

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

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City Council Meeting
Monday, December 19, 2022

Acting Mayor/Council V.P. Rik Seiler called the meeting to order at approximately 6:00 p.m. with the following members present: Bass, Ryan, Seiler, and Wolf.

Absent: Mayor Duane Jirik

Staff Present at Meeting: Josh Tetzlaff, Tim Applen, Jim Gareis, Ken Ondich, Robin Pikal, Bruce Reimers, Matt Rynda, and Barb Ulschmid

Others Present: City Engineer Chris Knutson, SEH and Pioneer Saloon Owner Mark Michel

Acting Mayor Seiler asked if there were any additions/updates to the Council Agenda. City Administrator Tetzlaff shared there was a change to the agenda. Agenda Item #4 - Romy Seurer's resolution will be post-poned until the next meeting and suggested to talk about the Pioneer Saloon topic with owner Mark Michel instead. Motion by Wolf, seconded by Bass to approve the changed Agenda. All voted in favor. Motion carried (4-0).

Acting Mayor Seiler asked if there were any comments on the Consent Agenda. Discussion took place regarding questions within the Financial Statement/Expenses. Motion by Wolf, seconded by Bass to approve the Consent Agenda as presented.

CONSENT AGENDA as follows:

- A. Regular City Council Meeting Minutes for December 5, 2022
 - B. Claims for Payment: \$79,041.06 (December 19, 2022)
 - C. General Fund Finance Report
 - D. 2023 Tobacco Licenses
 - E. 2023 Commercial Refuse Hauler/Recyclable Collector Licenses
 - F. RESOLUTION #22-12-19-01 - Resolution Designating Polling Place for 2023 Elections
 - G. Authorize the Purchase of Multi-Purpose Sidewalk Machine
- All voted in favor. Motion carried (4-0).

PIONEER SALOON - MARK MICHEL (Took the place of the Romy Seurer Resolution agenda item): City Administrator Tetzlaff explained that back on July 18th, the Council had asked Kennedy Graven to take a look at their legal fees and whether or not they were accurate. City Attorney Riggs confirmed they were. Attorney fees ended up higher for writing up a separate deed for the land under the wall (18" x 32'). The County rejected the deed, which resulted in a lot of unnecessary legal fees amounting to about \$4,800. Mr. Michal's didn't feel the attorney fees were justified and questioned why Kennedy Graven didn't contact Mr. Michal's about the price increase from the original estimate. Director Ondich shared the original legal fee estimate was \$1,500, \$645 for the purchase price of the land, and \$1,000 on survey fees which ended up only being \$670. Being Mr. Michel's purchased the property from the City and if the Council agrees for the City to pay half the attorney fees, it would be noted that the City paid a fee to sell the property. Bass summarized that going into this deal the owner was given a quote but there were some unforeseen expenses.

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Council agreed to honor what Mr. Michal's was initially quoted and the City would take care of the remaining amount. Motion by Bass, seconded by Ryan *APPROVING THAT MR. MICHAL'S PAY THE AMOUNT HE WAS QUOTED OF \$2,815, AND THE CITY ABSORB THE REMAINING COSTS AS CALCULATED.* All voted in favor. Motion carried (4-0).

CITY ENGINEER PROJECT UPDATES: City Engineer Chris Knutson provided a brief update on each of the following SEH projects and where they are at for the City of New Prague: 2023 Street and Utility Improvements, and HSIP 10th Avenue SE-1st Street SE RRFB.

RESOLUTIONS:

#22-12-19-03 - Adopting 2022 Property Tax Levy, Payable in 2023 - City Administrator Tetzlaff explained the proposed Property Tax Levy is comprised of the following components: General Fund Levy \$3,660,878; Debt Service Levy \$821,283; Equipment Levy \$200,217; and EDA Levy \$75,000. The City's property tax levy total, payable in 2023 is \$4,824,628, an increase of \$163,750 from the previous year. COLA as it currently stands is at 3% for all employees both union and nonunion, which would be \$25,826 to the General Fund/Tax Levy (roughly a 1/3 of a percent to the Levy). 2.5% would be \$13,509. Much discussion took place on COLA. Ryan explained that it's always been a 2.5% increase, should stay at 2.5%, and is looking out for the taxpayers. Wolf explained that with the cost of living increases everywhere and average percentage rate raise in the metro area being 7%, 3% is fair for the City of New Prague employees. After discussion, motion by Bass, seconded by Seiler on the *APPROVAL OF RESOLUTION #22-12-19-03 APPROVING THE 2022 PROPERTY TAX LEVY, PAYABLE IN 2023 FOR \$4,824,628.* Bass, Seiler, and Wolf voted Yea. Ryan voted Nay. Motion passed (3-1).

#22-12-19-04 - Adopting 2023 City Budget - City Administrator Tetzlaff presented the City's proposed 2023 Total Budget (All Funds), totaling \$29,115,405 in total expenditures across all City departments. The budget included summaries of the General Funds, the EDA, the Enterprise Funds (Water, Wastewater, Electric, Ambulance, Golf, and Stormwater), Special Revenue, Capital Projects, and the Debt Service funds. Following the Truth in Taxation public hearing on December 5, 2022, there were a few changes in Planning expenditures which went slightly down. Motion by Wolf, seconded by Bass on the *APPROVAL OF RESOLUTION #22-12-19-04 ADOPTING THE 2023 CITY BUDGET TOTALING \$29,115,405 IN TOTAL EXPENDITURES ACROSS ALL DEPARTMENTS.* Bass, Seiler, and Wolf voted Yea. Ryan voted Nay. Motion passed (3-1).

#22-12-19-02 - 2023 Official Fee Schedule - Planning/Community Development Director Ken Ondich provided an overview on the proposed 2023 Fee Schedule. All City Departments have reviewed the fees throughout the year and have proposed appropriate changes based on increased costs from 2022 or costs missing from the fee schedule. Notable changes included increases in: Public Works Services,

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Planning/Zoning Fees, Park Shelter Rentals, Flat Fee Building Permit, Water Rate, Sewer and Storm Sewer Rates, Electric Rates, and Miscellaneous Utility Fees for Hydrant Maintenance, Flow Testing, etc. Motion by Seiler, seconded by Ryan on the APPROVAL OF RESOLUTION #22-12-19-02 (Using Romy Seurer Resolution#) ADOPTING AN OFFICIAL 2023 FEE SCHEDULE. All voted in favor. Motion carried (4-0).

GENERAL BUSINESS:

COMPENSATION PAY PLAN 2023 - City Administrator Tetzlaff provided the proposed employee Compensation Pay Plan for 2023. Motion by Bass, seconded by Wolf on the APPROVAL OF THE COMPENSATION PAY PLAN 2023. Bass, Seiler, and Wolf voted Yea. Ryan voted Nay. Motion carried (3-1).

2023 VISIONING DOCUMENT - Administrator Tetzlaff shared highlights looking forward to 2023 which included: a full update of City's Comprehensive Plan; continued work on a Community Recreational Assessment; updating of Bylaws; updating orderly annexation agreements with Helena and Lanesburgh townships; updates to software creating efficiencies for the Council, staff, and citizens creating plans for long-term financial health and continuity of operations when a staff position is unfilled for a medium-to-long period of time. Once the Visioning document is approved, the approved version will be placed in the City Council Share Drive and will be updated quarterly. After discussion, MOTION BY WOLF, SECONDED BY BASS TO APPROVE THE 2023 VISIONING DOCUMENT PER THE CHANGE NOTED. All voted in favor. Motion carried (4-0).

2023-2032 CAPITAL IMPROVEMENT PLAN - Administrator Tetzlaff explained this plan reflects estimated spending in 2023 and forward, split into the departments who would make the proposed spending. Reminded Council that this is a plan and does not formally approve spending on any singular item. Spending takes place according to the existing budget and how availability fits into that budget. After discussion, motion by Bass, seconded by Wolf on the APPROVAL OF THE 2023-2032 CAPITAL IMPROVEMENT PLAN. All voted in favor. Motion carried (4-0).

2023 CITY COUNCILMEMBER ORIENTATION MANUAL - Administrator Tetzlaff explained that in November 2022, a draft was brought to the City Council for review and discussion. The Council asked that a section be added about local government types in MN, a section about the Home Rule Charter, and then expand on the roles of the various departments. Page 5 now includes much of this information and also expanded the Departments section. While there are no new Councilmembers coming forward in 2023, this manual will serve as a template going forward that will continue to grow for the next election cycle. Motion by Ryan, seconded by Wolf on the APPROVAL OF THE 2023 CITY COUNCILMEMBER ORIENTATION MANUAL. All voted in favor. Motion carried (4-0).

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PAPERLESS CITY COUNCIL POLICY - Administrator Tetzlaff, per discussions at the December 5, 2022 City Council meeting, provided an updated Paperless Policy for the City Council. A change made would eliminate the requirement that Councilmembers use their own resources to print packets. Also, included two exceptions for the Budget and Visioning documents since Councilmembers may prefer to keep a hard copy throughout the year as a reference tool. Motion by Wolf, seconded by Bass on the APPROVAL OF THE REVISED PAPERLESS CITY COUNCIL POLICY. All voted in favor. Motion carried (4-0).

MISCELLANEOUS:

1. Meeting Minutes - Informational - EDA and Park
2. Rynda - The renter living in the City's Rental House by the City Hall moved out over the weekend and has found a different place to live.
3. Gareis - Thanked the Council and announced this evening was his last City Council meeting worked after working for the City of New Prague for 35 years. Council thanked Gareis for his service.
4. Pikal - Monday, December 5th - had the Auditors on-site to do some audit preliminary work, which is common. The Auditors will be coming back mid-February to do the field work.
5. Tetzlaff - 1. Police Chief Gareis will be honored at the January 3rd City Council meeting. Mayor Jirik will be present at this meeting. 2. At the August Golf Board meeting it was discussed that NPGC would like to provide to all City Employees a 10-hole punch card for 2023. Council would like to revisit this at the next council meeting as an agenda item. 3. Provided details on an option for a Rec Study with the School District and Wold Architects. Tetzlaff to provide details to the Council on what Staff is expecting to get out of this and its purpose. Council asked to bring back. Wolf asked about what the District's needs and wants are vs the residents of New Prague. Have this study survey per activity/sport. 4. Tetzlaff explained that his wife will be having a baby within a month and he will need to take some time off (approximately a week). Ken Ondich will be the back up City Administrator while Tetzlaff is on leave.
6. Bass - Brought up an article in the Star Tribune about Elko/New Market possibly considering a water bottling plant being built in their city. A group from Elko/New Market were not pleased with this idea because this plant would use roughly a million gallons of water a day out of the aquafer. That aquafer is also used in the City of Montgomery and surrounding properties. Utilities General Manager Bruce Reimers will be doing some research to determine if the City of New Prague is using water out of this Aquafer and will determine if the City of New Prague will need to get involved. Bass encouraged residents to support not building a water bottling plant because it's using our natural resources to be shipped out of state in plastic bottles. Once this resource is gone, it's gone.

City Council Proceedings

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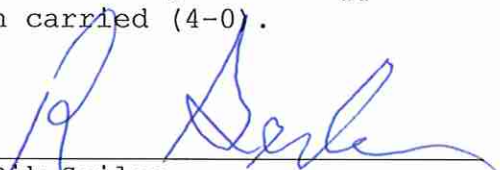
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7. Ryan - Regarding voting down the City's Compensation Plan, wanted to remind City Employee's he's not against them. Primarily about COLA and he believes it should be equally spread across all employees. Would have preferred to stick with the 2.5%.
8. Wolf - Regarding Funds, inquired about the Tin Shed Rental property line item noted as \$600 a year. Staff will look into this.
2. Inquired about the Rick Tietz memorial funds.
9. Seiler - Wants to make sure Council is getting back their answers from Staff. Tetzlaff encouraged all Councilmembers to get back to Staff if they feel their question(s) haven't been answered to help them do their job as well.
10. Pikal - Shared that the property tax for the Tin Shed is \$1,788. Also, on page 178 of the packet, it should read the 2023 Tin Shed rental fee is \$600 per month, not per year.

Motion by Ryan, seconded by Seiler to adjourn at approximately 7:39 p.m. All voted in favor. Motion carried (4-0).

ATTEST:



Rik Seiler
Council Vice President, (Acting Mayor)



Joshua M. Tetzlaff
City Administrator

