

City Council Proceedings

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State of Minnesota
Counties of Scott & Le Sueur
City of New Prague



City Council Meeting
Monday, March 7, 2022

Mayor Duane Jirik called the meeting to order at approximately 6:00 p.m. with the following members present: Bass, Jirik, Ryan, Seiler, and Wolf.

Staff Present at Meeting: Joshua Tetzlaff, Jim Gareis, Ken Ondich, Matt Rynda, and Barb Ulschmid (on-line)

Others Present: Mona Schultz, 1319 Woodfire Tavern

Mayor Jirik called the meeting to order at 6:00 p.m. and asked if there were any additions/updates to the Council Agenda, there being none, motion by Ryan, seconded by Seiler to approve the Agenda. All voted in favor. Motion carried (5-0).

Mayor Jirik asked if there were any comments on the Consent Agenda. Wolf asked to move Item C - Approval of 2022-2023 Liquor, Beer, Wine and Misc. Licenses out of the Consent Agenda and treat as a separate item. After discussion, motion by Wolf and seconded by Ryan.

CONSENT AGENDA as follows:

- A. February 22, 2022 City Council Meeting Minutes
- B. Claims for Payment: **\$73,815.39** (March 7, 2022)
- C. Approval of 2022-2023 Liquor, Beer, Wine, and Miscellaneous Licenses (***Moved out of Consent Agenda to discuss separately.**)
- D. LG220 MN Lawful Gambling for Exempt Permit for New Prague Ducks Unlimited, Chapter 263 on April 8, 2022 involving a raffle at the American Legion Post 45, 300 Lexington Ave. S., New Prague.

All voted in favor. Motion carried (5-0).

Council and Staff discussed the general process on the Approval of 2022-2023 Liquor, Beer, Wine, and Miscellaneous Licenses and Liquor License Violations. After discussion, motion by Ryan, seconded by Bass to *APPROVE THE 2022-2023 LIQUOR, BEER, WINE, AND MISCELLANEOUS LICENSES*. All voted in favor. Motion carried (5-0).

RESOLUTION:

Planning/Community Development Director Ken Ondich presented a request for a Conditional Use Permit #C1-2022 to allow an outdoor seating area for a restaurant/drinking establishment at 125 E. Main Street in the B-1 Central Business District (1319 Woodfire Tavern). This request was reviewed at the Planning Commission meeting on February 23, 2022 and was recommended for approval by a vote of 4-0.

A public hearing was held, and a nearby resident addressed his concerns regarding loud music from previous owners. Adam Schultz, owner of 1319 Woodfire Tavern reassured that they do not plan to have anything but acoustic music on the patio. Also, outdoor music is limited to 10 p.m. and cannot be audible beyond 50' of the patio area. Plus, there are also other decibel limits referred to in the City Code.

Motion by Ryan, seconded by Seiler to *APPROVE RESOLUTION #22-03-07-01 APPROVING CONDITIONAL USE PERMIT #C1-2022 TO ALLOW AN OUTDOOR SEATING AREA FOR A RESTAURANT/DRINKING ESTABLISHMENT AT 125 E. MAIN ST., IN THE B-1 CENTRAL BUSINESS DISTRICT, NEW PRAGUE, MN*. All voted in favor. Motion carried (5-0).

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Mona Schultz spoke on behalf of 1319 Woodfire Tavern and shared that they hope to have the kitchen up and running within 2-3 weeks, just waiting for a back-ordered part. Council wished them well.

GENERAL BUSINESS:

A. Vendor Recommendation for IT Risk Assessment - Director Ondich explained that the completion of the IT Risk Assessment had been on the "To Do" list since CTS completed the City's network and computer system upgrades in 2020. The IT Risk Assessment involved reviewing major components of the City's IT system in terms of security risks and included: 1. Administrative Controls; 2. Physical Controls; 3. Internal Technical Controls; and 4. External Technical Controls. Being this is the City's first IT Risk Assessment, there could be quite a few recommendations. Upon completion of the Assessment, they will come back to the Council and present an overview on how everything looked. The two firms that submitted proposals included: FRSecure for \$40,000 and True North Consulting Group for \$16,243. A big proposal price difference because True North had been the City's consultant for the RFP process and as a result has all the background details on all twenty facilities, very familiar with what the City already has.

The City's current IT firm is CTS. Since it would not work to assess their own work, getting a third-party assessment was used. Some discussion also took place on Vendor Risk Assessment Audits.

After discussion, motion by Bass, seconded by Wolf to *APPROVE THE PROPOSAL FOR AN IT RISK ASSESSMENT FROM TRUENORTH CONSULTING GROUP IN THE AMOUNT OF \$16,243 TO BE PAID FOR FROM THE REMAINING CARES ACT MONEY WHICH IS CURRENTLY IN A FUND BALANCE*. All voted in favor. Motion carried (5-0).

B. Authorization to Advertise for Planner Position in Planning Department - Director Ondich explained that at the November 1, 2021 City Council budget workshop, the Council agreed to include funding for a new Planner position with a start date of on or after 5/1/22 with the agreement that the position would be brought back to the City Council before advertising. As May 1, 2022 is fast-approaching, staff is seeking authorization to advertise for the new Planner position. The job description was reviewed with the starting wage range at Grade 12/\$33.29/hr., this is more of an entry level position. *COUNCIL AGREED TO AUTHORIZE STAFF TO ADVERTISE FOR A PLANNER POSITION FOR THE PLANNING DEPARTMENT*.

C. City Administrator Review Summary - Mayor Jirik provided Staff with a summary of City Administrator Tetzlaff's 6-month review and reported that the City Council had conducted an evaluation of Mr. Tetzlaff on February 22, 2022 and talked about his goals going forward. It was a unanimous decision by the Council that City Administrator Tetzlaff has done a satisfactory job for the City of New Prague since his hire in August 2021. Mayor Jirik shared, "Mr. Tetzlaff really likes this community and is looking forward to living/working here for many years."

After discussion, motion by Jirik, seconded by Seiler to approve, *PER THE CONTRACT, THAT CITY ADMINISTRATOR JOSH TETZLAFF RECEIVE THE NEXT STEP PAY INCREASE BASED ON HIS SATISFACTORY EVALUATION*. All voted in favor. Motion carried (5-0).

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D. TECHNOLOGY NEEDS FOR COUNCILMEMBERS - Councilmember Bass requested City staff to consider issuing City-Issued computers and possibly phones vs using their personal phones and computers. Due to the level of Council interaction with the community, City is growing, social issues are growing, more problems are arising, Bass feels it's time the Councilmembers are issued City equipment to conduct City business matters. Talked about the possibility of their personal phones and computers getting confiscated should there be a big investigation and Council doesn't want that to happen. Furthermore, are the Councilmembers' personal computers protected properly with antivirus software? Administrator Tetzlaff shared some numbers on what it would cost to provide the five Councilmembers with phones and laptops. Wolf shared his concerns on the infrastructure, policies, and the staff it would take to manage the Council's computers and phones.

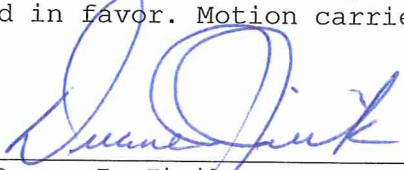
After discussion, Director Tetzlaff shared he will provide a recommendation at the next City Council meeting on March 21, 2022.

MISCELLANEOUS:


1. Meeting Minutes - Informational only (Golf, Planning, and Utilities).
2. Rynda - Provided an update on a fuel leak at Holiday. Shared that Holiday is taking the necessary precautions to correct the issue.
3. Gareis - Interviewing 8 candidates on Thursday for the Police Dept.
4. Tetzlaff - 1. Building Inspector interviews wrapping up. Hope to have a recommendation for hire at the next Council meeting. 2. Parks Dept position to be published soon. 3. Sent out the Vision/Goal Setting list to Councilmembers for Thursday's meeting at 4:30.
4. Wolf - 1. Extended an invite to the annual New Prague Area Historical Society meeting at Giesenbräu on April 6th where MN Valley Breeder's Association will be the highlighted agenda items. 2. Asked when the Veteran's Memorial dedication will take place? Mayor will forward those details to Council and Staff; it is a couple weeks before Memorial Day.
5. Seiler - 1. Wanted to confirm the CDA report will be in the upcoming EDA packet. Encouraged staff to share with the Councilmembers as well. 2. Extended a "Thank-You" to those that took care of the City's snow removal this winter, did a great job and greatly appreciated.

There being no additional business, motion by Seiler, seconded by Jirik to adjourn at approximately 7:25 p.m. All voted in favor. Motion carried (5-0).

ATTEST:



Duane J. Jirik
Mayor



Joshua M. Tetzlaff
City Administrator

