



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, December 04, 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, Finance Director Robin Pikal, Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, General Manager Bruce Reimers, 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 Bass 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. October 16, 2023, Special City Council Meeting Minutes
 - ii. November 20, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$248,453.58**
- c. 2024 THC License - Coborn's, Inc.
- d. LG220 MN Lawful Gambling Application for Exempt Permit for the Church of St. Wenceslaus on June 7, 2024, involving a raffle at the Church, 215 Main Street East, New Prague
- e. Assessment Deferrals
 - i. Resolution #23-12-04-01 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Marilyn Sindelar Against Certain Property Based Upon Age
 - ii. Resolution #23-12-04-02 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Susan Kennedy Against Certain Property Based Upon Age

4. CITY ENGINEER PROJECTS UPDATE

a. December 4, 2023

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

5. 2022 STREET AND UTILITY IMPROVEMENT PROJECT

a. Project Status and Change Order #2

City Engineer Knutson provided background. No action was taken.

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

a. 2024 Budget and Property Taxes Levied in 2023, Payable 2024

i. Truth in Taxation Hearing

ii. Discussion

City Administrator Josh Tetzlaff provided background. Individual department updates were provided from Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, Fire Chief Steve Rynda, and Public Works Director Matt Rynda, and Economic Development Authority updates were provided by City Administrator Tetzlaff.

Mayor Jirik opened up the public hearing. No comments were made by the public. Motion made by Councilmember Seiler, Seconded by Councilmember Bass to close the public hearing.

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

Motion carried (5-0).

b. Vacating Certain Easements in the Plat of Whispering Pines

Planning/Community Development Director Ondich provided context. Mayor Jirik opened the public hearing. No comments were made by the public. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to close the public hearing.

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

Motion carried (5-0).

8. ORDINANCE(S) FOR INTRODUCTION

a. Ordinance #346 - Amending Chapter 53 of the City Code Regarding Refuse Collection

Planning/Community Development Director Ondich provided context, and brief discussion was had.

Motion made by Mayor Jirik, Seconded by Councilmember Ryan for the first reading of Ordinance #346.

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

Motion carried (5-0).

9. ORDINANCE(S) FOR ADOPTION

a. Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan for the second reading and adoption of Ordinance #345.

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

Motion carried (5-0).

10. RESOLUTIONS

- a. Resolution #23-12-04-03 - Conditional Use Permit #C5-2023 and Variance #V4-2023 to Allow for an Indoor Firing Range and Limited Retail Sales in the I-1 Light Industrial Zoning District at 100 2nd Ave. SW, as proposed by ATR LLC (Austin Reville)
Planning/Community Development Director Ondich gave a brief presentation. Brief discussion was had, and Austin Reville addressed a few questions.
Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve Resolution #23-12-04-03.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Resolution #23-12-04-04 - Supporting MnDOT Local Road Improvement Program Grant Application
Planning/Community Development Director Ondich provided context. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve Resolution #23-12-04-04.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

11. GENERAL BUSINESS

12. MISCELLANEOUS

- a. Ambulance Quarterly Update
- b. Discussion of Items not on the Agenda
 - i. Finance Director Robin Pikal provided a memo and handouts to Council regarding Emergency Sick and Safe Time (ESST), also referred to as Emergency Sick and Safe Leave (ESSL), advising that ESST/ESSL was passed in legislation and goes into effect January 1, 2024. The City has been working with Abdo on how to structure it into its existing policy.
 - ii. City Administrator Josh Tetzlaff provided updates regarding the preliminary levy amount for taxes payable in 2024. City Attorney Scott Riggs informed him that the Minnesota Department of Revenue hasn't yet made a determination. If the City would like to keep pursuing the matter, Attorney Riggs recommends scheduling a meeting with the Department of Revenue at this point. City Administrator Tetzlaff further advised that if the City doesn't certify the levy by the fifth business day after December 20th, it reverts to the previous year's levy. Last year's levy was \$4,824,628, which is \$223,070 short of what the preliminary levy was for this year. Discussion was had. Council declined scheduling a meeting with the Department of Revenue. Another budget meeting was scheduled for December 11th at 5:00 p.m.
 - iii. Councilmember Bruce Wolf inquired of the tree gravel bed with Public Works Director Rynda, who advised that early next year they are going to have a gravel bed made that can hold 50 trees. Councilmember Wolf suggested seeking out volunteers to assist City staff with tree planting.
 - iv. Councilmember Shawn Ryan inquired if the new police facility would have to go to referendum to voters. City Administrator Tetzlaff advised State statute reads that City Council is given those powers as representatives of the City, as opposed to a referendum vote.

13. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at approximately 8:12 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