



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, May 06, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Councilmember Maggie Bass called the meeting to order at 6:00 p.m.

PRESENT

Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

ABSENT

Mayor Duane Jirik

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, 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 made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Regular Agenda. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf Motion carried (4-0).

3. CONSENT AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Seiler to approve the Consent Agenda. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf Motion carried (4-0).

- a. Meeting Minutes
 - i. April 15, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$262,164.79**
- c. Call for Public Hearing on the Issuance of an On-Sale Intoxicating Liquor License and Sunday Liquor License for Ettlins Cafe
- d. Rusty Spoke Liquor License
- e. Select Contractor to Install the Dog Park Fence

4. SMALL AREA PLAN UPDATE

- a. Presented by MSA
Mike Lamb presented to the Council and addressed questions.

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

6. CITY ENGINEER PROJECTS UPDATE

- a. May 6, 2024
City Engineer Chris Knutson provided updates.

7. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Proposal for Professional Services - Feasibility Study
b. Resolution #24-05-06-01 - Ordering Preparation of Report on Improvement
City Engineer Knutson gave an overview. Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve Resolution #24-05-06-01.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

8. PUBLIC HEARING(S) – 6:00 PM

9. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #349 - Repealing Chapter 152 of the New Prague City Code and Replacing it with a New Chapter 152 Regarding Floodplain Regulations
Planning/Community Development Director Ondich provided a summary. Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve the first reading of Ordinance #349.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

Planning/Community Development Director Ondich left the meeting at approximately 6:50 p.m.

10. ORDINANCE(S) FOR ADOPTION

11. RESOLUTIONS

- a. Awarding the Sale of General Obligation Bonds, Series 2024A, in the Original Aggregate Principal Amount of \$4,745,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment
i. Standard & Poors Bond Rating and Official Statement (OS)
ii. Bid Results of Bond Sale
iii. Resolution #24-05-06-02 - Awarding the Sale
Doug Green with Baker Tilly gave a brief presentation. Motion made by Councilmember Wolf, Seconded by Councilmember Seiler to approve Resolution #24-05-06-02.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).

12. GENERAL BUSINESS

- a. Resolution #24-05-06-03 - Approving the Purchase of Real Property
City Administrator Tetzlaff provided a brief overview. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve Resolution #24-05-06-03.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0).
b. Police Station Update - Next Steps
City Administrator Tetzlaff provided background. Discussion was had. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to move on to the next phase.

Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Voting Nay: Councilmember Ryan

Motion carried (3-1).

c. Personnel Handbook Updates

Finance Director Pikal explained the update. Discussion was had and questions were addressed by both Finance Director Pikal and City Administrator Tetzlaff. Motion made by Councilmember Bass, Seconded by Councilmember Ryan to approve the addition of Sick Leave Donation to the Personnel Policy Handbook.

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

Motion carried (4-0).

13. MISCELLANEOUS

a. Meeting Minutes

i. Utilities

ii. Planning

iii. EDA

iv. Golf

b. Discussion of Items not on the Agenda

- Finance Director Pikal advised that City staff met with the auditors and are waiting for the final draft of the audit report. She will send it to Council once she receives it.
- City Administrator Tetzlaff provided updates regarding emerald ash borer and the removal of trees throughout the city. He shared that emerald ash borer is spreading far faster than staff thought possible. City staff have reached out to surrounding cities to inquire how they are each handling it, and they're all going about it differently. Staff has been applying for grant funding. The city received cost estimates of upwards of \$40,000 per year for treating trees.

14. ADJOURNMENT

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to adjourn the meeting at 7:43 p.m.

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

Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator