



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, February 05, 2024 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, Police Chief Tim Applen, and Public Works Director Matt Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

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

Councilmember Shawn Ryan arrived at approximately 6:01 p.m.

### 3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Seiler 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. January 16, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$746,102.96**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for MN River Valley Chamber of MN Deer Hunters Association on March 23, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- d. LG220 MN Lawful Gambling Application for Exempt Permit for Ducks Unlimited New Prague on March 1, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- e. Police Officer Position Appointment
- f. Emergency Operations Plan
- g. Purchase of Toolcat
- h. 2024 Property and Casualty Liability Insurance - Removal of Med Pay
- i. Police Facility Site Survey

**4. CITY ENGINEER PROJECTS UPDATE**

a. February 5, 2024

Public Works Director Matt Rynda provided a summary of the projects update. No action was taken.

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

No members of the public spoke at this meeting.

**6. PUBLIC HEARING(S) – 6:00 PM**

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

a. Ordinance #347 - Vacating Certain Easements in the Plat of Pond Third Addition  
Planning/Community Development Director Ken Ondich provided context.

Motion made by Councilmember Bass to introduce the first reading of the ordinance, Seconded by Mayor Jirik.

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

Motion carried (5-0).

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

**9. RESOLUTIONS**

a. Resolution #24-02-05-01 - Fee Schedule Amendment for Memorial Park Baseball Stadium Team Fees  
Planning/Community Development Director Ken Ondich gave an overview. Discussion was had.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve Resolution #24-02-05-01.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1).

Motion made for amended Resolution #24-02-05-01 to allow for the New Prague Area School District to delay their 2024 payment to be payable in 2025.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1).

b. Resolution #24-02-05-02 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Pond Third Addition

Motion made by Mayor Jirik, Seconded by Councilmember Wolf to set a public hearing and approve Resolution #24-02-05-02.

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

Motion carried (5-0).

**10. GENERAL BUSINESS**

a. Annual Community Development Reports

i. Vacant Lot Inventory

ii. Annual Business Inventory

iii. 2023 Growth Statistics

Planning/Community Development Director Ken Ondich provided summaries of the reports.

b. Aquatic and Fitness Center Joint Powers Board

Motion made by Mayor Jirik, Seconded by Councilmember Bass to appoint Matt Becka to the Aquatic and Fitness Center Joint Powers Board.

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

Motion carried (5-0).

**11. MISCELLANEOUS**

a. Expanded Library Hours

b. Meeting Minutes

i. Planning

ii. Utilities

c. Discussion of Items not on the Agenda

- i. Mayor Jirik advised that the New Prague Mayo Clinic Labor and Delivery unit will be closing, and a public hearing addressing the matter is being held by the Department of Health this week. The hospital will be expanding its cancer wing.
- ii. Councilmember Ryan inquired about who funded the City's charging stations for electric vehicles. Councilmember Wolf advised that a lot of the subsidy came from SMMPA, and no State funding was used.
- iii. Councilmember Bass and Mayor Jirik received an inquiry regarding Greenway Trail and water pooling on the path. Public Works Director Rynda advised that the path was milled completely down. It was not regraded, but reshaped. A 3-inch lift was put over it. Last fall, Rynda noticed approximately 5-6 spots where the path was holding water. He notified the contractor at that time, and the repairs will be addressed this summer.
- iv. Councilmember Ryan inquired if a crosswalk sign is going to be installed at 10th Ave and 3rd St NE. Public Works Director Rynda advised that the goal is to eventually have a crosswalk sign at that location, and in the interim the City had blocks painted on the road instead of lines for better visibility. If grants become available for funding, the City will explore them. The painted blocks are temporary, but it's possible it may take years to obtain funding.
- v. City Administrator Tetzlaff emailed Council the information regarding the public hearing for Mayo Clinic's Labor and Delivery unit. The public hearing will be held February 6, 2024, at 6:00pm. He advised that Wold Architects would like to provide Council with a recreation study update on March 18th and asked if all Councilmembers are available that day. Tetzlaff inquired if any Councilmembers had interest in City on the Hill and advised he wouldn't be able to attend this year. In addition, he informed Council that Scott County is hosting emergency management trainings for elected officials and staff members and asked if any Councilmembers had interest in participating. Police Chief Applen advised it's informational, not mandatory, but did encourage 1-2 Councilmembers to attend if possible.
- vi. Police Chief Tim Applen advised that a new police officer is starting next week and also that another resigned.

**12. ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at 6:51 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