

City Council Proceedings

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

} City Council Meeting
Tuesday, January 17, 2023

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: Josh Tetzlaff, Robin Pikal, Matt Rynda, and Barb Ulschmid

Others Present: Chris Knutson, SEH - City Engineer

Mayor Jirik asked if there were any additions/updates to the Council Agenda. City Administrator Tetzlaff mentioned there was a last-minute request for a Temporary Liquor License and will be added as 11c within the General Business portion of the agenda. Motion by Seiler, seconded by Bass to approve the amended Agenda. All voted in favor. Motion carried (5-0).

Mayor Jirik asked if there were any comments on the Consent Agenda. After discussion, motion by Seiler, seconded by Bass to approve the Consent Agenda as presented.

CONSENT AGENDA as follows:

- A. January 9, 2023 City Council Meeting Minutes
- B. Claims for Payment: **\$651,080.67** (January 17, 2023)
- C. 4th Quarter Finance Report (October - December 2022)
- D. Purchase of Public Works Truck
- E. LG220 MN Lawful Gambling for Exempt Permit for New Prague Clay Target Club on May 25, 2023 involving a raffle at the American Legion Clubroom, 300 Lexington Avenue South, New Prague
- F. LG230 MN Lawful Gambling Application to Conduct Off-Site Gambling for New Prague Firemen's Relief Association on February 17, 2023 involving pull tabs at the Knights of Columbus Hall, 411 4th Avenue SW, New Prague

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

CITY ENGINEER PROJECT UPDATES: City Engineer Chris Knutson provided a memo with brief updates on each of the following SEH projects: Main Street (TH19) Improvements, 2023 Street and Utility Improvements, HSIP 10th Avenue SE-1st Street SE RRFB, and Municipal State Aid Services. Also, provided an update regarding the jurisdictional transfer of CSAH 15 as its CSAH designation was originally part of a larger county mileage request in 1997. Intended to have this project completed in 2022, but it ended up being more complicated than anticipated, so the County will manage through 2023. City Engineer Knutson will keep staff and council informed throughout the year and at some point, an amendment to the agreement will need to be approved at a future Council meeting.

2023 STREET AND UTILITY IMPROVEMENT PROJECT: City Engineer Knutson explained the plans and specifications for this project are significantly complete with the next step in the public improvement process would be to Approve Plans and Specifications and Ordering the Advertisement for Bids. The project's timeline was shared. The Bid

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Opening is proposed to be an electronic/online bid opening scheduled for 10:00 a.m. on Friday, February 24, 2023, with consideration of award by the City Council at the March 6th City Council meeting. After discussion, motion by Ryan, seconded by Jirik to approve RESOLUTION #23-01-17-01 2023 STREET AND UTILITY IMPROVEMENT PROJECT APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS. All voted in favor. Motion carried (5-0).

RESOLUTION:

#23-1-17-02 - DEFERRING SPECIAL ASSESMENT FOR CITY OF NEW PRAGUE 2022 STREET AND UTILITY IMPROVEMENT PROJECT FOR ROGER W. KANITZ AGAINST CERTAIN PROPERTY BASED UPON AGE - City Administrator Tetzlaff explained that after reviewing the Special Assessment Deferral application from the property owner and the City's Policy contained in Resolution #12-10-22-01, City Staff found that the applicant has met the criteria to have their Special Assessments deferred based on the fact that they are 65 years of age or older as described in the attached Resolution. After discussion and suggestion to update Application for Deferral of Special Assessments. Motion by Jirik, seconded by Ryan to approve RESOLUTION #23-01-17-02 DEFERRING SPECIAL ASSESMENT FOR CITY OF NEW PRAGUE 2022 STREET AND UTILITY IMPROVEMENT PROJECT FOR ROGER W. KANITZ AGAINST CERTAIN PROPERTY BASED UPON AGE. All voted in favor. Motion carried (5-0).

GENERAL BUSINESS:

PERSONNEL POLICY HANDBOOK UPDATES - Finance Director Robin Pikal and City Administrator Tetzlaff shared a summary of the updates to the Personnel Policy Handbook. The proposed updates with a financial impact that aligned with the approved 2023 budget and non-financial updates were included to clarify the intent of the handbook. Areas updated/discussed included: Call in Pay, Stand by Duty, Bereavement/Funeral Leave, Leaves of Absence, and Employee Expense Reimbursements & Allowance. Much discussion took place between staff and councilmembers on these topics. Motion by Wolf, seconded by Bass on the APPROVAL OF THE UPDATES TO THE PERSONNEL POLICY HANDBOOK EFFECTIVE JANUARY 1, 2023 with the understanding Staff would get back to Council with answers to their questions. All voted in favor. Motion carried (5-0).

CIVICPLUS - MUNICIPAL MEETING MANAGEMENT SOFTWARE - City Administrator Tetzlaff explained that during 2022, the City started transitioning from paper Council packets to utilizing electronic options within Adobe Acrobat (PDF Editor). During the spring and summer of 2022, staff researched municipal meeting software options. Peer cities were contacted to gain a better understanding of what software they were using. CivicPlus, Granicus and Diligent (Icompass) were some of the software systems explored. Due to its reasonable cost, it's many years in business, along with having the most

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government clients, staff recommended CivicPlus to the Council. After discussion between Councilmembers and Staff, Council asked for a presentation by CivicPlus before any decisions were made. Staff will contact CivicPlus to present at the upcoming City Council meeting on February 6, 2023.

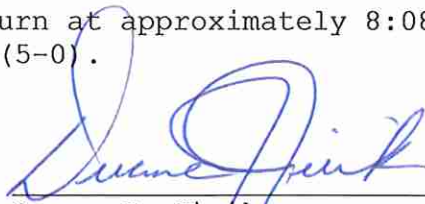
APPROVAL OF TEMPORARY ON-SALE LIQUOR LICENSE - An add on to the Council meeting agenda involving the approval of a Temp Liquor License for the New Prague Chamber of Commerce. An event taking place at The Depot - 408 Main Street West, New Prague on Monday, January 30, 2023. It was moved by Seiler, seconded by Ryan on the approval to grant approval to ISSUE A TEMPORARY (1-Day) ON-SALE LIQUOR LICENSE FOR NEW PRAGUE CHAMBER OF COMMERCE FOR AN EVENT AT THE DEPOT ON JANUARY 30, 2023. All voted in favor. Motion carried (5-0).

MISCELLANEOUS:


1. Meeting Minutes - Informational - Park
2. Jirik - Revamping a truck ordinance - would like to discuss with Ken Ondich and Tim Applen at the next Council meeting.
3. Ryan - Had some questions for Ken Ondich about the Truck Storage business along MN-21 and the "screening" along the property. Will discuss with Ken at the next Council meeting. 3. Snow removal of sidewalks on 1st Avenue was also discussed.
4. Tetzlaff - 1. Provided an update on the money spent on updating the Evidence Room in the Police Dept. 2. Revenue from Baseball Association for baseball stadium improvements. 3. Day on the Hill on March 9th - An opportunity to meet with our legislators. Inquired who would be attending with him.

Motion by Ryan, seconded by Bass to adjourn at approximately 8:08 p.m. All voted in favor. Motion carried (5-0).

ATTEST:



Duane J. Jirik
Mayor



Joshua M. Tetzlaff
City Administrator

