



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, March 04, 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

ABSENT

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

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

3. SWEARING IN OF OFFICER

a. Officer Emily Eastman
Officer Emily Eastman was sworn in to the New Prague Police Department by Mayor Jirik.

Councilmember Ryan arrived at approximately 6:05 p.m.

4. 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
Motion carried (4-0).

- a. Meeting Minutes
 - i. February 5, 2024, City Council Meeting Minutes
 - ii. February 5, 2024, Special City Council Meeting Minutes - Closed
 - iii. February 20, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$197,775.08**
- c. Approval of 2024-2025 Liquor, Beer, Wine, and Miscellaneous Licenses
- d. Personnel Handbook Updates

5. CITY ENGINEER PROJECTS UPDATE

- a. March 4, 2024

City Engineer Chris Knutson provided a memo with updates regarding various projects taking place around the city. No action was taken.

6. 2024 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Project Memo and Bid Tabulation

- b. Resolution #24-03-04-01 - 2024 Street and Utility Improvement Project Accepting Bids

Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve Resolution #24-03-04-01.

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

Motion carried (4-0).

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

No members of the public spoke at this meeting.

8. PUBLIC HEARING(S) – 6:00 PM

- a. Vacating Certain Easements in the Plat of Pond Third Addition

Planning/Community Development Director Ondich gave a brief overview. Mayor Jirik opened the public hearing. No public comments were made. Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to close the public hearing.

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

Motion carried (4-0).

9. ORDINANCE(S) FOR INTRODUCTION

10. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #347 - Vacating Certain Easements in the Plat of Pond Third Addition

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to adopt Ordinance #347.

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

Motion carried (4-0).

11. RESOLUTIONS

- a. Resolution #24-03-04-02 - Conditional Use Permit #C1-2024 To Relocate a Single-Family Home and

Garage to the vacant lot located at 303 Lyndale Ave. N, as proposed by Douglas Pint

Planning/Community Development Director Ondich provided background. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve Resolution #24-03-04-02.

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

Motion carried (4-0).

12. GENERAL BUSINESS

- a. Refuse Hauler Agreements - Lakers Residential/Commercial

Planning/Community Development Director Ondich provided context. Motion made by

Councilmember Ryan, Seconded by Mayor Jirik to approve the Refuse Hauler Agreement with Lakers.

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

Motion carried (4-0).

b. Public Safety Funds Spending Plan

City Administrator Tetzlaff gave an overview, and Police Chief Applen provided further context and answered questions. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the spending plan.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0).

13. MISCELLANEOUS

a. Fitness & Aquatic Center Financial Reports

b. Councilmember Ryan inquired of a few establishments missing from the Liquor, Beer, Wine, and Miscellaneous License list on the Consent Agenda. Chief Applen advised the only existing license that is not being renewed right now is Corner Bar. He has been in contact with Corner Bar as well as other establishments who have expressed interest recently in obtaining a liquor license.

c. Mayor Jirik provided a copy of a letter he received from the post office to Councilmembers.

d. City Administrator Tetzlaff reminded Council that Wold will be presenting updates on the strategic design process of the police station and on the recreation study at the next City Council meeting, March 18th.

e. Fire Chief Steve Rynda advised he has received two resignations in the last month. He posted for the open positions and 6 applicants applied.

14. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at approximately 6:58 p.m.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator