

City Council Proceedings

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

} Special City Council Meeting
Monday, April 19, 2021

Conducted via GoToMeeting due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

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

Staff Present Online: Mike Johnson, Ken Ondich, Jim Gareis, Bruce Reimers, Matt Rynda and Barb Ulschmid

Others Present Online: City Engineer Chris Cavett, Management Consultant Liza Donabauer, David Drown Associates Co. and Patrick Fisher, New Prague Times.

Mayor Jirik asked if there were any additions to the Council agenda? There being none, motion by Ryan, seconded by Bass to approve the Agenda as published. By roll call vote, all voted in favor. Motion carried (5-0).

City Engineer Chris Cavett provided an update to the City Council on the TH#19/Main Street Reconstruction Project (2020-2021 CIP). Mr. Cavett explained that there is a lot going on. Sanitary sewer started last week. 2nd water main crew had started today and they are working their way east. Started removals from 1st Ave. E to Columbus Ave.

Held a couple informational sessions on the Main Street Reconstruction Project for residents and business owners and only one person has attended so far. A couple Change Orders will be coming up due to old steam lines dug up from Columbus Ave. to Central Ave. that have an asbestos wrapped tunnel system around the pipes. Also, talked about additional expenses as a result of a building with structural concerns at 102-104 Main Street East which will involve using a different process around these buildings that won't cause as much disturbance/vibration. SEH is working with the City on how to handle this situation in a timely and effective manner. Mr. Cavett explained that the majority of this additional expense will be the City's responsibility, but some financial assistance will come from MnDOT and the State. The business owner has been cooperative, and they are working with a Structural Engineer to come up with short and long-term plans to make this a safe process for everybody. Community & Development Director Ondich indicated they hope to have an update within a couple days.

Public Works Director Matt Rynda reviewed the bids received for the 2021 Street Seal Coating Project:

<u>Company:</u>	<u>Per Square Yard:</u>
Allied Blacktop Company, Maple Grove, MN	\$1.04/sq. yd.
Pearson Brothers, Inc., Hanover, MN	\$0.99/sq. yd.

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Street seal coating consists of applying a hot emulsified asphalt product which is immediately covered by small granite aggregate. Seal coating is a preventative maintenance program that is designed to extend the life of the street. Staff recommended the Council approve the low bid from Pearson Brothers Inc. Seal coating operations would be expected to start sometime after June 1, 2021.

After discussion, it was moved by Seiler and seconded by Ryan to approve the seal coating bid with Pearson Brothers Inc. at a cost of \$0.99 per square yard and approved doing 198,617 square yards for \$196,630.83. All voted in favor of the motion. Motion carried.
(5-0)

Public Works Director Matt Rynda presented the background information on the appointment/promotion of Jeff Steinhoff - Streets Department to Maintenance Worker - Street/Water Department. This position is to replace Frank Bisek's position where Mr. Bisek will now become a Water Operator in the Water Department on June 1, 2021. Mr. Rynda explained the City application process that was used by City Staff, that there were two internal applicants, interviews were held, and a candidate recommended. Public Works Director Rynda was recommending that Mr. Jeff Steinhoff be promoted internally to the Maintenance Worker - Street/Water Operator position.

Mr. Steinhoff has been with the Street Department for 14+ years. Mr. Steinhoff has done mapping, fixing water main breaks, exercise valves, locates and hydrant repairs in his time with the City that has prepared him for the combination position. Mr. Steinhoff will be doing locates, inspections, street repairs, plowing, water samples, meter installation and daily rounds. He will also be required to obtain a Class C Water License within 2 years from the date of his approved appointment to the Maintenance Worker - Street/Water Operator position. Position to be effective June 1, 2021 and would be at Pay Grade 6, Step 7 (\$32.26 / hour or \$67,100.80 annually) per the City's 2021 Wage Schedule. Because this is a position that functionally serves two entities and is funded by both the City/Utility Operations, approval is needed by both entities.

Motion by Bass, seconded by Seiler to approve the PROMOTION OF JEFF STEINHOFF TO MAINTENANCE WORKER - STREET/WATER OPERATOR POSITION. By roll call vote, all voted in favor. Motion carried (5-0).

City Administrator Mike Johnson informed the City Council that 14 applications have been received for various open Board and Commission seats. The interviews will need to be completed prior to the May 17th City Council meeting so appointments can be in place by June 1st. The Mayor and Council decided to schedule and split the 14 interviews over 2 days. The Council decided to have their Special meetings on Thursday, May 6th and Wednesday, May 12th, both beginning

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at 5:30 p.m. in the Council Chambers. Each interview will be 15 minutes. Barb Ulschmid will contact the candidates and coordinate/schedule the interviews and communicate that information with the Councilmembers.

Management Consultant Liza Donabauer with David Drown Associates explained that on April 13th she had sent the Council a draft of the Community & Position profile with the intent to discuss at this evening's meeting. Other items reviewed and discussed included the City Administrator's salary range, job description, search timeline, and interview process. The Mayor and Councilmembers provided feedback and updates were noted. The City Administrator position vacancy will be advertised beginning on April 20, 2021. Applications are due by May 18, 2021, finalists will be selected on June 7, 2021 and final interviews are scheduled for June 29, 2021.

After discussion, motion by Seiler, seconded by Ryan to approve the revised City Administrator's Position Profile including the Salary Range, Job Description and Timeline. By roll call vote, all voted in favor. Motion carried (5-0).

Mayor Jirik asked if there were any questions on the Consent Agenda. There being none, motion by Seiler, seconded by Jirik to approve the Consent Agenda as follows:

- A. April 5, 2021 Special City Council Meeting Minutes
- B. Claims for Payment - April 19, 2021
- C. First Quarter Finance Report (January - March 2021) - Finance Director Patty Solheid

By roll call vote, all voted in favor. Motion carried (5-0).

Miscellaneous Items:

Bruce Wolf - Inquired about and had discussion on: 1. Status of Compensation Study; 2. Dash Cam installation and policy - Police Chief Gareis explained installation will start beginning of May and will also provide a policy update at the next Council meeting on May 3rd; 3. South Side Park, timing on the receipt of plan and specs. Director Ondich indicated the work will start soon being no teams are currently playing on the field since it's been too wet. There are no plans to use that field until Spring of 2022; 4. Armory - anything else going on at this location? Director Rynda said the area is being seeded. No further work is budgeted/planned in 2021 for this location.

Shawn Ryan - 1. Regarding the Armory location, what will it cost to make it a level area? Director Rynda said a quote was received for \$60,000; 2. What is being done with the former main street lights? Manager Reimers explained a legal document is being set up before the used lights (30) go up for sale should people want to purchase

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at a fair market price. Still waiting for letter to come back from the City Attorney (Kennedy & Graven). 3. Issues at 12th & 12th SE, stop signs on the east/west side of 12th avenue, people blowing through that stop sign. Police Chief Gareis said he can provide for extra enforcement in that area. Mr. Rynda suggested additional signage in that area as well.

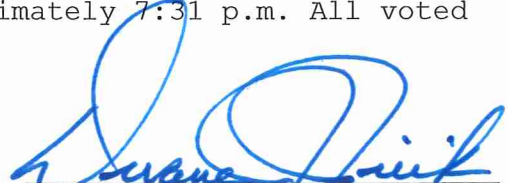
Maggie Bass - Inquired about a school study on all available athletic fields. Mr. Ondich provided some details but will follow up with Maggie with additional details.

Ken Ondich - 1. Provided an update and discussion took place on the equipment installation in the Council Chambers for live streaming. Mostly wrapped up by the end of last week. Have some testing and training to do. So far all is working well and a bit of a learning curve. Will need someone to operate the equipment during the meeting. 2. Also provided an update on the Covid State Statute with online meetings.

There being no additional business, motion by Ryan, seconded by Seiler to adjourn the meeting at approximately 7:31 p.m. All voted in favor. Motion carried (5-0).

ATTEST:


Michael J. Johnson
City Administrator


Duane J. Jirik
Mayor