

City Council Proceedings

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State of Minnesota

Counties of Scott & Le Sueur

City of New Prague

City Council Meeting

Monday, June 20, 2022

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

Staff Present at Meeting: Josh Tetzlaff, Ken Ondich, Jim Gareis,
Others Present Online: Public Works Director Matt Rynda, Administrative Coordinator Barb Ulschmid, and City Engineer Chris Cavett.

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 Seiler, seconded by Ryan to approve the Agenda. All voted in favor. Motion carried (5-0).

Mayor Jirik asked if there were any comments on the Consent Agenda. Bass had a question regarding a "Snowflakes" line item within Accounts Payable, City Administrator Josh Tetzlaff addressed. Wolf and Staff had some discussion on the stats for City Wide Clean Up. After discussion, motion by Wolf and seconded by Bass.

CONSENT AGENDA as follows:

- A. June 6, 2022 City Council Meeting Minutes
- B. Claims for Payment: \$202,101.56 (June 20, 2022)
- C. Chamber of Commerce Event Requests:
 1. Czech Out New Prague on Thursday, August 4, 2022 at Memorial Park, 400 Main Street E.
 2. Dožínky Festival/Cruise Night on Friday-Sunday, September 16-18, 2022
- D. Approve 1-4 Day Temporary On-Sale Liquor License for Church of St. Wenceslaus Festival at 215 Main Street East, New Prague for August 13-14, 2022.
- E. Approve Snow and Ice Removal Maintenance Agreement with MN Department of Transportation
- F. 2022 City Wide Clean-Up Event Statistics

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

TH19 / MAIN STREET RECONSTRUCTION: City Engineer Chris Cavett presented a resolution for the City Council's consideration directing modification of the existing construction contract, Change Order (CO)#28 which was already discussed last year. This CO was for the sand backfill for the utility and sewer trenches in front of 104 Main St E (Consignment Lodge) due to its structural concerns. Recommended by the City Engineer and Structural Engineer to eliminate vibration concerns for the structural integrity of this building. Change Order No. 28 would be an increase of \$64,790.00, which would make the project's grand total amount \$13,240,826.29.

After discussion, motion by Bass, seconded by Wolf to *APPROVE RESOLUTION #22-06-20-01 TH #19 / MAIN STREET 2020 CIP RECONSTRUCTION PROJECT DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT CHANGE ORDER NO. 28*. All voted in favor. Motion carried (5-0).

Mayor Jirik inquired about the water issue by New Prague Floral. Mr. Cavett explained he is working with Public Works Director Rynda to resolve this issue. City Engineer Cavett also provided updates on a list of items pertaining to the Main Street project that included: sidewalk pop outs (occurs when certain soft aggregates absorb water, freeze, and when they

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thaw, they pop out), landscaping, concrete replacement areas, roundabouts. Council also had some questions about the rust by the handicap ramps and a population sign.

RESOLUTIONS:

#22-06-20-02 - Establishing an Absentee Ballot Board - Director Ondich explained that the purpose of this agenda item is to adopt a resolution authorizing city staff to establish a ballot board for the responsibility of accepting or rejecting ballots for Absentee Voters. The ballot board examines all returned envelopes to ensure that the envelope is complete, witnessed, and accurate (completed every 5 days). Scott County is requiring the City of New Prague to manage absentee voting for its one Scott County precinct for the first time in 2022. MN Statutes 203B.121 required that any county, municipality, or school board that is responsible for accepting and rejecting absentee ballots must, by resolution, establish ballot boards. Election judges will be hired and trained, and staff will be trained as reserve ballot board members. Director Ondich explained the process. Starts Friday, June 24th and goes to the Primary Election.

After discussion, motion by Seiler, seconded by Bass to *APPROVE RESOLUTION 22-06-20-02 ESTABLISHING AN ABSENTEE BALLOT BOARD*. All voted in favor. Motion carried (5-0).

#22-06-20-03 - City Vehicle Use Policy - City Administrator Tetzlaff shared that this policy is part of the Personnel Handbook that each employee receives at the start of their employment and is located on the City's website as well. Following a recent event where a City vehicle was stolen, the vehicle use policy was revisited to see if any updates were needed. When reviewing the policy, there was not much that needed to be changed regarding the use of City vehicles. However, the one change that has been made is the addition of 11.a. which now includes a section on public safety vehicles and location of the vehicle's keys in case of an emergency situation when responding to the situation as first priority.

After discussion, Councilmember Bass noted that the year of this resolution was not correct and should be changed from 20-06-20-03 to 22-06-20-03. Motion by Ryan, seconded by Seiler to *APPROVE THE AMENDED RESOLUTION #22-06-20-03 CITY VEHICLE USE POLICY*. All voted in favor. Motion carried (5-0).

#22-06-20-04 - Special Assessment Policy - Administrator Tetzlaff explained that in the past the City has not had a formal assessment policy but instead operated on each year on past practice. Staff worked with City Engineer Cavett of SEH to put past practice into a formal policy. One change is on page 8, "Partial Payment." In the past the City did not allow partial payment of assessments prior to them being sent for assessment. Property owners could pay the full assessment, or have it sent to the county where it would accrue at least one year of interest. Now, the City will accept one partial payment of at least \$500 towards the assessment so that property owners can reduce the amount of the assessment that will accrue interest if they are unable to pay the full assessment amount.

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Wolf inquired about the timeframe to make a prepayment. Cavett explained that prepayment/partial by statute is within 30 days after adoption of the assessments.

After discussion, City Administrator Tetzlaff noted, the resolution number was not correct and should be changed from 20-06-20-04 to 22-06-20-04. Motion by Jirik, seconded by Seiler to *APPROVE THE AMENDED RESOLUTION #22-06-20-04 APPROVING THE SPECIAL ASSESSMENT POLICY*. All voted in favor. Motion carried (5-0).

GENERAL BUSINESS:

A. Rental Dwelling Unit Inspection Task Force - Director Ondich explained that as discussed at the City Council meeting on June 6, 2022 he would bring back the names for the final appointment for the Rental Dwelling Unit Task Force. It has been over two years since the list of names was originally developed to be considered for appointment in March of 2020 as the Task Force was put on hold due to COVID. Director Ondich reached back out to the interested parties following the previous Council meeting and following is a list of people still interested in serving. At this point there is only one remaining tenant seat to appoint but would recommend appointing and keeping the other tenant seat open and can be filled should an interested party apply.

The submitted names included: City Council Member - Rik Seiler (need 1); Landlords - Craig Sindelar, Joe Lambrecht, Anthony Kubes (need 2); Tenants - Carl Swanson (need 2); At Large Community Members - Kay Wilcox and Marcia Sammons (need 2). The Task Force will be supported by City Staff Members as needed. The purpose of the task force would be to discuss the merits of having a rental dwelling inspection program and how the program might function. Once the task force is named, staff would set up the first meeting within a few weeks of appointment. Additional discussion took place on Crime-Free Housing and Property Maintenance Code.

After discussion, motion by Jirik, seconded by Ryan on the *APPOINTMENT OF CRAIG SINDELAR, JOE LAMBRECHT, CARL SWANSON, MARCIA SAMMONS, KAY WILCOX, AND RIK SEILER TO THE RENTAL DWELLING UNIT INSPECTION TASK FORCE*. Jirik, Bass, Ryan, and Wolf voted in favor, Seiler abstained being he would be on the Task Force. Motion carried (4-0).

B. Ambulance Service Agreement Update - City Administrator Tetzlaff explained that after the June 6, 2022 City Council Closed meeting regarding the potential lease of the building, he emailed Rick Wagner with North Memorial that next morning with an update on what was discussed. Administrator Tetzlaff has sent several emails and still has not heard back from Mr. Wagner/North Memorial. Council suggested sending a letter via certified mail with a deadline date that a response is needed by.

C. 2022 Visioning Document - Administrator Tetzlaff presented a draft copy of the visioning ideas (projects/ideas the City would like to accomplish), prioritized to various years over the next ten years. A document that would ultimately be a plan used by both the Council and Staff as a guiding document moving forward for what would be accomplished in a given year, keeping track of what has been accomplished in recent years, and for

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guiding budget discussions. Updates would come during the budgeting process and the 2023 document would be approved in December 2022 with the 2023 budget. Staff and Council discussed certain projects listed. Council advised Mr. Tetzlaff to look further into certain visioning ideas and come back to Council in July with additional updates/details.

MISCELLANEOUS:

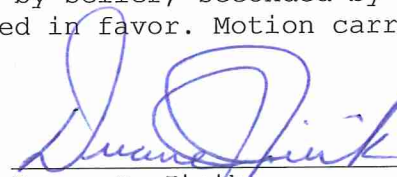
1. Meeting Minutes - Informational only (Park and EDA).
2. Shawn Ryan - a. Inquired about the refuse PVC piping and tall grass on a vacant lot at Lexington Ave. N. and 7th Street NE. Director Ondich shared that the piping is scheduled to be picked up and the grass has been mowed. b. Asked on the status of the addition of a bull pen/pitching mound on the now vacant lot next to the Memorial Park Baseball Field where the outdoor pool used to be. About 50 feet would be needed to create this area to be utilized by the various baseball teams that use this field.
3. Duane Jirik - Asked why the stop lights at 10th and TH#19 are so slow to change? Causing traffic to back up. Police Chief Gareis to follow up with MnDOT on this.
4. Bruce Wolf - Status on Community Center loan? City Administrator provided an update. Loan has been accepted and construction has begun. Mr. Wolf would like to see the paperwork from the City Attorney's office upon completion.
5. Rik Seiler - Asked Police Chief Gareis for an update on numbers of Police Officers. Currently at 10 Police Officers and are fully staffed. Also, trying to collect a couple more applicants as options for when Police Chief Gareis retires.
6. Josh Tetzlaff - a. July 8th-9th - Main Street closed from 8 a.m. Friday to 8 p.m. Saturday for some street repairs. b. Asked Council for their feedback on Proclamations. Council prefers to focus on local organizations, not national. c. Mayor Jirik and Administrator Tetzlaff will be meeting with Commissioner Barb Weckman Brekke on Wednesday to discuss how things are going and also share absentee ballot voting issues/concerns.

There being no additional business, motion by Seiler, seconded by Ryan to adjourn at approximately 7:44 p.m. All voted in favor. Motion carried (5-0).

ATTEST:



Joshua M. Tetzlaff
City Administrator



Duane J. Jirik
Mayor