

# City Council Proceedings

1651

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

} City Council Meeting  
Monday, December 5, 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, Jim Gareis, Ken Ondich, Robin Pikal, Bruce Reimers, Matt Rynda, and Barb Ulschmid

Others Present: Kurt Ruehling, New Prague Golf Club

Mayor Jirik asked if there were any additions/updates to the Council Agenda. There being none, motion by Seiler, seconded by Wolf to approve the Agenda. All voted in favor. Motion carried (5-0).

Mayor Jirik asked if there were any comments on the Consent Agenda. Discussion took place on Fire State Aid, Surplus Equipment items, and a revision noted within Liability Coverage Waiver. Motion by Wolf, seconded by Jirik to approve the Consent Agenda Items A-E. Want to see additional details on agenda item 3f - Disposal of Surplus Property and discuss further at the December 19<sup>th</sup> City Council meeting.

#### CONSENT AGENDA as follows:

- A. Special City Council Meeting Minutes for November 17, 2022 and November 28, 2022. Regular City Council Meeting Minutes for November 21, 2022.
  - B. Claims for Payment: **\$150,836.28** (December 5, 2022)
  - C. LG215 Minnesota Lawful Gambling Application to Lease for Lawful Gambling Activity for New Prague Chamber of Commerce beginning on Thursday, January 5, 2023, through Thursday, February 23, 2023 at the New Prague Golf Club, 400 Lexington Avenue South
  - D. LG220 MN Lawful Gambling Application for Exempt Permit to Conduct a Raffle for Ride 2 Remember on April 15, 2023 at the Felske Residence, 1100 Olivia Street SE
  - E. Approval of League of MN Cities Liability Coverage Waiver
  - F. Disposal of Surplus Property (Bring back to the 12/19 meeting)
- All voted in favor. Motion carried (5-0).

CITY ENGINEER PROJECT UPDATES: City Engineer Chris Knutson was not present at this evening's meeting. City Administrator Tetzlaff provided a brief update via a memo from Knutson on each of the following SEH projects for the City of New Prague: 2023 Street and Utility Improvements (Columbus Ave), and HSIP 10<sup>th</sup> Avenue SE-1<sup>st</sup> Street SE RRFB. No discussion took place on this topic.

PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA: Mark Michel's, owner of Pioneer Saloon at 103 Main St. W. wanted to bring back the topic of the Attorney Fees he's acquired as a result of purchasing the strip of land from the City which is east of his building. Who's paying what? Discussion took place between Mr. Michel, Staff and Council. Council asked that Staff gather more details and present at the December 19<sup>th</sup> City Council meeting.

TRUTH IN TAXATION PUBLIC HEARING - Mayor Jirik called the Public Hearing on the 2023 Budget and the 2022 Property Tax Levy, Payable

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2023 to order at 6:20 p.m. There were no written comments from the public for the hearing. City Administrator Tetzlaff provided an overview of the Staff's presentation on the 2022 General Fund, Debt Service, EDA Budgets, Equipment Levy, and the Payable 2023 Property Tax Levy. Tetzlaff stated the City's proposed 2022 Property Tax Levy/Payable 2023 has been reduced \$69,479, (0.621%) since the September 19, 2022 and is now \$163,750, 3.51% over the 2022 levy with a revised Preliminary Levy of \$4,824,628. Major reason for the increase was to cover personnel costs and rising supply costs. Additional notables for the 2023 budget included: 2023 is the 10<sup>th</sup> consecutive year of growth in the City's Tax Capacity; the City's proposed 2023 Property Tax Rate is expected to decrease 9.05% from 52.218% to 43.168%.

The following department heads presented an overview on their department's proposed 2023 budget (numbers found within General Funds):

- Planning/Community Development Director Ken Ondich - Planning Dept, Building Dept and Park Board
- Police Chief Jim Gareis - Police Department
- Fire Chief Steve Rynda - Fire Department
- Public Works Director Matt Rynda - Public Works (Streets) Dept
- GPE Owner/Manager Kurt Ruehling - New Prague Golf Club
- Utilities General Manager Bruce Reimers - Water Dept, Electric Dept,
- City Administrator Tetzlaff - Ambulance Dept and Economic Development Authority (EDA)

After discussion between Council and Staff, City Administrator Tetzlaff concluded his remarks at 7:44 p.m. Mayor Jirik asked if anyone from the public had any comments on the Budget or Property Tax Levy. Kristy Millsap, a new resident of New Prague shared that she lives at 101 Sunrise Ave N and expressed her concern about her property taxes being a lot higher than the appraisal/assessed values she received. City Administrator Tetzlaff explained the process to Ms. Millsap and will assist her in connecting to the County Assessor. Motion by Seiler, seconded by Bass to close the Public Hearing at approximately 7:49 p.m. All voted in favor. Motion carried (5-0). The 2023 Budget and Property Tax Levy Resolution will be considered and adopted at the December 19, 2022 City Council meeting at 6:00 p.m.

## GENERAL BUSINESS:

RESIGNATION FROM JOINT ADVISORY BOARD - After 7 years of serving on the Joint Advisory Board for the Fitness and Aquatic Center Facility, Director Ken Ondich has resigned from the board effective immediately. Mayor Duane Jirik volunteered to fill that seat on the board. Meetings are the 4<sup>th</sup> Monday of every month. Motion by Ryan, seconded by Seiler on the APPOINTMENT OF DUANE JIRIK TO THE JOINT ADVISORY BOARD FOR THE AQUATIC CENTER FACILITY. All voted in favor. Motion carried (5-0).

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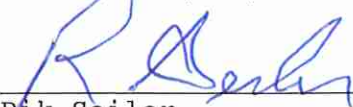
RECOMMENDATION TO HIRE NEW POLICE CHIEF - City Administrator Tetzlaff explained at the November 7<sup>th</sup> City Council meeting the Council approved posting the Police Chief/Emergency Management Director job posting internally. There was one applicant and Sgt. Tim Applen was interviewed on Monday, November 28<sup>th</sup> by Mayor Jirik, Councilmembers Bass and Wolf, City Administrator Tetzlaff, and Finance Director Pikal. After the interview, the committee discussed his credentials and experience and recommended offering Sgt. Applen the Chief of Police/Emergency Management Director position at Step 5, Grade 17 (\$118,788.80). To align with Chief Gareis retirement and ensure continuity of operations, Sgt Applen will begin his new position of Police Chief on Thursday, December 22, 2022 at 4:00 p.m. *MOTION BY JIRIK, SECONDED BY BASS TO APPROVE THE RECOMMENDATION.* All voted in favor. Motion carried (5-0). The appointment will take place at the January 3, 2023 City Council meeting.


MISCELLANEOUS:

1. Meeting Minutes - Informational - Utilities and Golf
2. Wolf - Asked City Administrator Tetzlaff to check past Council meetings pertaining to Pioneer Saloon and his Purchase and Easement Agreements with the City of New Prague. Revisit what details have been addressed and which ones still need to be addressed. An update will be provided at the December 19<sup>th</sup> City Council meeting.
3. City Administrator Tetzlaff addressed the Councilmembers regarding the paperless packet policy for Council meetings. Council agreed to give this policy some time to get used to and revisit in a couple months to see how it's going. Council also agreed they should not be paying for a packet to be printed if needed being they are doing City business.
4. Gareis - Provided an update on a new business in town trying to open up called Chalk It Up, LLC. The owner (Denise Lynn York) is working with the City on getting her Occupancy Certificate and get things to code. Ms. York has withdrawn her request for a Liquor License for the time-being.
5. Rynda - Provided an update from the November 21<sup>st</sup> City Council meeting pertaining to the Rental House by the City Hall (208 Central Avenue North). Resident has up to April 1, 2023 to move out but has already found a place to move to and will be moving out by January 2023.

Motion by Seiler, seconded by Ryan to adjourn at approximately 8:13 p.m. All voted in favor. Motion carried (5-0).

ATTEST:

  
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 Rik Seiler  
 Council Vice President, (Acting Mayor)

  
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 Joshua M. Tetzlaff  
 City Administrator

