



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** TIM APPLIN, POLICE CHIEF  
ROBIN PIKAL, FINANCE DIRECTOR  
**CC:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PERSONNEL POLICY HANDBOOK UPDATES  
**DATE:** FEBRUARY 15<sup>TH</sup>, 2024

---

Enclosed is a draft of the proposed updates to the Personnel Policy Handbook. The proposed changes are for two areas: “General Employment and Communication Policies” and adding cannabis under the “Alcohol, Drug and Cannabis Policy”.

The proposed update to general employment and communication policies is to better outline the City’s expectations for serving alcohol. The proposed cannabis update was developed with support from Abdo in response to the legalization of cannabis effective August 1, 2023. We plan to seek council approval on these proposed changes at the March 4<sup>th</sup> regular council meeting.