



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, November 06, 2023 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  
Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Police Chief Tim Applen, and Public Works Director Matt Rynda.

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

City Administrator Josh Tetzlaff requested to add *Golf Cart Bid Results* under *General Business* as Item 11d. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan 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 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. i. October 3, 2023, Special City Council Meeting Minutes
- ii. October 16, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$720,878.20**
- c. Approval of League of Minnesota Cities Liability Coverage Waiver Form

### 4. FACILITIES STUDY UPDATE - JOHN MCNAMARA, WOLD ARCHITECTS

John McNamara with Wold Architects provided a presentation, answered questions, and addressed concerns. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to move forward with the design process and complete Schematic Design.

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

- a. Facility Space Needs Assessment
- b. Facility Needs Study City Council Update
- c. Police Facility Next Steps

**5. CITY ENGINEER PROJECTS UPDATE**

- a. November 6, 2023  
Public Works Director Matt Rynda provided an update.

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

Tom Fadden, residing at 203 Lexington Avenue North, spoke.

**7. PUBLIC HEARING(S) – 6:00 PM**

- a. Vacating Certain Easements in the Plats of Simon Acres 1st Addition and Highview Tenth Addition  
Planning/Community Development Director Ondich provided brief background. Motion made by Councilmember Seiler, Seconded by Councilmember Bass to close the public hearing.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf  
Motion carried (5-0).

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

- a. Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines
  - i. Resolution #23-11-06-01 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Whispering Pines  
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve and set a public hearing.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf  
Motion carried (5-0).

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

- a. Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview 10th Addition  
Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adopt Ordinance #343.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Ordinance #344 - Residential Rental Dwelling Unit Inspections  
Planning/Community Development Director Ondich provided background. Motion made by Councilmember Seiler, Seconded by Bass to adopt Ordinance #344.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
  - i. Resolution #23-11-06-02 - Approving Publication of Ordinance #344 by Title and 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).
  - ii. Resolution #23-11-06-03 - Amending the Official 2023 Fee Schedule  
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).

## 10. RESOLUTIONS

- a. Resolution #23-11-06-04 - Granting Approval of the Preliminary and Final Plat of Pond Third Addition Consisting of 4 Lots on 2.43 Acres, New Prague, MN  
Planning/Community Development Ondich provided an overview. Discussion was had.  
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve Resolution #23-11-06-04.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

## 11. GENERAL BUSINESS

- a. Sustainability Policy  
City Administrator Tetzlaff provided context. Discussion was had.  
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve the Sustainability Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Sustainable Procurement Policy  
Motion made by Mayor Jirik, Seconded by Councilmember Bass to approve the Sustainable Procurement Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- c. Special Assessment Policy Update  
City Administrator Tetzlaff provided background.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the update to the Special Assessment Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- d. Golf Cart Bid Results  
City Administrator Tetzlaff provided an update. Discussion was had, and no action was taken.

## 12. MISCELLANEOUS

- a. Meeting Minutes
  - i. EDA
  - ii. Planning
- b. City Administrator Tetzlaff reminded all that applications for assessment deferrals are due by November 7, 2023, at 4:30 p.m.
- c. Finance Director Pikal advised that the City of New Prague's open enrollment is scheduled for Wednesday, November 8, 2023, and informed Council of the City's wellness program and wellness committee.
- d. Public Works Director Rynda stated that 7th St NW between 1st Ave NW and 21/4th Ave NW will be closed November 7, 2023, due to a water main break occurring in that location about one month ago. He further advised that a company has been hired to fix approximately 75 feet of blacktop, and all businesses were notified.

**13. ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Bass adjourn the meeting at approximately 8:01 p.m.

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

Motion carried (5-0).

ATTEST:

---

Duane J. Jirik  
Mayor

---

Joshua M. Tetzlaff  
City Administrator