



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, October 16, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

Vice President Shawn Ryan called the meeting to order at 6:00 p.m.

#### PRESENT

Councilmember Shawn Ryan  
Councilmember Maggie Bass  
Councilmember Rik Seiler

#### ABSENT

Mayor Duane Jirik  
Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, General Manager Bruce Reimers, Police Chief Tim Applen, and Public Works Director Matt Rynda

Additional present: Attorney Scott Riggs

- a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to approve the Regular Agenda. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (3-0).

### 3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the Consent Agenda. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (3-0).

- a. City Council Meeting Minutes
  - i. October 2, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$339,891.78**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for Church of St. Wenceslaus on January 31, 2024, involving a raffle at 215 Main Street East, New Prague
- d. Resolution #23-10-16-01 - Approving MN Lawful Gambling Premises Permit Application LG214 for New Prague Firemens Relief Association at Corner Bar, 100 Main Street West
- e. Foundry Hill Park Improvements

**4. CITY ENGINEER PROJECTS UPDATE**

a. October 16, 2023

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

**5. PUBLIC HEARING(S) – 6:00 PM**

a. Adopting Assessment for the 2023 Street and Utility Improvement Project

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to open the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

City Engineer Knutson gave a presentation on the project. After hearing from him, discussion was had and many members of the community addressed the Council. Motion made by Councilmember Ryan, seconded by Councilmember Bass to close the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

b. Ordering Engineering Services for the 2024 Street and Utility Improvement Project

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to open the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

City Engineer Knutson provided a presentation. At the conclusion of his presentation, several members of the community spoke. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to close the public hearing. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

**6. 2023 STREET AND UTILITY IMPROVEMENT PROJECT**

a. Resolution #23-10-16-02 - Adopting Final Assessment

There were not enough Councilmembers present to vote on this item.

**7. 2024 STREET AND UTILITY IMPROVEMENT PROJECT**

a. Proposal for Engineering Services

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve. Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler.

Motion carried (3-0).

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

No members of the public spoke at this meeting.

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

a. Ordinance #344 - Residential Rental Dwelling Unit Inspections

Planning/Community Development Director Ondich provided additional context and background. Motion made by Councilmember Seiler, Seconded by Councilmember Bass for the first reading of Ordinance #344.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

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

**11. RESOLUTIONS**

**12. GENERAL BUSINESS**

**13. MISCELLANEOUS**

- a. Meeting Minutes
  - i. Park
- b. Discussion of Items not on the Agenda
  - i. City Administrator Tetzlaff advised he will have additional health insurance information from Gallagher in the next few days and will pass it along to Councilmembers when he receives it.
  - ii. Attorney Scott Riggs advised a closed meeting will be held immediately after this regular City Council meeting.

**14. ADJOURNMENT**

Motion made by Councilmember Bass, Seconded by Councilmember Seiler to adjourn the meeting at approximately 8:30 p.m.

Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Motion carried (3-0).

ATTEST:

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Duane J. Jirik  
Mayor

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Joshua M. Tetzlaff  
City Administrator