

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

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City Council Meeting
Monday, October 17, 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, Bruce Reimers, and Matt Rynda

Others: Chris Knutson, City Engineer

Mayor Jirik 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. There being none, motion by Bass, seconded by Wolf to approve the CONSENT AGENDA as follows:

- A. Closed, Regular, & Special City Council Meeting Minutes for October 3, 2022
 - B. Claims for Payment: **\$325,017.05** (October 17, 2022)
 - C. 3rd Quarter Financial Report for Period Ending September 30, 2022
 - D. LG220 MN Lawful Gambling for Exempt Permit for St. Patrick Athletic Association Event on January 27, 2023 Including a Raffle and Pull-Tabs at the Knights of Columbus Hall, 411 4th Avenue SW, New Prague.
 - E. LG220 MN Lawful Gambling for Exempt Permit for Church of St. Wenceslaus Event on June 9, 2023 Including a Raffle at the Church of St. Wenceslaus, 215 Main Street East, New Prague.
 - F. Recommendation to Hire - Police Records Technician
- All voted in favor. Motion carried (5-0).

COLUMBUS AVENUE (CSAH 15) 2022 CIP: City Engineer Chris Knutson presented the completed improvements involved with this project, project costs, and project funding with an estimated total of \$2,787,490. A portion of the assessments are levied to the property owners for the benefits received from the public improvement project. City Engineer Knutson explained the Assessment Process. A public assessment hearing was ordered including the updated assessment information which had been sent to the affected property owners noting the revised assessment amounts. All revised assessments resulted in a reduction to the previous notification.

Mayor Jirik opened the Public Hearing at 6:10 p.m. City Engineer Knutson and Staff provided feedback per the following comments/concerns: Steve Widdicombe - 109 Sunset Ave N. - Not affected by this project but is for the 2023 CIP. Asked how many properties were assessed for this project? There were a total of 44 parcels and of those 44, 8 did not have assessments. Sheila Dressen - 403 Columbus Ave N. - Street lights are too bright. Utilities General Manager Reimers explained the street light details. Also, inquired why there wasn't any rebar added beneath the concrete? City Engineer Knutson explained when rebar is used and not used on projects. 503 Columbus Ave resident inquired about the purpose of some construction items on their property. City Engineer Knutson will have someone come out and take a look at. Barb Kvan - inquired how are percents determined as to the contribution of the total project? Explanation provided. Chris Eck - 401 Columbus Ave N - Asked for an update on the grass seeding. Informed it will get reseeded next year. Motion by Seiler,

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seconded by Ryan to Close this Columbus Project Public Hearing at 6:26 p.m.

After discussion, motion by Wolf, seconded by Bass to APPROVE RESOLUTION 22-10-17-01 FOR THE 2022 STREET AND UTILITY IMPROVEMENT PROJECT ADOPTING ASSESSMENT. All voted in favor. Motion carried (5-0).

2023 STREET & UTILITY IMPROVEMENT PROJECT (2023 CIP) - City Engineer Knutson explained that at the October 3, 2022 City Council meeting, the Council accepted the feasibility report and called for a public hearing for the proposed 2023 Street and Utility Improvements Project for this evening's meeting. A detailed presentation on the project was provided.

Mayor Jirik opened the Public Hearing at 6:43. City Engineer and Staff provided feedback per the following comments/concerns: Jeff Johnson - 117 Lexington Avenue N - How do you determine which side of the street a sidewalk is placed? Also inquired about future plans for Lexington Avenue. Darlene Witt - 301 Sunrise Avenue - resident has a double driveway and wanted to make sure it will stay that way after the construction, and it will. Barb Kvan - 209 Sunrise Ave - Asked about her irrigation system heads and perennials along the street. Sue Martin - 201 Sunrise Ave - Asked why the road was being taken out and replaced with a walkway. Kristy Millsap - 101 Sunrise Ave - just moved in and wanted details on this project and the assessment fees. Motion by Bass, seconded by Seiler to close this 2023 Street and Utility Improvement Project Public Hearing at 7:01 p.m.

Public Works Director Matt Rynda and City Engineer explained the details of the Professional Engineering Services Proposal, Phase 2 for Final Design and Bidding. After discussion, motion by Seiler, seconded by Ryan to APPROVE THE PROFESSIONAL ENGINEERING SERVICES PROPOSAL, PHASE 2 FOR THE FINAL DESIGN AND BIDDING NOT TO EXCEED \$140,000.00. All voted in favor. Motion carried (5-0).

After discussion, motion by Jirik, seconded by Bass to APPROVE RESOLUTION 22-10-17-02 FOR THE 2023 STREET AND UTILITY IMPROVEMENT ORDERING IMPROVEMENT AND PREPARATION OF PLANS. All voted in favor. Motion carried (5-0).

INTRODUCTION OF ORDINANCE #332- The addition of Chapter 95 Titled Regulations Pertaining to Large Assemblies of the New Prague City Code. Planning/Community Development Director Ondich explained one of the items on the City Council's visioning list for 2022 completion was an "events permit" process for a more formalized approach to the City's review and permitting of larger gatherings within the City such as Dožínky, Czech Out New Prague, Half-Marathon, or Concerts/Community events held at city parks that exceed 250 attendees.

After discussion, motion by Wolf, seconded by Bass to APPROVE THE INTRODUCTION OF ORDINANCE #332 ADDING CHAPTER 95 TITLED REGULATIONS PERTAINING TO LARGE ASSEMBLIES OF THE NEW PRAGUE CITY CODE AND INCLUDING THE REVISION TO REMOVE "PUBLIC" IN DEFINITION OF ASSEMBLY. All voted in favor. Motion carried (5-0).

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RESOLUTION: Finance Director Robin Pikal presented a resolution authorizing the fund transfer and closure of CIP 2016-2019 (Fund 417) due to the lack of activity in this account the past three years. As a result, staff proposed CIP 2016-2019 Fund 417 in the amount of -\$7,592.47 would be transferred to the General Fund 101, Engineer Department 4171. After discussion, it was moved by Bass and seconded by Ryan to approve RESOLUTION #22-10-17-03 - AUTHORIZING THE TRANSFER AND CLOSURE OF CIP 2016-2019 ACCOUNT FUND 417. All voted in favor. Motion carried (5-0).

GENERAL BUSINESS:

SCHEDULE DATE FOR SPECIAL CITY COUNCIL MEETING TO CANVAS THE NOVEMBER 8, 2022 ELECTION RESULTS - Director Ondich explained that following the November 8, 2022 General Election, the City Council is required to meet as the canvassing board for the municipal election and declare the results as required by MN Statute 205.185 between the third and tenth days following the election. This year, the canvassing is for the Mayor's seat and the two vacant City Council seats. After discussion, motion by Seiler, seconded by Bass to SCHEDULE THE CANVASSING MEETING FOR THURSDAY, NOVEMBER 17, 2022 AT 7:30 A.M. All voted in favor. Motion carried (5-0).

SCHEDULE DATE FOR CITY ENGINEERING SERVICES INTERVIEWS - City Administrator Tetzlaff explained that Council had asked Staff to proceed with contacting engineering firms to hear their proposals for performing general civic engineering services. Letters were sent to six engineering firms including: SEH, Widseth, WSB, ISG, Bolton & Menk, and Bollig. The letter stated that interviews for these firms would likely take place in the second or third week in November, but that final date would be dependent on Council's availability. After discussion, it was determined that Staff can determine the dates and Council would not need to attend.

2023 HEALTH, DENTAL, LIFE, LTD, STD, AND VISION INSURANCE RENEWAL details were provided by Finance Director Robin Pikal. The City's insurance consultants through Gallagher requested bids for 2023 coverage and final bid results were presented to the City Administrator and Finance Director. After discussion, motion by Bass, seconded by Seiler to approve staff's recommendations below:

- Health Insurance for 2023 & 2024 with Health Partners through SourceWell 2023 -11.08% (approx. -\$83,472) and 2024 rate cap 6.25%
- Dental Insurance for 2023 through Delta Dental PathFinder4 plan 24% increase (approx. \$14,700)
- Life, LTD and STD for 2023-2025 through The Hartford 5.81% (approx. \$730)
- Voluntary Vision Insurance for 2023 through E2yeMed

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

AUTHORIZE THE PURCHASE OF CIVIC SYSTEMS ACCOUNTING/FINANCIAL SOFTWARE due to outdated software. Finance Director Pikal explained the City currently utilizes Incode 9 and Energov (Planning) software through Tyler Technologies, the software is outdated and doesn't work together. In March of 2022, started exploring alternative software options. To gain knowledge of options and seek input from others, the City staff task force group created a 20-question survey that was sent out to municipalities across MN

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and received 49 responses. Details were compiled on the various systems. After much research, the City staff group found the Civic Systems advantages to surpass all the others. After discussion, Council requested the City Attorney to review the contract and negotiate language that is more mutual between the City and Civic Systems. Motion by Bass, seconded by Ryan to APPROVE THE PURCHASE OF CIVICSYSTEMS AS THE CITY'S ACCOUNTING/FINANCIAL SOFTWARE. All voted in favor. Motion carried (5-0).

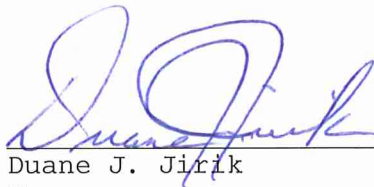
APPROVAL OF AMBULANCE AGREEMENT AND FACILITY LEASE. City Administrator Tetzlaff reviewed the services agreement and lease agreement with Council which is for a three-year period. The lease rate being the same as the previous contract. The new services agreement and facility lease would take effect on May 1, 2023, and end April 30, 2026. After discussion, motion by Seiler, seconded by Bass to APPROVE THE AMBULANCE SERVICE AGREEMENT AND THE AMBULANCE LEASE AGREEMENT. All voted in favor. Motion carried (5-0).

MISCELLANEOUS:


1. Meeting Minutes - Informational only - Planning, Park, and EDA
2. Ryan - Questioned how much narrower Main Street is now after the reconstruction project
3. Tetzlaff - Reminder of Special Council Meeting following this regular Council meeting. Staff and Councilmembers are invited for a tour at the Community Center to see all the upgrades that have taken place.
4. Wolf - Asked for County clarification per the Liquor License memo and their business's health license which should be noted from Le Sueur County, not Scott County. Update noted by Staff.
5. Seiler - Commended the kids participating in the Homecoming festivities and how polite and considerate they were.

Motion by Bass, seconded by Seiler to adjourn at approximately 8:56 p.m. All voted in favor. Motion carried (5-0).

ATTEST:



Duane J. Jirik
Mayor



Joshua M. Tetzlaff
City Administrator