



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Tuesday, January 02, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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### 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, Public Works Director Matt Rynda, and Fire Chief Steve Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

City Administrator Josh Tetzlaff requested to add *Golf Cart Acquisition* under *General Business*. Motion made by Mayor Jirik, Seconded by Councilmember Bass to approve the Regular Agenda, as amended.

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

Motion carried (5-0).

### 3. CONSENT AGENDA

Motion made by Councilmember Ryan, Seconded by Councilmember Bass 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. December 18, 2023, City Council Meeting Minutes

b. Claims for Payment: **\$183,584.18**

c. Approval of Hiring Electric Generation Operator

d. LG220 MN Lawful Gambling Application for Exempt Permit for the New Prague Clay Target Club on May 30, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South

e. 2023 Write-Offs

### 4. CITY ENGINEER PROJECTS UPDATE

a. January 2, 2024

City Engineer Chris Knutson provided a memo with updates regarding various projects taking place around the City. He also advised that a neighborhood meeting will take place on Wednesday, January 10, 2024, regarding the 2024 Street and Utility Improvement Project. 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**

- a. The Broz LLC, 212 Main Street West - Approval of the Issuance of an On-Sale Intoxicating Liquor License, Sunday Liquor License, and 3.2% On-Sale Liquor License  
Mayor Jirik opened the public hearing. No comments were made. Motion made by Councilmember Bass, seconded by Councilmember Seiler to close the public hearing.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the liquor license.

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

**7. ORDINANCE(S) FOR INTRODUCTION**

**8. ORDINANCE(S) FOR ADOPTION**

**9. RESOLUTIONS**

- a. Resolution #24-01-02-01 - Appointing Official City Depositories  
City Administrator Josh Tetzlaff provided a brief summary. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve Resolution #24-01-02-01.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

**10. GENERAL BUSINESS**

- a. 2024 Appointments
- i. Mayoral Appointments to Boards and Commissions  
Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the mayoral appointments to boards and commissions.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- ii. City Council Vice President  
Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to appoint Councilmember Bass as City Council Vice President.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- iii. 2024 Legal Representation - City Attorney  
Motion made by Mayor Jirik, Seconded by Councilmember Ryan to approve the legal services of Kennedy & Graven.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

- iv. Consulting Professionals - City Engineer and City Financial Advisor  
 Motion made by Councilmember Bass, Seconded by Councilmember Wolf to continue with Short Elliott Hendrickson as City Engineer and Baker Tilly as Financial Advisor.  
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
 Motion carried (5-0).
- v. New Prague Volunteer Fire Department Fire Chief and Officers  
 Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the fire department officers for 2024.  
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
 Motion carried (5-0).
- vi. Designate Official Newspaper  
 Motion made by Mayor Jirik, Seconded by Councilmember Bass to designate the New Prague Times as the City's official newspaper.  
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
 Motion carried (5-0).
- b. Board and Commissioner Attendance Records  
 City Administrator Tetzlaff provided context. Discussion was had, and no action was taken.
- c. Municipal State Aid Street (MSAS) Engineering Services Proposal for 2024 - SEH  
 Community/Development Director Ondich provided brief background. Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve.  
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
 Motion carried (5-0).
- d. Golf Cart Acquisition  
 General Manager Kurt Ruehling discussed with the Council and answered questions. Motion made by Mayor Jirik, Seconded by Councilmember Wolf to approve the purchase of 60 new Club Cars.  
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
 Motion carried (5-0).

## 11. MISCELLANEOUS

- a. Discussion of Items not on the Agenda
  - i. Mayor Jirik inquired of Public Works Director Rynda regarding parking and traffic issues near Lexington Ave N and 7th St NE.
  - ii. Councilmember Ryan noticed hay bales in some of the empty lots at 7<sup>th</sup> St NE and Lexington Ave N. Planning/Community Development Director Ondich advised that the owner received approval to put them there to keep the ground from freezing. Ondich was going to follow up with the owner requesting a status update and if they could be cleaned up in the meantime.
  - iii. Public Works Director Rynda clarified the tree removal project at Settlers Park. Only one oak tree was removed, and it was removed only because it was intertwined with another oak tree. All trees removed were either invasive or rotted out, and the City has not cut anything out that the DNR does not classify as non-invasive trees. The area is designed to be brought back to prairie grass, and the City received a grant from the DNR to fund this project.
  - iv. Fire Chief Rynda provided a year-end recap. The Fire Department responded to 272 calls, which was up 26% from the year prior. 58% of these calls were City, and 42% were rural. Council inquired of the increase, and Chief Rynda advised there was more car accidents, grass fires, and lift assists last year. There was an increase in calls across the board, other than structure fires.

**12. ADJOURNMENT**

Motion made by Councilmember Wolf, Seconded by Councilmember Bass to adjourn the meeting at approximately 7:01 p.m.

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

Motion carried (5-0).

ATTEST:

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Duane J. Jirik  
Mayor

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Joshua M. Tetzlaff  
City Administrator