



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, October 02, 2023 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, General Manager Bruce Reimers, Police Chief Tim Applen, Fire Chief Steve Rynda, and Public Works Director Matt Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler 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 18, 2023, City Council Meeting Minutes
  - ii. September 18, 2023, Special Closed City Council Meeting Minutes
- b. Claims for Payment: **\$127,185.13**
- c. Fire Department Surplus Vehicle
- d. LG220 MN Lawful Gambling Application for Exempt Permit for St. Patrick Athletic Association on January 26, 2024, involving pull-tabs and a raffle at Knights of Columbus Hall, 411 4th Avenue SW, New Prague

### 4. CITY ENGINEER PROJECTS UPDATE

- a. October 2, 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. 2024 STREET AND UTILITY IMPROVEMENT PROJECT**

- a. 2024 Street and Utility Improvement Project Memo
- b. Resolution #23-10-02-01 - Ordering Prep of Report for Sunset Avenue N  
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).
- c. 2024 Street and Utility Improvement Project Feasibility Report - Summary Presentation  
City Engineer Knutson provided an overview. No action was taken.
- d. Resolution #23-10-02-02 - Receiving Report and Calling Hearing  
Motion made by Councilmember Bass, Seconded by Councilmember Ryan to receive the report and call for the public hearing to be held on October 16, 2023.  
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 this meeting.

**7. PUBLIC HEARING(S) – 6:00 PM**

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

- a. Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition  
Planning/Community Development Director Ondich provided an introduction. Motion made by Councilmember Ryan, Seconded by Councilmember Bass for the first reading of Ordinance #343.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

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

- 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  
Motion made by Councilmember Bass for the final reading of Ordinance #342, Seconded by Mayor Jirik.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

**10. RESOLUTIONS**

- a. Resolution #23-10-02-03 - Amending and Restating the Resolution Establishing the New Prague Golf Board  
Tetzlaff provided an overview. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

- b. Resolution #23-10-02-04 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition  
Motion made by Mayor Jirik to set the public hearing for November 6, 2023, Seconded by Councilmember Bass.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- c. Resolution #23-10-02-05 - Approving Certification of Mowing and Property Maintenance Charges to Property Tax Roll  
Planning/Community Development Director Ondich provided a summary. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- d. Resolution #23-10-02-06 - Approving Certification of Unpaid Service Charges Municipal Utility Billing Charges to Property Tax Roll  
Planning/Community Development Director Ondich provided a summary. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- e. Resolution #23-10-02-07 - 2023 Official Fee Schedule Amendment  
Planning/Community Development Director Ondich provided updates. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the amendments to the Fee Schedule.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- f. Resolution #23-10-02-08 - Approving Publication of Ordinance #342 by Title and Summary  
Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to approve the publication by title and summary.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

## **11. GENERAL BUSINESS**

- a. Sanitary Sewer Expansion Feasibility Study  
City Administrator Tetzlaff provided a summary. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to award the study to Bolton & Menk.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Scott County Community Development Agency Economic Development Assistance Program Grant Application  
Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve the grant application.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

## **12. MISCELLANEOUS**

- a. Meeting Minutes
  - i. Utilities
- b. Rental Inspection Ordinance Update Information
- c. Discussion of Items not on the Agenda
  - i. Mayor Jirik inquired about a sawhorse on Main Street.
  - ii. Councilmember Wolf thanked staff for providing information to the public regarding the Emerald Ash Borer and inquired procedurally about the Golf Club's financials.
  - iii. Councilmember Seiler requested repairs to a few of the chairs at Council Chambers.
  - iv. Mayor Jirik thanked Fire Chief Rynda publicly for hosting the Fire Department Open House and for the great breakfast and demonstrations.
  - v. Planning/Community Development Director Ondich advised the City assisted the Golf Board with submitting for an Emerald Ash Borer grant and also submitted for a separate grant involving treatment of Oak Blight.
  - vi. City Administrator Tetzlaff reminded all that the second Budget Meeting is scheduled for Tuesday, October 3, 2023, at 5:00 p.m.

## **13. ADJOURNMENT**

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to adjourn the meeting at approximately 6:46 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