Councilmember Bass to adjourn the meeting at 6:50 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