



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, March 03, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

ABSENT

Councilmember Bruce Wolf

Staff Present: City Administrator Joshua Tetzlaff, Finance Director Robin Pikal, Police Chief Tim Applen, Public Works Director Matt Rynda and Fire Chief Steve Rynda

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Ryan, Seconded by Councilmember Bass.

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

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (4-0)

a. Meeting Minutes

i. February 18, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$191,217.50**

c. Approval of 2025-2026 Liquor, Beer, Wine & Miscellaneous Licenses

d. Purchase of Office Furniture for Community Development Space

e. Purchase of Utility Vehicle for Public Works Department

f. Purchase of Zero-Turn Lawnmower for Public Works Department

g. Premises Permit Extension Requests for Giesenbrau Bier Co.

i. Slavic Experience on March 22nd, 2025

ii. Lager Liebe Spring Festival on May 10th, 2025

iii. Dollars for Deb Fundraiser on August 23rd, 2025

iv. Oktoberfest on October 3rd & 4th, 2025

h. Authorizing the Fund Transfer of Account Federal Grants (Fund 210)

4. CITY ENGINEER PROJECTS UPDATE

City Engineer Chris Knutson presented the projects update.

- a. March 3, 2025

5. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

City Engineer Chris Knutson presented the award of bid.

Motion to approve Resolution #25-03-03-01 - Accepting Bids

Motion made by Mayor Jirik, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

- a. Memo- Award of Bid and Bid Tabulation
- b. Resolution #25-03-03-01 - Accepting Bids

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

(Speakers limited to 5 minutes)

Tom Proshok (206 Lyndale Ave N) and Brian Paulson (206 4th St SW) spoke.

7. PUBLIC HEARING(S) – 6:00 PM

- a. None

8. TOBACCO VIOLATION APPEAL HEARING

Motion to uphold the citation administered to New Prague Tobacco.

Motion made by Councilmember Seiler, Seconded by Mayor Jirik.

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

Motion carried (4-0)

- a. Violation Appeal Memo
- b. Violation Letter
- c. Administrative Citation
- d. Tobacco Violation Police Report
- e. Tobacco Ordinance

9. ORDINANCE(S) FOR INTRODUCTION

10. ORDINANCE(S) FOR ADOPTION

11. RESOLUTIONS

- a. Resolution #25-02-18-02 - Authorizing the Fund Transfer and Closure of Account CIP 2007 Fund 375
Motion to approve Resolution #25-02-18-02 - Authorizing the Fund Transfer and Closure of Account CIP 2007 Fund 375

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

- b. Resolution #25-03-03-02 Lease of 40 Acre Future Athletic Complex Land for Agricultural Purposed to Lanesburg Farms, LLC for 2026-2028

Motion to approve Resolution #25-03-03-02 - Lease of 40 Acre Future Athletic Complex Land for Agricultural Purposed to Lanesburg Farms, LLC for 2026-2028

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

12. GENERAL BUSINESS

- a. The Rusty Spoke 2025-2026 License Renewal
Motion to table the approval or denial of Rusty Spoke's liquor license until the next meeting on March 17th, 2025.
Motion made by Councilmember Seiler, Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0)
- b. Termination of Lease Agreement for 411 5th Avenue NW
Motion to authorize the termination of the lease agreement for 411 5th Avenue NW.
Motion made by Councilmember Ryan, Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0)
- c. Personnel Handbook Update
Motion to approve the update to the Personnel Handbook.
Motion made by Mayor Jirik, Seconded by Councilmember Seiler.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0)
- d. Regional Training Facility Discussion
Discussion was had on the Regional Training Facility.

13. MISCELLANEOUS

- a. Meeting Minutes
 - i. January 28, 2025 Golf Board Meeting Minutes
- b. Discussion of Items not on the Agenda

14. ADJOURNMENT

Motion to adjourn the meeting at 7:08 p.m.
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0)

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator