



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, December 04, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

#### 2. APPROVAL OF REGULAR AGENDA

#### 3. CONSENT AGENDA

*(The following agenda items are considered to be non-controversial and routine in nature. They will be handled with one motion of the City Council. Council members may request that specific items be removed from the Consent Agenda and be acted upon separately.)*

**a.** Meeting Minutes

i. October 16, 2023, Special City Council Meeting Minutes

ii. November 20, 2023, City Council Meeting Minutes

**b.** Claims for Payment: **\$248,453.58**

**c.** 2024 THC License - Coborn's, Inc.

**d.** LG220 MN Lawful Gambling Application for Exempt Permit for the Church of St. Wenceslaus on June 7, 2024, involving a raffle at the Church, 215 Main Street East, New Prague

**e.** Assessment Deferrals

i. Resolution #23-12-04-01 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Marilyn Sindelar Against Certain Property Based Upon Age

ii. Resolution #23-12-04-02 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Susan Kennedy Against Certain Property Based Upon Age

#### 4. CITY ENGINEER PROJECTS UPDATE

**a.** December 4, 2023

#### 5. 2022 STREET AND UTILITY IMPROVEMENT PROJECT

**a.** Project Status and Change Order #2

#### 6. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

*(Speakers limited to 5 minutes.)*

#### 7. PUBLIC HEARING(S) – 6:00 PM

**a.** 2024 Budget and Property Taxes Levied in 2023, Payable 2024

i. Truth in Taxation Hearing

ii. Discussion

b. Vacating Certain Easements in the Plat of Whispering Pines

**8. ORDINANCE(S) FOR INTRODUCTION**

a. [Ordinance #346](#) - Amending Chapter 53 of the City Code Regarding Refuse Collection

**9. ORDINANCE(S) FOR ADOPTION**

a. [Ordinance #345](#) - Vacating Certain Easements in the Plat of Whispering Pines

**10. RESOLUTIONS**

a. [Resolution #23-12-04-03](#) - Conditional Use Permit #C5-2023 and Variance #V4-2023 to Allow for an Indoor Firing Range and Limited Retail Sales in the I-1 Light Industrial Zoning District at 100 2nd Ave. SW, as proposed by ATR LLC (Austin Reville)

b. [Resolution #23-12-04-04](#) - Supporting MnDOT Local Road Improvement Program Grant Application

**11. GENERAL BUSINESS**

**12. MISCELLANEOUS**

a. Ambulance Quarterly Update

b. Discussion of Items not on the Agenda

**13. ADJOURNMENT**

**UPCOMING MEETINGS AND NOTICES:**

December 11	12:00 p.m. Community Center Board
December 12	6:00 p.m. Park Board
December 13	7:30 a.m. EDA Board
December 13	7:00 p.m. Cedar Lake Water & Sanitary Sewer District
December 18	6:00 p.m. City Council
December 19	6:30 p.m. Golf Board
December 20	6:30 p.m. Planning Commission
<b>December 25</b>	<b>Holiday – City Offices Closed</b>
<b>December 26</b>	<b>Holiday – City Offices Closed</b>
December 27	3:30 p.m. Utilities Commission



# SPECIAL CITY COUNCIL & UTILITIES COMMISSION MEETING - CLOSED MINUTES

## City of New Prague

Monday, October 16, 2023 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Councilmember Shawn Ryan called the Closed portion of the meeting to order at approximately 8:40 p.m.

**PRESENT**

- Councilmember Shawn Ryan
- Councilmember Maggie Bass
- Councilmember Rik Seiler

**ABSENT**

- Mayor Duane Jirik
- Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, General Manager Bruce Reimers, and Public Works Director Matt Rynda

Others present: City Attorney Scott Riggs and Utility Commissioner Paul Busch

1. **CLOSED SESSION:** Went into Closed session at approximately 8:40 p.m. to conduct a joint closed City Council and Utilities Commission meeting pursuant to the attorney-client privilege to engage in confidential attorney-client communications and litigation strategy related to a pending litigation matter and to discuss the City’s and Commission’s options as to participation in a multidistrict lawsuit class settlement entitled: *In RE: Aqueous Film Forming Foams Products Liability Litigation: United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; Case No. 2:23-cv-03147-RMG.*
2. **ADJOURNMENT:** At 9:00 p.m., with no further items to discuss, the meeting was adjourned.  
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (3-0).

ATTEST:

\_\_\_\_\_  
Duane J. Jirik  
Mayor

\_\_\_\_\_  
Joshua M. Tetzlaff  
City Administrator

# CITY COUNCIL MEETING MINUTES



## City of New Prague

Monday, November 20, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

**1. CALL TO ORDER**

Councilmember Maggie Bass called the meeting to order at 6:00 p.m.

**PRESENT**

- Councilmember Maggie Bass
- Councilmember Bruce Wolf
- Councilmember Rik Seiler

**ABSENT**

- Mayor Duane Jirik
- Councilmember Shawn Ryan

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, General Manager Bruce Reimers, Police Chief Tim Applen, and Public Works Director Matt Rynda.

**2. APPROVAL OF REGULAR AGENDA**

City Administrator requested to add *Golf Contract* to *General Business* as Item 12c. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf, to approve the Regular Agenda, as amended. Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).

**3. CONSENT AGENDA**

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the Consent Agenda. Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).

- a. Meeting Minutes
  - i. October 24, 2023, Special City Council Meeting Minutes - Closed
  - ii. November 6, 2023, City Council Meeting Minutes
  - iii. November 6, 2023, Special City Council Meeting Minutes - Closed
- b. Claims for Payment: **\$404,516.00**
- c. Call for Public Hearing on the Issuance of an On-Sale Intoxicating Liquor License, Sunday Liquor License, and 3.2% On-Sale Liquor License for The Broz LLC at 212 Main Street West
- d. 1-Day Temporary On-Sale Liquor License for the Church of St. Wenceslaus' Starry Night Gala on March 16, 2024
- e. Monthly Financial Summary Report
- f. Lockridge Retainer Agreement

**4. CITY ENGINEER PROJECTS UPDATE**

- a. November 20, 2023  
City Engineer Chris Knutson provided a memo with updates regarding various projects taking place around the City. No action was taken.

**5. 2024 STREET AND UTILITY IMPROVEMENT PROJECT**

- a. Resolution #23-11-20-01 - Variance from Standard for State Aid Operation for Project No. S.A.P. 237-123-001  
Motion made by Councilmember Wolf, Seconded by Councilmember Seiler to approve Resolution #23-11-20-01.  
Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).

**6. PRAHA OUTDOOR PERFORMANCE STAGE (POPS) FACILITY RECOMMENDATION FROM PARK BOARD**

POPS Committee Chair Den Gardner addressed the Council, and Jonathan Nelsen gave a presentation. No action was taken.

- a. Jonathan Nelsen - Bolton & Menk, & POPS Committee of the New Prague Area Arts Council

**7. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA**

No members of the public spoke at this meeting.

**8. PUBLIC HEARING(S) – 6:00 PM**

There were no public hearings at this meeting.

**9. ORDINANCE(S) FOR INTRODUCTION**

There were no ordinances for introduction at this meeting.

**10. ORDINANCE(S) FOR ADOPTION**

There were no ordinances for adoption at this meeting.

**11. RESOLUTIONS**

There were no resolutions at this meeting.

**12. GENERAL BUSINESS**

- a. Enterprise Fund Budget Presentations  
City Administrator Tetzlaff provided an overview. Contract General Manager Kurt Ruehling presented on Golf Club department updates, Public Works Director Matt Rynda spoke on the sanitary and storm sewer departments updates, General Manager Bruce Reimers spoke on updates within the utilities department, and City Administrator Tetzlaff spoke regarding ambulance updates. Discussion was had regarding each, and no action was taken.
- b. Assessment Deferrals  
City Administrator Tetzlaff provided a summary. Motion made by Councilmember Wolf, Seconded by Councilmember Seiler to approve the assessment deferrals.  
Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).
- c. Golf Management Contract  
City Administrator Tetzlaff provided updates. Brief discussion was had, and no action was taken.

**13. MISCELLANEOUS**

- a. Meeting Minutes
  - i. Park
  - ii. Planning
- b. Discussion of Items not on the Agenda
  - i. Councilmember Bruce Wolf inquired about roof of the library. Public Works Director Rynda advised library staff haven't made any reports of leaking since it's been fixed. The City has been keeping an eye on it and will continue to do so into the winter months.
  - ii. City Administrator Tetzlaff inquired if Councilmembers would be interested in the City of New Prague participating in a feasibility study with Gallagher regarding health insurance costs amongst employees. The topic was discussed at a SCALE meeting, and nearby cities and counties are exploring what a self-insured model would look like. The Council did express interest. City Administrator Tetzlaff also advised that there is an error in the Scott County tax levy statements that were mailed out. The statements reflect that the proposed preliminary levy is approximately 3.9 million dollars, which is approximately 1.2 million dollars lower than it should be. There was a miscommunication between City staff and Scott County staff, and the City is working with Scott County and Kennedy & Graven to get this corrected. The Le Sueur County tax levy statements are reporting correctly.

**14. ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to adjourn the meeting at approximately 7:58 p.m.  
Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).

ATTEST:

\_\_\_\_\_  
Duane J. Jirik  
Mayor

\_\_\_\_\_  
Joshua M. Tetzlaff  
City Administrator

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/04/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
AMERICAN TEST CENTER	LADDER TRUCK TESTING	\$287.50	
NEW PRAGUE RURAL FIRE ASSOCIATION	FIRE CHIEF'S VEHICLE SALE	\$13,835.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
<b>TOTAL:</b>			<b>\$14,139.10</b>
<b><u>LAWN MAINTENANCE - TO BE REIMBURSED</u></b>			
STEVE RYNDA CONSTRUCTION	LAWN MOWING - 104 2ND ST NE	\$107.38	
<b>TOTAL:</b>			<b>\$107.38</b>
<b><u>COUNCIL</u></b>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
<b>TOTAL:</b>			<b>\$274.98</b>
<b><u>ADMINISTRATION</u></b>			
ABDO	LEGISLATIVE RESPONSE WORKSHOP	\$400.00	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$9.39	
LAND'S END BUSINESS	APPAREL SHIPPING	\$27.19	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.10	
<b>TOTAL:</b>			<b>\$710.68</b>
<b><u>TECH NETWORK</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,064.83	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,366.19	
<b>TOTAL:</b>			<b>\$6,431.02</b>
<b><u>PLANNING</u></b>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
<b>TOTAL:</b>			<b>\$27.18</b>
<b><u>GOVERNMENT BUILDING</u></b>			
AMAZON CAPITAL SERVICES	LIGHTS	\$14.39	
<b>TOTAL:</b>			<b>\$14.39</b>
<b><u>POLICE</u></b>			
MSCIC	TRAINING CONFERENCE	\$300.00	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$385.00	
QUILL CORPORATION	COPY PAPER	\$72.98	
ULINE	BOXES- TAKE IT TO THE BOX	\$439.45	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
<b>TOTAL:</b>			<b>\$1,476.57</b>
<b><u>PUBLIC WORKS</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPOST GRANT - CAMERA	\$7,766.60	
<b>TOTAL:</b>			<b>\$7,766.60</b>
<b><u>STREET</u></b>			
ACTION OVERHEAD GARAGE DOO	PHOTO EYES & CONVERTERS	\$709.32	
AMAZON CAPITAL SERVICES	CONCRETE BLADES & SUPPLIES	\$557.80	
AMAZON CAPITAL SERVICES	DRILL BITS, DRIVEWAY MARKERS	\$97.08	
AMAZON CAPITAL SERVICES	PARADE OF LIGHTS	\$186.08	
ASPEN EQUIPMENT	2023 F 550 - EQUIPMENT	\$6,326.00	
NEW LOOK CONTRACTING INC	10TH ST SE RRFB	\$74,717.50	
REGENTS OF THE UNIVERSITY	TREE INSPECTOR WORKSHOP	\$100.00	
TIM'S SMALL ENGINE SERVICE	SAW CHAINS	\$105.96	
UNIQUE PAVING MATERIALS IN	COLD ASPHALT	\$819.40	
<b>TOTAL:</b>			<b>\$83,619.14</b>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/04/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>PARKS</u></b>			
AMAZON CAPITAL SERVICES	NORTHSIDE PARK - LIGHTS	\$12.50	
AMERICAN TEST CENTER	LADDER TRUCK TESTING	\$287.50	
BORDER STATES ELECTRIC SUPPLY	NORTHSIDE PARK - BOX	\$47.56	
CONNELLY PLUMBING & HEATING	PARKS GARAGE- WATER & SEWER LINE	\$592.50	
HERITAGE LANDSCAPE SUPPLY GROUP	CHEMICALS	\$9,466.02	
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES	\$1,039.00	
PRIOR LAKE / SAVAGE RENTAL CENTER	STUMP GRINDER	\$270.00	
WOLD ARCHITECTS AND ENGINE	PARKS GARAGE CODE ANALYSIS	\$1,061.57	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
<b>TOTAL:</b>			<b>\$13,103.65</b>
<b><u>UNALLOCATED</u></b>			
LEAGUE OF MN CITIES INSURANCE	DEDUCTIBLE - VEHICLE HIT	\$2,422.92	
<b>TOTAL:</b>			<b>\$2,422.92</b>
<b>GENERAL FUND TOTAL:</b>			<b>\$130,093.61</b>
<b>FUND 375 - DEBT SERVICE - CIP 2007</b>			
BAKER TILLY MUNICIPAL ADVISORS	2007A ARBITRAGE COMPLIANCE	\$3,850.00	
<b>TOTAL:</b>			<b>\$3,850.00</b>
<b>FUND 380 - DEBT SERVICE - HRA (PHILIPPS SQUARE)</b>			
US BANK OPERATIONS CENTER	PHILIPP SQUARE HRA	\$5,500.00	
<b>TOTAL:</b>			<b>\$5,500.00</b>
<b>FUND 422 - CAPITAL PROJECTS - CIP 2023</b>			
HOLTMEIER CONSTRUCTION INC	2023 CIP	\$87,528.82	
<b>TOTAL:</b>			<b>\$87,528.82</b>
<b>FUND 423 - CAPITAL PROJECTS - CIP 2024</b>			
CHOSEN VALLEY TESTING INC	CIP 2024	\$7,980.00	
<b>TOTAL:</b>			<b>\$7,980.00</b>
<b>FUND 602 - ENTERPRISE - SANITARY SEWER</b>			
AAI GARAGE DOOR	WEATHER STRIP	\$126.00	
ACME TOOLS	MILWAUKEE BATTERIES	\$79.00	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,321.78	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$214.40	
CORE & MAIN	ORP PROBE	\$1,202.00	
CORE & MAIN	SALT BRIDGES	\$988.00	
CRANE ENGINEERING	PUMP MAINTENANCE SUPPORT BRACKET	\$1,290.00	
GRAINGER	RELAYS	\$105.06	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
TWIN CITY SCALE CO.	FLOOR SCALE	\$4,245.00	
VEOLIA WATER TECHNOLOGIES INC.	BIOCON DRYER TIPS	\$604.03	
<b>TOTAL:</b>			<b>\$10,385.87</b>
<b>FUND 606 - ENTERPRISE - STORM UTILITY</b>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
<b>TOTAL:</b>			<b>\$3.60</b>
<b>FUND 651 - ENTERPRISE - AMBULANCE</b>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
<b>TOTAL:</b>			<b>\$10.20</b>
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b>\$245,352.10</b>



Vendor Name	Net Invoice Amount
<b>ACE HARDWARE &amp; PAINT</b>	
Total FINANCE CHARGE:	\$4.15
Total INSULATION:	\$46.58
Total SUPPLIES:	\$15.13
<b>ACUSHNET COMPANY</b>	
Total GOLF MERCHANDISE:	\$162.57
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
Total BEER:	\$100.00
<b>CENTERPOINT ENERGY</b>	
Total NATURAL GAS-CREDIT:	\$247.73
<b>CINTAS</b>	
Total LINENS / TOWELS:	\$211.28
<b>ECOLAB PEST ELIMINATION</b>	
Total AIR QUALITY / PEST CONTROL:	\$211.80
<b>HERMEL WHOLESALE</b>	
Total FOOD:	\$941.80
Total SUNDRIES:	\$52.51
Total SUPPLIES:	\$142.86
<b>LAU'S BAKERY</b>	
Total BUNS:	\$23.34
<b>QUILL CORPORATION</b>	
Total OFFICE SUPPLIES:	\$196.24
<b>TOWN &amp; COUNTRY SEWER SERVICE</b>	
Total PORTABLE RESTROOMS:	\$493.93
<b>US BANK EQUIPMENT FINANCE</b>	
Total COPIER LEASE:	\$167.20
<b>VERSATILE VEHICLES INC.</b>	
Total DRIVE BELT:	\$84.36
Grand Totals:	\$3,101.48



# New Prague Police Department

City of New Prague In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH, SUITE 3, NEW PRAGUE, MINNESOTA 56071

• Phone: (952) 758-2791 • Fax: (952) 758-6279

• Website: [www.ci.new-prague.mn.us](http://www.ci.new-prague.mn.us)

**Tim Applen, Chief of Police**

## MEMORANDUM

**To: Honorable Mayor, Duane Jirik; Members of the City Council, Shawn Ryan, Maggie Bass, Bruce Wolf, Rik Seiler and City Administrator, Joshua Tetzlaff**

**From: Tim Applen Chief of Police / Emergency Manager**

**Date: Wednesday November 28, 2023**

**Subject: THC Establishment License Coborn’s Inc, dba – Coborn’s Liquor**

The New Prague Police Department conducted a background check pursuant to City Ordinance 121.03 on the licensee(s), David Norman Meyer, issued to Coborn’s Inc, dba – Coborn’s Liquor.

Minnesota Criminal History: None

Minnesota Driver’s License Check: No Record

Business Organization Inquiry, MN Secretary of State: Member Active in Good Standing

State of Minnesota HDCP registration: Active/Current Registration

After reviewing Minnesota Statute 151.72 Sale of Certain Cannabinoid Products, the background check did not reveal any disqualification.

- A. The applicant(s) are over 21 years of age.
- B. No information to believe Applicant(s) is not of good, moral character and reputation.
- C. Applicant has not been convicted within five years of a license violation relating to licensed products or any felony.
- D. Parties with business interest did not have interest in a license which was revoked within the last five years.
- E. The premises are (will be) part of corporate assets.
- F. The applicant or license holder has no outstanding fines, penalties or property taxes owed to the City.
- G. The location of the business is within a commercial or industrial district where retail sales are allowed.

Sales within the City of New Prague must comply with the requirements of MN Statute 151.72, Including but not limited to:

1. All packaging and labeling requirements of Minnesota Statutes 151.71, Subd.3 and 151.72, Subd. 5 and 5a.
2. No products contain more than 0.3% of THC.
3. No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package.
4. The testing requirements in Minnesota Statute 151.72, Subd.4

There were no disqualifiers identified in the investigation of David Norman Meyer issued to Coborn’s Inc.

**Recommendation:** Approve THC Establishment License application to Coborn’s Inc, dba – Coborn’s Liquor.



# City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071  
PHONE: (952) 758-4401 / www.ci.new-prague.mn.us

## License Application for TETRAHYDROCANNABINOL (THC) ESTABLISHMENT LICENSE

**FEES:** \$200 THC License Application/Investigation Fee. \$350 THC License Annual Fee. Fees are not prorated.

*THC Establishment Licenses are issued annually and valid January 1 – December 31. Licenses are required to be renewed prior to expiration with all applicable fees paid at the time of application. Licenses non-transferable. Submit application, certificate of insurance, background check form for each person and applicable fees to the City Clerk. The undersigned License Holder of the City of New Prague, in the Counties of Scott and Le Sueur, State of Minnesota, hereby make Application for License, to be issued to:*

**Licensee Name / Legal Name** (ex. Company ABC, LLC): Coborn's, Incorporated

**Trade Name or DBA** (ex. Company ABC): Coborn's Liquor

**Business Location Address:** 202 Alton Ave SE, New Prague, MN 56071

**Applicant:** Licensee's Legal Name (First, Middle and Last): David Norman Meyer

Business Phone #: 320-252-4222 Cell Phone #: 320-493-8465

Email Address: dave.meyer@cobornsinc.com Date of Birth: 11/15/1956

**Mailing Address** (if different than business address): PO Box 6146, St. Cloud, MN 56302-6146

**Name of Manager(s) of Business:** Tara Duering

**Days of Operation:** 7 days/week **Hours of Operation:** 8AM-10PM Mon-Sat; 11AM-6PM Sun

Are property taxes on the licensed location current as of date of this application? Taxes must be paid prior to issuance of license whether the building is owned by the applicant or not.

Are the Utilities on the licensed location current as of date of this application?

### DEPARTMENT OF REVENUE INFORMATION:

The City of New Prague is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business tax identification number or the social security number or individual taxpayer identification number of applicant.

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.

Supply the following information:

MN Tax ID #: 8058647 Federal Tax ID#: 41-0824910

OR

Applicant's Social Security or Individual Taxpayer Identification Number: \_\_\_\_\_

**INSURANCE REQUIREMENTS:**

A Certificate of Insurance be submitted and list the City as additional insured and provide coverages and amounts as required by state law. Applicant must also present acceptable evidence of compliance with the workers' compensation insurance coverage requirements of MSS Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

**I have a workers' compensation insurance policy:**  
Insurance company name (not the insurance agent): Sentry Insurance  
Policy Number: 90-03061 Effective Date: 7/1/2023 Expiration Date: 6/30/2024

OR

**I am not required to have workers' compensation insurance because:**  
 I am self-insured.  
 I am the sole proprietor and I have no employees.  
 I have no employees who are covered by the workers' compensation law.

*The City of New Prague reserves the right to request additional information to assist in the evaluation of this application.*

**Signature:** A signature verifying the overall accuracy and completeness of this application by the applicant (owner, Partner or officer) is required in order to process the license application.

*By signing, I agree to comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of New Prague. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the licensed premises for the purpose of ensuring compliance with the law, at any time the business is occupied and/or open for business. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the license provisions. I hereby certify that I have read and understand every question in this application and that the answers are true to my knowledge, information and belief. I further understand that the giving false information as a part of this application, can constitute cause for denial, suspension, or revocation of my business license.*

*I also hereby affirm that all products sold at retail in the City of New Prague comply with:*

- *All of the packaging requirements of the Minn. Stat §151.72 Subd.3*
- *The labeling and packaging requirements of Minn. Stat §151.72 Subd.5 and 5a*
- *No products contain more than 0.3% of THC.*
- *No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package.*
- *The testing requirements in Minn. Stat §151.72 Subd.4.*

*All licenses will be issued for a one-year term (January 1 to December 31) and shall be posted and displayed in plain view of the general public on the premise.*

*The undersigned hereby makes application for a license to sell tobacco and other tobacco products at retail in the City of New Prague, Counties of Le Sueur or Scott, Minnesota subject to the laws of the State of Minnesota and herewith deposits \$200.00 (annual fee) in payment thereof.*

(Please attach additional pages if needed)

  
\_\_\_\_\_  
Signature of Applicant (required)

Date September 13, 2023

\*\*\*\* A signed Affidavit of Compliance concerning educational materials used to instruct employees in the legal requirements pertaining to the sale of CBD related products must accompany this application.



# City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071  
PHONE: (952) 758-4401 / www.ci.new-prague.mn.us

## AFFIDAVIT OF COMPLIANCE CONCERNING EDUCATIONAL MATERIALS SALES OF TETRAHYDROCANNABINOL (THC) RELATED PRODUCTS

Coborn's Liquor (Licensee), has conducted the proper instructional program for all employees involved with the sale of tobacco as described and required in the City of New Prague THC Ordinance (Instructional Program).

Please include a copy of the educational materials you use to educate your employees in the proper sale of tobacco related products. License will not be approved without this information.

  
\_\_\_\_\_  
Signature of Applicant

9/13/2023  
\_\_\_\_\_  
Date

David Meyer, President  
\_\_\_\_\_  
Print Name



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** CHURCH OF ST. WENCESLAUS - MINNESOTA LAWFUL GAMBLING  
LG220 APPLICATION FOR EXEMPT PERMIT  
**DATE:** NOVEMBER 30, 2023

---

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Church of St. Wenceslaus to conduct a raffle at an event on June 7, 2024, at the Church, located at 215 Main Street East, New Prague.

**Recommendation**

Staff recommends approval of the Lawful Gambling Permit for the Church of St. Wenceslaus and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
• conducts lawful gambling on five or fewer days, and  
• awards less than \$50,000 in prizes during a calendar year.  
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**  
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Church of St Wenceslaus Previous Gambling Permit Number: X-70005-22-047  
Minnesota Tax ID Number, if any: 8348249 Federal Employer ID Number (FEIN), if any: 41-0695519  
Mailing Address: 215 Main Street East  
City: New Prague State: MN Zip: 56071 County: Scott  
Name of Chief Executive Officer (CEO): Fr Eugene Theisen  
CEO Daytime Phone: 952-758-3225 CEO Email: Eugene.Theisen@npcatholic.org  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): ruth.weinandt@npcatholic.org

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)  
 **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767  
 **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.  
 **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St Wenceslaus  
Physical Address (do not use P.O. box): 215 Main Street East, New Prague MN 56071  
Check one:  
 City: New Prague Zip: 56071 County: Scott  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): June 7, 2024  
Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

### LG220 Application for Exempt Permit

#### LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of New Prague

Signature of City Personnel: \_\_\_\_\_

Title: City Administrator Date: 12/4/23

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

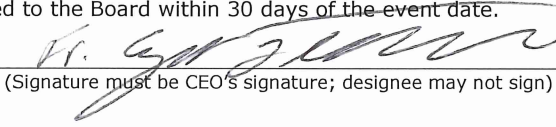
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 29 Nov 2023

(Signature must be CEO's signature; designee may not sign)

Print Name: Fr Eugene Theisen

#### REQUIREMENTS

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

#### MAIL APPLICATION AND ATTACHMENTS

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.





ARCHDIOCESE  
SAINT PAUL &  
MINNEAPOLIS

OFFICE OF THE CHANCELLOR FOR CIVIL AFFAIRS

August 10, 2020

Reverend Eugene Theisen  
Church of Saint Wenceslaus  
215 Main St E  
New Prague, MN 56071

Dear Reverend Theisen,

The Church of St. Wenceslaus, of New Prague, Minnesota, a Minnesota religious parish corporation, is a tax exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code by reason of a Group Ruling issued to the United States Conference of Catholic Bishops by the Internal Revenue Service on August 21, 2019, which is the latest annual update in a series that began with the original determination of March 25, 1946. A copy of the 2019 Group Ruling is enclosed. The Group Exemption Number is 0928.

The Group Ruling provides that any organizations listed in the *Official Catholic Directory* for 2019 as being an agency, instrumentality and educational, charitable and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, are tax exempt.

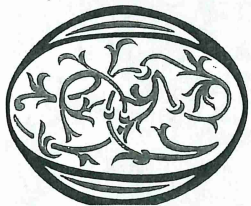
The Church of St. Wenceslaus, of New Prague, Minnesota, is listed in the *Official Catholic Directory* for 2019 on page 1270. A copy of the Archdiocesan section from the directory showing that listing is enclosed.

If you have any questions about the tax exempt status, please contact me.

Sincerely,

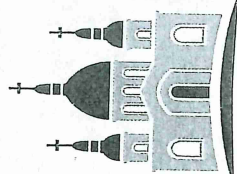
Joseph F. Kueppers  
Chancellor for Civil Affairs

ENCLOSURES

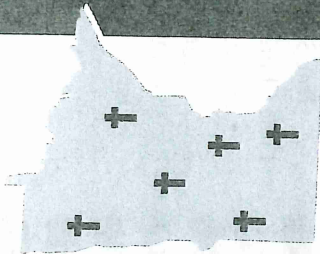


# OFFICIAL

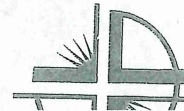
# 2020



# MINNESOTA CATHOLIC DIRECTORY



Published by the Office of Communications, Archdiocese of St. Paul and Minneapolis



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Financial Advisor to Catholic Institutions

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### Saint Paul and Minneapolis

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PARISHES

ST. BENEDICT, see St. Benedict  
ST. WENCESLAUS &

St. Wenceslaus campus:  
215 Main St. E, New Prague  
56071-1837  
(952) 758-3225, Fax 758-2960  
www.npcatholic.org  
St. Scholastica campus  
31525 181st Ave., Heidelberg 56071  
(952) 758-4292

Parish records available at St. Wenceslaus

St. John the Evangelist campus:  
20087 Hub Dr., Union Hill 56071  
(952) 758-4642

- Rev. Eugene Theisen, Parochial Administrator, (952) 758-0469  
eugene.theisen@npcatholic.org

MASSES:

- St. Wenceslaus campus:
- Sat, 5 p.m. (4 p.m. DST)
- Sun: 8:30, 10:30 a.m.

SACRAMENT OF RECONCILIATION:

- Sat, 4-4:30 p.m. (3-3:30 p.m. DST)

St. Scholastica Campus:

- Sat, 8:15 p.m. (Nov-Apr)
- Sun, 10 a.m., 7:30 p.m. (Nov-Apr)

SCHOOL: St. Wenceslaus

See SCHOOLS section

NEW TRIER  
Dakota Co.

ST. MARY

St. Mary's Church  
23315 Northfield Blvd.  
Hampton 55031  
parishoffice@stmathias.com

- Rhonda Rother  
Parish Business Administrator
- Rev. Cole Kracke

MASSES:

- Sun, 8 a.m.
- Weekday: Fri, 7:30 a.m.; 1st Sat, 8:30 a.m.

8701 36th Ave. N, New Hope  
55427-1769  
(763) 544-3352, Fax 544-3435

Little Church:  
13015 Rockford Rd., Plymouth  
trasmussen@stjosephparish.com  
www.stjosephparish.com

- Rev. Terry Rasmussen  
(763) 559-0318  
trasmussen@stjosephparish.com
- Deacon Robert Bramwell

MASSES:

Parish Center-New Hope

- Sat, 4:30 p.m.
- Sun: 10 a.m., 6 p.m.
- Weekday: Tue, 5:30 p.m.; Wed, Thu, 8:30 a.m.

Little Church-Plymouth

- Sun: 8, 9:30 a.m.

SACRAMENT OF RECONCILIATION:

Parish Center-New Hope

- 1st Sat of Month, 3:30-4:30 p.m.

NEW MARKET  
Scott Co.

ST. NICHOLAS &

51 Church St., Elko New Market 55054  
(952) 461-2403  
www.stncc.net  
www.facebook.com/stncc.net

- Rev. Patrick Barnes

MASSES:

- Sat, 5 p.m.
- Sun: 8, 10 a.m.
- Weekday: Tue-Sat, 8 a.m.

SACRAMENT OF RECONCILIATION:

- Tue-Fri, 7:35-7:50 a.m.; Wed, 4:45-5:30 p.m.; Sat, 8:35 a.m., 3:30-4:40 p.m.

SCHOOL: Holy Cross

See SCHOOLS section

NEW PRAGUE  
Scott Co.

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

**CITY OF NEW PRAGUE  
RESOLUTION #23-12-04-01**

**DEFERRING SPECIAL ASSESSMENT FOR CITY OF NEW PRAGUE 2023 STREET AND UTILITY  
IMPROVEMENT PROJECT FOR MARILYN SINDELAR AGAINST CERTAIN PROPERTY BASED  
UPON AGE**

**WHEREAS**, the City of New Prague (the “City”) has levied special assessments for the 2023 Street and Utility Improvement Project for street, water, sanitary sewer and storm drainage improvements, against benefited property; and

**WHEREAS**, Minnesota Statutes, sections 435.193 through 435.195 authorize the City to defer the payment of special assessments against any homestead property for certain citizens; and

**WHEREAS**, said deferment of assessment may be permitted at the discretion of the City Council of the City of New Prague (the “Council”); and,

**WHEREAS**, the Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

**WHEREAS**, the Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability (the “Applicant”). The City Administrator may record the deferment of special assessments where the following conditions are met:

- (1) The Applicant must apply for the deferment not later than 14 days after the assessment is adopted by the council.
- (2) The Applicant must be 65 years of age, or older, or retired by virtue of permanent disability.
- (3) The Applicant must be the owner of the property.
- (4) The Applicant must occupy the property as a principal place of residence.

**WHEREAS**, the deferment will be granted for as long a period of time as the hardship exists and the conditions as aforementioned have been met.

**WHEREAS**, the Applicant must notify the City Administrator of any change in Applicant’s status that would affect eligibility for deferment.

**WHEREAS**, the Council has determined that the above referenced conditions are satisfied by the Applicant and that it is reasonable and appropriate to defer special assessments against Applicant’s property designated as Scott County Property I.D. No. 240090130 (the “Subject Property”) as provided below;

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

}

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of New Prague as follows:

1. The Recitals set forth above in this Resolution and in Exhibit A attached to this Resolution are incorporated into and made part of this Resolution as if fully set forth herein.
2. Special assessments for street, water, sanitary sewer and storm drainage projects designated as City Project 2023 Street and Utility Improvement Project against the Subject Property in the total principal amount of \$15,030. Parcel I.D. #240090130 for \$15,030.00 is deferred and the option to defer the payment of special assessments terminates, and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
  - a. the death of the Applicant when there is no spouse who is eligible for deferment;
  - b. the sale, transfer or subdivision of all or any part of the Subject Property;
  - c. loss of homestead status on the Subject Property; or
  - d. determination by the Council for any reason that there would be no hardship upon the Applicant to require immediate or partial payment.

Whereupon said special assessment, together with accrued interest, shall be due and payable.

3. Interest on the principal amount stated in paragraph 2 will accrue at the rate of 4.47% percent per annum until paid in full.
4. City staff and consultants are authorized to take all necessary further action to implement this Resolution.

Adopted by the City Council of the City of New Prague on this 4th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik  
Mayor

ATTEST:

\_\_\_\_\_  
Joshua M. Tetzlaff  
City Administrator

**State of Minnesota  
Counties of Le Sueur/Scott  
City of New Prague**

**City Administrator’s Certificate as to  
Deferred Assessment under Minnesota  
Statutes Sections 435.193 to 435.195  
(Assessment Deferral for Seniors, Disabled or  
Military Persons)**

The undersigned duly appointed and acting City Administrator of the City of New Prague, Minnesota, certifies that the following special assessment and interest thereon have been deferred by the City Council pursuant to Minnesota Statutes Sections 435.193 to 435.195 (Assessment Deferral for Seniors, Disable or Military Persons) and the terms of City of New Prague Resolution #23-12-04-01 adopted December 4, 2023.

The authority for this Deferred Assessment is based on a City of New Prague Special Assessment Policy which was adopted by the City Council on November 6, 2023.

Legal description of property assessed: The North Sixty (N60) feet of Lot Three (3), and the South Thirty-five (S 35) of Lot Two (2), Block Three (3) Sun Rise Acres Second Addition to New Prague, Scott County, Minnesota, according to the plat thereof on file and of record in the Office of the County Recorder in and for said County and State.

PID #'s of property assessed: 24-009-0130

Amount of assessment deferred: \$15,030.00

Such deferred assessment shall be payable upon: the death of the owner/applicant when there is no spouse who is eligible for deferment; the sale, transfer or subdivision of the property; the loss of homestead status on the property for any reason, subject to and Minnesota Statutes Sections 435.193 to 435.195 or within 30 years of the date of adoption of Resolution #23-12-04-01 which occurred on December 4, 2023, subject to the terms of the resolution and Minnesota Statutes Section 429.061.

Dated: December 4, 2023.

\_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

STATE OF MINNESOTA )  
 ) ss.  
COUNTIES OF SCOTT & LESUEUR )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of December, 2023, by Joshua M. Tetzlaff, the City Administrator of the City of New Prague, a Minnesota municipal corporation on behalf of the City.

\_\_\_\_\_  
Notary Public

This document drafted by:  
City of New Prague  
Kenneth D. Ondich  
118 Central Ave. N.  
New Prague, MN 56071  
(952) 758-4401

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

**CITY OF NEW PRAGUE  
RESOLUTION #23-12-04-02**

**DEFERRING SPECIAL ASSESSMENT FOR CITY OF NEW PRAGUE 2023 STREET AND UTILITY  
IMPROVEMENT PROJECT FOR SUSAN KENNEDY AGAINST CERTAIN PROPERTY BASED  
UPON AGE**

**WHEREAS**, the City of New Prague (the “City”) has levied special assessments for the 2023 Street and Utility Improvement Project for street, water, sanitary sewer and storm drainage improvements, against benefited property; and

**WHEREAS**, Minnesota Statutes, sections 435.193 through 435.195 authorize the City to defer the payment of special assessments against any homestead property for certain citizens; and

**WHEREAS**, said deferment of assessment may be permitted at the discretion of the City Council of the City of New Prague (the “Council”); and,

**WHEREAS**, the Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

**WHEREAS**, the Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability (the “Applicant”). The City Administrator may record the deferment of special assessments where the following conditions are met:

- (1) The Applicant must apply for the deferment not later than 14 days after the assessment is adopted by the council.
- (2) The Applicant must be 65 years of age, or older, or retired by virtue of permanent disability.
- (3) The Applicant must be the owner of the property.
- (4) The Applicant must occupy the property as a principal place of residence.

**WHEREAS**, the deferment will be granted for as long a period of time as the hardship exists and the conditions as aforementioned have been met.

**WHEREAS**, the Applicant must notify the City Administrator of any change in Applicant’s status that would affect eligibility for deferment.

**WHEREAS**, the Council has determined that the above referenced conditions are satisfied by the Applicant and that it is reasonable and appropriate to defer special assessments against Applicant’s property designated as Scott County Property I.D. No. 240080290 (the “Subject Property”) as provided below;

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of New Prague as follows:

1. The Recitals set forth above in this Resolution and in Exhibit A attached to this Resolution are incorporated into and made part of this Resolution as if fully set forth herein.
2. Special assessments for street, water, sanitary sewer and storm drainage projects designated as City Project 2023 Street and Utility Improvement Project against the Subject Property in the total principal amount of \$15,030. Parcel I.D. No. 240080290 for \$15,030.00 is deferred and the option to defer the payment of special assessments terminates, and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
  - a. the death of the Applicant when there is no spouse who is eligible for deferment;
  - b. the sale, transfer or subdivision of all or any part of the Subject Property;
  - c. loss of homestead status on the Subject Property; or
  - d. determination by the Council for any reason that there would be no hardship upon the Applicant to require immediate or partial payment.

Whereupon said special assessment, together with accrued interest, shall be due and payable.

3. Interest on the principal amount stated in paragraph 2 will accrue at the rate of 4.47% percent per annum until paid in full.
4. City staff and consultants are authorized to take all necessary further action to implement this Resolution.

Adopted by the City Council of the City of New Prague on this 4th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik  
Mayor

ATTEST:

\_\_\_\_\_  
Joshua M. Tetzlaff  
City Administrator







Building a Better World  
for All of Us®

# MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: November 30, 2023

RE: Project Updates

See below for updates on current SEH Projects for the City of New Prague.

## MAIN STREET (TH19) IMPROVEMENTS PROJECT

The Contractor has reviewed and approved the final change order modifying the warranty period. We have begun putting together the final pay application.

## 2022 STREET AND UTILITY IMPROVEMENTS (COLUMBUS AVENUE)

A change order has been prepared and is included as a separate council agenda item.

## 2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and will be on hold until the spring. The final pay application for 2023 is included with the consent agenda.

## 2024 STREET AND UTILITY IMPROVEMENTS PROJECT

MnDOT has reviewed the variance request to modify the width of First Street SE. The District 7 State Aid Engineer has considered the request and is not supportive of the request. As a State Aid funded roadway, the street must allow truck traffic and efforts to reduce that, including a street width less than minimum standards, are generally not allowed. It is expected that the street will be removed from the State Aid system next year and that mileage applied to a different street in town. In that case, State Aid funding and requirements will not be applicable to this street and the City can continue to complete the improvements with its own funding. This will shift approximately \$350,000 from State Aid funding to Local Funding on the project.

A 40% design review meeting is scheduled for December 8<sup>th</sup> with City staff.

## HSIP 10<sup>TH</sup> AVENUE SE-1<sup>ST</sup> STREET SE RRFB

The project is substantially complete. The contractor is waiting for the RRFB unit with delivery likely in February/March. A temporary crosswalk sign has been installed for now. The first pay application is included in the consent agenda.

cdk  
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# MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

CC: Matt Rynda, Public Works Director

FROM: Chris Knutson, PE (Lic. MN)

DATE: November 30, 2023

RE: 2022 Street and Utility Improvement Project  
Change Order #2  
SEH No. NEWPR 163378 14.00

The 2022 Street and Utility Improvement Project on Columbus Avenue has been substantially complete since last summer with the only item remaining the establishment of turf along the project corridor. The Contractor, Heselton Construction, initially seeded the project in September 2022 but failed to apply water. Grass grew in some areas where property owners assumed maintenance, but there were many areas that required additional work. Seeding was applied again in Spring 2023 and Fall 2023. The contractor failed to maintain and water these areas and though the turf establishment improved with rain in September and October, it is still not fully established. To date, the contractor has been paid for 50% of the initial application of seeding (4,640 yards applied, paid at 2,320 sy). They have not been paid for subsequent seeding applications or other turf establishment items (watering, weeding, overseeding). Currently, \$4,640 is being withheld from payment on turf establishment. The amount of work required to complete turf establishment is expected to be less than \$1,000. Most of the issues with turf establishment appear related to non-performance by subcontractor Advanced Seeding & Erosion Control

As part of the project, multiple areas of the new sanitary sewer were repaired by the contractor on Columbus Avenue N. Though the contractor completed this work at their own cost, the City did incur additional costs for engineering observation and administration by SEH. The contractor is responsible for these costs per the Contract. This work was completed over parts of four days.

To close out the project and find an alternative option to complete seeding on Columbus Avenue, we discussed with the contractor the option of not paying the \$4,640 on turf establishment and not request reimbursement for engineering services related to the sanitary sewer repairs. The cost to complete remaining turf establishment and cover the additional engineering costs appeared proportionate to the amount being withheld. This was agreed to by the Contractor and is presented in Change Order #2. With approval of this change order, we expect to present the final payment on the project at the next council meeting in December.

## STAFF/ENGINEER RECOMMENDATION

**It is recommended that the City Council approve the attached Change Order #2.**

x:\ko\n\newpr\163378\7-const-svcs\71-mgmt\50-chg-order\co#2 memo.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

507.388.1989 | 877.316.7636 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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City of New Prague, Minnesota  
OWNER

OWNER'S PROJECT NO.

2022 Street and Utility Improvement Project  
PROJECT DESCRIPTION

The following changes shall be made to the contract documents:

Description:

Turf establishment along Columbus Avenue is incomplete and will require additional seeding in 2024. To close out the project it will be accepted in its current state under the following conditions:

1. The Contractor has been paid 50% of the turf establishment to date (4,640 yards total application, currently paid at 2,320 sy). Payment for the 50% of turf establishment will not be made. The remaining payment for turf establishment is 2,320 sy @ \$2.00sy = \$4,640.
2. The Owner will not pursue liquidated damages in relation to sanitary sewer repairs completed on Columbus Avenue. These liquidated damages are for construction observation and administration costs related to these repairs that are outside the original contract. No additional liquidated damages will be sought by the Owner in relation to failure to meet substantial completion and final completion dates.
3. The Contractor will not seek additional payment for turf establishment items. Final payment will be for release of retainage only.

With acceptance of this change order, the project will move toward final completion. Payment will be made to the Contractor after required documentation as outlined in the Contract is received.

Purpose of Change Order:

Confirm conditions of accepting turf establishment and allow close out of project.

Basis of Cost:  Actual  Estimated

Attachments (list supporting documents)

**Contract Status**

	Time	Cost
Original Contract		\$2,396,362.83
Net Change Prior C.O.'s <u>N/A</u> to <u>N/A</u>		\$4,206.45
Change this C.O.		\$0.00
Revised Contract		\$2,400,569.28

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Chris Knutson, PE

# CHANGE ORDER

November 28, 2023  
DATE

Two  
CHANGE ORDER NO.

NEWPR 163378 71.50  
SEH FILE NO.

Agreed to by Contractor:

*Dean Sammon*

BY Heselton Construction, LLC

*Project Manager*

TITLE

Approved for Owner:

BY City of New Prague, Minnesota

TITLE

BY City of New Prague, Minnesota

TITLE

**Distribution** Contractor 1 Owner 1 Project Representative 1 SEH Office 1

x:\kol\newpr\163378\7-const-svcs\71-mgmt\50-chg-order\co#2.docx

# 2023 TRUTH IN TAXATION

City of New Prague – Dec. 4, 2023



# LOWER LEVY THAN ANTICIPATED

- **September 2023**
  - The City Council approved a preliminary levy of \$5,114,295
  - City Staff submit paperwork to Scott County
- **November 2023**
  - Residents of New Prague receive preliminary tax statements stating a proposed levy of \$3,930,768
- The change seems to stem from a miscommunication between City staff's understanding of a form and Scott County's meaning of a form
- Due to State Statute concerning Truth in Taxation, the City is not able to levy for more than \$3,930,768 in 2024

# 2023 PROPERTY TAX LEVY FOR TAXES PAYABLE IN 2024

<b>September 18, 2023</b>	
Intended Preliminary Levy	\$5,114,295
Recorded Preliminary Levy	\$3,930,768
Intended Property Tax Rate	44.500%
Recorded Property Tax Rate	34.810%
Intended Levy Change in \$	\$289,667
Recorded Levy Change in \$	- \$893,860
Intended Levy % Change	6.00%
Recorded Levy % Change	- 18.53%



# 2023 PROPERTY TAX LEVY FOR TAXES PAYABLE IN 2024

December 4, 2023	
Intended Levy	\$5,049,698
Recorded Levy per Statement	\$3,930,768
Intended Tax Rate	44.214%
Recorded Property Tax Rate	34.810%
Intended Tax Rate Change	0.444%
Recorded Tax Rate Change	- 8.358%
Intended Levy Change in \$	\$223,070
Recorded Levy Change in \$	- \$893,860
Intended Levy Change as a %	4.62%
Recorded Levy Change as a %	- 18.53%

# TAX LEVY BREAKOUT

	2022	2023	2024 (Recorded/Intended)
General Fund	\$3,660,878	\$3,737,128	\$2,855,768 / \$3,972,698
EDA	\$50,000	\$75,000	\$75,000 / \$75,000
Debt Service	\$950,000	\$821,283	\$861,725 / \$861,725
Equipment Levy	---	\$200,217	\$138,275 / \$138,275
Total Levy	\$4,660,878	\$4,824,628	\$3,930,768 / \$5,047,698
Levy Rate	52.218%	43.770%	34.810% / 44.702%



# 2024 BUDGETS AFFECTED BY THE LEVY

- ▶ Budget has been discussed since August
- ▶ Due to uncertainty in the budget, I will not be presenting on an budget specifics.
- ▶ Budget documents have been provided in the packet should Council have any questions or want to discuss any items

# DEPARTMENT UPDATES

# COMMUNITY DEVELOPMENT



## Notable 2023 Com Dev Updates

- Brick's Boatworks
- MVE Biological Solutions Expansion
- Quality Flow Expansion
- 4 Different Tenant Finishes
- Comp Plan Kick-off
- Over \$245,000 in grant Funding for City
- 11 Single-Family Permits Issued
- Over \$400,000 in First-Time Homebuyer Grants Awarded

## Notable 2023 Staff Projects

- 4 Variances
- 2 Administrative Plats
- 3 Code Amendments
- 5 Conditional Use Permits
- 3 Plat
- 4 Easement Vacations



# DEPARTMENT UPDATES

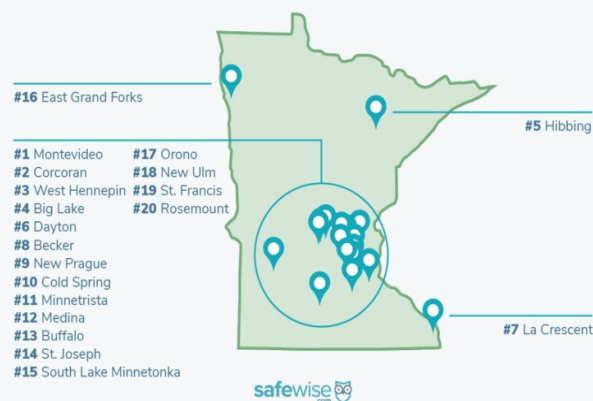
## POLICE

### Notable 2023 Updates

- Tim Applen took over as Police Chief
- Four new vehicles after not being able to obtain any for a few years
- Received a grant to purchase portable radio batteries, lapel mics, and charging stations
- Received a grant for ten new AEDs valued at about \$12,000s for each. Will allow staff to repurpose the existing AEDs for use throughout City facilities and in some public works vehicles.
- Streamlined records process



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# DEPARTMENT UPDATES

## PUBLIC WORKS

### Notable 2023 Streets Updates

- Experienced one of the busiest snow seasons in 20 years
- Built the organic waste site
- Paver projects at Memorial Park Baseball Field and Towering to our Future
- Settler's Park Restoration



# DEPARTMENT UPDATES

## PUBLIC WORKS



### Notable 2023 Parks Updates

- Purchased and began renovations on a new Parks building
- Planted over 50 trees on City property
- Repainted Memorial Park shelters
- Renovated the Northside Park basketball court
- Built a tree gravel bed for temporary holding of new trees

# DEPARTMENT UPDATES

## ECONOMIC DEVELOPMENT AUTHORITY

### Notable 2023 EDA Updates

- Scott Equipment
- Bricks Boatworks
- Finished EDA development responsibilities in the Industrial Park
- Over \$400k in grants made available to first-time homebuyers in Le Sueur County





# QUESTIONS?

12

# 2024 Proposed General Fund Budget & Levy Overview

Section 7, Item a.

October 3<sup>rd</sup>, 2023, Update      October 24<sup>th</sup>, 2023, Update

## Revenue

1. Property Tax Levy All Funds: Increase of ~~\$255,667~~ or ~~5.30%~~ ~~\$241,511~~ or ~~5.01%~~ ~~\$223,070~~ or ~~4.62%~~
  - a. Equipment Levy: ~~Drops to \$110,418~~ ~~\$148,506~~ to continue the policy of levying for \$1,000,000 between Debt Service and the Equipment Levy.
2. LGA: Due to legislation pass in 2023, our LGA saw an increase of \$197,719, to \$1,183,527.
3. Interest Income: Increase of \$40,000 based on our current fixed income portfolio and returns from our money market account.
4. ~~Decrease Public Works County Road Maintenance Revenue \$3,300~~

## Expenses

1. **Personnel (Wages & Benefits)** - Proposed increase of \$269,153 or 6.6%
  - a. Wages – projected at 4% COLA plus steps
    - i. City Administrator salary/benefit allocation has been updated to have 30% paid by the EDA (was 1.5%). The Planner salary/benefit allocation moved from 50% EDA to 100% Planning.
    - ii. 2024 is a leap year. There are two additional work days included in the budget.
    - iii. With the City paying for 65% of the cost of the SRO in 2024 (vs. 25% in a standard year), due do budget considerations, I am recommending the City uses \$44,930 of the Public Safety funding that is expected to be received at the end of 2023 to cover the difference.
    - iv. ~~Parks Part Time Staff: Add \$5,000 pay & PERA/FICA due to returning staff pay increase~~
  - b. Health Insurance – In 2023 we committed to a 2-year agreement. 2024 max increase is 6.25%
  - c. Dental Insurance – Current carrier Delta Dental of MN, renewal information is released in September current proposed budget includes a 10% increase. ~~Rates were provided on 10/11/2023 @ 8.07%. Budget updated by \$914~~
  - d. Life Insurance & Short-Term Disability – In 2023 committed to a 3-year agreement with the Hartford, no rate increase through 2025.
2. **Operations, Maintenance & Capital:**
  - a. ~~Council: Add \$5,400 to supplies for potential new member laptops~~ ~~Update supplies to \$400~~
  - b. Property and liability Insurance: 7% increase and \$0 agent fee increase
  - c. Contribution to New Prague Area Schools for Fitness & Aquatic Center – decrease from FY23 budget by \$14,275
  - d. Capital & Special Projects
    - i. Government Buildings: Regardless of the decision on future facilities, it is clear that either City Hall will need additional maintenance or money will be needed for a new facility. To that end, I have included \$100,000 in the capital outlay budget for either City Hall facility work or to be used towards a new facility.
    - ii. Fire: \$25,000 has been included to begin updating radios. Due to levy considerations, I am recommending the funding for this would come from the Public Safety Funding that is expected to be received end of 2023 from the State.
    - iii. Building Inspector: \$10,000 has been included to replace the aging office furniture within the Community Development office.
    - iv. Streets: \$12,000 has been included to purchase a Stump Grinder (1/3 of the cost). It was expected to replace a pickup at a cost of \$60,000, but was that purchase was pushed back a year for budget considerations.

- v. Parks: \$12,000 has been included to purchase a Stump Grinder (1/3 of the cost). \$70,000 included to replace a small Front-end Loader. Section 7, Item a.
- vi. Park Board: \$130,000, which would carry-over from 2023, remains in the Park Board budget for use towards trail connections. This wasn't completed in 2023 due to not receiving grant money to assist in the funding. Staff will again be applying for grants to complete the work.

3. **Professional Services:**

- a. Technology: With growing use of technology around the City, staff worked with CTS to start future planning equipment replacement. To that end, an additional \$42,000 has been added as Capital Outlay to start replacing equipment.
- b. Planning: As the Comprehensive Plan wraps up, the next step will be to update the Development Code to work in tandem with the Comp Plan. Because the Code has not seen a full overhaul in decades, instead having been piecemealed, I am recommending a full re-write. This would help reorganize the code and include graphics for many of the regulations so that it is easier to read and understand for developers and for citizens improving their property. Informal quotes for this work came in around \$75,000. Due to budget considerations, I am recommending putting \$40,000 away in 2024 and then planning for doing a re-write in 2025 while also budgeting for the remaining amount.
- c. Police: Lease Equipment has increased by \$32,400 due to an increase in body camera equipment. When originally purchased, the City opted for an upfront payment for five years. Due to the sharp spike in costs, we are instead opting for a five-year payment plan. There is no difference in final price between full payment and payment plan.

4. **Debt Service:**

- a. Debt Service payments increase primarily due to 2023A payments
- b. [Reduce Debt Service Levy amount by \\$27,857 due to corrections to Baker Tilly debt workbook](#)

5. **Other Notables:**

- a. Elections: In the passed, the City has only budgeted for elections during election years. In 2024, there is a presidential election so we are budgeting for election judges. The State is requiring staffed early voting and Scott County is having the cities staff the early election. The budget reflects this need for staffed election judges for all three elections (March primary, August primary, November general). Going forward, staff will be proposing to budget for elections each year, to limit fluctuations in the budget every other year.

6. **Discretionary Expense:** Budget contingency allowance to remain at \$25,000, which is the same as 2023.

7. **Operating Transfers Out:** 2024 is the first of ten years that will transition the Golf Club away from the yearly transfer. For the last twelve years, the City has transferred \$121,270 to the Golf Club to assist with debt service and operations. In 2024, the planned transfer is ~~\$109,143~~ **\$97,016**. For the next ten years, a planned reduction of \$12,127 will take place each year until the Golf Club is no longer receiving City transfers. **2024 budget reduces transfer to Golf Club by \$24,254**

**Debt Service Levy Amounts  
2023 - 2032**

Section 7, Item a.

Levy year	Collect Year	Levy Amount	Difference from Prior Year
2022	2023	\$ 851,703.00	\$ (105,267.00)
2023	2024	\$ 861,726.00	\$ 10,023.00
2024	2025	\$ 816,535.00	\$ (45,191.00)
2025	2026	\$ 585,458.00	\$ (231,077.00)
2026	2027	\$ 656,308.00	\$ 70,850.00
2027	2028	\$ 556,049.00	\$ (100,259.00)
2028	2029	\$ 267,192.00	\$ (288,857.00)
2029	2030	\$ 207,018.00	\$ (60,174.00)
2030	2031	\$ 199,645.00	\$ (7,373.00)
2031	2032	\$ 196,226.00	\$ (3,419.00)

**Section 7, Item a.**

101-GENERAL FUND  
 Non-Departmental

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-0000-31010 CURRENT PROPERTY TAXES	3,247,201	3,344,953	3,647,335	3,728,128	2,288,625	3,972,698	244,570	6.56
101-3-0000-31020 DELINQUENT PROPERTY TAXES	25,942	9,788	12,479	0	5,337	0	0	0.00
101-3-0000-31030 CABLE TV FRANCHISE TAXES	105,341	99,616	98,409	100,000	0	90,000	( 10,000)	10.00-
101-3-0000-36100 SPECIAL ASSESSMENTS-CO	1,742	0	0	0	0	0	0	0.00
101-3-0000-36210 INTEREST INCOME	31,532	3,344	79,733	10,000	121,393	50,000	40,000	400.00
101-3-0000-36211 INTEREST INCOME- MARKET VALU	0	0	11,793	0	0	0	0	0.00
101-3-0000-36240 INSURANCE REIMBURSEMENTS	10,604	25,898	11,390	5,000	38,262	5,000	0	0.00
101-3-0000-36300 MISCELLANEOUS INCOME	3,606	20,934	19,622	2,000	7,223	2,000	0	0.00
101-3-0000-36330 CONTRIBUTIONS AND DONATIONS	1,110	4,842	540	5,000	0	5,000	0	0.00
101-3-0000-36440 REIMBURSEMENTS	9,639	2,306	11,580	2,500	13,990	2,500	0	0.00
101-3-0000-36500 USE OF FUND BALANCE	0	0	0	201,300	0	0	( 201,300)	100.00-
101-3-0000-39101 SALES OF GENERAL FIXED ASSET	3,700	0	0	0	0	0	0	0.00
101-3-0000-39200 TRF- PILOT FROM ELEC FUND	40,000	40,000	40,000	40,000	23,333	40,000	0	0.00
101-3-0000-39201 TRF IN	11,000	11,000	3,000	0	2,917	0	0	0.00
101-3-0000-39206 TRF FROM ARPA FUNDS	0	0	0	514,968	0	237,388	( 277,580)	53.90-
101-3-0000-39207 TRF FROM EQUIPMENT FUND	0	0	0	189,985	0	148,506	( 41,479)	21.83-
<b>TOTAL REVENUES</b>	<b>3,491,416</b>	<b>3,562,682</b>	<b>3,935,881</b>	<b>4,798,881</b>	<b>2,501,079</b>	<b>4,553,092</b>	<b>( 245,789)</b>	<b>5.12-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>3,491,416</b>	<b>3,562,682</b>	<b>3,935,881</b>	<b>4,798,881</b>	<b>2,501,079</b>	<b>4,553,092</b>	<b>( 245,789)</b>	<b>5.12-</b>

**Section 7, Item a.**

101-GENERAL FUND  
 General Government

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4100-32110 LIQUOR LICENSES	34,242	21,908	38,398	34,825	41,650	34,825	0	0.00
101-3-4100-32180 BUSINESS LICENSES	4,735	2,350	3,620	2,500	710	12,500	10,000	400.00
101-3-4100-32181 TOBACCO LICENSES	3,000	3,400	2,800	3,000	0	3,000	0	0.00
101-3-4100-32182 PET LICENSES	1,630	3,010	375	1,000	1,420	1,000	0	0.00
101-3-4100-32210 BUILDING PERMITS	273,361	245,413	290,554	185,000	153,631	185,000	0	0.00
101-3-4100-32215 GOLF CART/ UTV PERMITS	1,675	2,575	4,030	3,455	3,875	3,930	475	13.75
101-3-4100-32220 PLANNING APPLICATIONS	10,200	7,270	6,550	6,000	4,840	6,000	0	0.00
101-3-4100-32260 PLAN REVIEW	8,711	5,164	4,670	5,000	2,427	4,000	( 1,000)	20.00-
101-3-4100-33401 LOCAL GOVERNMENTAL AID	915,508	946,819	964,655	985,808	492,904	1,183,527	197,719	20.06
101-3-4100-33408 MARKET VALUE CREDIT	92	178	183	0	0	0	0	0.00
101-3-4100-33410 COVID-19 - RELIEF FUNDS	2,792	14,022	0	0	0	0	0	0.00
101-3-4100-33440 PUBLIC SAFETY AID	0	0	0	0	0	69,930	69,930	0.00
101-3-4100-34107 ASSESSMENT SEARCH REVENUE	5,055	3,120	2,080	3,000	1,700	2,500	( 500)	16.67-
101-3-4100-34108 ADMINISTRATIVE CHARGES	7,558	14,582	6,796	7,000	4,228	7,000	0	0.00
101-3-4100-34109 SVC CHG/CODE ENFORCEMENT	2,293	1,915	1,691	1,500	40	1,500	0	0.00
<b>TOTAL REVENUES</b>	<b>1,270,852</b>	<b>1,271,726</b>	<b>1,326,402</b>	<b>1,238,088</b>	<b>707,425</b>	<b>1,514,712</b>	<b>276,624</b>	<b>22.34</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>1,270,852</b>	<b>1,271,726</b>	<b>1,326,402</b>	<b>1,238,088</b>	<b>707,425</b>	<b>1,514,712</b>	<b>276,624</b>	<b>22.34</b>

**Section 7, Item a.**

101-GENERAL FUND  
 Council

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4111-103 WAGES PART-TIME	20,700	21,550	21,869	21,900	12,650	21,900	0	0.00
101-4-4111-113 EMPLOYEE BENEFITS	0	0	0	400	0	400	0	0.00
101-4-4111-121 EMPLOYER CONT. P E R A	780	1,014	1,035	1,035	604	1,035	0	0.00
101-4-4111-122 EMPLOYER CONT. F I C A	616	391	389	422	219	422	0	0.00
101-4-4111-151 WORKER'S COMP PREMIUMS	66	73	72	95	70	95	0	0.00
101-4-4111-200 SUPPLIES	188	744	4,677	500	22	400	( 100)	20.00-
101-4-4111-305 CIVIL LEGAL FEES	0	0	2,427	0	0	0	0	0.00
101-4-4111-310 PROFESSIONAL SERVICES	0	21,000	0	9,300	9,200	9,300	0	0.00
101-4-4111-320 POSTAGE	0	0	0	0	44	0	0	0.00
101-4-4111-321 TELEPHONE	0	0	801	1,100	576	1,000	( 100)	9.09-
101-4-4111-330 TRAVEL, CONF, MILEAGE ALLOW.	392	4,520	385	1,000	1,080	1,500	500	50.00
101-4-4111-340 ADVERTISING & PUBLICATIONS	38,481	32,929	38,006	35,000	14,160	35,000	0	0.00
101-4-4111-350 PRINTING & BINDING	2,866	1,830	1,482	1,700	1,741	2,000	300	17.65
101-4-4111-369 INSURANCES	1,013	927	1,423	970	1,693	1,860	890	91.75
101-4-4111-401 CONTRACTED SERVICES	950	500	580	500	400	500	0	0.00
101-4-4111-430 MISCELLANEOUS EXPENSE	55	93	55	150	0	150	0	0.00
101-4-4111-433 DUES & SUBSCRIPTIONS	48	78	82	80	55	80	0	0.00
101-4-4111-450 TRAINING & SEMINARS	0	273	0	0	125	500	500	0.00
<b>TOTAL EXPENDITURES</b>	<b>66,155</b>	<b>85,922</b>	<b>73,283</b>	<b>74,152</b>	<b>42,638</b>	<b>76,142</b>	<b>1,990</b>	<b>2.68</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 66,155)</b>	<b>( 85,922)</b>	<b>( 73,283)</b>	<b>( 74,152)</b>	<b>( 42,638)</b>	<b>( 76,142)</b>	<b>( 1,990)</b>	<b>2.68</b>

Section 7, Item a.

101-GENERAL FUND  
 Administration

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4132-101 WAGES FULL-TIME	297,219	344,508	335,521	315,213	176,117	288,397	( 26,816)	8.51-
101-4-4132-102 WAGES OVERTIME	1,158	993	347	500	232	500	0	0.00
101-4-4132-113 EMPLOYEE BENEFITS	4,800	4,658	4,400	5,057	2,800	4,800	( 257)	5.08-
101-4-4132-121 EMPLOYER CONT. P E R A	22,075	23,531	23,471	23,678	13,491	21,667	( 2,011)	8.49-
101-4-4132-122 EMPLOYER CONT. F I C A	20,315	21,705	21,818	24,172	12,611	22,119	( 2,053)	8.49-
101-4-4132-131 HEALTH INSURANCE	56,748	61,563	67,263	59,509	35,940	57,428	( 2,081)	3.50-
101-4-4132-132 DENTAL INSURANCE	4,131	4,316	4,473	6,012	3,186	5,920	( 92)	1.53-
101-4-4132-133 LIFE & S-T DISABILITY INS	441	484	374	300	590	863	563	187.67
101-4-4132-151 WORKER'S COMP PREMIUMS	1,645	1,822	2,238	1,887	1,929	1,746	( 141)	7.47-
101-4-4132-200 SUPPLIES	2,125	1,849	1,454	2,000	755	2,000	0	0.00
101-4-4132-220 REPAIRS & MAINT. SUPPLIES	4	49	0	0	23	0	0	0.00
101-4-4132-231 SAFETY EQUIP & TRAINING	1,095	1,085	830	1,196	1,054	1,196	0	0.00
101-4-4132-301 AUDIT	19,022	22,735	22,440	23,524	23,341	24,742	1,218	5.18
101-4-4132-310 PROFESSIONAL SERVICES	3,536	4,903	16,243	5,000	0	5,000	0	0.00
101-4-4132-320 POSTAGE	1,124	1,058	1,075	1,200	675	1,200	0	0.00
101-4-4132-321 TELEPHONE	5,061	1,712	1,807	2,000	1,187	2,000	0	0.00
101-4-4132-322 COMPUTER COMM/MAINT	0	0	0	0	52	0	0	0.00
101-4-4132-330 TRAVEL, CONF, MILEAGE ALLOW.	0	140	0	0	20	0	0	0.00
101-4-4132-340 ADVERTISING & PUBLICATIONS	112	0	0	0	305	0	0	0.00
101-4-4132-369 INSURANCES	2,216	1,538	2,138	2,384	2,472	2,716	332	13.93
101-4-4132-401 CONTRACTED SERVICES	87	96	96	100	58	100	0	0.00
101-4-4132-410 RENTALS	3,748	2,605	3,109	2,500	2,615	2,500	0	0.00
101-4-4132-430 MISCELLANEOUS EXPENSE	0	38	0	200	75	200	0	0.00
101-4-4132-431 CREDIT CARD EXPENSE	404	580	1,033	550	520	550	0	0.00
101-4-4132-433 DUES & SUBSCRIPTIONS	9,852	11,373	22,273	12,000	3,057	12,000	0	0.00
101-4-4132-450 TRAINING & SEMINARS	56	70	876	4,000	1,023	4,000	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>456,972</b>	<b>513,412</b>	<b>533,280</b>	<b>492,982</b>	<b>284,127</b>	<b>461,644</b>	<b>( 31,338)</b>	<b>6.36-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 456,972)</b>	<b>( 513,412)</b>	<b>( 533,280)</b>	<b>( 492,982)</b>	<b>( 284,127)</b>	<b>( 461,644)</b>	<b>31,338</b>	<b>6.36-</b>



CITY OF NEW PRAGUE  
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*Section 7, Item a.*

101-GENERAL FUND  
 Tech Network

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>EXPENDITURES</u>								
101-4-4135-207 COMPUTER SUPPORT SERVICES	70,243	57,342	56,744	67,000	37,744	67,000	0	0.00
101-4-4135-322 COMPUTER COMM/MAINT	23,127	23,658	32,198	99,685	102,242	98,000	( 1,685)	1.69-
101-4-4135-369 INSURANCES	261	147	177	197	349	383	186	94.42
101-4-4135-500 CAPITAL OUTLAY	<u>217,900</u>	<u>79,566</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42,000</u>	<u>42,000</u>	<u>0.00</u>
TOTAL EXPENDITURES	311,531	160,713	89,118	166,882	140,334	207,383	40,501	24.27
REVENUE OVER/(UNDER) EXPENDITURES	( 311,531)	( 160,713)	( 89,118)	( 166,882)	( 140,334)	( 207,383)	( 40,501)	24.27

**Section 7, Item a.**

101-GENERAL FUND  
 Elections

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4141-103 WAGES PART-TIME	9,678	0	10,086	0	0	12,000	12,000	0.00
101-4-4141-200 SUPPLIES	4,211	0	3,461	5,120	0	500	( 4,620)	90.23-
101-4-4141-310 PROFESSIONAL SERVICES	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00
101-4-4141-320 POSTAGE	136	2	107	0	0	100	100	0.00
101-4-4141-330 TRAVEL, CONF, MILEAGE ALLOW.	721	0	435	0	0	600	600	0.00
101-4-4141-340 ADVERTISING & PUBLICATIONS	279	0	0	0	0	0	0	0.00
101-4-4141-369 INSURANCES	30	1	56	0	14	0	0	0.00
101-4-4141-430 MISCELLANEOUS EXPENSE	179	0	263	0	0	1,500	1,500	0.00
101-4-4141-500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>9,717</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
<b>TOTAL EXPENDITURES</b>	<b>16,434</b>	<b>1,202</b>	<b>25,324</b>	<b>6,320</b>	<b>1,214</b>	<b>15,900</b>	<b>9,580</b>	<b>151.58</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 16,434)</b>	<b>( 1,202)</b>	<b>( 25,324)</b>	<b>( 6,320)</b>	<b>( 1,214)</b>	<b>( 15,900)</b>	<b>( 9,580)</b>	<b>151.58</b>

101-GENERAL FUND  
 Assessor

Section 7, Item a.

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4155-312 ASSESSOR FEES	<u>40,600</u>	<u>41,800</u>	<u>43,100</u>	<u>44,393</u>	<u>44,400</u>	<u>45,700</u>	<u>1,307</u>	<u>2.94</u>
TOTAL EXPENDITURES	40,600	41,800	43,100	44,393	44,400	45,700	1,307	2.94
REVENUE OVER/(UNDER) EXPENDITURES	( 40,600)	( 41,800)	( 43,100)	( 44,393)	( 44,400)	( 45,700)	( 1,307)	2.94

CITY OF NEW PRAGUE  
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101-GENERAL FUND  
 Attorney

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4161-304 CRIMINAL LEGAL FEES	20,976	24,830	22,063	30,000	15,162	30,000	0	0.00
101-4-4161-305 CIVIL LEGAL FEES	<u>45,543</u>	<u>48,814</u>	<u>47,945</u>	<u>40,000</u>	<u>14,588</u>	<u>40,000</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	66,519	73,644	70,008	70,000	29,750	70,000	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 66,519)	( 73,644)	( 70,008)	( 70,000)	( 29,750)	( 70,000)	0	0.00

CITY OF NEW PRAGUE  
 PROPOSED BUDGET REPORT  
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**Section 7, Item a.**

101-GENERAL FUND  
 Engineer

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4171-303 ENGINEERING FEES	9,702	13,113	7,068	15,000	4,080	20,000	5,000	33.33
101-4-4171-720 OPERATING TRF - OUT	<u>0</u>	<u>0</u>	<u>7,592</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	9,702	13,113	14,660	15,000	4,080	20,000	5,000	33.33
REVENUE OVER/(UNDER) EXPENDITURES	( 9,702)	( 13,113)	( 14,660)	( 15,000)	( 4,080)	( 20,000)	( 5,000)	33.33

**Section 7, Item a.**

101-GENERAL FUND  
 Planning

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4191-101 WAGES FULL-TIME	137,098	143,695	173,649	197,621	109,989	249,252	51,631	26.13
101-4-4191-103 WAGES PART-TIME	0	3,948	0	0	0	0	0	0.00
101-4-4191-113 EMPLOYEE BENEFITS	0	0	0	160	0	160	0	0.00
101-4-4191-121 EMPLOYER CONT. P E R A	10,187	11,116	12,964	14,822	8,520	18,694	3,872	26.12
101-4-4191-122 EMPLOYER CONT. F I C A	9,372	10,310	12,010	15,130	8,086	19,083	3,953	26.13
101-4-4191-131 HEALTH INSURANCE	29,027	30,153	33,796	36,907	15,110	49,076	12,169	32.97
101-4-4191-132 DENTAL INSURANCE	2,065	2,065	2,202	3,746	1,529	5,060	1,314	35.08
101-4-4191-133 LIFE & S-T DISABILITY INS	201	209	174	189	358	747	558	295.24
101-4-4191-151 WORKER'S COMP PREMIUMS	682	784	1,319	1,102	1,321	1,382	280	25.41
101-4-4191-200 SUPPLIES	1,577	331	1,915	1,500	252	1,500	0	0.00
101-4-4191-212 MOTOR FUELS	53	84	122	300	62	250	( 50)	16.67-
101-4-4191-231 SAFETY EQUIP & TRAINING	469	465	383	513	753	513	0	0.00
101-4-4191-303 ENGINEERING FEES	1,229	1,753	723	1,600	0	1,600	0	0.00
101-4-4191-310 PROFESSIONAL SERVICES	186	1,822	1,500	100,000	8,810	42,000	( 58,000)	58.00-
101-4-4191-320 POSTAGE	240	221	410	300	245	300	0	0.00
101-4-4191-321 TELEPHONE	3,046	872	1,333	1,548	899	1,548	0	0.00
101-4-4191-322 COMPUTER COMM/MAINT	0	0	0	0	52	0	0	0.00
101-4-4191-330 TRAVEL, CONF, MILEAGE ALLOW.	21	25	280	225	0	275	50	22.22
101-4-4191-340 ADVERTISING & PUBLICATIONS	3,515	3,054	2,825	3,000	2,884	4,000	1,000	33.33
101-4-4191-350 PRINTING & BINDING	0	0	0	0	86	0	0	0.00
101-4-4191-369 INSURANCES	1,384	1,060	1,519	1,182	1,895	2,083	901	76.23
101-4-4191-408 VEHICLE MAINT	0	0	174	100	17	100	0	0.00
101-4-4191-410 RENTALS	3,880	3,104	3,100	3,900	882	3,900	0	0.00
101-4-4191-431 CREDIT CARD EXPENSE	202	290	517	300	260	400	100	33.33
101-4-4191-433 DUES & SUBSCRIPTIONS	702	807	913	1,000	102	1,000	0	0.00
101-4-4191-450 TRAINING & SEMINARS	0	100	1,277	1,800	20	1,800	0	0.00
101-4-4191-460 LICENSE FEES/REGISTRATION	1,356	874	679	800	697	1,000	200	25.00
101-4-4191-500 CAPITAL OUTLAY	0	3,835	0	0	0	0	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>206,492</b>	<b>220,977</b>	<b>253,782</b>	<b>387,745</b>	<b>162,827</b>	<b>405,723</b>	<b>17,978</b>	<b>4.64</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 206,492)</b>	<b>( 220,977)</b>	<b>( 253,782)</b>	<b>( 387,745)</b>	<b>( 162,827)</b>	<b>( 405,723)</b>	<b>( 17,978)</b>	<b>4.64</b>

**Section 7, Item a.**

101-GENERAL FUND  
 Government Building

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4194-101 WAGES FULL-TIME	9,242	9,862	10,449	10,854	5,782	7,824	( 3,030)	27.92-
101-4-4194-102 WAGES OVERTIME	53	0	0	0	0	0	0	0.00
101-4-4194-113 EMPLOYEE BENEFITS	0	0	0	12	0	12	0	0.00
101-4-4194-121 EMPLOYER CONT. P E R A	690	763	783	813	449	586	( 227)	27.92-
101-4-4194-122 EMPLOYER CONT. F I C A	606	685	704	830	409	599	( 231)	27.83-
101-4-4194-131 HEALTH INSURANCE	2,903	3,015	3,134	2,780	1,612	1,963	( 817)	29.39-
101-4-4194-132 DENTAL INSURANCE	207	207	207	281	156	202	( 79)	28.11-
101-4-4194-133 LIFE & S-T DISABILITY INS	20	21	15	14	21	7	( 7)	50.00-
101-4-4194-151 WORKER'S COMP PREMIUMS	162	68	74	69	60	50	( 19)	27.54-
101-4-4194-200 SUPPLIES	1,291	1,226	982	1,500	728	1,500	0	0.00
101-4-4194-220 REPAIRS & MAINT. SUPPLIES	5,836	2,073	2,962	3,000	1,812	3,500	500	16.67
101-4-4194-231 SAFETY EQUIP & TRAINING	35	197	42	100	49	100	0	0.00
101-4-4194-310 PROFESSIONAL SERVICES	759	787	11,971	1,300	5,219	1,300	0	0.00
101-4-4194-369 INSURANCES	994	842	201	938	177	195	( 743)	79.21-
101-4-4194-381 ELECTRIC	16,417	12,999	13,497	18,000	7,986	18,000	0	0.00
101-4-4194-382 WATER/SEWER	2,052	1,733	1,699	2,200	754	2,200	0	0.00
101-4-4194-384 REFUSE	981	1,011	1,087	1,100	525	1,100	0	0.00
101-4-4194-385 NATURAL GAS	4,323	5,271	8,146	8,500	8,318	10,000	1,500	17.65
101-4-4194-387 CITY WIDE CLEAN-UP	1,683	2,200	2,180	2,400	2,215	4,000	1,600	66.67
101-4-4194-401 CONTRACTED SERVICES	15,060	15,060	15,060	15,500	9,006	16,000	500	3.23
101-4-4194-404 REPAIRS & MAINTENANCE	4,377	428	13,521	3,000	2,830	5,000	2,000	66.67
101-4-4194-410 RENTALS	0	0	0	0	105	0	0	0.00
101-4-4194-500 CAPITAL OUTLAY	45,218	47,825	5	0	0	100,000	100,000	0.00
<b>TOTAL EXPENDITURES</b>	<b>112,910</b>	<b>106,273</b>	<b>86,718</b>	<b>73,191</b>	<b>48,211</b>	<b>174,138</b>	<b>100,947</b>	<b>137.92</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 112,910)</b>	<b>( 106,273)</b>	<b>( 86,718)</b>	<b>( 73,191)</b>	<b>( 48,211)</b>	<b>( 174,138)</b>	<b>( 100,947)</b>	<b>137.92</b>

**Section 7, Item a.**

101-GENERAL FUND  
 Police

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4210-33161 FEDERAL GRANT-COPS POLICE	0	0	0	0	4,976	0	0	0.00
101-3-4210-33410 COVID-19 RELIEF FUNDS	392,941	0	0	0	0	0	0	0.00
101-3-4210-33416 POLICE TRAINING AID	9,409	10,304	8,119	10,300	0	10,300	0	0.00
101-3-4210-33424 POLICE STATE AID	92,148	91,926	97,660	92,000	0	92,000	0	0.00
101-3-4210-34210 POLICE LIAISON REVENUE	94,319	99,492	96,035	112,000	40,408	45,408	( 66,592)	59.46-
101-3-4210-34220 POLICE REVENUE	46,875	7,281	2,761	20,000	1,147	20,000	0	0.00
101-3-4210-35101 COURT FINES-STATE OF MN	20,976	24,820	22,063	20,000	18,427	20,000	0	0.00
101-3-4210-36200 MISCELLANEOUS INCOME	0	0	0	0	3,100	0	0	0.00
<b>TOTAL REVENUES</b>	<b>656,668</b>	<b>233,823</b>	<b>226,639</b>	<b>254,300</b>	<b>68,058</b>	<b>187,708</b>	<b>( 66,592)</b>	<b>26.19-</b>
<b>EXPENDITURES</b>								
101-4-4210-101 WAGES FULL-TIME	947,322	946,719	1,072,835	1,136,974	566,627	1,263,815	126,841	11.16
101-4-4210-102 WAGES OVERTIME	43,402	47,754	79,963	50,000	32,863	50,000	0	0.00
101-4-4210-107 POLICE COURT TIME	2,745	3,757	3,881	3,200	849	3,200	0	0.00
101-4-4210-113 EMPLOYEE BENEFITS	10,563	14,562	25,438	15,000	14,992	15,000	0	0.00
101-4-4210-115 VACATION ACCRUAL	90	0	0	0	0	0	0	0.00
101-4-4210-121 EMPLOYER CONT. P E R A	158,439	168,363	178,234	198,898	105,536	211,788	12,890	6.48
101-4-4210-122 EMPLOYER CONT. F I C A	19,802	19,376	20,012	24,551	11,573	23,875	( 676)	2.75-
101-4-4210-131 HEALTH INSURANCE	175,986	180,491	162,852	226,419	101,911	239,769	13,350	5.90
101-4-4210-132 DENTAL INSURANCE	14,153	13,573	13,048	22,394	10,225	24,236	1,842	8.23
101-4-4210-133 LIFE & S-T DISABILITY INS	1,608	1,618	1,098	1,271	1,807	3,637	2,366	186.15
101-4-4210-151 WORKER'S COMP PREMIUMS	35,699	52,721	87,591	91,373	89,540	98,339	6,966	7.62
101-4-4210-200 SUPPLIES	9,752	8,804	8,585	8,000	5,700	12,000	4,000	50.00
101-4-4210-207 COMPUTER SUPPORT SERVICES	5,422	3,919	4,469	5,000	4,055	5,500	500	10.00
101-4-4210-212 MOTOR FUELS	11,756	15,678	17,685	20,000	10,104	23,000	3,000	15.00
101-4-4210-220 REPAIRS & MAINT. SUPPLIES	0	2	28	500	749	500	0	0.00
101-4-4210-231 SAFETY EQUIP & TRAINING	626	620	474	750	602	750	0	0.00
101-4-4210-310 PROFESSIONAL SERVICES	1,446	1,766	2,691	2,500	2,691	2,500	0	0.00
101-4-4210-320 POSTAGE	301	279	200	500	148	500	0	0.00
101-4-4210-321 TELEPHONE	8,363	6,775	6,399	8,200	2,332	9,200	1,000	12.20
101-4-4210-322 COMPUTER COMM/MAINT	6,992	6,870	8,764	7,000	5,478	8,800	1,800	25.71
101-4-4210-330 TRAVEL, CONF, MILEAGE ALLOW.	140	0	451	500	578	700	200	40.00
101-4-4210-340 ADVERTISING & PUBLICATIONS	0	328	347	350	784	350	0	0.00
101-4-4210-350 PRINTING & BINDING	63	0	112	500	67	500	0	0.00
101-4-4210-369 INSURANCES	27,914	26,007	27,559	28,000	29,127	32,007	4,007	14.31
101-4-4210-401 CONTRACTED SERVICES	35,026	35,603	36,057	34,000	13,092	39,000	5,000	14.71
101-4-4210-404 REPAIRS & MAINTENANCE	128	177	62	500	20	300	( 200)	40.00-
101-4-4210-408 VEHICLE MAINT	6,384	4,194	15,860	5,500	2,602	6,500	1,000	18.18
101-4-4210-410 RENTALS	4,380	2,741	3,107	4,500	1,579	4,000	( 500)	11.11-
101-4-4210-415 LEASE EQUIPMENT	0	18,308	6,192	1,600	20,256	34,000	32,400	2,025.00
101-4-4210-430 MISCELLANEOUS EXPENSE	21	0	0	0	0	0	0	0.00
101-4-4210-433 DUES & SUBSCRIPTIONS	546	573	827	800	13,512	850	50	6.25
101-4-4210-450 TRAINING & SEMINARS	7,202	7,370	8,813	8,675	9,833	14,000	5,325	61.38
101-4-4210-453 SEIZED PROPERTY DIST.	0	0	0	0	0	1,500	1,500	0.00
101-4-4210-455 POLICE COMPLIANCE EXPENSES	0	0	0	500	370	500	0	0.00
101-4-4210-460 LICENSE FEES/REGISTRATION	158	272	679	500	286	700	200	40.00



CITY OF NEW PRAGUE  
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*Section 7, Item a.*

101-GENERAL FUND  
 Police

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
101-4-4210-490 DONATION OTHER CIVIC ORG.	0	0	0	0	0	2,980	2,980	0.00
101-4-4210-500 CAPITAL OUTLAY	<u>96,393</u>	<u>10,451</u>	<u>7,841</u>	<u>194,200</u>	<u>153,269</u>	<u>62,000</u>	<u>( 132,200)</u>	<u>68.07-</u>
TOTAL EXPENDITURES	1,632,819	1,599,672	1,802,153	2,102,655	1,213,157	2,196,296	93,641	4.45
REVENUE OVER/(UNDER) EXPENDITURES	( 976,151)	( 1,365,849)	( 1,575,515)	( 1,848,355)	( 1,145,099)	( 2,008,588)	( 160,233)	8.67

**Section 7, Item a.**

101-GENERAL FUND  
 Fire

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4220-33417 FIRE TRAINING AID	2,520	11,190	4,383	6,000	6,767	6,000	0	0.00
101-3-4220-33423 FIRE STATE AID	91,261	95,262	103,406	95,000	0	95,000	0	0.00
101-3-4220-33435 STATE/COUNTY GRANT	0	0	3,750	0	0	0	0	0.00
101-3-4220-36200 MISCELLANEOUS INCOME	0	0	8,905	0	206	0	0	0.00
<b>TOTAL REVENUES</b>	<b>93,781</b>	<b>106,452</b>	<b>120,445</b>	<b>101,000</b>	<b>6,972</b>	<b>101,000</b>	<b>0</b>	<b>0.00</b>
<b>EXPENDITURES</b>								
101-4-4220-103 WAGES PART-TIME	31,899	30,526	30,146	38,500	0	40,000	1,500	3.90
101-4-4220-122 EMPLOYER CONT. F I C A	3,494	3,253	3,367	2,675	0	4,050	1,375	51.40
101-4-4220-124 FIRE PENSION CONTR.	91,261	95,262	103,406	99,438	0	100,000	562	0.57
101-4-4220-151 WORKER'S COMP PREMIUMS	12,708	13,798	18,314	15,205	16,953	17,000	1,795	11.81
101-4-4220-200 SUPPLIES	8,814	7,328	6,329	8,500	7,689	12,500	4,000	47.06
101-4-4220-212 MOTOR FUELS	1,488	2,157	2,974	3,000	1,623	1,000	( 2,000)	66.67-
101-4-4220-220 REPAIRS & MAINT. SUPPLIES	2,088	6,770	4,363	6,500	1,482	8,000	1,500	23.08
101-4-4220-231 SAFETY EQUIP & TRAINING	0	240	0	0	0	0	0	0.00
101-4-4220-310 PROFESSIONAL SERVICES	2,582	2,979	5,768	2,700	2,799	5,000	2,300	85.19
101-4-4220-321 TELEPHONE	1,323	1,283	1,523	1,500	822	1,500	0	0.00
101-4-4220-322 COMPUTER COMMUNICATIONS	0	247	98	250	0	250	0	0.00
101-4-4220-330 TRAVEL, CONF, MILEAGE ALLOW.	201	0	732	1,500	306	1,500	0	0.00
101-4-4220-340 ADVERTISING & PUBLICATIONS	499	0	315	400	255	400	0	0.00
101-4-4220-369 INSURANCES	2,161	2,177	3,489	2,427	4,261	4,682	2,255	92.91
101-4-4220-381 ELECTRIC	4,796	4,659	4,954	4,500	2,989	4,500	0	0.00
101-4-4220-382 WATER/SEWER	2,075	2,194	2,535	2,000	905	2,000	0	0.00
101-4-4220-384 REFUSE	236	236	237	250	131	250	0	0.00
101-4-4220-385 NATURAL GAS	1,851	1,909	3,123	3,000	3,405	4,000	1,000	33.33
101-4-4220-401 CONTRACTED SERVICES	533	198	1,121	500	120	500	0	0.00
101-4-4220-404 REPAIRS & MAINTENANCE	7,320	7,672	17,476	8,000	3,256	8,000	0	0.00
101-4-4220-415 LEASE EQUIPMENT	1,625	0	0	0	0	0	0	0.00
101-4-4220-430 MISCELLANEOUS EXPENSE	0	8	0	0	0	0	0	0.00
101-4-4220-433 DUES & SUBSCRIPTIONS	145	145	145	200	145	200	0	0.00
101-4-4220-450 TRAINING & SEMINARS	6,241	2,917	12,231	7,500	6,510	10,000	2,500	33.33
101-4-4220-451 REIMBURSEMENTS	0	0	4,000	0	0	0	0	0.00
101-4-4220-500 CAPITAL OUTLAY	7,439	0	12,685	0	1,752	25,000	25,000	0.00
<b>TOTAL EXPENDITURES</b>	<b>190,777</b>	<b>185,959</b>	<b>239,330</b>	<b>208,545</b>	<b>55,403</b>	<b>250,332</b>	<b>41,787</b>	<b>20.04</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 96,997)</b>	<b>( 79,507)</b>	<b>( 118,886)</b>	<b>( 107,545)</b>	<b>( 48,431)</b>	<b>( 149,332)</b>	<b>( 41,787)</b>	<b>38.86</b>

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101-GENERAL FUND  
 Building Inspector

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4240-101 WAGES FULL-TIME	194,065	197,486	185,857	204,558	114,332	220,753	16,195	7.92
101-4-4240-102 WAGES OVERTIME	0	0	712	0	0	0	0	0.00
101-4-4240-113 EMPLOYEE BENEFITS	550	610	825	940	800	940	0	0.00
101-4-4240-121 EMPLOYER CONT. P E R A	14,424	15,326	13,254	15,342	8,734	16,556	1,214	7.91
101-4-4240-122 EMPLOYER CONT. F I C A	13,752	14,419	13,323	15,720	8,217	16,960	1,240	7.89
101-4-4240-131 HEALTH INSURANCE	34,018	33,579	45,517	46,347	23,403	46,527	180	0.39
101-4-4240-132 DENTAL INSURANCE	3,441	3,326	3,128	4,682	2,395	5,060	378	8.07
101-4-4240-133 LIFE & S-T DISABILITY INS	335	337	226	263	389	680	417	158.56
101-4-4240-151 WORKER'S COMP PREMIUMS	944	1,075	1,598	1,139	1,369	1,228	89	7.81
101-4-4240-200 SUPPLIES	211	1,413	221	0	212	1,300	1,300	0.00
101-4-4240-212 MOTOR FUELS	391	795	2,140	2,000	844	2,000	0	0.00
101-4-4240-220 REPAIRS & MAINT SUPPLIES	0	0	0	1,300	6	0	( 1,300)	100.00-
101-4-4240-231 SAFETY EQUIP & TRAINING	626	760	557	684	602	684	0	0.00
101-4-4240-310 PROFESSIONAL SERVICES	0	957	3,309	1,300	0	1,300	0	0.00
101-4-4240-320 POSTAGE	14	64	23	100	4	100	0	0.00
101-4-4240-321 TELEPHONE	1,291	1,439	1,534	1,600	944	1,600	0	0.00
101-4-4240-322 COMPUTER COMM/MAINT	0	15	0	0	52	0	0	0.00
101-4-4240-330 TRAVEL, CONF, MILEAGE ALLOW.	0	254	0	250	0	250	0	0.00
101-4-4240-340 ADVERTISING & PUBLICATIONS	0	0	330	0	0	0	0	0.00
101-4-4240-369 INSURANCES	1,715	1,863	2,323	2,077	1,752	1,926	( 151)	7.27-
101-4-4240-401 CONTRACTED NUISANCE ABATEMENT	558	795	1,127	1,500	0	1,500	0	0.00
101-4-4240-408 VEHICLE MAINTENANCE	714	542	22	700	52	700	0	0.00
101-4-4240-410 RENTALS	828	860	874	850	489	850	0	0.00
101-4-4240-431 CREDIT CARD FEES	3,432	4,932	8,784	4,000	4,419	6,000	2,000	50.00
101-4-4240-433 DUES & SUBSCRIPTIONS	1,030	901	255	900	65	900	0	0.00
101-4-4240-450 TRAINING & SEMINARS	1,931	3,316	1,466	3,200	320	3,200	0	0.00
101-4-4240-460 LICENSE FEES/REGISTRATION	70	0	39	40	26	40	0	0.00
101-4-4240-500 CAPITAL OUTLAY	6,000	0	0	0	0	10,000	10,000	0.00
<b>TOTAL EXPENDITURES</b>	<b>280,340</b>	<b>285,063</b>	<b>287,442</b>	<b>309,492</b>	<b>169,426</b>	<b>341,054</b>	<b>31,562</b>	<b>10.20</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 280,340)</b>	<b>( 285,063)</b>	<b>( 287,442)</b>	<b>( 309,492)</b>	<b>( 169,426)</b>	<b>( 341,054)</b>	<b>( 31,562)</b>	<b>10.20</b>

**Section 7, Item a.**

101-GENERAL FUND  
 Emergency Management

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4250-200 SUPPLIES	( 1)	0	0	100	0	0	( 100)	100.00-
101-4-4250-220 REPAIRS & MAINT. SUPPLIES	200	0	0	250	232	350	100	40.00
101-4-4250-369 INSURANCES	796	807	420	800	489	537	( 263)	32.88-
101-4-4250-404 REPAIRS & MAINTENANCE	<u>1,286</u>	<u>2,106</u>	<u>0</u>	<u>1,500</u>	<u>1,018</u>	<u>1,750</u>	<u>250</u>	<u>16.67</u>
TOTAL EXPENDITURES	2,281	2,913	420	2,650	1,739	2,637	( 13)	0.49-
REVENUE OVER/(UNDER) EXPENDITURES	( 2,281)	( 2,913)	( 420)	( 2,650)	( 1,739)	( 2,637)	13	0.49-

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101-GENERAL FUND  
 Animal Control

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4270-401 CONTRACTED SERVICES	13,174	14,400	14,400	15,600	11,700	15,600	0	0.00
101-4-4270-460 LICENSE FEES/REGISTRATION	<u>82</u>	<u>197</u>	<u>87</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	13,256	14,597	14,487	15,750	11,700	15,750	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 13,256)	( 14,597)	( 14,487)	( 15,750)	( 11,700)	( 15,750)	0	0.00

**Section 7, Item a.**

101-GENERAL FUND  
 Public Works

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4300-33425 HIGHWAY STATE AID	97,806	97,496	109,758	100,000	107,135	106,242	6,242	6.24
101-3-4300-33610 STATE/COUNTY ROAD MAINT	6,380	9,302	6,187	4,200	9,877	4,200	0	0.00
101-3-4300-34320 STREET REVENUE	2,353	1,278	4,954	1,000	420	1,000	0	0.00
101-3-4300-36200 MISCELLANEOUS INCOME	142	364	2,093	0	0	0	0	0.00
<b>TOTAL REVENUES</b>	<b>106,681</b>	<b>108,441</b>	<b>122,992</b>	<b>105,200</b>	<b>117,432</b>	<b>111,442</b>	<b>6,242</b>	<b>5.93</b>
<b>EXPENDITURES</b>								
101-4-4300-101 WAGES FULL-TIME	77,512	55,352	69,291	76,170	43,193	82,036	5,866	7.70
101-4-4300-113 EMPLOYEE BENEFITS	0	0	0	56	0	56	0	0.00
101-4-4300-121 EMPLOYER CONT. P E R A	5,761	2,206	5,189	5,713	3,344	6,148	435	7.61
101-4-4300-122 EMPLOYER CONT. F I C A	5,729	4,371	4,906	5,831	3,246	6,276	445	7.63
101-4-4300-131 HEALTH INSURANCE	5,005	2,323	14,103	12,977	7,861	13,743	766	5.90
101-4-4300-132 DENTAL INSURANCE	963	341	963	1,311	765	1,417	106	8.09
101-4-4300-133 LIFE & S-T DISABILITY INS	94	34	71	66	137	237	171	259.09
101-4-4300-151 WORKER'S COMP PREMIUMS	5,394	5,925	5,249	6,130	5,374	4,614	( 1,516)	24.73-
101-4-4300-231 SAFETY EQUIP & TRAINING	313	331	237	450	301	400	( 50)	11.11-
101-4-4300-310 PROFESSIONAL SERVICES	0	0	22	0	0	0	0	0.00
101-4-4300-369 INSURANCES	502	361	548	403	646	710	307	76.18
101-4-4300-433 DUES & SUBSCRIPTIONS	438	450	463	475	478	500	25	5.26
101-4-4300-442 GRANTS/SPECIAL PROJECTS	0	0	0	0	1,510	0	0	0.00
101-4-4300-450 TRAINING & SEMINARS	0	2,808	0	600	20	500	( 100)	16.67-
<b>TOTAL EXPENDITURES</b>	<b>101,711</b>	<b>74,503</b>	<b>101,042</b>	<b>110,182</b>	<b>66,876</b>	<b>116,637</b>	<b>6,455</b>	<b>5.86</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>4,970</b>	<b>33,938</b>	<b>21,950</b>	<b>( 4,982)</b>	<b>50,556</b>	<b>( 5,195)</b>	<b>( 213)</b>	<b>4.28</b>

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101-GENERAL FUND  
 Street

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4310-101 WAGES FULL-TIME	376,469	366,534	386,317	384,830	241,583	410,336	25,506	6.63
101-4-4310-102 WAGES OVERTIME	5,001	9,921	19,864	8,000	8,380	11,000	3,000	37.50
101-4-4310-108 WAGES ON-CALL	11,482	11,781	12,175	20,700	10,462	20,700	0	0.00
101-4-4310-113 EMPLOYEE BENEFITS	1,925	2,475	1,925	2,375	2,925	2,375	0	0.00
101-4-4310-121 EMPLOYER CONT. P E R A	29,089	30,246	31,641	31,015	20,306	33,236	2,221	7.16
101-4-4310-122 EMPLOYER CONT. F I C A	25,848	27,489	28,164	31,816	18,321	34,083	2,267	7.13
101-4-4310-131 HEALTH INSURANCE	105,488	103,133	110,671	90,314	62,495	90,517	203	0.22
101-4-4310-132 DENTAL INSURANCE	7,825	7,529	7,192	9,025	5,979	9,761	736	8.16
101-4-4310-133 LIFE & S-T DISABILITY INS	759	779	557	496	840	1,301	805	162.30
101-4-4310-151 WORKER'S COMP PREMIUMS	25,384	28,083	28,324	32,478	28,469	26,891	( 5,587)	17.20-
101-4-4310-200 SUPPLIES	678	1,069	923	1,100	1,521	1,200	100	9.09
101-4-4310-212 MOTOR FUELS	22,526	24,678	40,878	35,000	24,615	40,000	5,000	14.29
101-4-4310-220 REPAIRS & MAINT. SUPPLIES	24,859	23,964	19,945	38,000	21,590	41,000	3,000	7.89
101-4-4310-224 SIDEWALK MAINTENANCE	4,167	349	1,456	2,000	0	2,000	0	0.00
101-4-4310-231 SAFETY EQUIP & TRAINING	2,905	2,989	2,676	3,600	3,169	3,000	( 600)	16.67-
101-4-4310-303 ENGINEERING FEES	0	0	0	500	0	500	0	0.00
101-4-4310-310 PROFESSIONAL SERVICES	1,135	2,787	1,727	10,900	5,550	4,200	( 6,700)	61.47-
101-4-4310-316 SNOW REMOVAL	30,423	27,344	44,578	53,000	35,660	57,000	4,000	7.55
101-4-4310-320 POSTAGE	17	4	21	20	1	20	0	0.00
101-4-4310-321 TELEPHONE	4,274	2,764	3,932	4,000	2,308	4,300	300	7.50
101-4-4310-322 COMPUTER COMM/MAINT	485	162	56	300	52	200	( 100)	33.33-
101-4-4310-330 TRAVEL, CONF, MILEAGE ALLOW.	0	0	40	100	0	100	0	0.00
101-4-4310-340 ADVERTISING & PUBLICATIONS	0	538	0	300	0	300	0	0.00
101-4-4310-369 INSURANCES	21,203	20,330	11,760	22,668	13,364	14,685	( 7,983)	35.22-
101-4-4310-381 ELECTRIC	3,926	4,076	4,140	4,550	2,615	4,750	200	4.40
101-4-4310-382 WATER/SEWER	1,192	1,111	1,397	1,400	606	1,500	100	7.14
101-4-4310-384 REFUSE	981	1,011	1,136	1,100	631	1,200	100	9.09
101-4-4310-385 NATURAL GAS	4,464	4,185	7,027	8,000	7,869	10,000	2,000	25.00
101-4-4310-404 REPAIRS & MAINTENANCE	20,376	17,699	15,474	28,000	6,034	29,000	1,000	3.57
101-4-4310-408 VEHICLE MAINT	457	2,334	3,458	4,000	5,633	6,000	2,000	50.00
101-4-4310-410 RENTALS	6,807	6,991	7,865	9,700	1,117	10,500	800	8.25
101-4-4310-414 LEASE AGREEMENTS	2,000	2,000	2,000	2,000	2,000	2,000	0	0.00
101-4-4310-430 MISCELLANEOUS EXPENSE	1,918	675	7,067	1,000	0	1,000	0	0.00
101-4-4310-433 DUES & SUBSCRIPTIONS	113	113	120	100	0	120	20	20.00
101-4-4310-441 SPECIAL PROJECTS	113,157	128,134	119,610	0	0	3,500	3,500	0.00
101-4-4310-450 TRAINING & SEMINARS	1,390	2,698	2,097	2,750	297	1,700	( 1,050)	38.18-
101-4-4310-460 LICENSE FEES/REGISTRATION	291	25	334	50	36	850	800	1,600.00
101-4-4310-500 CAPITAL OUTLAY	23,241	6,350	33,825	107,000	53,588	12,000	( 95,000)	88.79-
<b>TOTAL EXPENDITURES</b>	<b>882,256</b>	<b>872,350</b>	<b>960,369</b>	<b>952,187</b>	<b>588,016</b>	<b>892,825</b>	<b>( 59,362)</b>	<b>6.23-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 882,256)</b>	<b>( 872,350)</b>	<b>( 960,369)</b>	<b>( 952,187)</b>	<b>( 588,016)</b>	<b>( 892,825)</b>	<b>59,362</b>	<b>6.23-</b>

**Section 7, Item a.**

101-GENERAL FUND  
 Street Lights

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>EXPENDITURES</u>								
101-4-4316-369 INSURANCES	483	375	261	418	303	333	( 85)	20.33-
101-4-4316-381 ELECTRIC	<u>69,981</u>	<u>63,563</u>	<u>59,428</u>	<u>72,000</u>	<u>34,414</u>	<u>72,000</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	70,464	63,938	59,689	72,418	34,717	72,333	( 85)	0.12-
REVENUE OVER/(UNDER) EXPENDITURES	( 70,464)	( 63,938)	( 59,689)	( 72,418)	( 34,717)	( 72,333)	85	0.12-



**Section 7, Item a.**

101-GENERAL FUND  
 Culture and Recreation

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4500-34331 TEAM LEAGUE REVENUE	1,015	5,662	2,959	2,986	2,378	2,842	( 144)	4.82-
TOTAL REVENUES	1,015	5,662	2,959	2,986	2,378	2,842	( 144)	4.82-
REVENUE OVER/ (UNDER) EXPENDITURES	1,015	5,662	2,959	2,986	2,378	2,842	( 144)	4.82-

**Section 7, Item a.**

101-GENERAL FUND  
 Outdoor Swimming Pool

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4510-369 INSURANCES	4,096	7,645	2,297	0	0	0	0	0.00
101-4-4510-381 ELECTRICITY	714	761	0	0	0	0	0	0.00
101-4-4510-500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>65,366</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	4,809	8,406	67,663	0	0	0	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 4,809)	( 8,406)	( 67,663)	0	0	0	0	0.00

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101-GENERAL FUND  
 Aquatic/Fitness Center

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4515-369 INSURANCES	330	158	305	340	272	299	( 41)	12.06-
101-4-4515-491 CONTRIBUTION TO NPAS	<u>123,729</u>	<u>186,902</u>	<u>164,915</u>	<u>130,186</u>	<u>12,857</u>	<u>115,952</u>	<u>( 14,234)</u>	<u>10.93-</u>
TOTAL EXPENDITURES	124,059	187,060	165,220	130,526	13,129	116,251	( 14,275)	10.94-
REVENUE OVER/(UNDER) EXPENDITURES	( 124,059)	( 187,060)	( 165,220)	( 130,526)	( 13,129)	( 116,251)	14,275	10.94-

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101-GENERAL FUND  
 Municipal Band

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4516-103 WAGES PART-TIME	<u>4,450</u>	<u>4,458</u>	<u>4,466</u>	<u>4,475</u>	<u>4,474</u>	<u>4,484</u>	<u>9</u>	<u>0.20</u>
TOTAL EXPENDITURES	4,450	4,458	4,466	4,475	4,474	4,484	9	0.20
REVENUE OVER/(UNDER) EXPENDITURES	( 4,450)	( 4,458)	( 4,466)	( 4,475)	( 4,474)	( 4,484)	( 9)	0.20

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101-GENERAL FUND  
 Parks

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4520-36330 CONTRIBUTIONS AND DONATIONS	0	0	0	0	1,140	0	0	0.00
TOTAL REVENUES	0	0	0	0	1,140	0	0	0.00
<b>EXPENDITURES</b>								
101-4-4520-101 WAGES FULL-TIME	139,913	162,296	190,362	200,669	118,775	206,158	5,489	2.74
101-4-4520-102 WAGES OVERTIME	531	1,275	3,958	3,300	594	3,500	200	6.06
101-4-4520-103 WAGES PART-TIME	78,387	74,544	67,320	75,000	46,077	80,000	5,000	6.67
101-4-4520-113 EMPLOYEE BENEFITS	650	825	1,065	1,830	1,492	1,830	0	0.00
101-4-4520-114 UNEMPLOYMENT BENEFITS	1,487	0	1,999	0	0	0	0	0.00
101-4-4520-121 EMPLOYER CONT. P E R A	11,173	13,481	14,647	16,898	9,252	17,324	426	2.52
101-4-4520-122 EMPLOYER CONT. F I C A	15,861	17,756	18,508	21,481	12,668	21,916	435	2.03
101-4-4520-131 HEALTH INSURANCE	21,119	27,531	46,394	37,077	23,091	26,289	( 10,788)	29.10-
101-4-4520-132 DENTAL INSURANCE	2,866	2,871	3,017	3,746	2,240	3,151	( 595)	15.88-
101-4-4520-133 LIFE & S-T DISABILITY INS	279	316	271	267	432	647	380	142.32
101-4-4520-151 WORKER'S COMP PREMIUMS	8,367	10,096	14,227	13,599	16,115	13,855	256	1.88
101-4-4520-200 SUPPLIES	1,662	1,527	2,352	3,000	1,866	3,000	0	0.00
101-4-4520-212 MOTOR FUELS	7,087	7,555	14,237	12,500	4,688	14,000	1,500	12.00
101-4-4520-220 REPAIRS & MAINT. SUPPLIES	49,655	44,905	45,541	50,400	285	54,000	3,600	7.14
101-4-4520-231 SAFETY EQUIP & TRAINING	1,859	1,596	1,324	2,400	1,298	1,700	( 700)	29.17-
101-4-4520-310 PROFESSIONAL SERVICES	85	482	487	20,540	134	500	( 20,040)	97.57-
101-4-4520-320 POSTAGE	4	6	1	30	0	30	0	0.00
101-4-4520-321 TELEPHONE	1,570	1,548	1,523	2,000	1,082	2,000	0	0.00
101-4-4520-322 COMPUTER COMM/MAINT	0	1,100	223	180	102	180	0	0.00
101-4-4520-340 ADVERTISING & PUBLICATIONS	326	688	825	700	179	700	0	0.00
101-4-4520-350 PRINTING & BINDING	140	0	0	0	0	0	0	0.00
101-4-4520-369 INSURANCES	24,242	21,762	9,848	24,264	11,817	12,985	( 11,279)	46.48-
101-4-4520-381 ELECTRIC	7,658	7,586	8,676	8,800	5,599	9,000	200	2.27
101-4-4520-382 WATER/SEWER	4,592	6,048	4,951	6,000	1,316	6,250	250	4.17
101-4-4520-384 REFUSE	1,916	2,832	3,313	3,000	1,077	3,000	0	0.00
101-4-4520-385 NATURAL GAS	2,047	1,967	3,017	3,500	3,040	4,500	1,000	28.57
101-4-4520-401 CONTRACTED SERVICES	5,707	300	2,384	5,000	0	5,000	0	0.00
101-4-4520-404 REPAIRS & MAINTENANCE	11,802	22,450	14,307	13,000	4,938	12,000	( 1,000)	7.69-
101-4-4520-408 VEHICLE MAINTENANCE	1,260	228	1,312	1,250	2,069	4,000	2,750	220.00
101-4-4520-410 RENTALS	4,127	5,145	5,536	7,000	2,190	7,000	0	0.00
101-4-4520-430 MISCELLANEOUS EXPENSE	2	2,054	0	0	0	1,000	1,000	0.00
101-4-4520-433 DUES & SUBSCRIPTIONS	613	619	660	655	701	500	( 155)	23.66-
101-4-4520-440 REAL ESTATE TAXES	2,495	2,431	2,348	2,600	1,965	2,600	0	0.00
101-4-4520-441 SPECIAL PROJECTS	26,837	18,500	17,998	20,100	124	20,300	200	1.00
101-4-4520-442 GRANTS/SPECIAL PROJECTS	0	0	0	0	28,676	0	0	0.00
101-4-4520-450 TRAINING & SEMINARS	1,390	775	3,000	900	0	700	( 200)	22.22-
101-4-4520-460 LICENSE FEES/REGISTRATION	124	11	135	50	74	200	150	300.00
101-4-4520-500 CAPITAL OUTLAY	3,500	12,990	0	294,000	233,258	82,000	( 212,000)	72.11-
TOTAL EXPENDITURES	441,330	476,096	505,765	855,736	537,214	621,815	( 233,921)	27.34-
REVENUE OVER/(UNDER) EXPENDITURES	( 441,330)	( 476,096)	( 505,765)	( 855,736)	( 536,074)	( 621,815)	233,921	27.34-

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101-GENERAL FUND  
 Park Board

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>REVENUES</u>								
101-3-4521-33640 LOCAL GOV'T GRANTS.AID	0	0	0	0	7,000	0	0	0.00
TOTAL REVENUES	0	0	0	0	7,000	0	0	0.00
<u>EXPENDITURES</u>								
101-4-4521-441 SPECIAL PROJECTS	12,553	75,482	6,708	43,000	0	50,000	7,000	16.28
101-4-4521-500 CAPITAL OUTLAY	0	0	0	130,000	0	130,000	0	0.00
TOTAL EXPENDITURES	12,553	75,482	6,708	173,000	0	180,000	7,000	4.05
REVENUE OVER/(UNDER) EXPENDITURES	( 12,553)	( 75,482)	( 6,708)	( 173,000)	7,000	( 180,000)	( 7,000)	4.05

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101-GENERAL FUND  
 Library

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
101-4-4550-200 SUPPLIES	548	370	364	650	522	700	50	7.69
101-4-4550-220 REPAIRS & MAINT. SUPPLIES	2,500	524	829	1,650	165	1,650	0	0.00
101-4-4550-310 PROFESSIONAL SERVICES	( 41)	0	15	0	( 1)	0	0	0.00
101-4-4550-369 INSURANCE	1,591	1,617	2,782	1,803	3,290	3,615	1,812	100.50
101-4-4550-381 ELECTRIC	7,076	6,620	7,684	10,000	4,452	10,000	0	0.00
101-4-4550-382 WATER/SEWER	665	719	846	1,200	371	1,200	0	0.00
101-4-4550-384 REFUSE	714	752	815	750	397	800	50	6.67
101-4-4550-385 NATURAL GAS	2,182	2,562	3,950	4,500	3,737	4,500	0	0.00
101-4-4550-401 CONTRACTED SERVICES	7,473	8,700	8,700	9,000	5,203	9,300	300	3.33
101-4-4550-404 REPAIRS & MAINTENANCE	411	626	4,956	21,200	0	1,500	( 19,700)	92.92-
<b>TOTAL EXPENDITURES</b>	<b>23,119</b>	<b>22,491</b>	<b>30,941</b>	<b>50,753</b>	<b>18,137</b>	<b>33,265</b>	<b>( 17,488)</b>	<b>34.46-</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 23,119)</b>	<b>( 22,491)</b>	<b>( 30,941)</b>	<b>( 50,753)</b>	<b>( 18,137)</b>	<b>( 33,265)</b>	<b>17,488</b>	<b>34.46-</b>

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101-GENERAL FUND  
 Unallocated

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-4920-39200 OPERATING TRANSFER IN	0	0	90,000	0	0	0	0	0.00
TOTAL REVENUES	0	0	90,000	0	0	0	0	0.00
<b>EXPENDITURES</b>								
101-4-4920-310 PROFESSIONAL SERVICES	6,861	1,328	0	0	1,540	0	0	0.00
101-4-4920-365 INSURANCE DEDUCTIBLES	2,500	2,646	0	10,000	14,996	10,000	0	0.00
101-4-4920-369 PROP/LIAB INSURANCE	13,325	19,940	16,138	22,233	14,694	16,147	( 6,086)	27.37-
101-4-4920-430 MISCELLANEOUS EXPENSE	1,249	851	870	1,000	687	1,000	0	0.00
101-4-4920-438 BAD DEBT	0	155	0	0	0	0	0	0.00
101-4-4920-615 TOWNSHIP TAX PAYMENT	7,507	6,398	4,818	3,238	3,238	3,238	0	0.00
101-4-4920-700 CONTINGENCY	3,441	0	0	25,000	0	25,000	0	0.00
101-4-4920-720 OPERATING TRF - OUT	23,664	0	0	0	0	0	0	0.00
101-4-4920-721 OPERATING TRF - GOLF COURSE	121,270	121,270	121,270	121,270	60,635	97,016	( 24,254)	20.00-
TOTAL EXPENDITURES	179,816	152,587	143,096	182,741	95,791	152,401	( 30,340)	16.60-
REVENUE OVER/(UNDER) EXPENDITURES	( 179,816)	( 152,587)	( 53,096)	( 182,741)	( 95,791)	( 152,401)	30,340	16.60-



**Section 7, Item a.**

101-GENERAL FUND  
 Park Fees

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
101-3-5201-34783 PARK FEES-SHELTERS	<u>510</u>	<u>1,920</u>	<u>2,750</u>	<u>1,320</u>	<u>2,160</u>	<u>1,914</u>	<u>594</u>	<u>45.00</u>
TOTAL REVENUES	510	1,920	2,750	1,320	2,160	1,914	594	45.00
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>								
	510	1,920	2,750	1,320	2,160	1,914	594	45.00

101-GENERAL FUND

**Section 7, Item a.**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
FUND TOTAL REVENUES	5,620,923	5,290,705	5,828,068	6,501,775	3,413,644	6,472,710	( 29,065)	0.45-
FUND TOTAL EXPENDITURES	<u>5,251,355</u>	<u>5,242,633</u>	<u>5,578,066</u>	<u>6,501,775</u>	<u>3,567,361</u>	<u>6,472,710</u>	<u>( 29,065)</u>	<u>0.45-</u>
REVENUE OVER/ (UNDER) EXPENDITURES	369,568	48,073	250,002	0	( 153,716)	0	0	0.00

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498-EQUIPMENT FUND  
 NON DEPARTMENTAL

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
498-3-0000-31010 CURRENT PROPERTY TAXES	0	0	0	200,217	0	138,275	( 61,942)	30.94-
TOTAL REVENUES	0	0	0	200,217	0	138,275	( 61,942)	30.94-
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	200,217	0	138,275	( 61,942)	30.94-

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498-EQUIPMENT FUND  
 CAPITAL PROJECTS

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
498-4-4311-720 TRANSFER OUT	<u>0</u>	<u>0</u>	<u>0</u>	<u>189,985</u>	<u>0</u>	<u>148,507</u>	<u>( 41,478)</u>	<u>21.83-</u>
TOTAL EXPENDITURES	0	0	0	189,985	0	148,507	( 41,478)	21.83-
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	( 189,985)	0	( 148,507)	41,478	21.83-

498-EQUIPMENT FUND

**Section 7, Item a.**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
FUND TOTAL REVENUES	0	0	0	200,217	0	138,275	( 61,942)	30.94-
FUND TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>189,985</u>	<u>0</u>	<u>148,507</u>	<u>( 41,478)</u>	<u>21.83-</u>
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	10,232	0	( 10,232)	( 20,464)	200.00-

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499-CP GENERAL  
 Non-Departmental

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
499-3-0000-31010 CURRENT PROPERTY TAXES	41	141,724	20,810	0	0	0	0	0.00
499-3-0000-31020 DELINQUENT PROPERTY TAXES	0	1	13	0	0	0	0	0.00
499-3-0000-36100 SPECIAL ASSESSMENTS-CO	18,669	2,020	2,217	1,500	524	1,500	0	0.00
499-3-0000-36200 MISCELLANEOUS REVENUES	0	20,496	0	0	0	0	0	0.00
499-3-0000-36210 INTEREST INCOME	2,986	596	1,665	500	4,633	500	0	0.00
<b>TOTAL REVENUES</b>	<b>21,695</b>	<b>164,837</b>	<b>24,705</b>	<b>2,000</b>	<b>5,157</b>	<b>2,000</b>	<b>0</b>	<b>0.00</b>
<b>REVENUE OVER/ (UNDER) EXPENDITURES</b>	<b>21,695</b>	<b>164,837</b>	<b>24,705</b>	<b>2,000</b>	<b>5,157</b>	<b>2,000</b>	<b>0</b>	<b>0.00</b>

499-CP GENERAL

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	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>EXPENDITURES</b>								
499-4-4132-500 CAPITAL OUTLAY	<u>14,587</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
TOTAL EXPENDITURES	14,587	0	0	0	0	0	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 14,587)	0	0	0	0	0	0	0.00

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499-CP GENERAL  
 Storm Utility

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>REVENUES</u>								
499-3-4311-36231 RENTAL INCOME	20,032	15,000	15,000	7,500	0	7,500	0	0.00
TOTAL REVENUES	20,032	15,000	15,000	7,500	0	7,500	0	0.00
<u>EXPENDITURES</u>								
499-4-4311-303 ENGINEERING FEES	302	651	0	0	0	0	0	0.00
499-4-4311-440 REAL ESTATE TAXES	3,430	1,790	1,788	1,900	748	1,900	0	0.00
499-4-4311-500 CAPITAL OUTLAY	44,995	24,900	0	0	0	0	0	0.00
499-4-4311-720 TRANSFERS OUT	0	0	90,000	0	0	0	0	0.00
TOTAL EXPENDITURES	48,727	27,341	91,788	1,900	748	1,900	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 28,695)	( 12,341)	( 76,788)	5,600	( 748)	5,600	0	0.00



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499-CP GENERAL

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	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
FUND TOTAL REVENUES	41,727	179,837	39,705	9,500	5,157	9,500	0	0.00
FUND TOTAL EXPENDITURES	<u>63,314</u>	<u>27,341</u>	<u>91,788</u>	<u>1,900</u>	<u>748</u>	<u>1,900</u>	<u>0</u>	<u>0.00</u>
REVENUE OVER/ (UNDER) EXPENDITURES	( 21,586)	152,496	( 52,083)	7,600	4,409	7,600	0	0.00

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680-EDA  
 Non-Departmental

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
680-3-0000-31010 CURRENT PROPERTY TAXES	49,760	49,732	49,776	75,000	39,182	75,000	0	0.00
680-3-0000-31020 DELINQUENT PROPERTY TAXES	317	38	141	0	108	0	0	0.00
680-3-0000-33439 PERA PENSION OTHER REVENUE	0	0	84	0	0	0	0	0.00
680-3-0000-36200 MISCELLANEOUS INCOME	0	0	3	0	0	0	0	0.00
680-3-0000-36210 INTEREST INCOME	1,070	256	1,695	250	3,627	250	0	0.00
<b>TOTAL REVENUES</b>	<b>51,148</b>	<b>50,026</b>	<b>51,699</b>	<b>75,250</b>	<b>42,917</b>	<b>75,250</b>	<b>0</b>	<b>0.00</b>
<b>REVENUE OVER/ (UNDER) EXPENDITURES</b>	<b>51,148</b>	<b>50,026</b>	<b>51,699</b>	<b>75,250</b>	<b>42,917</b>	<b>75,250</b>	<b>0</b>	<b>0.00</b>

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680-EDA  
 Economic Development

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<b>REVENUES</b>								
680-3-4650-33410 COVID-19 RELIEF FUNDS	214,000	0	0	0	0	0	0	0.00
680-3-4650-36240 REIMBURSEMENTS	<u>92</u>	<u>53</u>	<u>35</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
TOTAL REVENUES	214,092	53	35	0	0	0	0	0.00
<b>EXPENDITURES</b>								
680-4-4650-101 WAGES FULL-TIME	0	0	20,374	38,412	20,037	44,901	6,489	16.89
680-4-4650-113 EMPLOYEE BENEFITS	0	0	0	41	0	24	( 17)	41.46-
680-4-4650-121 EMPLOYER CONT. PERA	0	0	1,478	3,246	1,553	3,366	120	3.70
680-4-4650-122 EMPLOYER CONT. F I C A	0	0	1,473	3,311	1,551	3,435	124	3.75
680-4-4650-129 GERF CHANGE	0	0	13,734	0	0	0	0	0.00
680-4-4650-131 HEALTH INSURANCE	0	0	1,958	9,377	1,939	5,890	( 3,487)	37.19-
680-4-4650-132 DENTAL INSURANCE	0	0	138	965	149	618	( 347)	35.96-
680-4-4650-133 LIFE & S-T DISABILITY INS.	0	0	26	49	67	124	75	153.06
680-4-4650-135 OPEB EXPENSE	0	0	549	0	0	0	0	0.00
680-4-4650-151 WORKER'S COMPENSATION INS.	0	0	173	207	266	242	35	16.91
680-4-4650-200 SUPPLIES	2	12	3	500	23	500	0	0.00
680-4-4650-220 REPAIRS & MAINT. SUPPLIES	0	0	0	500	0	500	0	0.00
680-4-4650-301 AUDIT	761	819	505	521	517	521	0	0.00
680-4-4650-303 ENGINEERING FEES	0	0	395	0	0	0	0	0.00
680-4-4650-305 CIVIL LEGAL FEES	869	1,378	5,531	3,000	16,959	3,000	0	0.00
680-4-4650-310 PROFESSIONAL SERVICES	14,000	0	1,500	1,500	0	1,500	0	0.00
680-4-4650-320 POSTAGE	330	179	134	200	103	200	0	0.00
680-4-4650-322 COMPUTER COMM/MAINT	6	6	31	0	24	0	0	0.00
680-4-4650-330 TRAVEL, CONF, MILEAGE ALLOW.	0	120	0	300	41	300	0	0.00
680-4-4650-340 ADVERTISING & PUBLICATIONS	2,559	7,308	670	1,200	368	1,200	0	0.00
680-4-4650-350 PRINTING & BINDING	847	0	0	0	0	0	0	0.00
680-4-4650-369 INSURANCES	0	202	251	225	2,444	2,685	2,460	1,093.33
680-4-4650-430 MISCELLANEOUS EXPENSE	92	0	0	0	0	0	0	0.00
680-4-4650-433 DUES & SUBSCRIPTIONS	295	305	545	305	0	545	240	78.69
680-4-4650-441 SPECIAL PROJECTS	200,604	6,715	0	6,391	0	5,699	( 692)	10.83-
680-4-4650-490 DONATION OTHER CIVIC ORG.	500	500	500	0	500	0	0	0.00
680-4-4650-720 TRANSFER-OUT	<u>11,000</u>	<u>11,000</u>	<u>3,000</u>	<u>5,000</u>	<u>2,917</u>	<u>0</u>	<u>( 5,000)</u>	<u>100.00-</u>
TOTAL EXPENDITURES	231,864	28,544	52,966	75,250	49,458	75,250	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 17,772)	( 28,492)	( 52,931)	( 75,250)	( 49,458)	( 75,250)	0	0.00

CITY OF NEW PRAGUE  
 PROPOSED BUDGET REPORT  
 AS OF: JULY 31ST, 2023

680-EDA

**Section 7, Item a.**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
FUND TOTAL REVENUES	265,240	50,079	51,734	75,250	42,917	75,250	0	0.00
FUND TOTAL EXPENDITURES	<u>231,864</u>	<u>28,544</u>	<u>52,966</u>	<u>75,250</u>	<u>49,458</u>	<u>75,250</u>	<u>0</u>	<u>0.00</u>
REVENUE OVER/ (UNDER) EXPENDITURES	33,375	21,534	( 1,232)	0	( 6,541)	0	0	0.00

681-EDA-INDUSTRIAL PARK  
 Non-Departmental

**Section 7, Item a.**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>REVENUES</u>								
681-3-0000-36210 INTEREST INCOME	523	115	593	0	1,603	0	0	0.00
TOTAL REVENUES	523	115	593	0	1,603	0	0	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	523	115	593	0	1,603	0	0	0.00

681-EDA-INDUSTRIAL PARK  
 Economic Development

*Section 7, Item a.*

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
<u>REVENUES</u>								
681-3-4650-39101 GAIN/LOSS ON LAND VALUE	0	0	161,508	0	0	0	0	0.00
TOTAL REVENUES	0	0	161,508	0	0	0	0	0.00
<u>EXPENDITURES</u>								
681-4-4650-303 ENGINEERING FEES	0	0	146	0	158	0	0	0.00
681-4-4650-305 CIVIL LEGAL FEES	0	21	0	0	0	0	0	0.00
681-4-4650-420 DEPRECIATION EXPENSE	1,773	1,773	1,773	1,773	1,035	1,773	0	0.00
681-4-4650-500 CAPITAL PROJECTS	0	0	0	988,000	0	988,000	0	0.00
TOTAL EXPENDITURES	1,773	1,794	1,919	989,773	1,193	989,773	0	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 1,773)	( 1,794)	159,589	( 989,773)	( 1,193)	( 989,773)	0	0.00

681-EDA-INDUSTRIAL PARK

**Section 7, Item a.**

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 PROPOSED	2023-2024 \$ DIFFERENCE	2023-2024 % DIFFERENCE
FUND TOTAL REVENUES	523	115	162,101	0	1,603	0	0	0.00
FUND TOTAL EXPENDITURES	<u>1,773</u>	<u>1,794</u>	<u>1,919</u>	<u>989,773</u>	<u>1,193</u>	<u>989,773</u>	<u>0</u>	<u>0.00</u>
REVENUE OVER/ (UNDER) EXPENDITURES	( 1,250)	( 1,679)	160,182	( 989,773)	410	( 989,773)	0	0.00

# 2024 Visioning List

Each year, the City Council meets with the City department heads and holds a number of workshops to determine projects and ideas the City would like to accomplish. Some of the projects are small in both cost and interest to the public, such as updating the employee review process, while others are large in both cost and interest to the public, such as building a new City Hall or development of the land in the southwest portion of town thought to be an athletic complex. Some projects are internal to City operations, such as implementing a City-wide GIS solution while others are more public based, such as a trail to Cedar Lake Farm Regional Park.

This list is in no way exhaustive of the activities of staff but is meant to act as a beacon for specific projects that are desired to be completed and to act as a list that will increase the accountability of both the Council and the staff for completion of projects. It is possible that some projects listed will not be completed in their given year due to extenuating circumstances or because a change in desirability took place. At the end of each calendar year, the City Administrator will share a report with the City Council that will outline the progress on the visioning list and the outlook for the next year.

Within the following list, each project/idea will have the following:

- a Target Date that the City would like to complete the project by;
- a Date Added that shows the year the idea was first added to the list;
- an Original Target Date that shows the Target date a project/idea was first assigned to track if a project has moved around;
- a Responsible Department that the City Administrator will use to track which departments are working on the various projects;
- a Details section that will layout and explain what the project is and why it is being supported; and
- and Progress section that will show progress on the projects/ideas.

The list is expected to be updated annually and approved at the end of each year during the budgeting process. As the list continues to be used through the years, completed projects will be listed in an abbreviated form at the end of the document for up to five years to remind readers what the City has been able to accomplish.

I hope that this process will continue to evolve into the future and be completed so that the City can continue to progress, providing better and more efficient services to our residents as we continue to grow.



Joshua M. Tetzlaff, AICP  
City Administrator, City of New Prague



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### Short-term Goals

The following projects are considered short-term in nature and are meant to be completed in the next 1-3 years, or between the years 2023 and 2025. The list has been categorized by year that it is intended to be completed.

#### 2024

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Equipment Fund/General Obligation Debt Reduction	
Timeframe	Ongoing
Resp. Depart.	Administration
Details	As yearly debt payments are reduced, the levy amount previously used to pay debt will be instead allocated to an Equipment Replacement fund. This will reduce the need to borrow for the purchasing of equipment on a yearly basis as well as allow the City to maintain a more consistent levy increase. It will also create a cushion should debt need to be again used in the future to reduce overall levy impacts.  For the 2024, \$110,418 is being levied towards the Equipment Fund.

Comprehensive Plan Update			
Target Year	2024	Year Added	2022
Original Target Year	2022-2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Community Development		
Details	<p>Staff will oversee a full update on the City’s Comprehensive Plan. The City Council and Planning Commission will be consulted throughout the process.</p> <ul style="list-style-type: none"> <li>• 12/2022 Update: November 2022, the City Council entered into an agreement with MSA to provide a complete comprehensive plan service for the City. This process is expected to begin January 2023 and be wrapped up by December 2023.</li> <li>• 3/2023 Update: The steering committee has met and the plan update is underway. The consultants are planning on meeting with the City Council/Planning Commission to receive feedback and provide guidance.</li> <li>• 6/2023 Update: Met with all board and commissions except for Utilities. Steering committee meeting again in July. Will be compiling public input and starting drafts soon.</li> <li>• 9/2023 Update: Steering committee set to meet in September.</li> </ul>		

<b>Bylaw Updating</b>			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023 but did not fully complete.
Resp. Depart.	Administration		
Details	<p>Staff, in conjunction with Fire Department, will complete a review of the Fire Relief Association bylaws to ensure they are easy to read and meeting the needs of both organizations.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has begun communications with the City Attorney to discuss the process moving forward.</li> <li>• 6/2023 Update: An initial draft has been completed.</li> </ul>		

<b>Long-Term Financial Plan</b>			
Target Year	2024	Year Added	2023
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	<p>Working through the long-term financial plan in 2023, it was quickly discovered that doing so with the budget created a large amount of work having to change both with any small change to the budget. Because of this, staff recommends completely the plan, and then subsequent updates, in the spring, which will help guide staff along with the Visioning Document when it puts together the budget for the upcoming year.</p>		

<b>Sidewalk Expansion/Maintenance</b>			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Applying for Grants
Resp. Depart.	Community Development		
Details	<p>The City is looking at expanding two sidewalks/trails in 2023. First, a sidewalk/trail along 6<sup>th</sup> Street NW, from 4<sup>th</sup> Avenue NW west to the trail connection at the end of the industrial park. The second sidewalk/trail would be along 12<sup>th</sup> Avenue SE, from Tikalsky Street SE to 9<sup>th</sup> Street SE.</p> <ul style="list-style-type: none"> <li>• 12/2022 Update: A grant has been applied for through MnDOT to fund both of these extensions. Build-out is planned whether or not the grants are received.</li> <li>• 3/2023 Update: The City was not awarded the grant for expansion of the trail system. We were told a Complete Streets Policy would make us much more competitive.</li> <li>• 6/2024 Update: Speaking with the City Engineer, with grant funds not available, we have elected to wait until street work is done on 6<sup>th</sup> Street NW and lots are built out before constructing to minimize damage to trail. 12<sup>th</sup> Avenue SE will wait until we are able to put a Complete Streets Policy together to make the grant process more competitive.</li> </ul>		

City Hall Hours			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Was not completed on time
Resp. Depart.	Administration		
Details	Research City Hall hours and employee schedules to determine if the current work schedules are appropriate. <ul style="list-style-type: none"> <li>12/2023 Update: This initiative was not completed in 2023.</li> </ul>		

East/West Sanitary Sewer Trunk Mains Feasibility Study			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023. Finished in 2024
Resp. Depart.	Publics Works		
Details	A feasibility study to be conducted to determine future locations, costs, etc. to expand the sanitary sewer system to the east and west. Funding for these studies has been allocated from existing ARPA funds. <ul style="list-style-type: none"> <li>3/2023 Update: Staff is working to put together the RFP language and plans to have it to the City Council by June 2023.</li> <li>6/2023 Update: Staff has been working with the City Engineer to put an RFP together. The plan is to have it before the Council soon to start the process.</li> <li>9/2023 Update: The RFP is being advertised and has a submission deadline of September 19<sup>th</sup>.</li> </ul>		

Orderly Annexation Agreements			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	Staff will work to negotiate and enter into Annexation Agreements with Helena and Lanesburgh townships for continued planned expansion of New Prague. <ul style="list-style-type: none"> <li>3/2023 Update: This item is set to be moved to 2024. The Townships would like us to complete our Comprehensive Plan before coming to the table.</li> </ul>		

Organize Revolving Loan Fund Program for Downtown Businesses			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>The City has funding available to start a revolving loan fund program. Staff will organize and work with the EDA on potentially starting up a program for downtown businesses.</p> <ul style="list-style-type: none"> <li>3/2023 Update: This is currently being considered by the EDA as a future project/goal. The EDA would like to wait on the Comprehensive Plan update before finalizing any goals.</li> </ul>		

Electronic Document Storage			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	On hold to determine need
Resp. Depart.	Administration		
Details	<p>City staff will review options for implementing a storage system for all the City's documents, that makes them more accessible and usable. This will include the integration of the City's software platforms (finance, community development, licensing, permits, time keeping, Council/board packets) to create efficiencies.</p> <ul style="list-style-type: none"> <li>3/2023 Update: So as not to create redundancies, staff would like to wait until the new Finance/Administration software is in place to see what needs exist. Likely won't be reviewed more in-depth until Q4 2023. This may become a 2024 project.</li> </ul>		

Green Step Cities			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Not fully completed in 2023
Resp. Depart.	Administration/Planning Commission		
Details	<p>Staff will work with the Planning Commission to develop a plan to implement 1 – 2 possible best practices in 2023.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Meeting with the Planning Commission 1/2023, it was determined the Planning Commission would like staff to work on pursuing the following two Best Practices: <ul style="list-style-type: none"> <li>○ 15.1: Adopt a sustainable purchasing policy</li> <li>○ 25.2: Create or participate in a marketing program to connect businesses with assistance providers, including utilities, who provide energy audits and assistance.</li> <li>○ 25.7: Conduct or participate in a buy local campaign for community members and local businesses.</li> </ul> </li> </ul> <p>Staff expects to begin work on these April 2023.</p> <ul style="list-style-type: none"> <li>• With a new Administrative Coordinator in place, staff expects to begin work on these three items in July.</li> <li>• 9/2023 Update: Staff will be taking the sustainability and sustainable purchasing policies to the Planning Commission in September.</li> </ul>		

Community Recreational Facility Study			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Administration		
Details	<p>Staff, in conjunction with the NPAS district, will have a Recreational Facilities assessment completed to give a better idea of the needs of the community. The process will start in the fall of 2022 so that come early 2023, it is moving forward.</p> <ul style="list-style-type: none"> <li>• 12/2022 Update: The School district, through their connections with Wold Architects, began the process of putting this study together. Staff has met with Wold Architects to formulate a plan moving forward. At this time, staff has been reaching out to area organizations, from youth to seniors, to get a feel for needs of their organizations.</li> <li>• 3/2023 Update: After meeting with Wold in 1/2023, it was discovered that this study has the ability to be very expensive. To keep costs down, City staff will be assisting in some of the information gathering.</li> <li>• 6/2023 Update: Staff has been working with Wold Architects to gather data it needs and give access to facilities. Wold Architects plans to speak to the Council at the end of June.</li> <li>• 9/2023 Update: Wold will be meeting with the Council during the next workshop to discuss current findings and the path forward.</li> </ul>		

Reduce Golf Course Subsidy			
Target Year	2024-2032	Year Added	2022
Original Target Year	2023-2032	Change in Target Year?	Target year reduced as reduction has taken place
Resp. Depart.	Administration/Golf		
Details	The current subsidy made by the City General Fund to the Golf Course is \$109,143/year. In 2025, this subsidy will be reduced by \$12,127 to \$97,016.		

Upgrade City Website			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration		
Details	Starting in 2023, the City's website host offered to upgrade the City's website. The new website will allow residents, businesses, and developers to more easily access the information they need.		

Online System for Licenses			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff will review and implement upgrades to City software and the City website that allows for permit, project, and license applications to be submitted online.		

Historic District			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff will explore establishing downtown New Prague as a historic district by the State of Minnesota.		

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

City Council Technology			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration		
Details	In 2024, \$6,000 was budgeted for use by the newly elected Council members starting their terms in 2025.		



Replace Sidearms			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Police		
Details	As recommended by manufacturers to maintain a level of safety and service, the City will replace the sidearms of City officers.		

Zoning Ordinance Update			
Target Year	2024 – 2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Following the completion of the City’s Comprehensive plan, the next step is updating the Zoning Ordinance. This has not been done comprehensively since the 1970s, when the ordinance was originally written. Since that time, additions, subtractions, or changes have been piecemeal in nature. A full re-write will allow the ordinance to better match the vision of the community as documented in the updated Comprehensive Plan as well as make the ordinance more accessible to citizens, developers, and staff. Due to the size of the work, and potential cost, the City is budgeting for half of the cost in 2024 and half of the cost in 2025, with work expected to be completed in 2025.		

Park Board Bylaw Updating			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Community Development		
Details	Staff, working with the City Council and Park Board, will review the bylaws of the Park Board to ensure they are up-to-date and working appropriately.		

Emergency Operations Plan			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Police Department		
Details	Staff will review and update the Emergency Operations Plan.		

2024 Infrastructure Improvement Project			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff will oversee the 2024 Infrastructure Improvement Project.		

10 <sup>th</sup> Avenue SE Mill and Overlay			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There are sections of 10th Avenue SE that are over 20 years old and being one of the City's most heavily travelled roadways, the surface needs upkeep and possibly a facelift.		

2025

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Safety Equipment			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Police		
Details	To keep our officers safe, this will be a planned purchasing of safety equipment, including ballistic shields, for use by our officers should a situation arise.		

Sidewalk Expansion/Maintenance			
Target Year	2025 (Odd Years)	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

<b>Zoning Ordinance Update</b>			
Target Year	2024 – 2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Cost
Resp. Depart.	Community Development		
Details	<p>Following the completion of the City’s Comprehensive plan, the next step is updating the Zoning Ordinance. This has not been done comprehensively since the 1970s, when the ordinance was originally written. Since that time, additions, subtractions, or changes have been piecemeal in nature. A full re-write will allow the ordinance to better match the vision of the community as documented in the updated Comprehensive Plan as well as make the ordinance more accessible to citizens, developers, and staff. Due to the size of the work, and potential cost, the City is budgeting for half of the cost in 2024 and half of the cost in 2025, with work expected to be completed in 2025.</p>		

<b>2025 Infrastructure Improvement Project</b>			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff will oversee the 2025 Infrastructure Improvement Project.		

<b>Additional Wastewater Operator</b>			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Public Works		
Details	As the wastewater plant ages, an additional operator will be needed to keep up with maintenance of the plant.		

<b>Increase Security Cameras</b>			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

Capital Asset Tracking Software			
Target Year	2025	Year Added	2023
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Currently, assets are tracked using Microsoft Access, which is a difficult program to understand and used by almost no one due to its difficult nature. Microsoft began phasing out the program in 2018 and its only a matter of time before it isn't available at all.		

2026

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Trail Expansion/Maintenance			
Target Year	2026 (Even Years)	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Community Development		
Details	<p>Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.</p> <ul style="list-style-type: none"> <li>Cedar Lake Farm Regional Farm</li> </ul>		

City Council Technology			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2027.		

2026 Amateur State Baseball Tournament			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Public Works?		
Details	Perform necessary actions to pursue hosting the 2026 tournament		

City-wide GIS Solution			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Administration		
Details	Implement a City-wide GIS solution that allows all departments to utilize GIS to improve their efficiencies.		

2026 Infrastructure Improvement Project			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2026 CIP		

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

Staffing Levels Assessment			
Target Year	2026	Year Added	2022
Original Target Year	2023	Change in Target Year?	Funding
Resp. Depart.	Administration		
Details	Have a staffing levels assessment performed for all departments to determine if the City departments are appropriately sized for the level of service expectations we have for the City.		

Extension of 3 <sup>rd</sup> Street SE			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There is portion of 3 <sup>rd</sup> Street SE that needs to be annexed and completed before the Topka property can be developed.		

## Medium-term Goals

The following projects are considered medium-term in nature and are meant to be completed in the next 4-6 years, or between the years 2026 and 2028. The list has been categorized by year that it is intended to be completed.

### 2027

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Sidewalk Expansion/Maintenance			
Target Year	2027 (Odd years)	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City’s sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2027 Infrastructure Improvement Project			
Target Year	2027	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2027 CIP		

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

Extension of 1 <sup>st</sup> Street SE			
Target Year	2027	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Work with Beckius to dedicate the right-of-way for 1 <sup>st</sup> Street SE, and then extend the street to make the lots more buildable.		

2028

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

City Council Technology			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2029.		

Trail Expansion/Maintenance			
Target Year	2028 (Even Years)	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2028 Infrastructure Improvement Project			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2028 CIP		

Update Snow Removal and Grass Cutting Maps (Update Every Five Years)			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Staff will examine the areas of town that the City cleans snow and cuts grass and will make changes as necessary for equity and service purposes.		

2029

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Sidewalk Expansion/Maintenance			
Target Year	2029 (Odd years)	Year Added	2022
Original Target Year	2029	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2029 Infrastructure Improvement Project			
Target Year	2029	Year Added	2022
Original Target Year	2029	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2029 CIP		



### Long-term Goals

The following projects are considered long-term in nature and are meant to be completed in the next 7-10 years, or between the years 2029 and 2032. The list has been categorized by year that it is intended to be completed.

#### 2030

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

City Council Technology			
Target Year	2030	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2031.		

Trail Expansion/Maintenance			
Target Year	2030 (Even Years)	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2030 Infrastructure Improvement Project			
Target Year	2030	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2030 CIP		

#### 2031

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Parks Garage			
Target Year	2031	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Go through the process of constructing a new Parks Garage		

Sidewalk Expansion/Maintenance			
Target Year	2031 (Odd Years)	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City’s sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2031 Infrastructure Improvement Project			
Target Year	2031	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2031 CIP		

2032

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Trail Expansion/Maintenance			
Target Year	2032 (Even Years)	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2032 Infrastructure Improvement Project			
Target Year	2032	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2032 CIP		

2033

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Sidewalk Expansion/Maintenance			
Target Year	2033 (Odd Years)	Year Added	2022
Original Target Year	2033	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City’s sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2033 Infrastructure Improvement Project			
Target Year	2032	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2032 CIP		

### Future, Uncommitted Goals

The following projects are considered future projects and have not been given a goal for completion. This may be due to funding, direction, or any other circumstance that the Council does not wish to put a timetable on a project but wants to keep it on the radar. It is possible these projects are waiting on another, outside party and may be completed on short notice should the other responsible party move on the project.

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Splash Pad Feasibility Study			
Target Year	???	Year Added	2022
Original Target Year	2022	Change in Target Year?	Citizen Group Not Ready to Proceed
Resp. Depart.	Community Development		
Details	Staff will lead a feasibility study for the construction of a splash pad to better understand the reality of completing the project. This study will be done in conjunction with the Park Board. ** This item is dependent on a group unaffiliated with the City completing their application to form a non-profit. As of December 2022, the group has not completed this step.		

City Hall			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration		
Details	Following discussions by the City Council, this item is placed for future consideration. In 2022, a Facilities Study is being performed to determine the amount of need for a new facility.		

1 <sup>st</sup> Avenue SE (County Road 60) Reconstruction/Turnback			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There have been past discussions with the City Engineer and the Le Sueur County Engineer regarding a possible rehabilitation and turnback of 1 <sup>st</sup> Ave SE as a county road. The condition of 1 <sup>st</sup> Ave SE is deteriorating more each year and the County has indicated past discussions about using the mileage of this county road designation elsewhere in the County.		

40-Acre Athletic Complex			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Community Development		
Details	Unsure if site is even best used as an athletic facility. Are there other areas better suited? Is the City interested in building an athletic complex?		

Dog Park			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Community Development		
Details	Is a dog park something the City wants to explore? Do the advantages for the City outweigh the negative impacts?		

National Pollutant Discharge Elimination System			
Target Year	2037	Year Added	2022
Original Target Year	2042	Change in Target Year?	
Resp. Depart.	Public Works		
Details	In 2022, the State of Minnesota informed the City of New Prague that our wastewater discharge had elevated chloride levels and that this needed to be remedied. Our current wastewater facility is not able to correct this situation so we requested a 20 year variance from the State. While not yet formally announced, we are under the assumption the State will grant the City a 15 year variance. At that time, the City, whether through a wastewater facility upgrade or a water treatment facility upgrade, the City will need to comply with the State regulations.		

Sanitary Sewer Trunk Main – NorthEast			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the east from the wastewater treatment plant to allow continued development.		

Sanitary Sewer Trunk Main – NorthWest			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the west from the wastewater treatment plant to allow continued development.		

Sanitary Sewer Trunk Main – SouthEast			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the southeast part of the City to allow continued development.		

Sanitary Sewer Trunk Main – SouthWest			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the southwest part of the City to allow continued development.		

Future Infrastructure Improvement Projects			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	2034+ CIP		

## Completed Projects

The following projects are considered to have been completed. This list will keep projects for five years and will serve as a reminder for the City Council, staff, and citizens of the projects the City has been able to complete in the recent years. Some projects, which may not have initially appeared on the goals list but were completed in a given year due to short-notice may also be included on this list.

### 2022

Preparation for Absentee Ballot Processing			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration		
Details	The City took the necessary steps to take over absentee voting in the Scott County portion of town. This included purchasing new equipment, training staff, and hiring election judges to work for both 46-day periods prior to election days. While mandated by the County, this was unfunded by the County or the State.		

Update Employee Review Process			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration		
Details	In June 2022, administration rolled out a new employee review process that focuses on self-improvement, assessment, and progress, having employees take an active role in what they need to improve and how to get there. This process has supervisors meet with employees twice per year to better keep track of progress and improvement. It also puts all employees of the City under the same process so that all employees are treated equitably.		

City Hall Renovation			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The upper floor of City Hall was remodeled to include two additional offices as well as reduce the size of the employee breakroom to a more appropriate size for its level of use. This process also converted an office on the main level into two workspaces. Overall, this created three additional offices. Outside of electrical work, all renovation work was handled in-house to significantly reduce the cost of construction.		

Toxicity Reduction Evaluation			
Target Year	2022	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The State determined that our wastewater discharge was considered toxic and needed to be remedied. Wastewater staff worked diligently with a consultant who specializing in this work to find the problem. What was expected to take a couple years, and cost upwards of \$100,000 to fix, was discovered and remedied for less than \$5,000.		

Have Risk Assessment Performed on City Technology			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration		
Details	The City contracted with TrueNorth to have a Risk Assessment performed on the City's IT equipment. Through this assessment, a number of items were identified for the City to work on to increase its ability to perform in a secure manner. Going forward, staff will work on some of the recommendations.		

Green Step Cities			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration/Planning Commission		
Details	The City completed the process of becoming a Green Step City.		

Paperless Council/Board Packets			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	All		
Details	The City began the transition to paperless Council/Board packets. This first step was to create a PDF document that is sent to all Council and Board members in lieu of a paper packet. A transition policy was passed September 2022 to put this into action.		

2022 Infrastructure Improvement Project			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff coordinated and oversaw the 2022 CIP project, which included the reconstruction of Columbus Avenue and underlying infrastructure from Main Street to 4 <sup>th</sup> Avenue.		



Emerald Ash Borer Plan			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff completed an emerald ash borer plan to assist the City in combatting the emerald ash borer. A grant was received to assist in the costs of preparing and implementing the plan.		

Events Permit			
Target Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Community Development		
Details	During November 2022, the City Council approved an ordinance that put an Events Permit into place. This permit is styled in a manner that sees different fees and requirements based on the size of an event, with larger more intensive events requiring a larger fee and more intense backgrounding.		

2023

Discount Memberships for Employees			
Target Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Approved 2022, Implemented 2023
Resp. Depart.	Administration		
Details	As an employment benefit for City employees, the City Council placed a program in place that allowed City employees the ability to purchase up to two 10-punch golf cards at a discounted rate.		

Bylaw Updating			
Target Year	2023	Year Added	2022
Original Target Year	2022 – EDA 2023 – Golf Board	Change in Target Year?	Started in 2022 but did not fully complete.
Resp. Depart.	Administration		
Details	<p>Due to bylaws that have not been updated/revised since 1991, the City Council approved updated EDA bylaws to ensure they are meeting the needs of the City Council and EDA.</p> <p>The City Council also took the opportunity to review the enabling resolution for the Golf Board and updated the resolution to better clarify the powers of the Board.</p>		

Implement Multifactor Authentication for all City Computer Users			
Target Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Did not have budgeted funds
Resp. Depart.	Administration		
Details	The City Council implemented Multifactor Authentication for all City Computer users to better protect the City's data and systems.		

City Development Guide			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff updated the City's Development Guide, which is passed out to developers and interested parties to assist in working through the City's development process.		

Paperless Council/Board Packets			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	In an effort to make packets more accessible, as well as to reduce the City's environmental footprint, the City Council adopted a fully paperless packet that can be accessed from an device that has internet access.		

Extension of 6 <sup>th</sup> Avenue NW and 8 <sup>th</sup> Avenue NW			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	As part of the 2023 Improvement Project, the EDA finished their development obligations on the latest phase of the industrial park, extending 6 <sup>th</sup> Avenue NW and 8 <sup>th</sup> Avenue NW to the edge of City Limits.		

Rental Inspection Ordinance			
Target Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Process begun in 2022
Resp. Depart.	Community Development		
Details	Working with a committee of staff, citizens, and rental unit owners, the City Council drafted a Rental Inspection Ordinance that gives advantages to both renters and rental-owners.		

Finance/Administration Software Updates			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration/Utilities		
Details	The City made a swich from Incode 9 to CivicSystems to tie together and operate the City. CivicSystems increased ease of use, allowed for easier public interactions with the City, and came a reduced cost when compared to Incode 9.		

Continuity of Operations Plan			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	Administrator Tetzlaff worked with staff to complete a plan that will allow for operations to more smoothly continue when a short-term vacancy occurs in a position. This document will be a continually evolving document as the City grows and changes.		

Ordinance Updating			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	The City Council approved updates to the City Code regarding rights-of-way and refuse collection.		

2023 Infrastructure Improvement Project			
Target Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The 2023 Infrastructure Improvement Project was completed, which replaced underground infrastructure, poured new streets, and added sidewalks to Sunrise Avenue, Sunset Avenue, 1 <sup>st</sup> Street N, 2 <sup>nd</sup> Street, NE, and 3 <sup>rd</sup> Street NE3.		

City Facility Assessment			
Target Year	2022	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	Working with Wold Architects, the City completed a Facilities Assessment to gauge the condition and space availability of current City facilities.		

2024

# Projects By Department/Division

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Project Total
<b>Building Inspections</b>													
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Building Inspections</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,000</b>
<b>Capital Projects</b>													
CIP 2019	\$1,452,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,452,625
CIP 2020	\$7,132,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,132,550
CIP 2021	\$2,821,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,821,546
CIP 2022	\$3,249,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,249,327
CIP 2023	\$4,627,309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,627,309
CIP 2024	\$0	\$5,589,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,589,000
CIP 2025	\$0	\$0	\$5,879,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,879,250
<b>Subtotal - Capital Projects</b>	<b>\$19,283,357</b>	<b>\$5,589,000</b>	<b>\$5,879,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,751,607</b>
<b>Crime Prevention</b>													
Squad Car / Body Camera 2017	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,000
Squad Car / Body Camera 2017	\$0	\$14,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500
<b>Subtotal - Crime Prevention</b>	<b>\$28,000</b>	<b>\$14,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,500</b>
<b>Elections</b>													
Tabulator	\$8,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,950
<b>Subtotal - Elections</b>	<b>\$8,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,950</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Electric</b>													
Digger Truck Replacement (org. 2021)	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,000
Directional Drill	\$235,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$385,000
Distribution Systems Upgrades	\$1,280,000	\$400,000	\$450,000	\$463,000	\$477,000	\$491,000	\$506,000	\$522,000	\$537,000	\$553,000	\$569,590	\$0	\$6,248,590
Miscellaneous Equipment	\$40,000	\$25,000	\$27,000	\$29,000	\$31,000	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	\$43,000	\$0	\$380,000
SCADA / Switch Gear	\$50,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$350,000
Service Truck Replacement	\$108,000	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,000
Tractor Backhoe	\$55,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000
Vac Machine Replacement	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
West Substation Upgrade-Control/Gear	\$175,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000
#5 Generator Replacement	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Dump Truck	\$0	\$90,000	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$155,000
Locate Truck Replacement	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Bucket Truck #1	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000
Mini Excavator Backhoe	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Trencher/Plow	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
<b>Subtotal - Electric</b>	<b>\$2,288,000</b>	<b>\$890,000</b>	<b>\$1,462,000</b>	<b>\$582,000</b>	<b>\$538,000</b>	<b>\$819,000</b>	<b>\$571,000</b>	<b>\$589,000</b>	<b>\$606,000</b>	<b>\$624,000</b>	<b>\$642,590</b>	<b>\$0</b>	<b>\$9,611,590</b>
<b>Fire</b>													
Chiefs Vehicle	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Radio's	\$0	\$20,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$158,141
City Fire Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>Subtotal - Fire</b>	<b>\$7,500</b>	<b>\$20,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$565,641</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Golf</b>													
Fairway Mower	\$54,500	\$0	\$0	\$0	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,500
Rough Mower	\$80,000	\$0	\$68,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$148,000
Sprayer	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
Trap Machine	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Triplex Green / Tee Mower #1	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Triplex Green / Tee Mower #2	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Utility Mower	\$32,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67,000
Utility Vehicle	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Work Cart #2	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Work Cart1 #1	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Golf Cars	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Leaf Blower #1	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Leaf Blower #2	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Pressure Washer	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
Fireway/ Deep Tine Aerifier	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Greensmower	\$0	\$0	\$0	\$76,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,000
<b>Subtotal - Golf</b>	<b>\$394,500</b>	<b>\$158,500</b>	<b>\$68,000</b>	<b>\$106,000</b>	<b>\$91,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$818,000</b>

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Park Board</b>													
Aluminum Picnic Tables	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Dog Park Contribution	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Heritage Park - Lighting	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Northside Park Landscape	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Settlers Park Native Prairie	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Sledding Hill Picnic Shelter	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
<b>Subtotal - Park Board</b>	<b>\$10,000</b>	<b>\$85,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,000</b>



	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Parks</b>													
3 Ton Trailer (2009)	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
72" Zero Turn Lawn Mower (2023)	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$53,000
MV5 Utility Tractor (2021)	\$211,035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$211,000	\$0	\$422,035
New Parks Garage	\$1,115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,115,000
Mini Front End Loader (2013)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Pickup (2014)	\$0	\$0	\$31,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,000
1/2 Ton Pickup (2015)	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000
Ball Diamond Drag (2015)	\$0	\$0	\$5,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,890
Utility Vehicle-Workman (2014)	\$0	\$0	\$75,521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,521
1/2 Ton Pickup (2013)	\$0	\$0	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000
60" Zero Turn Lawn Mower (2016)	\$0	\$0	\$0	\$24,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,150
Fairway Roller (2017)	\$0	\$0	\$0	\$0	\$15,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,145
1 Ton 4x4 Pickup with Plow (2018)	\$0	\$0	\$0	\$0	\$0	\$44,200	\$0	\$0	\$0	\$0	\$0	\$0	\$44,200
Brush Chipper 30% (2013)	\$0	\$0	\$0	\$0	\$0	\$10,800	\$0	\$0	\$0	\$0	\$0	\$0	\$10,800
16ft Lawn Mower (2019)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,518	\$0	\$0	\$0	\$0	\$146,518
Dakota 310 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,950	\$0	\$0	\$15,950
Rotary Aerator 83" (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,222	\$0	\$25,222
Dakota 440 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,600	\$49,600
Future Athletic Complex	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mini-Sized Bike Skills Course	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal - Parks</b>	<b>\$1,354,535</b>	<b>\$82,000</b>	<b>\$144,411</b>	<b>\$58,150</b>	<b>\$15,145</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$146,518</b>	<b>\$30,000</b>	<b>\$15,950</b>	<b>\$236,222</b>	<b>\$49,600</b>	<b>\$2,187,531</b>
<b>Planning</b>													
Vehicle Replacement	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Police</b>													
Long Rifles	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Squad Car Install and Equipment	\$135,100	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$220,100
Squad Car Replacement	\$248,400	\$35,500	\$35,500	\$36,500	\$36,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$429,900
Taser	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Portable Radios	\$0	\$0	\$0	\$0	\$16,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,500
<b>Subtotal - Police</b>	<b>\$408,250</b>	<b>\$52,500</b>	<b>\$52,500</b>	<b>\$53,500</b>	<b>\$70,000</b>	<b>\$54,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$691,250</b>
<b>Rural Fire - Non City Funded</b>													
Ladder Truck (2013)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Radio's	\$0	\$20,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$158,141
City Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>Subtotal - Rural Fire - Non City Funded</b>	<b>\$500,000</b>	<b>\$20,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,058,141</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Storm Water</b>													
CSAH 15 Columbus Ave N	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
2024 CIP	\$0	\$222,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,952
2025 CIP	\$0	\$0	\$208,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,764
Mini Excavator Backhoe	\$0	\$0	\$4,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,846
2026 CIP	\$0	\$0	\$0	\$601,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$601,001
Front Mounted Jack Hammer for Skid	\$0	\$0	\$0	\$4,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,031
2027 CIP	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Utility Vehicle 50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
<b>Subtotal - Storm Water</b>	<b>\$100,000</b>	<b>\$222,952</b>	<b>\$213,610</b>	<b>\$605,032</b>	<b>\$65,000</b>	<b>\$300,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$357,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,514,094</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Streets</b>													
1/2 Ton Regular Cab 2 Wheel Drive	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
2 Ton Dump Truck W/ Plow & Sander	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
5 Ton Dump w/Plow& Sanding Equip	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	\$440,000
Grapple Bucket (2019)	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
Pay Loader (2019)	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160,000
Snow Blower (2020)	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Stump Grinder(1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Crew Cab Pickup (2014)	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$223,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,900
Mini Excavator Backhoe (2015)	\$0	\$0	\$7,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,269
1 Ton Pickup w/ Plow (2016)	\$0	\$0	\$0	\$44,248	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,248
2 Ton Dump Truck W/ Plow (2017)	\$0	\$0	\$0	\$68,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,297
Cold Planer (2016)	\$0	\$0	\$0	\$25,534	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,534
Service Truck (2016)	\$0	\$0	\$0	\$18,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,814
Pay Loader (2012)	\$0	\$0	\$0	\$0	\$174,811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,811
Skidloader (2017)	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Street Sweeper (2015)	\$0	\$0	\$0	\$0	\$292,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$292,000
20 Ton-Trailer (2023)	\$0	\$0	\$0	\$0	\$0	\$10,730	\$0	\$0	\$0	\$0	\$0	\$0	\$10,730
Brush Chipper 20% (2013)	\$0	\$0	\$0	\$0	\$0	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$7,200
12-TonTrailer (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$8,355	\$0	\$0	\$0	\$0	\$0	\$8,355
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$0	\$0	\$0	\$0	\$260,405	\$0	\$0	\$0	\$0	\$0	\$260,405
5-Ton Asphalt Roller (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$43,303	\$0	\$0	\$0	\$0	\$0	\$43,303

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Streets</b>													
Utility Vehicle 50% (2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
12' Snow Plow (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500	\$0	\$0	\$11,500
Tractor (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$270,260	\$0	\$270,260
<b>Subtotal - Streets</b>	<b>\$514,500</b>	<b>\$12,000</b>	<b>\$291,169</b>	<b>\$156,893</b>	<b>\$496,811</b>	<b>\$17,930</b>	<b>\$312,063</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$11,500</b>	<b>\$270,260</b>	<b>\$220,000</b>	<b>\$2,310,626</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
(2) Bypass Lift Station Pumps	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Chemical Tank Level Sensors &	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Grit Pump, Classifier, Vortex	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Lift Station Rehab & Pump	\$203,979	\$29,069	\$29,941	\$30,839	\$31,764	\$32,717	\$33,698	\$34,709	\$35,751	\$36,823	\$37,928	\$207,406	\$744,624
Lower Electric Room West Air	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Membrane Cartridge Replacement	\$809,800	\$180,000	\$180,000	\$180,000	\$180,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$2,729,800
Misc Equipment for Treatment Facility	\$221,285	\$34,207	\$35,917	\$37,713	\$39,599	\$41,579	\$43,658	\$45,841	\$48,133	\$50,539	\$53,066	\$307,888	\$959,425
Plant Blowers	\$40,000	\$0	\$0	\$0	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$105,000
Pretreatment Damaged Conduit	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Rotary Press Control / PLC Upgrade	\$40,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$90,000
UV Controls into Wonderware	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
1 Ton Pickup w/Utility Box and Crane	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
2024 CIP	\$0	\$391,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391,939
1/2 Ton Pickup	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
2025 CIP	\$0	\$0	\$358,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358,225
Bypass Lift Station Control Cabinet	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Rebuild Sludge Tank Blower	\$0	\$0	\$30,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
SCADA Hardware Software/PLC	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$800,000
2026 CIP	\$0	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000
Chemical Tank & PVC Replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Pond Lift Station & Piping	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
2027 CIP	\$0	\$0	\$0	\$0	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,000
Clarifier Scraper System Replacement	\$0	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,001	\$0	\$0	\$0	\$0	\$0	\$0	\$300,001
Air Compressors Replacement	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Rehab Pretreatment UPS	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Water Softener Upgrade	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
Chalupsky Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
HVAC Controls Update	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Truck with Vactor	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000
UV System - Replaced	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
Valves & Actuators in BAF-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Rehab (2) Barscreens and Replace (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Valves & Actuators in Membrane -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
37 Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Valves & Actuators in Biosolids -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Air Heater Skid-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
All Polymer Injection System-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Roof Repair 1/3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	\$480,000	\$720,000
All Odor Scrubber Pumps & Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Chemical Feed Pumps Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Main Lift Control Cabinet - Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$125,000
SCADA Hardware & Software Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>Subtotal - Wastewater</b>	<b>\$1,673,064</b>	<b>\$835,215</b>	<b>\$1,354,083</b>	<b>\$1,031,552</b>	<b>\$448,363</b>	<b>\$739,297</b>	<b>\$2,017,356</b>	<b>\$1,305,550</b>	<b>\$1,433,884</b>	<b>\$587,362</b>	<b>\$855,994</b>	<b>\$1,820,294</b>	<b>\$14,102,014</b>
<b>Water</b>													
10th Ave Water Main	\$430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430,000
Fiber Lines - Tower & 10th Ave	\$115,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
Future CIP	\$2,575,000	\$750,000	\$830,000	\$400,000	\$420,000	\$441,000	\$463,050	\$486,200	\$510,500	\$536,000	\$0	\$0	\$7,411,750
Misc Equipment	\$20,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
SCADA Upgrade	\$120,000	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$245,000
Service Truck	\$52,000	\$45,000	\$0	\$45,000	\$23,000	\$0	\$40,000	\$0	\$48,000	\$0	\$0	\$0	\$253,000
Well #2 Replacement	\$30,000	\$0	\$0	\$0	\$42,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,380
Well #4 Replacement Pipe / Pump	\$45,000	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000
Well #5 Replacement	\$40,000	\$0	\$0	\$0	\$0	\$38,640	\$0	\$0	\$0	\$0	\$0	\$0	\$78,640
Roof Replacement - Filter Plant #1	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Well #1 Replacement	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Mini Excavator Backhoe (1/3 of Cost)	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Well #3 Replacement	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
Service Truck (1/2 Cost)	\$0	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
<b>Subtotal - Water</b>	<b>\$3,427,000</b>	<b>\$885,000</b>	<b>\$916,000</b>	<b>\$491,000</b>	<b>\$500,380</b>	<b>\$494,640</b>	<b>\$518,050</b>	<b>\$501,200</b>	<b>\$573,500</b>	<b>\$551,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,857,770</b>
<b>Grand Total:</b>	<b>\$29,997,656</b>	<b>\$8,866,667</b>	<b>\$11,356,023</b>	<b>\$3,146,627</b>	<b>\$2,290,825</b>	<b>\$2,573,249</b>	<b>\$3,804,243</b>	<b>\$2,867,268</b>	<b>\$3,008,384</b>	<b>\$1,789,812</b>	<b>\$2,005,066</b>	<b>\$2,089,894</b>	<b>\$73,795,714</b>





118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL

**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
ROBIN PIKAL, FINANCE DIRECTOR

**SUBJECT:** INTRODUCTION OF ORDINANCE NO. 346 AMENDING CHAPTER 53 OF THE CITY CODE RELATING TO REFUSE

**DATE:** NOVEMBER 30, 2023

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As the Council is aware, one of the City Code amendments listed on the Council’s 2023 visioning document was to related to ensuring the city’s garbage/refuse collection ordinance was up to date and functioning as desired by the City Council.

Over the past couple of months, city staff has worked with Scott Riggs and Dave Anderson of Kennedy and Graven to draft proposed amendments to the City’s existing refuse ordinance that ensure the refuse ordinance complies with current state statutes and ensuring that the City has proper agreements in place with all haulers that service the city.

The existing refuse ordinance limited the City to one hauler per 7,000 residents. For many years, what was occurring is that there was one residential hauler (Laker’s New Prague Sanitary) and possibly multiple commercial haulers (depending on the year – in 2023 Waste Management and Laker’s both obtained commercial hauler licenses).

In past discussions with the Council, the direction given to staff was to maintain one residential hauler for the City and to continue to allow multiple commercial haulers (essentially maintaining the status quo but updating the ordinance to clarify the language as such). Additionally, clear language was added to the ordinance to require all haulers to enter into an agreement with each hauler which will address rates, insurance, indemnification, and community clean up events.

On 10/31/23, Ken Ondich and Robin Pikal met with Rob Hennes of Laker’s New Prague Sanitary to discuss the drafted refuse code amendments and Mr. Hennes did not have any objections to the changes. Also discussed at this meeting was a change that would be made whereby the City would no longer charge a \$5.50/mo base garbage fee on utility bills because all but \$0.15 of this amount is being remitted to Laker’s each month to cover recycling and city wide clean up event costs. The goal is to instead collect a smaller amount on utility bills to possibly only cover costs towards the compost site/organics site with the remainder being billed directly by Lakers. Staff is still working to determine what this amount should be with the idea that there not necessarily be a net increase between the existing base rate and what will be split up between the City and Laker’s billing.

Also attached for review is a template of a hauler agreement (can be modified for residential or commercial haulers). One provision in the template would only apply to Lakers as the residential hauler related to city wide clean up day and Christmas tree collection. Each license will need to be approved for each hauler individually by the City Council once the ordinance amendment is approved.

Staff would like the council to review and discuss the proposed ordinance amendments for introduction tonight which would be brought back to a future city council meeting for a second reading and adoption.

### **Recommendation**

Staff would like the Council to introduce and conduct a first reading of the proposed ordinance amendment at tonight's meeting.

### **Attachments:**

1. Proposed Ordinance #346 Amending Chapter 53 Relating to Refuse
2. Template Hauler Agreement

**ORDINANCE NO. 346  
CITY OF NEW PRAGUE**

**AN ORDINANCE AMENDING CHAPTER 53 OF THE NEW PRAGUE  
CITY CODE REGARDING REFUSE COLLECTION**

**THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR,  
COUNTIES, MINNESOTA ORDAINS:**

**SECTION 1.** Chapter 53 of the City Code of the City of New Prague is hereby amended by deleting the ~~stricken~~ language and adding the double-underlined language as follows:

**Chapter 53: REFUSE**

~~53.01 Definitions~~

~~53.012 Refuse; Collection and storage of refuse and garbage~~

~~53.023 Vehicles for hauling refuse~~

~~53.034 Pickup site~~

~~53.045 License required~~

~~53.056 Application for license; renewals; fees and agreement~~

~~53.067 Revocation or suspension of license~~

~~53.08 Payment~~

**~~53.01 DEFINITIONS.~~**

~~(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.~~

~~**REFUSE.** Includes any combustible waste material, trade waste, garbage, paper, leaves or other similar substances as may be defined as refuse in the State Pollution Control Agency Solid Waste Regulations, SWI (12), which definition is hereby adopted by reference pursuant to M.S. § 471.62, as it may be amended from time to time.~~

~~**OPEN BURNING.** The burning of any material whereby the resultant combustible product is emitted directly into the open atmosphere without passing through an adequate stack, duct or chimney, in accordance with the Minnesota Pollution Control Agency Regulation 368.2, as amended.~~

~~(B) No person shall dispose of refuse by open burning, or cause, suffer, allow or permit open burning of refuse in the city.~~

**53.012 REFUSE; COLLECTION AND STORAGE OF REFUSE AND GARBAGE.**

(A) For the purpose of this chapter, “refuse” shall mean solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection~~the following definitions shall apply unless the context clearly indicates or requires a~~

different meaning.

~~**REFUSE AND GARBAGE.** Includes organic waste, empty metal cans, empty glass bottles and jars remaining or resulting from the preparation of food for household use, organic spoiled or decayed food, together with household paper waste and residential lawn, tree and shrubbery cuttings and trimmings, clothing and household refuse, and any other rejected or useless items fit only to be thrown out or away.~~

(B) It shall be the duty of every tenant, lessee, owner or occupant of every private dwelling house, store, hotel or restaurant, and the owner of every other type of property and of every other person having refuse which is on the premises, to at least once a week deposit the refuse with the refuse collecting service.

(1) ~~Garbage and r~~Refuse shall be kept in suitable and sufficient ~~cars or~~ receptacles made of metal or plastic with suitable handles and tight fitting covers. ~~The receptacles shall not be of more than a 30-gallon capacity, and the aggregate weight of each receptacle and contents shall not be more than 75 pounds.~~ Each of the receptacles shall be maintained and clean, and kept in a state of repair which will prevent leakage. ~~Tree branches shall be bound in bundles not more than two feet in diameter and three feet in length. All organic garbage shall be tightly enclosed in a paper bag or wrapper before depositing the same in the receptacle.~~ Yard waste must be brought to the City’s yard waste site for proper disposal and may not be placed in refuse receptacles. While not mandatory, organics may be brought to the City’s organics waste collection site.

(2) No person shall accumulate or permit to accumulate any refuse which shall constitute a nuisance by reason of appearance, odor, sanitation, possible littering of neighboring properties or a fire hazard.

**53.023 VEHICLES FOR HAULING REFUSE.**

All persons and entities hauling or conveying refuse for hire shall haul the same in suitable vehicles provided with end and sideboards of sufficient height to prevent any part of the load from falling or leaking into or upon any public street or alley in the city. The vehicles shall at all times, except when loading or unloading, be kept covered with sufficient canvas, metal or wooden covers.

**53.034 PICKUP SITE.**

All pickups of refuse ~~and garbage~~ shall be made inat the curb. The city may direct other locations as practical.

**53.045 LICENSE REQUIRED.**

No person or entity shall engage in the business of residential or commercial refuse collection in the city ~~unless he or she shall first pay without paying~~ the licensing fee herein prescribed and secure securing and maintaining a valid residential or commercial hauling license from the city, as the case may be, to operate his or her business collect said refuse.

**53.056 APPLICATION FOR LICENSE; RENEWALS; FEES AND AGREEMENT.**

(A) Applications for a license or a license renewal to haul or convey residential or commercial refuse and garbage in and from the city shall be in writing and be filed with the City Administrator, or its designee, and shall state the type of license requested, the number of vehicles proposed to be used, the type or name of unit to be used, the name of the owner or the licensee, the charge which the person proposes to make for the hauling of refuse and the kind of service proposed to be given to customers, and the schedule of proposed residential and businesscommercial pickups, as applicable. Rates to be charged shall also be filed with the City Administrator, or its designee, and made available for public inspection. ~~The applicant shall file with his or her~~ application a certificate of liability insurance on each vehicle involved. ~~Before the license shall be issued, the licensee shall agree to hold the city harmless and shall agree to defend and indemnify the city, and the city’s employees and agents, for any claims, damages, losses, and expenses related to the work under the license. The city shall be named as an additional insured under that insurance for the services provided under the license. The licensee’s contract of insurance shall be the primary insurance for the city and the license or insurance company shall provide a certificate of insurance which verifies the existence of the insurance required, including provisions to hold the city harmless and defend and indemnify the city. The insurance shall provide coverage up to \$300,000 for any single claim and \$1,000,000 for any number of claims in a single occurrence.~~

(B) The ~~annual~~ license fee for the residential and commercial licenses shall be established in the city’s fee schedule ~~is \$100 for the first vehicle proposed to be used in the hauling and conveying of refuse and \$25 for each additional vehicle used thereafter~~. All licenses shall remain valid for no longer than three years and shall expire on December 31 of their expiration year, and the first three-year license term shall begin on January 1, 2024. Renewal applications shall be filed with the City Administrator, or its designee, no later than 60 days prior to expiration, the thirty-first day of the thirty-sixth month following the issuance of the license. One residential license may be granted for every 7,000 residents of in the city. Beginning on January 1, 2024, prior to being issued a residential or commercial license, a hauler shall enter into an agreement with the city that meets all city requirements, and such agreement shall include, without limitation, terms and conditions related to rates, insurance, indemnification, and community cleanup day events.

**53.067 REVOCAION OR SUSPENSION OF LICENSE.**

~~The~~ A license to haul or convey residential or commercial refuse or garbage, after issued, may be revoked or suspended by the City Council for a violation of this chapter, or for any other violation state or local law regarding public health, without notice in the case of the conviction in a court of competent jurisdiction of the licensee on a complaint alleging the violation of this chapter or alleging the violation of the provisions of the city or the state regarding public health. Further, ~~the license may be revoked at any time by the City Council upon a hearing, provided that the licensee shall be given at least 30 days written notice of the hearing and shall have an opportunity to appear in person or by agent or attorney and present evidence relative to the matter under consideration.~~

**53.08 PAYMENT.**

The expense of refuse collection may be paid to the collector monthly by the owner, agent, occupant, or tenant of the premises from which the refuse is collected, and the fee as determined therefore shall be separately designated and added to the monthly statement of the City Utilities Commission, and the Commission shall monthly remit to the licensee the monies thereby collected.

**SECTION 2.** The “Miscellaneous Licenses” section of the City’s Official Fee Schedule is hereby amended by adding the double-underlined language and deleting the ~~stricken~~ language as follows:

<b>MISCELLANEOUS LICENSES:</b>	
Commercial Refuse Hauler License <del>(annual)</del> (up to 3 year license)	\$150.00 <del>for first vehicle, \$25 for each additional vehicle</del> per year
<u>Residential Refuse Hauler License (up to 3 year license)</u>	<u>\$150.00 for first vehicle, \$25 for each additional vehicle</u> per year

**SECTION 3.** This Ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, the 4th day of December, 2023.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on December 5th, 2023.

Passed by the City Council of the City of New Prague, Minnesota, the 18th day of December, 2023 and to be published on the 28th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik, Mayor

ATTEST:

\_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

**[COMMERCIAL/RESIDENTIAL] HAULER LICENSE AGREEMENT**

THIS [COMMERCIAL/RESIDENTIAL] HAULER LICENSE AGREEMENT (the "Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of New Prague, a Minnesota municipal corporation (hereinafter, the "City"), and \_\_\_\_\_, a \_\_\_\_\_ (hereinafter, the "Hauler").

WITNESSETH:

WHEREAS, consistent with Chapter 53 of the City Code of the City of New Prague, the City and the Hauler desire to enter into this Agreement for licensed [commercial/residential] garbage and refuse collection within the City; and

WHEREAS, both the City and Hauler have concluded that it is in the best interests of both parties to enter into the following Agreement, including the terms and conditions hereinafter set forth, to ensure that all hauling activities performed by the Hauler in the City are conducted in accordance with all applicable requirements.

NOW, THEREFORE, the parties hereto do mutually agree as set forth below:

A. Terms and Conditions for License.

1. Consistent with Chapter 53 of the City Code of the City of New Prague and Minnesota statutes, the City has issued or will issue Hauler a license to collect garbage and refuse in the City, as provided in this Agreement. All such services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional waste haulers providing similar services.
2. The Hauler acknowledges that the license to collect and haul garbage within the City is expressly conditioned on Hauler strictly adhering to all requirements, terms and conditions contained in this Agreement, Chapter 53 of the City Code of the City of New Prague, and any other applicable state and local law.
3. The Hauler must file with the city administrator evidence of (i) commercial liability insurance with minimum amounts equal to the City's tort liability limits set forth in Minnesota Statutes, chapter 466, as amended; (ii) commercial automobile liability insurance covering all owned, hired, and nonowned automobiles with minimum amounts equal to the City's tort liability limits set forth in Minnesota Statutes, chapter 466, as amended; and (iii) workers' compensation as required under state law. Any insurance policy required under this section shall remain in full force and effect at all times that the Hauler is licensed by the City. All policies shall contain a provision requiring the City to be notified at least 30 days prior to the expiration or cancellation of any insurance policy. Failure to carry the required insurance shall be grounds for termination of the license and this Agreement.
4. In the interest of maintaining healthful and sanitary conditions in the City, the City

may specify and assign certain areas and times for scheduled pick up on dates as determined by the City.

- 5. The term of this license and this Agreement shall be for three years, from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_, unless terminated earlier as provided herein, and with an option to extend this license and Agreement for an additional three-year time period in the sole discretion of the City.
- 6. A schedule of rates to be charged during the licensed period was contained in the Hauler’s license application and is attached hereto as Exhibit A. Any requested change to such rates during the license term shall be submitted to the City in writing at least 90 days in advance, and such changes shall be subject to review and approval by the City. A request for such rate increases shall include all information necessary to support the proposed adjustment, as well as any other information requested by the City including comparative rates in surrounding communities.
- 7. The Hauler’s pickup schedule will be approved by the City, in its sole discretion. The pickup day is \_\_\_\_\_. Any requested schedule changes shall be submitted in writing to the City for consideration by the City Council. The Hauler shall bear all costs involved in notifying customers of any approved schedule changes.
- 8. [FOR RESIDENTIAL HAULER ONLY] The Hauler will coordinate and provide one annual community clean-up day event on a date approved by the City to allow property owners within the City to dispose of certain accepted solid waste items in bulk (the “Clean-Up Day Event”). The Clean-Up Day Event shall consist of the collection and disposal by the Hauler of accepted solid waste items. Additionally, the Hauler agrees to annually coordinate and provide for the collection and disposal of Christmas trees from its residential customers. No additional charges or fees may be charged by the Hauler for the services required and contemplated pursuant to this paragraph A.8.

B. Compliance. The Hauler’s operations and activities shall be in compliance with all laws, statutes, ordinances, executive orders, or regulations promulgated by a governmental authority having jurisdiction. The Hauler shall procure, at its own expense, any licenses, permits and other rights that may be required by other state and local entities for the provision of services contemplated by this Agreement.

C. License Fee. The fee for this license shall be as provided in the City’s fee schedule. Failure to pay the license fee shall be grounds for termination of the license and this Agreement. In determining the amount of the license fee, the City shall include all costs incurred by the City to administer the license and to enforce City Code provisions relating to refuse collection.

D. Missed Pick-Ups/Customer Complaints. Whenever a customer notifies the Hauler, or the City, of a location which did not receive scheduled service, the Hauler shall service such location no later than the day following the customer notification. All customer complaints



made to the Hauler shall be answered promptly and courteously, and a record of said complaints shall be maintained by the Hauler and provided to the City upon demand. The Hauler shall meet with City staff, as requested, to address any customer complaints regarding performance of refuse collection, hauling or disposing.

- E. Assignability. The license issued by the City and this Agreement may not be assigned or transferred in whole or in part by the Hauler unless the City gives its approval prior to any proposed assignment or transfer. Any attempt to assign or transfer the license in whole or in part without prior approval of the City shall be grounds for termination of the license and this Agreement.
- F. Suspension or Revocation. The license and Agreement may be suspended or terminated by the City, in its sole discretion, pursuant to the provisions related to license suspension and revocation contained in Chapter 53 of the City Code of the City of New Prague.
- G. Hold Harmless and Indemnification; No Waiver by the City. The Hauler agrees to defend, indemnify and hold the City, its officials, employees, agents and contractors harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Hauler, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of the Hauler fully to perform, in any respect, all obligations under this Agreement. By issuing this license or entering into this Agreement, the City does not waive its entitlement to any immunities under Minnesota statutes, case law or common law.
- I. Severability. If any clause, sentence or section of this license and Agreement is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.
- I. Subcontractors. The Hauler shall not enter into subcontracts for services provided under this license and this Agreement without the express written consent of the City.
- J. Records Access. The Hauler shall provide the City and the state auditor access to any books, documents, papers, and records which are directly pertinent to the license or this Agreement, for the purpose of making audit, examination, excerpts, and transcriptions, for six years after final payments and all other pending matters related to this license and this Agreement are closed.
- K. Data Practices Act Compliance. Data provided to the City concerning this matter and/or under this Agreement shall be administered in accordance with Minnesota Statutes, Chapter 13, and all data shall be maintained in accordance with statutory guidelines. The parties acknowledge that this Agreement is public data.
- L. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this

Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

- M. Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between City and Hauler, and supersedes any other written or oral agreements between City and Hauler. This Agreement can only be modified in writing signed by both parties.
- N. Execution in Counterparts. This Agreement may be executed in counterparts by the parties hereto.

**[Signature page to follow]**

IN WITNESS WHEREOF, the City and Hauler have approved and executed this Agreement as of the day and year first written above.

**THE CITY**

Dated: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Duane J. Jirik, Mayor

Dated: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

**THE HAULER**

Dated: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A**

**Hauling Rates for License Term**

[to be inserted]



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PUBLIC HEARING AND ADOPTION OF ORDINANCE #345 FOR VACATION OF CERTAIN EASEMENTS IN THE PLAT OF WHISPERING PINES, AS PROPOSED BY PETER SIMON KALLAL  
**DATE:** NOVEMBER 29, 2023

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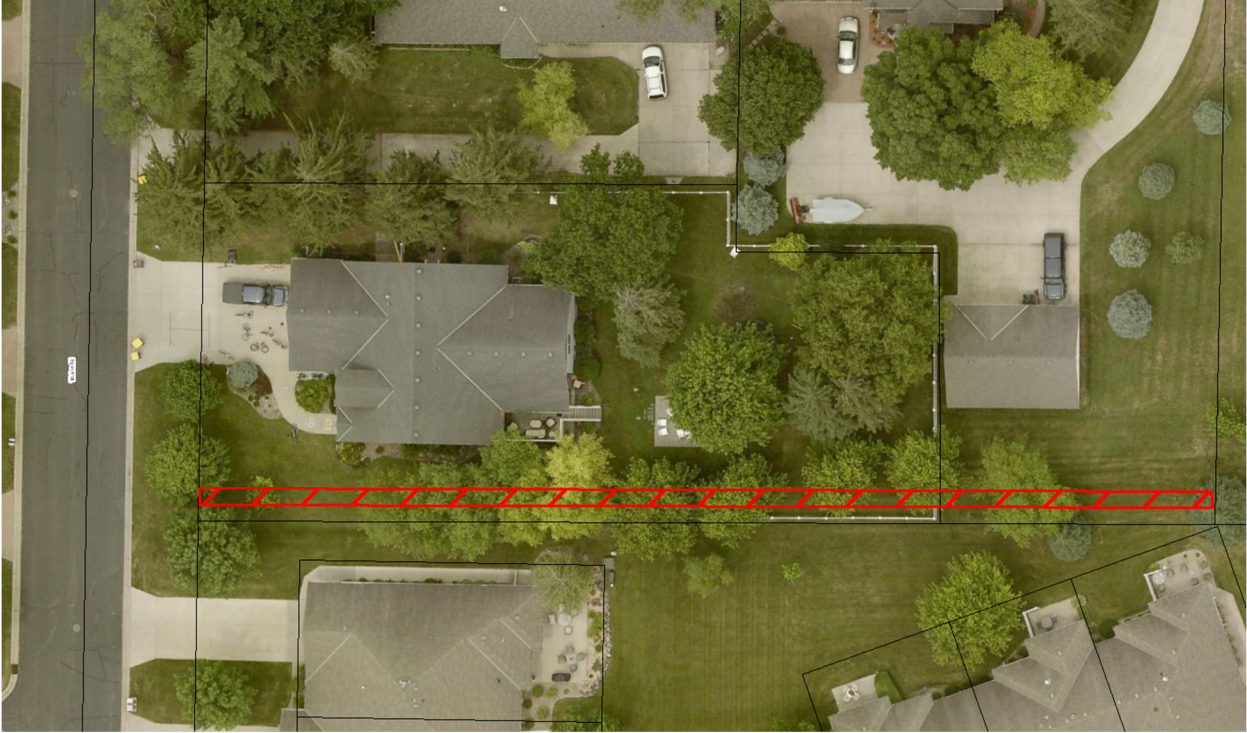
The applicant, Peter Simon Kallal, recently applied for a building permit for an accessory structure on his property located at 207 7<sup>th</sup> Ave. SE. Upon application the City informed him that his building must be located at least 10’ from their south property line due to an existing 10’ drainage and utility easement located there from when the property was platted as Whispering Pines in 2004. The applicant asked if there was a need for the easement to be so large on an interior lot line and staff determined that from a City utility standpoint there were not any concerns with reducing the easement from 10’ down to 5’ which is the current standard for an easement adjacent to an interior lot line. The review process would, however, gather input from all private utilities to determine if they are acceptable to the easement being reduced in size. The vacation would allow the construction of the proposed accessory building to be up to 6’ from the south property line.

Staff does not believe there to be any utility lines (public or private) located in the portion of the easement being vacated at this time. At the time of writing this memo, staff had not received any comments regarding the vacation of the easement (either from property owners or other private utility companies).

At the November 6th City Council meeting, a public hearing was scheduled for tonight’s meeting and the ordinance which would vacate the described drainage and utility easement was introduced. Since that time a notice was published twice in the New Prague Times and notices were mailed directly to utility companies so they could provide comment, if any, on the easement vacation request.

**Staff Recommendation**

Staff recommends holding the required public hearing and subject to comments received at the public hearing should adopt the ordinance titled “An Ordinance Vacating Certain Easements in the Plat of Whispering Pines.”



Aerial view of vacation of the north 5' of the existing 10' drainage and utility easement.

**ORDINANCE #345**

**AN ORDINANCE  
VACATING CERTAIN EASEMENTS IN THE PLAT OF WHISPERING PINES**

**WHEREAS**, the New Prague City Council previously passed Resolution #23-11-06-01 noting the City of New Prague’s interest in vacating all of the drainage and utility easements as identified in the resolution and the exhibit to the resolution, pursuant to Section 12.06 of the New Prague City Charter, legally described as follows:

The north 5’ of the 10’ drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

(with such easements hereinafter referred to as the “Property”); and

**WHEREAS**, a public hearing to consider the vacation of the Property was held on the 4th day of December, 2023, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 7th day of November, 2023 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

**WHEREAS**, any person, corporation or public body owning or controlling easements contained upon the Property proposed to be vacated, reserves the right to continue the same or to enter upon such Property, way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

**WHEREAS**, the Council in its discretion has determined that the vacation of the Property will benefit the public interest because the Property will no longer be used for easement purposes as and a portion of the property will instead be used for the placement of an accessory structure.

**WHEREAS**, a majority of all members of the City Council concur in this ordinance;

**NOW, THEREFORE, THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA, ORDAINS:**

**SECTION 1.** An uncodified City ordinance is adopted pursuant to Chapter 12.06 of the New Prague City Charter to provide as follows:

Subdivision 1. The recitals set forth in this Ordinance are incorporated into and made a part of this Ordinance.

Subdivision 2. The City controls the dedicated Property located in Le Sueur County, Minnesota, with the legal description of the Property being as follows:

The north 5’ of the 10’ drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 3. The City Council has determined that vacation of the Property will further the public interest and welfare.

Subdivision 4. As provided by Section 12.06 of the New Prague City Charter, the City Council authorizes and grants the vacation of the Property such that the Property described as follows is hereby vacated:

The north 5’ of the 10’ drainage and utility easement adjacent to the south line of Lot 3, Block 1, Whispering Pines, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 5. The Mayor and City Administrator, staff and consultants are hereby authorized and directed to sign all documents or take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Ordinance.

**SECTION 2.** This ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, the 6th day of November, 2023.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before November 7<sup>th</sup>, 2023.



Passed by the City Council of the City of New Prague, Minnesota, this 4th day of December, 2023 and to be published on the 14th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik, Mayor

State of Minnesota                    )  
  )ss.    (CORPORATE ACKNOWLEDGMENT)  
County of Scott & Le Sueur        )

Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

ATTEST: \_\_\_\_\_  
              Joshua M. Tetzlaff, City Administrator

State of Minnesota                    )  
  )ss.    (CORPORATE ACKNOWLEDGMENT)  
County of Scott & Le Sueur        )

Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:

Kenneth D. Ondich  
City of New Prague  
118 Central Ave. N.  
New Prague, MN 56071  
(952) 758-4401





118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** REQUEST FOR CONDITIONAL USE PERMIT #C5-2023 AND VARIANCE #V4-2023 TO ALLOW FOR AN INDOOR FIRING RANGE AND LIMITED RETAIL SALES IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT AT 100 2<sup>ND</sup> AVE SW, AS PROPOSED BY ATR LLC (AUSTIN REVILLE).  
**DATE:** NOVEMBER 29, 2023

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**Planning Commission Summary**

At the Planning Commission meeting on November 15, 2023, the request for Conditional Use Permit #C5-2023 and Variance #V4-2023 to allow for an indoor firing range and limited retail sales in the I-1 Light Industrial Zoning District at 100 2<sup>nd</sup> Ave. SW was recommended for approval by a unanimous vote of 4-0.

The public hearing lasted about 12 minutes and included comments from applicant Austin Reville, resident and part-time employee of Mr. Reville named Gary Whiteis and resident Gerry Brown. Mr. Whiteis commented that the business follows tight regulations and that the range would be an asset to the community. Mr. Reville stated that the location would allow their retail area to expand from 770 sq. ft. to 2,000 sq. ft. and would be highly secure as state and federal regulations require. Mr. Reville also noted that the range itself is designed and engineered for safety and sound dampening similar to what is found at the Modern Sportsman in Burnsville. Mr. Brown commented that he believes the range will bring commerce to the city as the closest range is currently a 35-minute drive from New Prague.

General discussion from the Planning Commission included limiting hours of operation beyond the ordinance requirement due to proximity of the facility to surrounding homes as well as how the applicant would deal with intoxicated customers that want to use the range. Ultimately the Planning Commission recommended approval based on the findings and conditions listed in the staff report.

City Attorney Scott Riggs has reviewed the findings and conditions and finds them acceptable, while noting that Finding D related to the variance was slightly modified from the Planning Commission’s recommendation.

The recommendation for approval is contained in the drafted resolution for the Council’s consideration.

**Recommendation**

The Planning Commission recommends approval of the attached resolution “...Approving Conditional Use Permit #C5-2023 and Variance #V4-2023...”.

**RESOLUTION #23-12-04-03**

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL  
APPROVING CONDITIONAL USE PERMIT #C5-2023 AND VARIANCE #V4-2023 TO  
ALLOW FOR AN INDOOR FIRING RANGE AND LIMITED RETAIL SALES,  
LOCATED AT 100 2<sup>ND</sup> AVE SW IN THE I-1 LIGHT INDUSTRIAL ZONING  
DISTRICT, AS PROPOSED BY ATR, LLC (AUSTIN REVILLE)**

**WHEREAS**, ATR, LLC (Austin Reville), applicant, and New Prague Mill, LLC, owner, of the following real estate in the County of Le Sueur to wit:

Parcel 1:  
Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:  
Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:  
Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:  
Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:  
Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence

running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

are requesting a conditional use permit and variance to allow for an indoor firing range and limited retail sales, located at 100 2<sup>nd</sup> Ave. SW. in the I-1 light industrial zoning district, which is located on the above real estate; and,

**WHEREAS**, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request #C5-2023 and #V4-2024, a copy of said report has been presented to the City Council; and,

**WHEREAS**, the New Prague Planning Commission on the 15th day of November, 2023, following proper notice held a public hearing regarding the request, and following due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval subject to the findings and conditions contained in staff report #C5-2023 and #V4-2023; and,

**WHEREAS**, the New Prague City Council finds related to the conditional use permit:

- A. The proposed use for an indoor firing range and limited retail sales will not create an excessive burden on existing parks, schools, streets, and other public facilities which serve or are proposed to serve the area, as the proposed striped parking lot will accommodate parking needs and an indoor firing range and limited retail sales are an allowed conditional use.
- B. The use is sufficiently compatible in that it is a conditional use in the I-1 Light Industrial Zoning District and appearance of the building and site will not be drastically different than exists today and should not be any less compatible than the previous mill use of the property and any noise and safety concerns will be addressed through the design of the internal buildout of the space.
- C. The appearance of the building and site will not be drastically different than exists today except for some parking improvements and a new front door which should not be any less compatible or have any adverse effect upon the adjacent residential properties than the previous mill use of the property.
- D. The proposed indoor firing range and limited retail use is reasonably related to the overall needs of the City and existing land use as the proposed indoor firing range and limited retail business are specifically listed as Conditional Uses in the I-1 Light Industrial District.
- E. The proposed indoor firing range and limited retail use is specifically listed as a Conditional Use in the I-1 Light Industrial District and therefore is consistent with the purposes of the zoning ordinance.
- F. The proposed indoor firing range and limited retail space is not in conflict with the Comprehensive Plan of the City because it is located in the I-1 Light Industrial District in which said uses are allowed as Conditional Uses.
- G. The proposed use will not cause traffic hazards or congestion as it provides 54 off-street parking stalls, above the minimum 24 parking stall requirement.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided.

**WHEREAS**, the New Prague City Council finds related to the variance to allow a shooting range no less than 500' to an establishment licensed to dispense intoxicating or non-intoxicating beverages:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.
- C. The applicant will continue to use the property in a reasonable manner in that the variance is only needed for an indoor firing range to be located less than 1,000 feet from an establishment licensed to dispense intoxicating or non-intoxicating beverages.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because while the property is zoned I-1 Light Industrial, it is located within a block to five different zoning districts (including B-1 Central Business, B-3 Highway Commercial, RL-70 Single Family Residential, RL-84 Single Family Residential and RH High Density Residential) which does not occur anywhere else in the City, and is particularly near downtown businesses as well as residential homes which was a common occurrence from when the property was originally developed as the mill dating back to 1896 which predates any zoning ordinances within the City.

- E. The variance does not alter the essential character of the neighborhood because surrounding land to the north, south, west, and partially to the east are industrially or commercially used and the outward appearance of the building will not drastically change from what exists today.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the indoor firing range in an existing industrial building which has existed on the site for many years and is a re-use of the property which is more cost effective for the applicant than building a new building on raw land in the City's industrial park.

**WHEREAS**, the New Prague City Council approves the request with the following conditions:

1. All previously approved conditional use permits for this property are hereby rescinded and replaced with this new conditional use permit.
2. All performance standards in Section 745 of the Zoning Ordinance for Indoor Firing Ranges must be met except where variances have been approved.
3. Approval is in accordance with the general designs/layout in the plans dated 10/23/23 by Carl J. Gramentz, on file with the Planning Department and as amended by any conditions below.
4. If City Staff's (defined as the City Administrator or their designee(s)) sole discretion deems on-street parking caused by tenants at 100 2<sup>nd</sup> Ave. SW to be excessive or problematic (defined as ingress/egress of emergency vehicles on a public roadway being affected and if reports of driveways being blocked are addressed by the police department), the applicant will be required to pay the city to install parking related signage to mitigate said problems.
5. The applicant must install "Do Not Enter" signage at the parking lot entrance near the intersection of 1<sup>st</sup> St SW and 2<sup>nd</sup> Ave SW. Delivery and loading trucks may pass through this entrance outside normal business hours.
6. At least 24 off-street parking spaces, including required ADA spaces, must be striped with white or yellow paint lines no less than 4" wide providing for parking spaces at a size of 9' x 20' on a paved surface, as required by Section 717 of the New Prague Zoning Ordinance to be utilized for the exclusive use of the applicant.
7. The proposed striped parking space must be setback 5' from the eastern property line along 2<sup>nd</sup> Ave SW to provide a buffer between the sidewalk and the parked vehicles.
8. The proposed two ADA parking stalls right up by the new front entrance must be paved and have at least 1 tree planted adjacent to them to meet landscaping requirements.
9. All signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
10. All lighting must conform to Section 704 of the Zoning Ordinance.
11. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
12. Per Minnesota Statutes Chapter 87A.05 and MPCA Noise Pollution Control Rule 7030, sound readings cannot exceed 63dB(A) at any time as measured at any residential property near the site.
13. To mitigate potential noise concerns for nearby residences and also because of proximity to downtown businesses that serve alcohol, hours of operation for the indoor firing range cannot extend past 8:00PM Sunday through Thursday and cannot extend past 9:00PM Friday and Saturday.
14. WAC/SAC Charges are due and owed at the time of issuance of a building permit.

- 15. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city’s professional consultants in accordance with established rates.
- 16. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, MN, that Conditional Use Permit #C5-2023 and Variance #V4-2023 to allow for an indoor firing range and limited retail sales, located at 100 2<sup>nd</sup> Ave. SW. in the I-1 light industrial zoning district, is hereby **approved**.

This Conditional Use Permit and Variance is approved effective immediately upon its passage and without publication.

Passed this 4th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik, Mayor

*State of Minnesota* )  
 )ss. (CORPORATE ACKNOWLEDGMENT)  
*County of Scott & Le Sueur* )

*Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2023.*

\_\_\_\_\_  
*Notary Public*

ATTEST: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

*State of Minnesota* )  
 )ss. (CORPORATE ACKNOWLEDGMENT)  
*County of Scott & Le Sueur* )

*Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2023.*

\_\_\_\_\_  
*Notary Public*

THIS INSTRUMENT DRAFTED BY:  
Kenneth D. Ondich  
City of New Prague  
118 Central Ave. N.  
New Prague, MN 56071  
(952) 758-4401





118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

**MEMORANDUM**

**TO:** PLANNING COMMISSION  
**FROM:** KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** REQUEST FOR CONDITIONAL USE PERMIT #C5-2023 AND VARIANCE #V4-2023 TO ALLOW FOR AN INDOOR FIRING RANGE AND LIMITED RETAIL SALES IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT AT 100 2<sup>ND</sup> AVE SW, AS PROPOSED BY ATR LLC (AUSTIN REVILLE).  
**DATE:** NOVEMBER 9, 2023

**Background**

The New Prague Flouring Mill was first established in 1896 and was the main economic driver in the City, making New Prague a large manufacturer of farm produce for several years. However, in 2019 Miller Milling closed their business, later selling the property to current owners, New Prague Mill, LLC, who use the property largely for warehousing purposes with tenants from MVE Biological Solutions and Autowash Systems, Inc.

On April 3rd, 2023, the City approved Conditional Use Permit #C3-2023 which allowed limited retail sales in this portion of the building as proposed by Urban Flea Market. Certain conditions from this CUP were not satisfied and the retail component was not allowed to operate beyond October 3, 2023.

Since that time, the City received an application to convert a portion of the building space previously used by Urban Flea Market for an indoor firing range with limited retail sales. The Zoning Ordinance was amended in 2021 to allow indoor firing ranges as conditional uses in industrial zoning districts and was also amended in 2022 to allow limited retail sales as conditional uses in industrial zoning districts, with performance standards relating to each of these uses.

The applicant is proposing 10,000 sq. ft. of the south portion of the former mill warehouse to be built out as an indoor firing range (with 8 total shooting lanes) with associated retail sales area of approximately 2,000 sq. ft. and other associated classroom, office and storage areas. The hours of operation are proposed to be 9am to 9pm Monday Through Saturday with occasional special event rentals and to be closed on Sundays.

While both a variance and conditional use permit have been applied for in order to open an indoor firing range at this location, the variance is the critical path item to first be considered as if there is no affirmative vote on the variance, then the conditional use permit review is not necessary.

The specific variance being sought is to allow an indoor firing range at no less than 500' to the nearest establishment licensed to dispense intoxicating or non-intoxicating beverages versus the normal limit of 1,000'.

**Legal Description**

Parcel 1:

Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:

Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:

Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:

Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:

Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

**Neighborhood Conditions**

North – Central Business District / Main Street and underutilized portions of the former mill building which are also zoned I-1 Light Industrial

South – I-1 Light Industrial Zoned properties and to the southeast are some residential dwellings separated by public roads from the subject site

East – Mach Lumber which is zoned I-1 Light Industrial and single family homes further east

West – Union Pacific Railroad and beyond that is the B-3 Highway Commercial Zoning District and TH13/21.

Overall, the former mill property is very unique in that it is surrounded by many different zoning districts. It is also unique in that it is an industrial property located essentially in the downtown area. Staff’s biggest concern with the proposed use is noise. State statute provides limits on the noise related to firing ranges, but there is a residential home located just to the SE of the proposed location. This home is located at 212 2<sup>nd</sup> Street SW and is 115’ from building to building but 160’ from the closest point of the shooting lanes to the same home.

The other unique part about the property is that while it’s zoned industrial, it is essentially in the downtown area which has many bars and restaurants, of which the indoor firing range must normally be located at least 1,000’ away from.

**Applicant’s Statement**

The applicant submitted a letter (undated) which is attached in full to this memo.

The letter provides details for the indoor firing range and associated retail store and training classrooms. He notes that he has been in operation since 2019 as a Federally Licensed Firearms Dealer (FFL) and has 3 employees at their current 770 sq. ft. retail shop. The applicant states that they want to expand and fulfill the need for an indoor firing range. The closest indoor firing range is located in Burnsville, a 35-minute drive from New Prague. He notes that they face hardships with this location as it is near downtown with many establishments that dispense alcohol within 1,000’, which is not allowed by the

city’s ordinance. He notes that they had looked at other options/locations within the city such as the industrial park, but those options are cost prohibitive. At the suggested location, the building owner is going to build the space whereas 2 If By Sea will furnish the space, making the project more economically feasible. He also believes this use will help repurpose the former mill into an amenity to draw people to the community as well as additional tax revenue to the City.

**Lot Size**

The New Prague Mill property is approximately 253,955 sq ft (5.83 acres) in total. ATR LLC is proposing to utilize 10,000 sq ft of the building in the southern section of the Mill which was previously utilized by Urban Flea Market.

**Zoning**

This property is zoned I-1 Light Industrial District. The purpose of the district is to provide for industrial uses for activities that, because of their nature, are not well suited for close proximity to residential and business areas of the community. Existing industry that is located close to residential areas is allowed to continue and must meet certain performance criteria when applicable. Industrial areas have good access to highway and railroad lines because of their need to receive and distribute products and goods.

Indoor firing ranges have been a conditional use in this zoning district since 2021. Section 745 of the Zoning Ordinance contains the specific performance standards for indoor firing ranges as follows:

**745 Indoor Firing Ranges**

In every district where the use is permitted or conditional, the Indoor Firing Range:

1. Shall not be located on any lot directly adjacent to an existing Residential Zoning District or any public park property.
2. Shall not be located within one thousand (1,000) lineal feet, measured from building to building, of any church, school, or establishment licensed to dispense intoxicating or non-intoxicating beverages.
3. The use, occupancy, and construction of the building shall conform to the Minnesota State Building Code.
4. The building and method of operation shall conform with the applicable Minnesota Pollution Control Agency, Environmental Protection Agency, and OSHA standards for indoor ventilation, emissions into the atmosphere, indoor sound levels, lead containment, and outside noise standards.
5. The design and construction of the firing range shall completely confine all ammunition rounds within the building and in a controlled manner. The design and construction of the firing range shall be certified by a registered engineer in the State of Minnesota. The certified plans shall include the specifications and construction of the bullet trap(s), ceilings, exterior and interior walls, and floors. The certified plans shall state what type and caliber of ammunition the range is designed to totally confine.
6. No ammunition shall be used in the range that exceeds the certified design and construction specifications of the firing range.

7. A written log of range users shall be maintained by the range operator and available for inspection by the City at any/all times. The name and address of the user shall be verified by photo identification. The log shall, but is not limited to: a. The name, address and phone number of the range user; b. The time and date the user was in the range.
8. Firearms shall not be stored on the premises when the range is closed for business, unless they are stored in a secured vault.
9. On-site supervision shall be supplied at all times by an adult with credentials as a range operator. The range operator shall be responsible for the conduct of their place of business and the conditions of safety and order in the place of business and on the premises.
10. The applicant shall provide and maintain proof of liability insurance which shall require the insurer notify the Planning Director in writing within ten (10) business days of cancellation of the policy, a change in the limit of the policy and/or a change in policy ownership. Said policy shall be available for inspection by the Planning Director and/or his/her assigns at all times.
11. On site instruction shall be given only by Certified Firearms Instructors. Current certificates for firearms instructors shall be on display in a conspicuous location in the premises and available for public inspection at all times.
12. An outside security plan for the general grounds shall be submitted to the Planning Director or designee for review and approval.
13. The transport of firearms on the premises, to the premises and from the premises shall conform to State Law.
14. Minors shall not be allowed in the range unless accompanied by an adult at all times. This provision shall not be interpreted to prohibit minors from participating in a firearm safety class which is supervised by an adult instructor.
15. Indoor firing ranges shall not sell or dispense intoxicating or non-intoxicating liquors, nor shall they be located in a building which contains a business that sells or dispenses nonintoxicating or intoxicating liquors.
16. Hours of operation are limited to 7am to 10pm.
17. The Planning Commission and City Council reserve the authority to review or modify the performance standards for the range.

Of the above conditions, only Condition #2 above cannot be met as there are 5 existing establishments that “dispense intoxicating or non-intoxicating beverages” (which in Minnesota is 3.2 beer or higher in alcohol content). A map is included in this report that shows the locations (as well as two other locations that have recently been licensed within 1,000’ of the proposed facility). It is notable that within 500’ of the proposed location, there are no establishments that sell alcohol. When the performance standards were initially written in 2021, it was acknowledged that the only location for an indoor shooting range would likely be somewhere in the City’s industrial park off 6<sup>th</sup> Street NW.

Retail sales are allowed in the industrial district with a conditional use permit, but retail sales may not exceed 30% of the tenant area of a multi-tenant leased building area or surpass 5,000 sq ft of retail

space; whichever comes first. The proposed business would be leasing 10,000 sq. ft. of space with approximately 2,000 sq. ft. of retail sales space which would be under the 30% limit.

**Parking**

The I-1 Light Industrial District requires off-street parking. Parking is required as follows:

Retail requires 1 per 300 sq. ft. – 2,000 sq. ft. space requires 7 parking spaces.

Shooting Lanes (classified as physical recreation or training) requires 1 per 350 sq. ft. – 8 shooting lanes takes up approximately 4,100 sq. ft. and requires 12 parking spaces.

Office / Classroom requires 1 per 350 sq. ft. – 1,330 sq. ft. requires 4 parking spaces.

Warehousing/Storage requires 1 per 1,000 sq. ft. - 722 sq. ft. requires 1 parking spaces.

Total minimum spaces required is 24.

The previously reviewed and approved plan of 52 stripped parking stalls for the previous Urban Flea Market is proposed to be utilized for this new use and other potential new uses at the site.

The proposed parking lot must follow Section 717 of the Zoning Ordinance, detailing the standards to parking stall dimensions, setbacks, and minimum stall requirement. The parking lot must be striped in white or yellow paint no less than 4” wide. For a 90 degree angled parking lot, the parking stalls must be 9’ wide, 20’ deep, and a minimum lot drive aisle width of 24’ (for two-way traffic). The entire parking lot will be 64’ x 234’ (14,976 sq ft).

Staff requires placing “Do Not Enter” signage at the parking lot entrance near the intersection of 1<sup>st</sup> Street SW and 2<sup>nd</sup> Ave. SW. The signage would prohibit customers from entering the northern entrance, therefore, preventing potential vehicle collisions with parked cars. This would also direct customers to only use the southern parking lot entrance. Delivery or loading trucks would still be able to pass through to the northern entrance, despite the signage, so they can easily circulate through the parking lot to the loading dock, as long as it is done outside of normal business hours.

In addition to signage, staff recommends that the parking lot should be setback 5’ from the property line. According to Section 717 (2) (D) of the Zoning Ordinance, parking lots must be 5’ from the property lines. The ordinance was established after the Mill and the parking lot were constructed, therefore, making the existing parking lot legal non-conforming. However, staff believes that having the striped spaces 5’ from the property line would provide a nice buffer for the sidewalk along 2<sup>nd</sup> Ave SW.

In addition to the striping of spaces in the existing paved parking area, the applicant said he will add two ADA parking stalls right up by the new front entrance. These spaces must also be paved. Staff requires at least 1 tree to be planted along the perimeter of the new pavement to meet the parking lot requirements for new paved parking areas.

**Public Works /Utilities / Engineering Comments**

Public Works Director Matt Rynda believes that although putting a “no parking” sign on 2<sup>nd</sup> Ave SW might direct people to park in the parking lot, it may not be necessary. Rynda recommends waiting to see how parking plays out to see if signage should be posted.

**Building Official Comments**

Building Official Scott Sasse has noted that a full set of signed and stamped architect and engineered plans will be required before a building permit can be issued that meet all requirements of the zoning ordinance, building code, and other state and federal agencies.

**Police Chief Comments**

Police Chief Tim Appen provided the following comments on 11/2/23:

*Here is the link to the statutes for Gun Ranges [Minnesota Statutes 2022, Chapter 87A \(mn.gov\)](https://www.revisor.mn.gov/statutes/2022/chapter-87A)*

*As we have previously discussed they do mention operating times in the statute. Some of my thoughts surrounding the variance request are the noise level as the property abuts a residential area. There will be some popping heard outside the facility, the statute above also indicates the noise level allowable.*

*From what I can gather in my research is that cities have a 1,000’ ordinance to churches, schools and liquor establishments to limit gun ranges and other businesses to industrial parts of cities. This variance request is within 1,000’ of 5 or so establishments.*

*There are lots available in the city’s industrial park that are for sale. I understand that this proposed location is more convenient and less expensive, but the option is still available for the range to be built in the industrial park, affordability notwithstanding. Does this constitute an amendment and variance? That is one question the council will have to consider.*

*If the city grants a variance for this business, do we create an unwritten standard that will have be honored in the future? If another business is looking for a variance, the city says no, or gets a lot of public pressure to say no or yes for that matter, does this get brought up?*

*I realize we spoke about the property not adjoining a residential district, it is separated by a road as City Attorney Riggs stated, but this is what I anticipate the neighbors bringing to the councils attention.*

*Another topic we discussed is the hours of operation, I would look at a schedule that hopefully the neighbors would be agreeable to. I don’t have that answer right now but could be a topic of discussion as the variance moves through the process.*

*I am also concerned about the noise from the range potentially creating police calls for service. While the gun range may be in compliance with the city regulations, are the residents going to report a “nuisance”. I talked with several residents nearby the proposed gun range about the nuisance ordinance when we were dealing with the house on 2<sup>nd</sup> St (which had a gun related situation recently), so they are aware of it and what the language states.*

*I don't know that we would necessarily need a live feed camera, difficult to monitor and who would monitor, argument could be made for violations that we didn't have a warrant to obtain the private cctv...*

*Those are my initial thoughts and I'm sure more will come from this but happy to discuss further if needed.*

**Legal and Additional Considerations (Distance to Residential Homes and Noise)**

City Staff spoke with the City Attorney on 11/1/23 and it was confirmed that the City's 1,000' distance is for the locating of an indoor firing range from existing churches, schools and establishments that serve alcohol. It does not prevent any of those uses from locating within 1,000' of an existing indoor firing range which would, however, make the gun range become "Legal non-conforming" meaning it would not be allowed to expand without a variance and amendment to the conditional use permit. Additionally, the City attorney confirmed that the proposed indoor firing range is not located "directly adjacent" to residential property as it is separated by public right of way.

The indoor firing range building outer wall is located approximately 115' to the nearest home at 212 2<sup>nd</sup> Street SW, but the home is closer to 160' away from the actual shooting lanes.

Minnesota Statutes Chapter 87A.05 contains specific noise standards as follows:

Allowable noise levels for the operation of a shooting range are the levels determined by replacing the steady state noise L10 and L50 state standards for each period of time within each noise area's classification with a single Leq(h) standard for impulsive noise that is two dBA lower than that of the L10 level for steady state noise. The noise level shall be measured outside of the range property at the location of the receiver's activity according to Minnesota Rules, parts 7030.0010 to 7030.0080, as in effect on May 28, 2005. For purposes of this section, "Leq(h)" means the energy level that is equivalent to a steady state level that contains the same amount of sound energy as the time varying sound level for a 60-minute time period.

What this means is that MPCA Noise Pollution Control Rule 7030 is referenced which says that the L10 noise level as measured at the nearest residential property cannot exceed 65dB(A) must be reduced by 2 dB(A) meaning that readings cannot exceed 63dB(A).

Regarding the close proximity to residences, while there is no city zoning performance standard that says an indoor firing range must be a certain distance from a residence, there is the reality that audible "pop" sounds from the range likely will be heard outside. Noise mitigation efforts must be made to keep the sound level as measured at nearby residential properties at 63dB(A) or less. Staff also suggests that the hours of operation can limit the potential for nuisance complaints, even if the sound level has not exceeded the threshold. While the applicant proposes operating 9am to 9pm 6 days a week (closed on Sundays), staff would suggest that the range should close at no later than 8pm on weekdays and 9pm on Fridays and Saturdays. It is possible that the indoor firing range will be quieter than the previous Mill use, but staff is unsure of the normal decibel level the mill had when it was in operation as a comparison.



Regarding allowing a variance to be no less than 500' from an establishment that dispenses alcohol, as Chief Applen noted, the intent of the ordinance as drafted was to try to locate these uses to the industrial park. That said, the former mill is zoned industrial and while it is near other commercial and industrial properties, there are also homes nearby. Staff's biggest concern with the variance is the ease of walking from an establishment that serves alcohol to the indoor firing range. While the applicant must be vigilant to assess the sobriety of users, it seems as though the ease of walking there at this location from downtown establishments could be problematic particularly in evenings. For this reason, staff also supports the firing range not being allowed to be open past 8pm Sunday through Thursday or 9pm on Fridays and Saturdays.

**WAC/SAC Fees**

Credit of warehousing previously at 6,950 sq. ft. per 1 REU. Existing 10,000 sq. ft. = 1.44 Credits.

Shooting range is 6 lanes per REU. 8 shooting lanes = 1.33 owed.

Retail/Office is 3,050 sq. ft. per REU – 3,330 sq. ft. = 1.09 owed.

Warehousing/Storage is 6,950 sq. ft. per REU – 722 sq. ft. = .10 owed.

Total WAC/SAC owed = 1.08

1.08 x \$1,800 for WAC = \$1,944

1.08 x \$7,150 for SAC = \$7,722

**Total WAC/SAC owed = \$9,666** (it is noted that the former mill site as a whole holds WAC/SAC credits and it's up to the building owner if they would like to allow the applicant to utilize any credits towards this use).

**Variance Criteria**

(To allow an indoor firing range to be no less than 500' from an establishment licensed to dispense intoxicating or non-intoxicating beverages.)

The Zoning Ordinance defines a variance as follows: A modification or variation of the provisions of this Ordinance where it is determined that by reason of unique circumstances relating to a specific lot, that strict application of the Ordinance would cause practical difficulties. Practical difficulties is a legal standard set forth in law that cities must apply when considering applications for variances. **To constitute practical difficulties, all three factors of the test must be satisfied, which are reasonableness, uniqueness and essential character.** The Zoning Ordinance's criteria addresses these standards.

- A. The variance is in harmony with the general purposes and intent of this Ordinance. **(The requested variance is in harmony with the general purposes and intent of this Ordinance because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.)**

- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant will continue to use the property in a reasonable manner in that the variance is only needed for an indoor firing range to be located less than 1,000 feet from an establishment licensed to dispense intoxicating or non-intoxicating beverages.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because while the property is zoned I-1 Light Industrial, it is located near downtown businesses as well as residential homes which was a common occurrence from when the property was originally developed as the mill dating back to 1896 which predates any zoning ordinances within the City.)
- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because surrounding land to the north, south, west and partially to the east are industrially or commercially used and the outward appearance of the building will not drastically change from what exists today.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the indoor firing range in an existing industrial building which has existed on the site for many years and is a re-use of the property which is more cost effective for the applicant than building a new building on raw land in the City's industrial park.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (N/A – will be addressed as part of the conditional use permit review.)

**Conditional Use Permit Criteria**

The Zoning Ordinance has a section specific to criteria for granting conditional use permits. When granting a conditional use permit the Planning Commission shall make the findings listed below.

- A. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities which serve or are proposed to serve the area. (The proposed use for an indoor firing range and limited retail sales will not create an excessive burden on existing parks, schools, streets, and other public facilities which serve or are proposed to serve the area, as the proposed striped parking lot will accommodate parking needs and an indoor firing range and limited retail sales are an allowed conditional use.)
- B. The use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. (The use is sufficiently compatible in that it is a conditional use in the I-1 Light Industrial Zoning District and appearance of the building and site will not be drastically different than exists today and should not be any less compatible than the previous mill use of the property and any noise and safety concerns will be addressed through the design of the internal buildout of the space.)
- C. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. (The appearance of the building and site will not be drastically different than exists today except for some parking improvements and a new front door which should not be any less compatible or have any adverse effect upon the adjacent residential properties than the previous mill use of the property.)
- D. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. (The proposed indoor firing range and limited retail use is reasonably related to the overall needs of the City and existing land use as the proposed indoor firing range and limited retail business are specifically listed as Conditional Uses in the I-1 Light Industrial District.)
- E. The use is consistent with the purposes of the zoning ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use. (The proposed indoor firing range and limited retail use is specifically listed as a Conditional Use in the I-1 Light Industrial District and therefore is consistent with the purposes of the zoning ordinance.)
- F. The use is not in conflict with the Comprehensive Plan of the City. (The proposed indoor firing range and limited retail space is not in conflict with the Comprehensive Plan of the City because it is located in the I-1 Light Industrial District in which said uses are allowed as Conditional Uses.)
- G. The use will not cause traffic hazards or congestion. (The proposed use will not cause traffic hazards or congestion as it provides 54 off-street parking stalls, above the minimum 24 parking stall requirement.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities, access roads, drainage and necessary facilities have been provided.)

**Staff Recommendation**

Staff recommends approval of Variance #V4-2023 to allow an indoor firing range to be located no less than 500’ from an establishment licensed to dispense intoxicating or non-intoxicating beverages and Conditional Use Permit #C5-2023 to allow an indoor firing range and limited retail sales in the I-1 Light Industrial District, located at 100 2<sup>nd</sup> Ave SW, as proposed by ATR, LLC, with the following findings for the Variance:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because an indoor firing range is a conditional use in the I-1 Light Industrial Zoning District.
- C. The applicant will continue to use the property in a reasonable manner in that the variance is only needed for an indoor firing range to be located less than 1,000 feet from an establishment licensed to dispense intoxicating or non-intoxicating beverages.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because while the property is zoned I-1 Light Industrial, it is located near downtown businesses as well as residential homes which was a common occurrence from when the property was originally developed as the mill dating back to 1896 which predates any zoning ordinances within the City.
- E. The variance does not alter the essential character of the neighborhood because surrounding land to the north, south, west and partially to the east are industrially or commercially used and the outward appearance of the building will not drastically change from what exists today.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the indoor firing range in an existing industrial building which has existed on the site for many years and is a re-use of the property which is more cost effective for the applicant than building a new building on raw land in the City’s industrial park.

And making the following findings to approve the Conditional Use permit:

- A. The proposed use for an indoor firing range and limited retail sales will not create an excessive burden on existing parks, schools, streets, and other public facilities which serve or are proposed to serve the area, as the proposed striped parking lot will accommodate parking needs and an indoor firing range and limited retail sales are an allowed conditional use.
- B. The use is sufficiently compatible in that it is a conditional use in the I-1 Light Industrial Zoning District and appearance of the building and site will not be drastically different than exists today and should not be any less compatible than the previous mill use of the property and any noise and safety concerns will be addressed through the design of the internal buildout of the space.
- C. The appearance of the building and site will not be drastically different than exists today except for some parking improvements and a new front door which should not

be any less compatible or have any adverse effect upon the adjacent residential properties than the previous mill use of the property.

- D. The proposed indoor firing range and limited retail use is reasonably related to the overall needs of the City and existing land use as the proposed indoor firing range and limited retail business are specifically listed as Conditional Uses in the I-1 Light Industrial District.
- E. The proposed indoor firing range and limited retail use is specifically listed as a Conditional Use in the I-1 Light Industrial District and therefore is consistent with the purposes of the zoning ordinance.
- F. The proposed indoor firing range and limited retail space is not in conflict with the Comprehensive Plan of the City because it is located in the I-1 Light Industrial District in which said uses are allowed as Conditional Uses.
- G. The proposed use will not cause traffic hazards or congestion as it provides 54 off-street parking stalls, above the minimum 24 parking stall requirement.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided.

And with the following conditions:

1. All previously approved conditional use permits for this property are hereby rescinded and replaced with this new conditional use permit.
2. All performance standards in Section 745 of the Zoning Ordinance for Indoor Firing Ranges must be met except where variances have been approved.
3. Approval is in accordance with the general designs/layout in the plans dated 10/23/23 by Carl J. Gramentz, on file with the Planning Department and as amended by any conditions below.
4. If City Staff’s (defined as the City Administrator or their designee(s)) sole discretion deems on-street parking caused by tenants at 100 2<sup>nd</sup> Ave. SW to be excessive or problematic (defined as ingress/egress of emergency vehicles on a public roadway being affected and if reports of driveways being blocked are addressed by the police department), the applicant will be required to pay the city to install parking related signage to mitigate said problems.
5. The applicant must install “Do Not Enter” signage at the parking lot entrance near the intersection of 1<sup>st</sup> St SW and 2<sup>nd</sup> Ave SW. Delivery and loading trucks may pass through this entrance outside normal business hours.
6. At least 24 off-street parking spaces, including required ADA spaces, must be striped with white or yellow paint lines no less than 4” wide providing for parking spaces at a size of 9’ x 20’ on a paved surface, as required by Section 717 of the New Prague Zoning Ordinance to be utilized for the exclusive use of the applicant.
7. The proposed striped parking space must be setback 5’ from the eastern property line along 2<sup>nd</sup> Ave SW to provide a buffer between the sidewalk and the parked vehicles.
8. The proposed two ADA parking stalls right up by the new front entrance must be paved and have at least 1 tree planted adjacent to them to meet landscaping requirements.
9. All signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
10. All lighting must conform to Section 704 of the Zoning Ordinance.
11. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.

- 12. Per Minnesota Statutes Chapter 87A.05 and MPCA Noise Pollution Control Rule 7030, sound readings cannot exceed 63dB(A) at any time as measured at any residential property near the site.
- 13. To mitigate potential noise concerns for nearby residences and also because of proximity to downtown businesses that serve alcohol, hours of operation for the indoor firing range cannot extend past 8:00PM Sunday through Thursday and cannot extend past 9:00PM Friday and Saturday.
- 14. WAC/SAC Charges are due and owed at the time of issuance of a building permit.
- 15. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city’s professional consultants in accordance with established rates.
- 16. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

**Alternatives to consider**

- 1. Deny the Variance and Conditional Use Permit based on certain findings.
- 2. Approve the Variance and Conditional Use Permit with modifications based on certain findings.

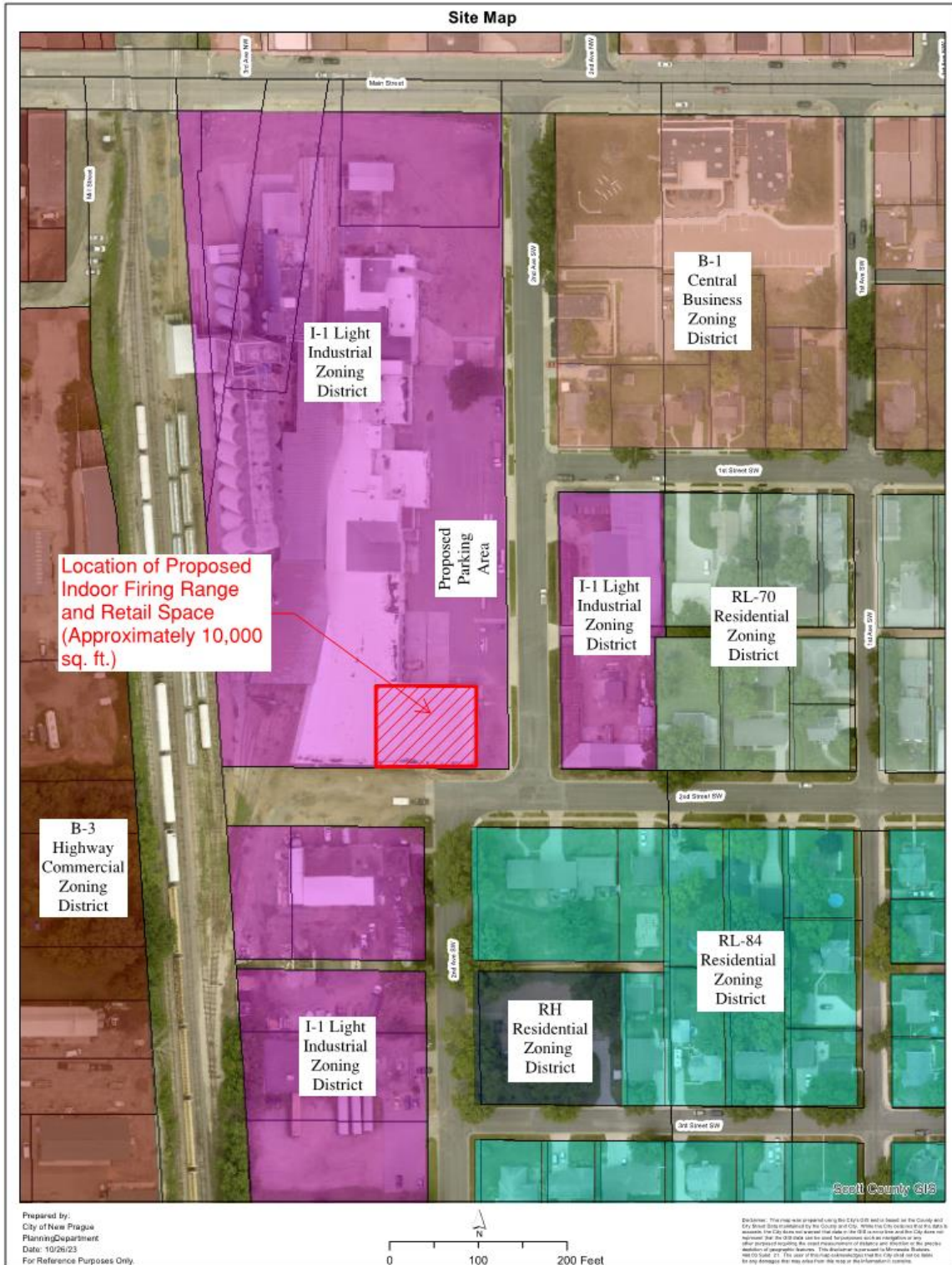
**Attachments**

- 1. Site Map Aerial – Dated 10/26/23
- 2. Site Map Zoning – Dated 10/26//23
- 3. Parking Lot Diagram – Dated 3/9/23
- 4. Locations of existing or recent licenses for intoxicating beverages – Dated 10/30/23
- 5. Pictures – Dated 11/1/23
- 6. Applicant’s Letter – Undated
- 7. Architect Plans dated 10/23/23



Aerial View of Proposed Indoor Firing Range Location

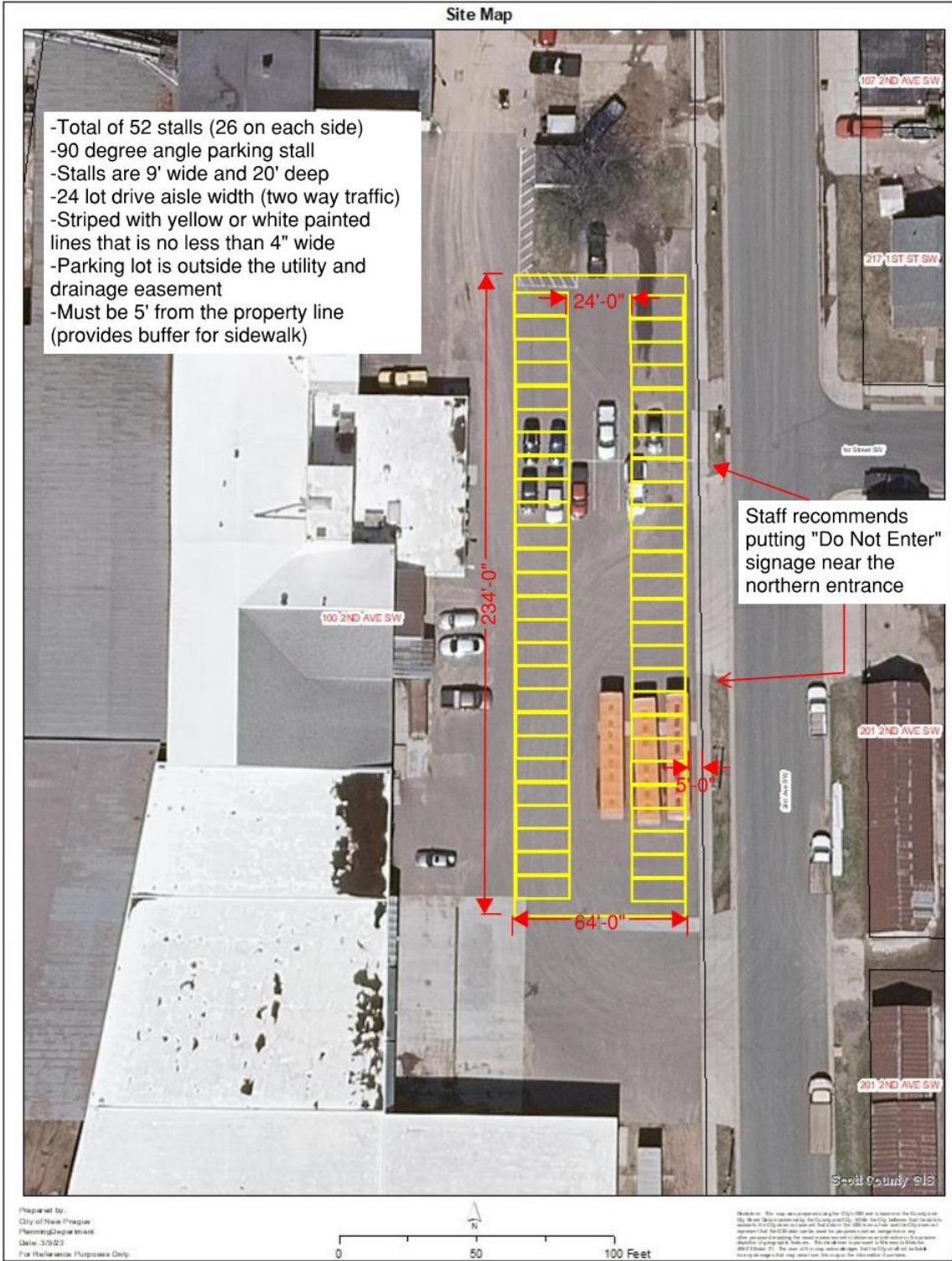
ATR LLC - CUP #C5-2023 and Variance #V4-2023 – Indoor Firing Range with Retail in the I-1 Light Industrial Zoning District  
 11/15/23 Planning Commission Meeting  
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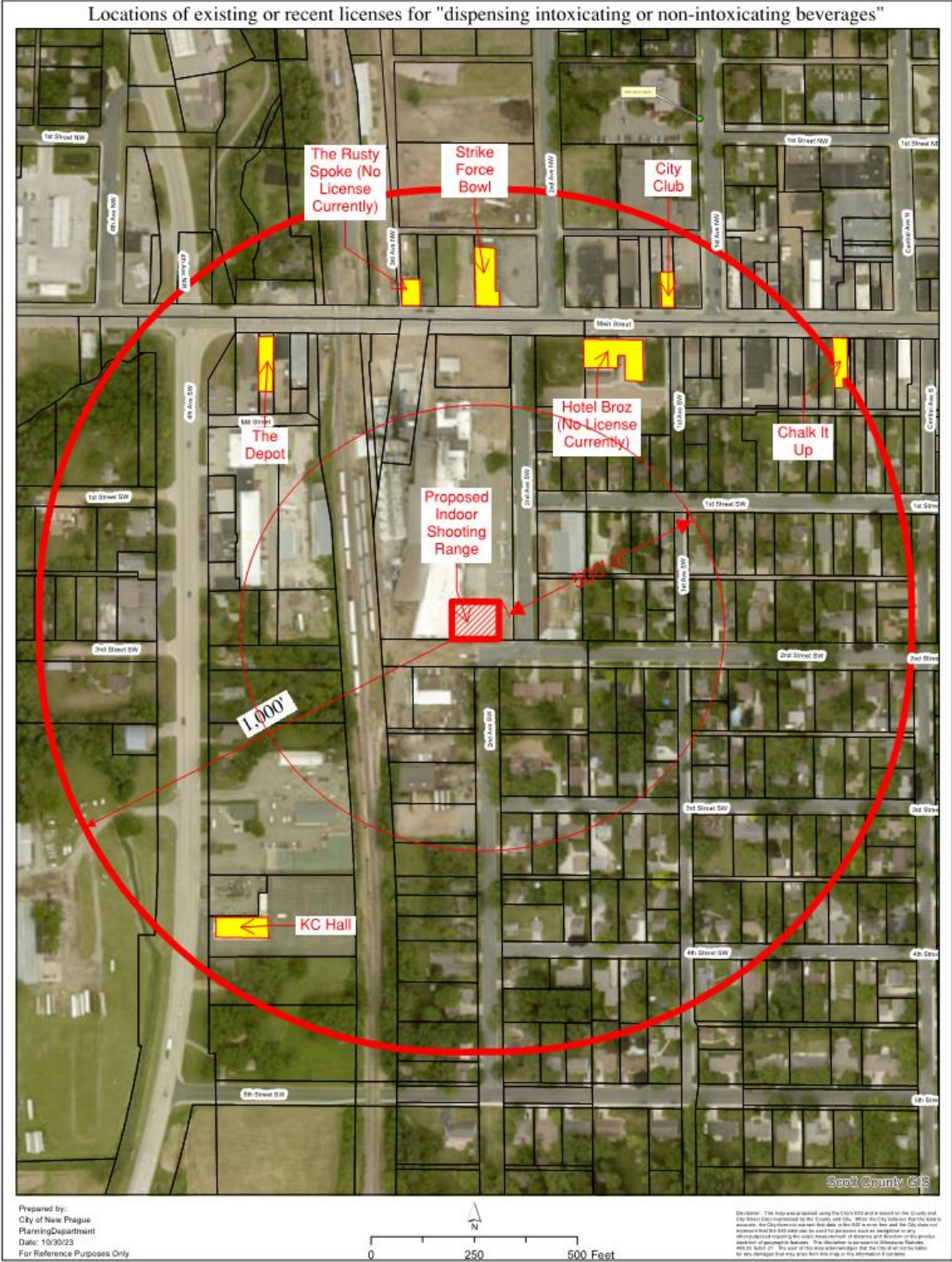
Zoning Districts of Subject and Neighboring Properties

ATR LLC - CUP #C5-2023 and Variance #V4-2023 – Indoor Firing Range with Retail in the I-1 Light Industrial Zoning District  
11/15/23 Planning Commission Meeting  
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Parking Lot Layout



ATR LLC - CUP #C5-2023 and Variance #V4-2023 – Indoor Firing Range with Retail in the I-1 Light Industrial Zoning District  
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Looking NW towards Proposed Indoor Firing Range – Main Entrance will be on the east elevation of the building along with 2 ADA Parking Spaces



Looking South along 2<sup>nd</sup> Ave. NW towards front entrance area of proposed Indoor Firing Range



Looking South along 2<sup>nd</sup> Ave. SW – parking area is this paved parking area.



Looking south along 2<sup>nd</sup> Ave. SW.



Looking west along 1<sup>st</sup> Street SW towards south end of building. This street is the dividing line between Industrial Zoned Property and Residentially Zoned Property.



Looking northwest along north end of the property towards Main Street.

2 If By Sea Tactical  
410 Main Street West  
Suite #100  
New Prague, MN 56071

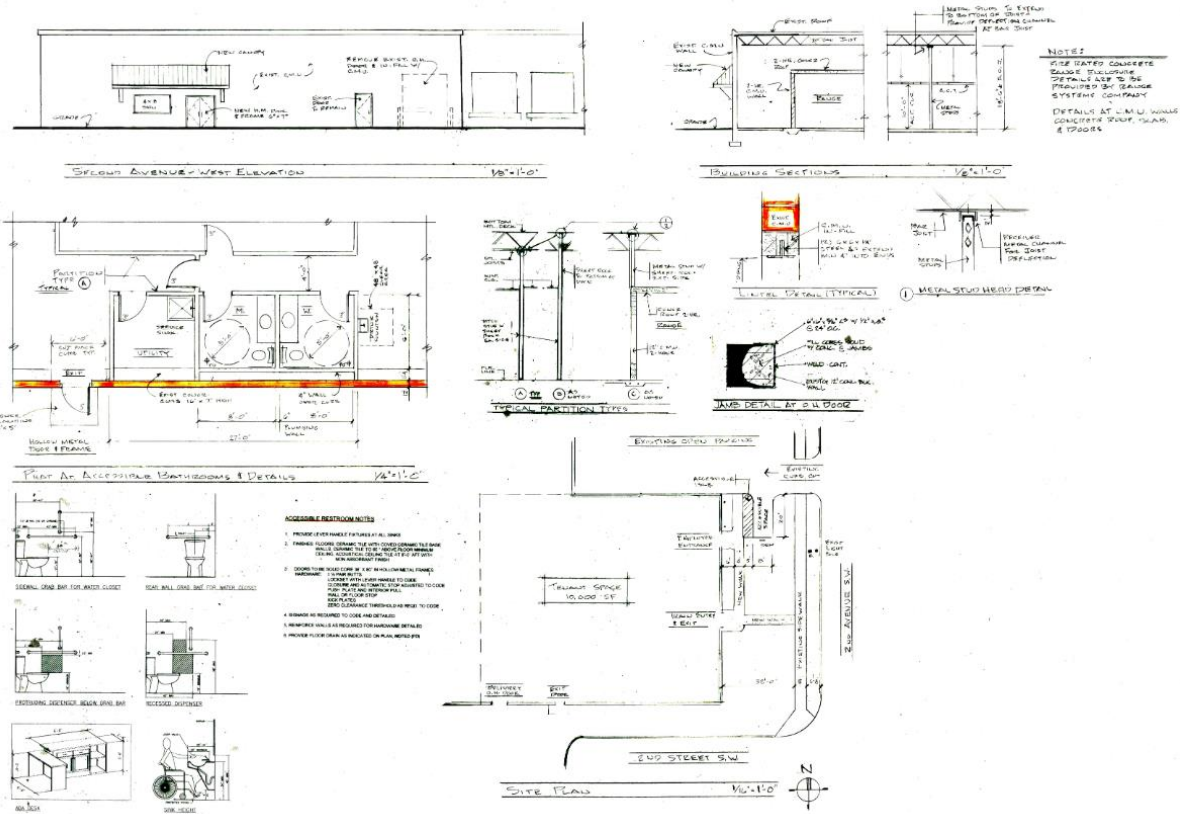
Conditional Use Permit and Range Variance for Old Mill

I am writing to you today to discuss the potential use for the Southernmost warehouse within the old Mill in downtown New Prague. We would like to convert this warehouse into an indoor firing range and retail store for 2 If By Sea Tactical, which currently supports a business on Main Street.

This proposal will be in reference to the below graphics of the shooting range we are attempting to build. In the Southernmost warehouse of the old Mill location







2 If By Sea Tactical has been servicing the community of New Prague and the surrounding areas since the fall of 2019. We have grown this from a table-top Federally Licensed Firearms Dealer (FFL) to a retail storefront location located on the West end of town. We currently employ three employees part time and feature a 770 square foot retail shop. We boast on hand about 130 firearms at any given time and feature accessories, and ammunition.

One of our exclusive offerings is that of National Firearm Act sale items. Examples of these items would be Suppressors (commonly referred to as silencers), Short-barreled Rifles (Any Rifle with a barrel length of less than 16”), and transferable machine guns. These items, commonly referred to as NFA items, feature extra paperwork requirements and a federal tax of \$200 to purchase. Among the requirements are fingerprinting, passport photos, and possibly a NFA Trust to purchase and possess them.

We are among the few FFL shops that have the ability onsite to process fingerprints, passport photos, and as a certified notary we can notarize all your trust documents. This truly makes us a one-stop NFA shop in a way that few are.

We have reached the point where we need to expand our current location and offerings, as well as fulfill the need of an indoor shooting range to the residents of New Prague and the surrounding areas. Currently, the closest indoor facility is thirty-five minutes North of here in Burnsville with the Modern Sportsman. South of here you would have to go all the way down to Rochester to encounter a facility such as this proposal.

This variance and conditional use permit we are requesting is due to a couple of hardships we face with the current zoning codes at this location. This location does, however, meet many of the code requirements for a shooting range that the city of New Prague voted in nearly four years ago when you adopted the current requirements.

The warehouse at the old Mill satisfies the zoning requirements of the L-1 (light Industrial) zoning of a shooting range per New Prague zoning Ordinance 745. It also satisfies the ordinance as it pertains to 1,000 linear feet from Schools and churches. The construction standards for this proposal will also ensure compliance with all ADA and parking requirements of New Prague Retail requirements.

The HVAC system will be HEPA and EPA certified to handle the lead materials that are associated with shooting sports. This conditional use permit and variance is to assist with the hardship of



the 1,000 linear feet from establishments dispensing intoxicating & non-intoxicating beverages. This is per 745 bullet point #2 on page 137 of City of New Prague Zoning Ordinance. We are requesting you to grant this request based on the practical difficulties we face below to get such a project off the ground.

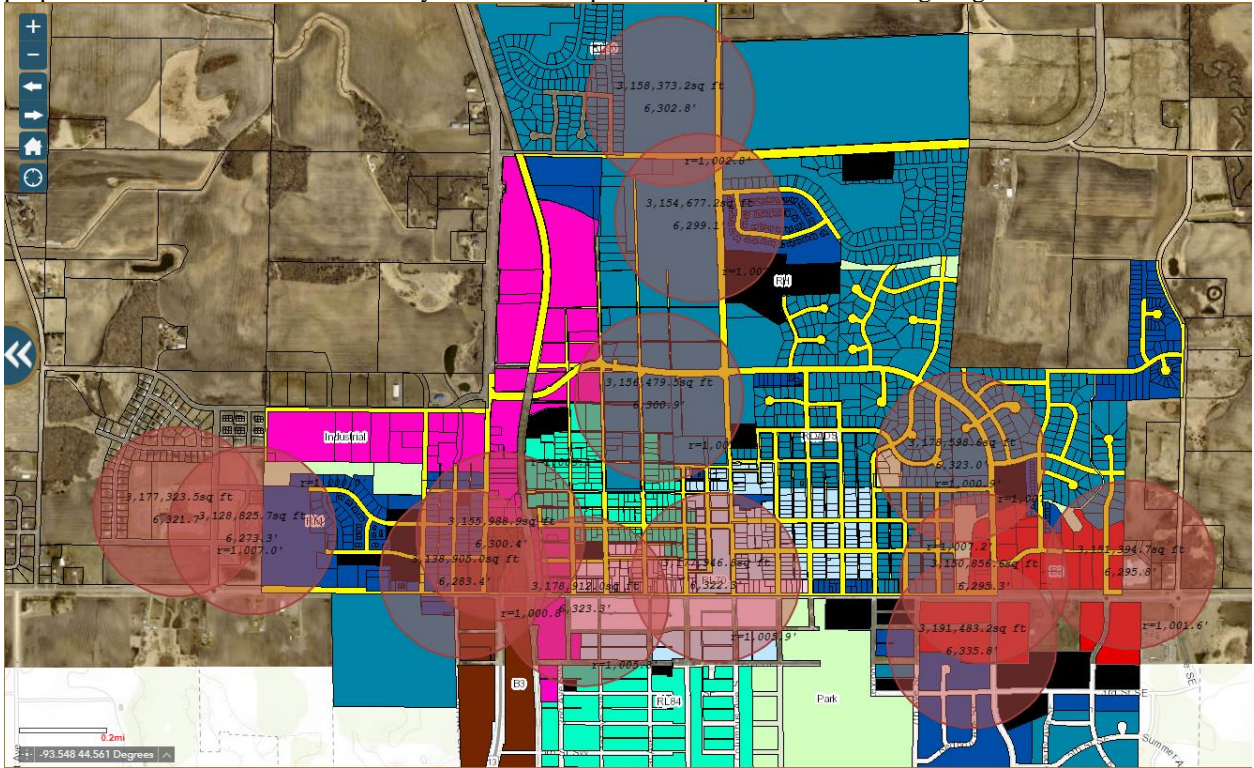
Our first difficulty has been one of the biggest we have faced over the past couple of years and that is of funding. To build a structure from the ground up as a new construction would cost about \$1.5-2 million. The requirements of such a building to satisfy all the safety requirements and acquire the land necessary to put it on, is extremely cost prohibited.

As the economy tightens, banks are more reluctant to lend out such an amount to jump start a program of the scope in which this project would be. By utilizing the warehouse portion of the Mill, we will be saving large amounts of cost in the fact that the land is already purchased, and the general structure is already completed.

We are partnering with Caspian Groups Rafik Moore and Chris Davis on this venture where they will build the space to suit this purpose and 2 If By Sea Tactical will furnish it. This brings the economic burden down to a manageable level for our company and expansion.

The second practical difficulty we face at this proposed site is the 1,000 linear feet from establishments dispensing intoxicating & non-intoxicating beverages. The reality is in New Prague, all of downtown is vibrant and ever changing. This means the establishments with liquor licenses is constantly changing and ever dynamic.

Also, as it pertains to this venture, we are completely at the mercy of other businesses in the way that they are not affected by our presence. In the below graph, you can see just how much of New Prague proper is closed off to us do to the many ordinances in place as it pertains to a shooting range.



The red circles illustrate areas which we cannot build or expand to. When it comes to L-1 Industrial there is very little available. While the industrial lots are the main area featured here available, it is not financially feasible as stated above for us to go there. Having access to Main Street and downtown is vital for the success of our business and it being completely closed off to us is a great hinderance to our business.

In closing, the old Mill is a fixture of New Prague since nearly its inception and is a staple of our community. It has grown to define not only our skyline, but what our town represents, which is hard working people. As a current business in this town, we can personally speak to the fact that the current citizens live up to this standard.

At 2 If By Sea Tactical we embrace these values and the efforts show through the growth of our business from the table-top of a townhome on Horizon Drive to a retail location on the West End of town. As a current member of both the EDA and local Chamber of Commerce Boards it is nice to witness up-front and personal the commitment to local businesses of this city council and its members towards internal growth and expansion.

This has brought many exciting things to the local community, and it has raised the status of our town to a leader in the surrounding community. We humbly ask for this Conditional Use Permit and Variance for the opportunity to tap into that exciting growth. We will be a part of the repurposing the Mill into a functioning staple of our community for Decades to come. We will draw visitors from not only our own community but the surrounding ones as well. We estimate that we will draw close to 1,000 people through our doors a year based on our exclusive offerings.

This will have ancillary benefits to our community. These benefits will include increased exposure to the surrounding areas of what New Prague is and has to offer. This will increase foot traffic in local businesses such as bars and restaurants where these travelers will want to eat and see what downtown New Prague is like.

We will bring an estimated \$12,000 dollars in tax revenue to the city for its continuing efforts to expand and grow in a healthy manor. We will increase the value of the Old Mill Property and its longevity by our presence there. Finally, we will be filling a need which we see every single day. Since we started this out of that townhome the number one question that has been asked is when we will open a range in town or close by.

This proposal is to do just that. Thank you for your time and consideration and we look forward to discussing this with you at the next City Council meeting.

Sincerely,

Austin Reville



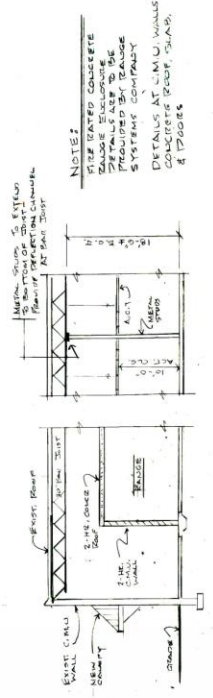


PROJECT NO. 1-1321  
 DATE: 12-13-2023  
 DRAWN BY: [Name]  
 SHEET NO. 2 of 2

CARL J. GARMENTZ, P.A.R.A.  
 REGISTERED ARCHITECT  
 NEW BRUNSWICK COUNTY, NEW JERSEY  
 1000 WASHINGTON BLVD., SUITE 200  
 NEW BRUNSWICK, NJ 08901

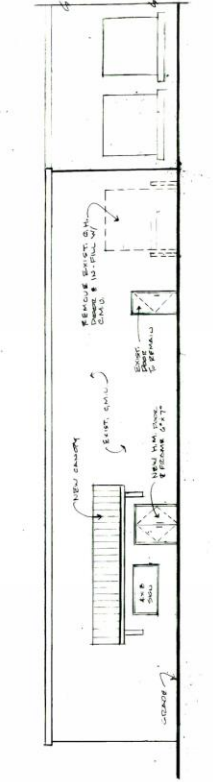
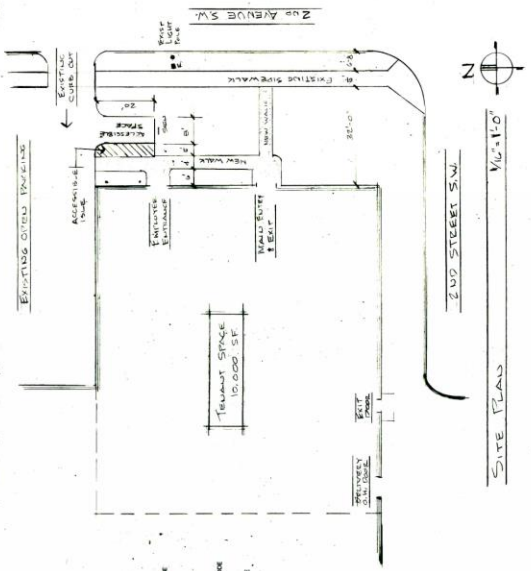
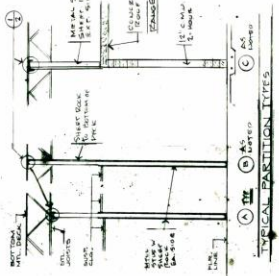
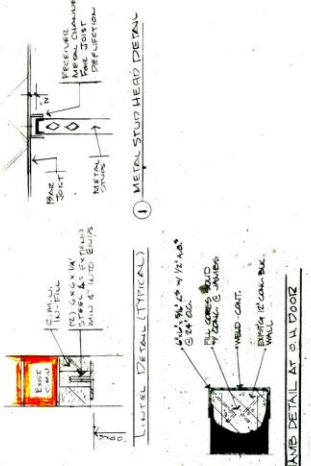
CONSTRUCTION DRAWINGS FOR TRUMP BUILD-OUT  
 2 FIBRILACTICAL  
 NEW BRUNSWICK, NEW JERSEY  
 1000 WASHINGTON BLVD., SUITE 200  
 NEW BRUNSWICK, NJ 08901

CONSTRUCTION DETAILS  
 1-1321

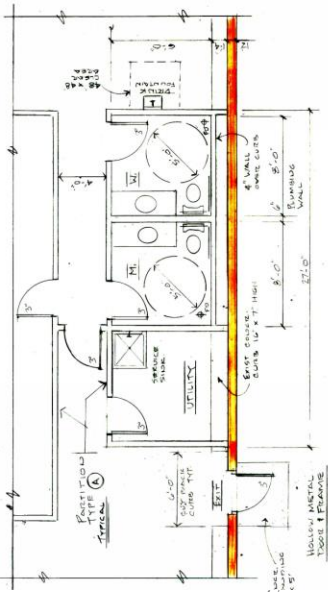


NOTE:  
 FIRE RATED CONCRETE  
 SHALL BE PROVIDED BY THE  
 SYSTEMS COMPANY  
 DETAILS AT JMW WALLS  
 CONCRETE DEEP, SLAB,  
 & TROUSERS

BUILDING SECTIONS 1/8" = 1'-0"



SECOND AVENUE WEST ELEVATION 1/8" = 1'-0"

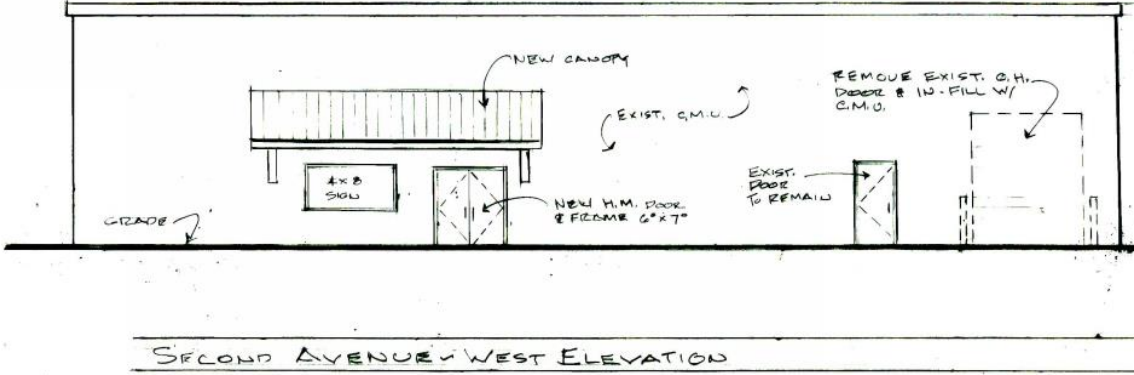


PART A: ACCESSIBLE BATHROOMS & DETAILS 1/4" = 1'-0"

ACCESSIBLE RESTROOM NOTES

1. PROVIDE LIPER HANDLE FITURES AT ALL SINKS
2. FURNISH WALLS, CEILING, FLOOR, AND PARTITION WALLS WITH AN ANTI-SLIP SURFACE
3. COMPLIANCE WITH 2018 ADA STANDARDS
4. SINKS AS REQUIRED TO CODE AND DETAIL
5. REFER TO SINK DETAIL FOR SINK DETAIL
6. PROVIDE SINK DETAIL AS INDICATED ON PLAN AND SECTION

SHOWER STALL FOR WATER CLOSET  
 SINK DETAIL  
 SINK DETAIL  
 SINK DETAIL





118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
KYRA CHAPMAN – PLANNER  
**SUBJECT:** RESOLUTION SUPPORTING MNDOT LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT APPLICATION  
**DATE:** NOVEMBER 29, 2023

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As the Council is aware, the City is has been working on an application for the MnDOT Local Road Improvement Program (LRIP) grant for the repaving and reconstruction of 10<sup>th</sup> Ave SE from 1<sup>st</sup> St SE to CSAH 29. The LRIP grant can fund 2024-2026 construction projects that impact trunk highways, routes of regional significance (which is the category that 10<sup>th</sup> Ave. SE falls into), or rural CSAH. The grant funding can cover all construction costs, but it will not cover consultant engineering, inspection, public or private utilities, right-of-way acquisition, or standalone enhancement projects. No match is required, and the City may request a maximum of \$1,500,000.

The 10th Ave SE reconstruction project would likely begin in 2025 and include mill and overlay, painted crosswalks, raised medians, the installation of a mini-roundabout at the intersection of 3<sup>rd</sup> St SE and associated pedestrian refuge islands. These features are intended to mitigate traffic speeds, prevent lane departures, and improve pedestrian visibility.

Staff is still working on the final application submittal with the application being due on December 8, 2023. It is anticipated that the final grant request will be approximately \$821,000 (but this number is subject to change with final review by the City Engineer). We would not know until late March 2024 if the funding is awarded.

**Staff Recommendation**

Approve the attached resolution supporting the MnDOT LRIP grant application.

Attachments:

- Resolution of Support
- Letter of Support from Le Sueur County Engineer – Dated 11/29/23
- 10<sup>th</sup> Ave. SE Layout from Feasibility Study – Dated 10/2/23

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL  
SUPPORTING MNDOT LOCAL ROAD IMPROVEMENT PROGRAM GRANT  
APPLICATION**

**WHEREAS**, \$102.967 million in Local Road Improvement Program (LRIP) funds are available, with no minimum and a cap of \$1.5 million for each project; and,

**WHEREAS**, the City of New Prague’s 2024 Street and Utility Improvement Project Feasibility Report identified median islands, painting crosswalks, and a roundabout as needed improvements along 10<sup>th</sup> Ave SE from 1<sup>st</sup> St SE to Le Sueur CSAH 29.

**WHEREAS**, the suggested project improvements would act as traffic calming techniques along the major collector to reduce vehicle speeds, increase pedestrian visibility, and prevent collisions and lane departures.

**WHEREAS**, the project considers multi-modal perspectives by adding pedestrian refuge areas at the roundabout and striped crosswalks between the sidewalk and trail along 10<sup>th</sup> Ave SE. These multi-modal considerations make pedestrian crossings more obvious to drivers, better ensuring their safety.

**WHEREAS**, construction will begin in 2025 and be completed in 2026.

**WHEREAS**, all municipal applicants must have a resolution of support from their City Councils; and,

**WHEREAS**, the City of New Prague is a Municipal State Aid City and does not require a sponsoring agency; and,

**WHEREAS**, the New Prague City Council fully supports the application for LRIP Grant funds; and,

**WHEREAS**, the City of New Prague understands it is responsible for all project costs not covered by LRIP grant funds including but not limited to consultant engineering, right-of-way acquisition, inspection, public or private utilities, standalone enhancement projects as well as construction costs above the LRIP grant award; and,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, Minnesota, that:

1. The city council supports the reconstruction project and agrees to maintain such improvements.
2. The city council supports submittal of the LRIP application.
3. The City agrees to pay all costs associated with the project beyond the LRIP grant award.

Passed this 4th day of December, 2023.

\_\_\_\_\_  
Duane J. Jirik, Mayor

ATTEST: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator





## Highway Department

88 SOUTH PARK AVENUE, LE CENTER, MINNESOTA 56057  
Telephone: 507-357-8200 . Email: dtiegs@co.le-sueur.mn.us  
David Tiegs – County Engineer

November 29, 2023

Kyra Chapman  
City of New Prague  
118 Central Ave N  
New Prague, MN 56071

RE: City of New Prague’s Application to MnDOT’s LRIP to fund the 10<sup>th</sup> Ave SE Reconstruction Project

Dear Ms. Chapman:

I’m pleased to hear that the City of New Prague is applying to the MnDOT LRIP to fund the reconstruction project along 10<sup>th</sup> Ave SE from 1<sup>st</sup> St SE to CSAH 29. The reconstruction project will provide multiple benefits such as minimized vehicle collisions, reduced vehicle speeds, diminished lane deviations, and enhanced pedestrian visibility.

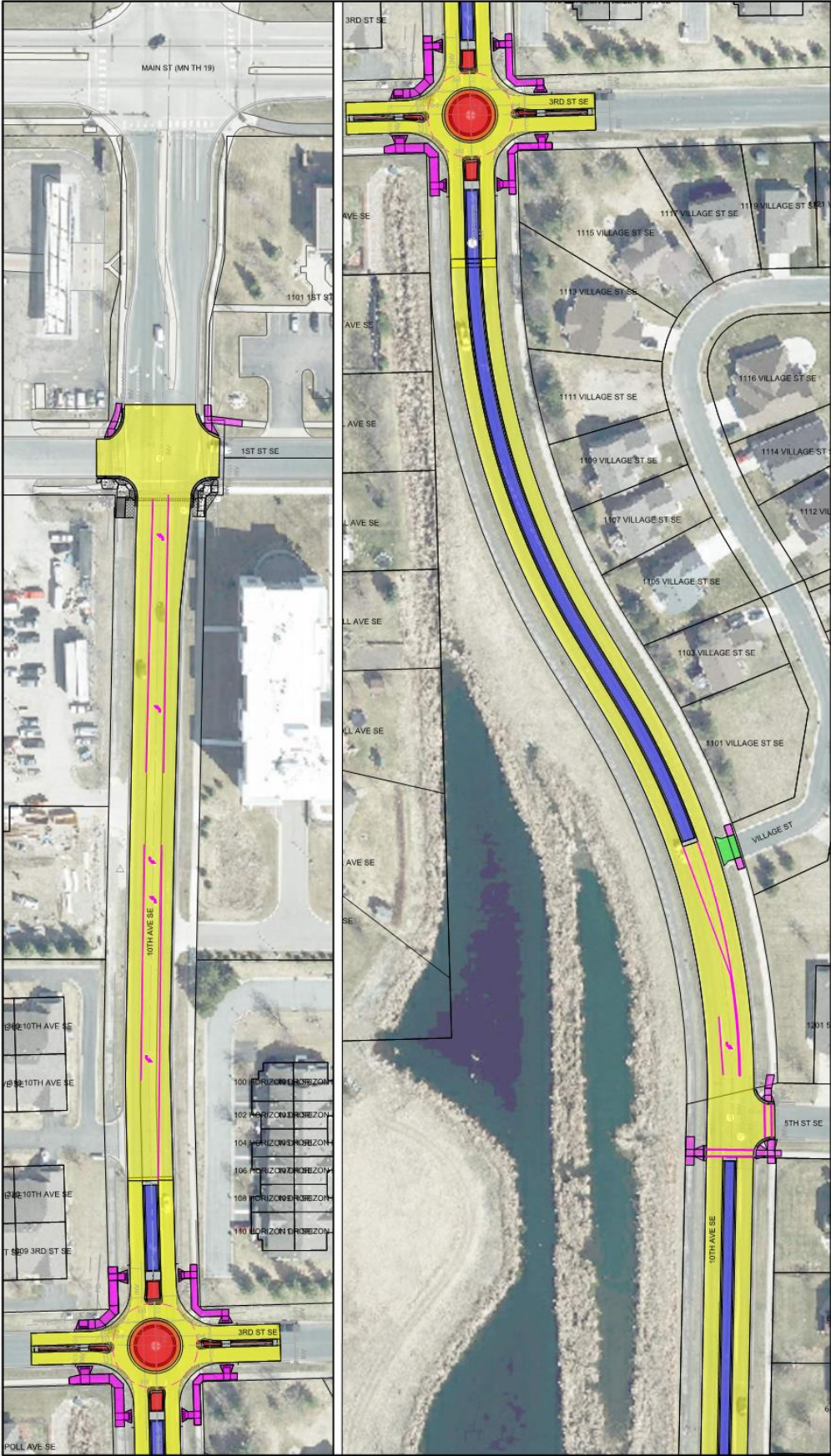
Tenth Ave SE is a major collector for new Prague, acting as a gateway to and from the City. More importantly, 10<sup>th</sup> Ave SE is an access point to CSAH 29, a significantly utilized roadway. The project will help mitigate the flow of traffic to the Le Sueur CSAH, therefore, also benefiting individuals outside City limits.

Le Sueur County supports New Prague’s plans, which not only prioritizes safety but also transportation efficiency. The proposed project will create a safer passage for New Prague and Le Sueur County residents, employees, and visitors, while also considering the needs of multi-modal users.

Sincerely

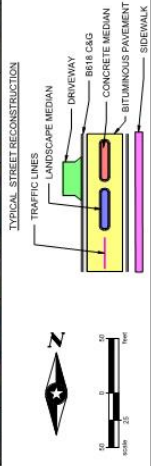
A handwritten signature in blue ink that reads "Dave Tiegs".

Dave Tiegs  
Le Sueur County Engineer



PROJECT NO. 1 PROJECT AREA 2 - 10TH AVENUE SE  
 NEWPR 173957  
 DATE: 9/8/2023

FIGURE NO.12  
 OPTION 2  
 2024 STREET AND UTILITY IMPROVEMENTS  
 NEW PRAGUE, MINNESOTA





# NORTH AMBULANCE OPERATIONS REVIEW

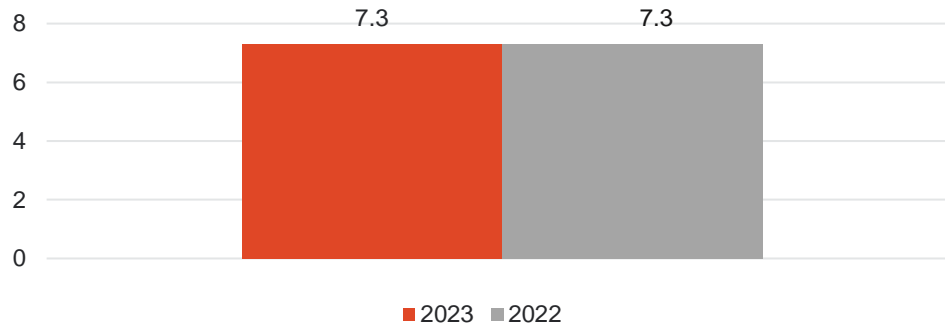
01.01.2023 to 09.30.2023

City of New Prague

# New Prague Median Response Time

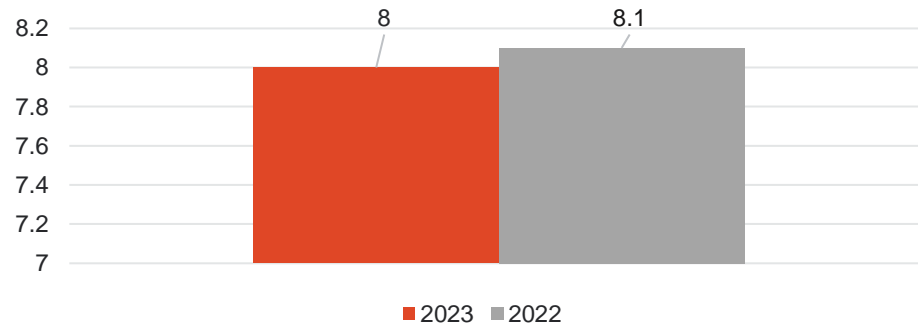
- **911 Response Time:**

Median Unit Notified by Dispatch to Unit Arrived on Scene



- **Interfacility Transfer Response Time:**

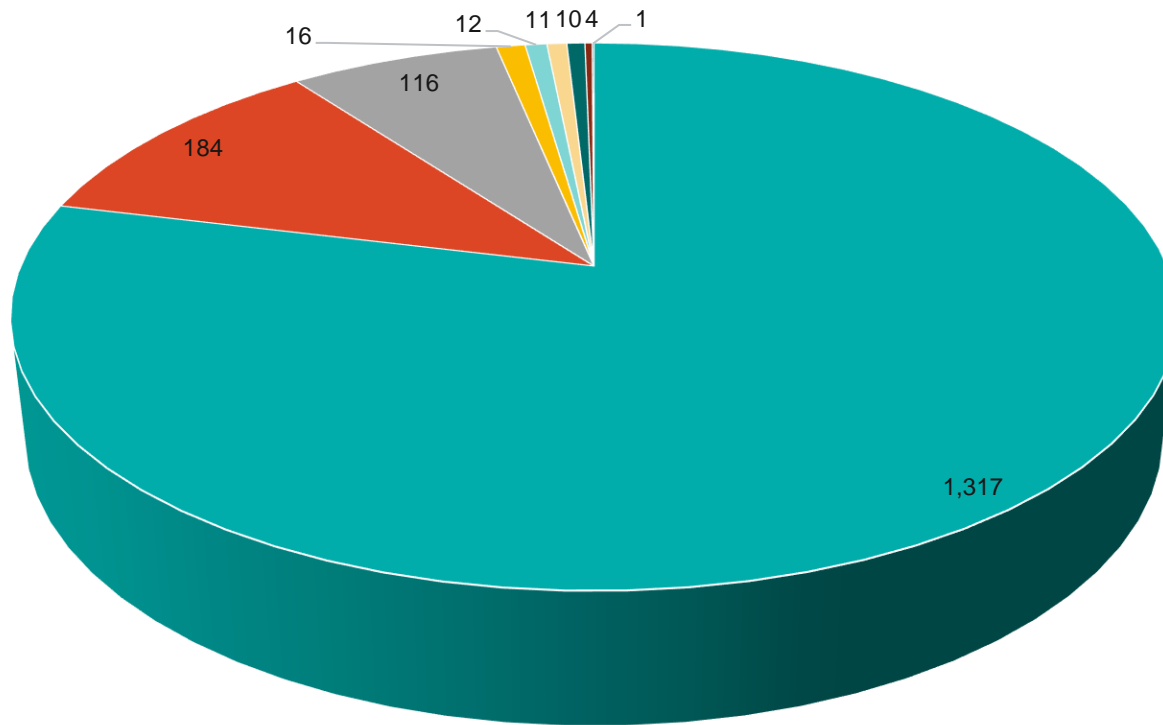
Median Unit Notified by Dispatch to Unit Arrived on Scene



# New Prague Calls per hour of day

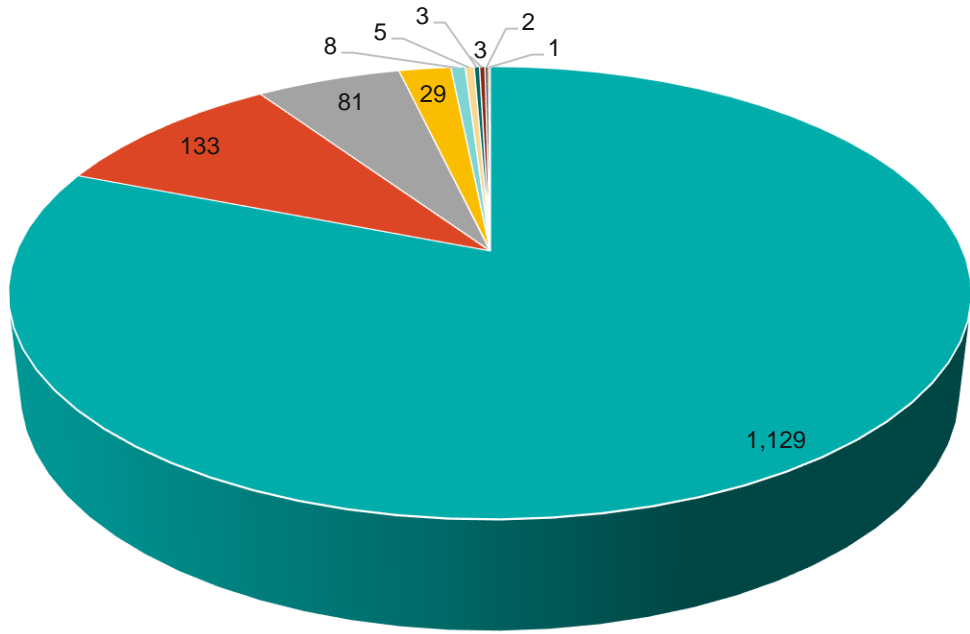


# New Prague Responses 01.01.2023 through 09/30/2023



- Treated/Transported
- Canceled On Scene (No Patient Contact/Found)
- Deceased - Resuscitation Attempted (Without Transport)
- Treated/Transferred Care
- Wheelchair
- Refused Care/No Transport
- Standby
- Treated/No Transport
- Deceased - No Resuscitation Attempted (Without Transport)

# New Prague Responses 01.01.2022 through 09/30/2022

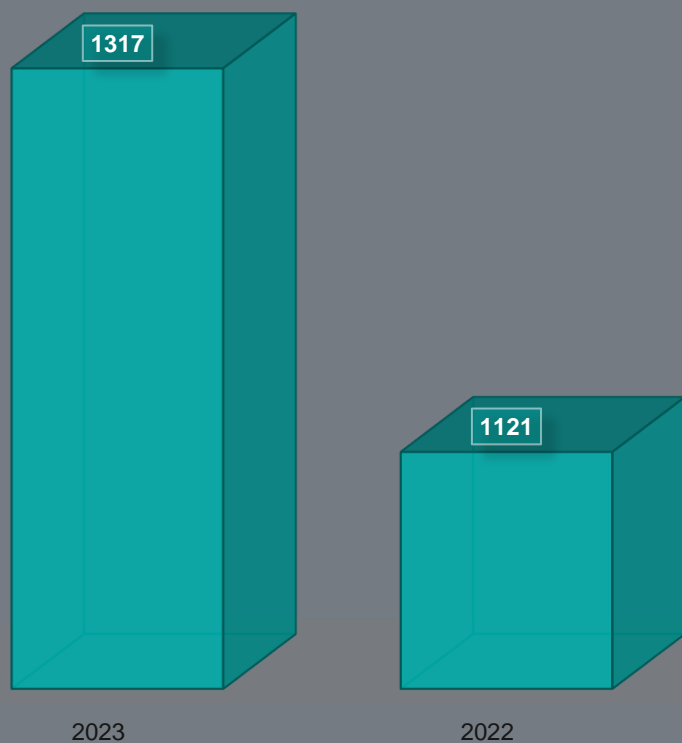


- Treated/Transported
- Canceled On Scene (No Patient Contact/Found)
- Standby
- Deceased - No Resuscitation Attempted (Without Transport)
- Treated/No Transport
- Refused Care/No Transport
- Canceled (Prior to Arrival at Scene)
- Treated/Transferred Care
- Deceased - Resuscitation Attempted (Without Transport)
- Wheelchair



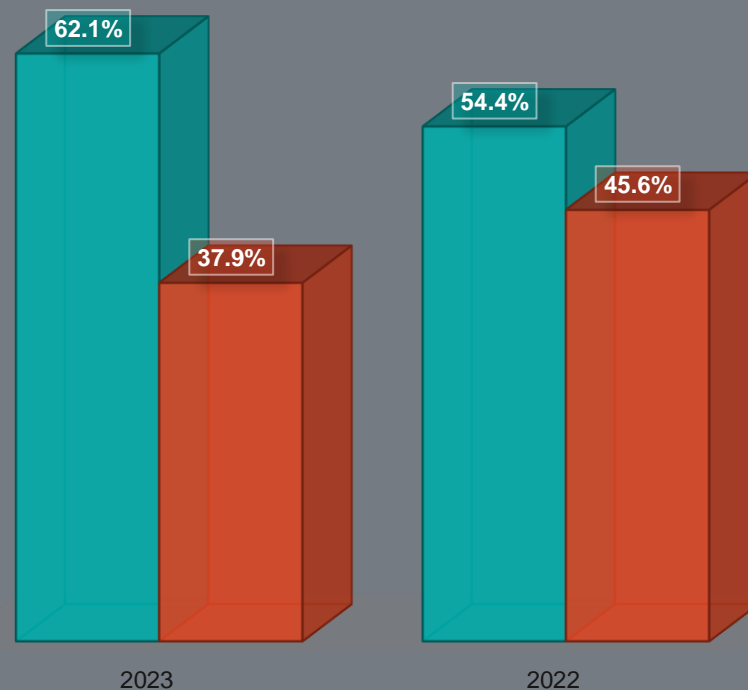
# Volumes & 911 vs Transfer %

## VOLUMES

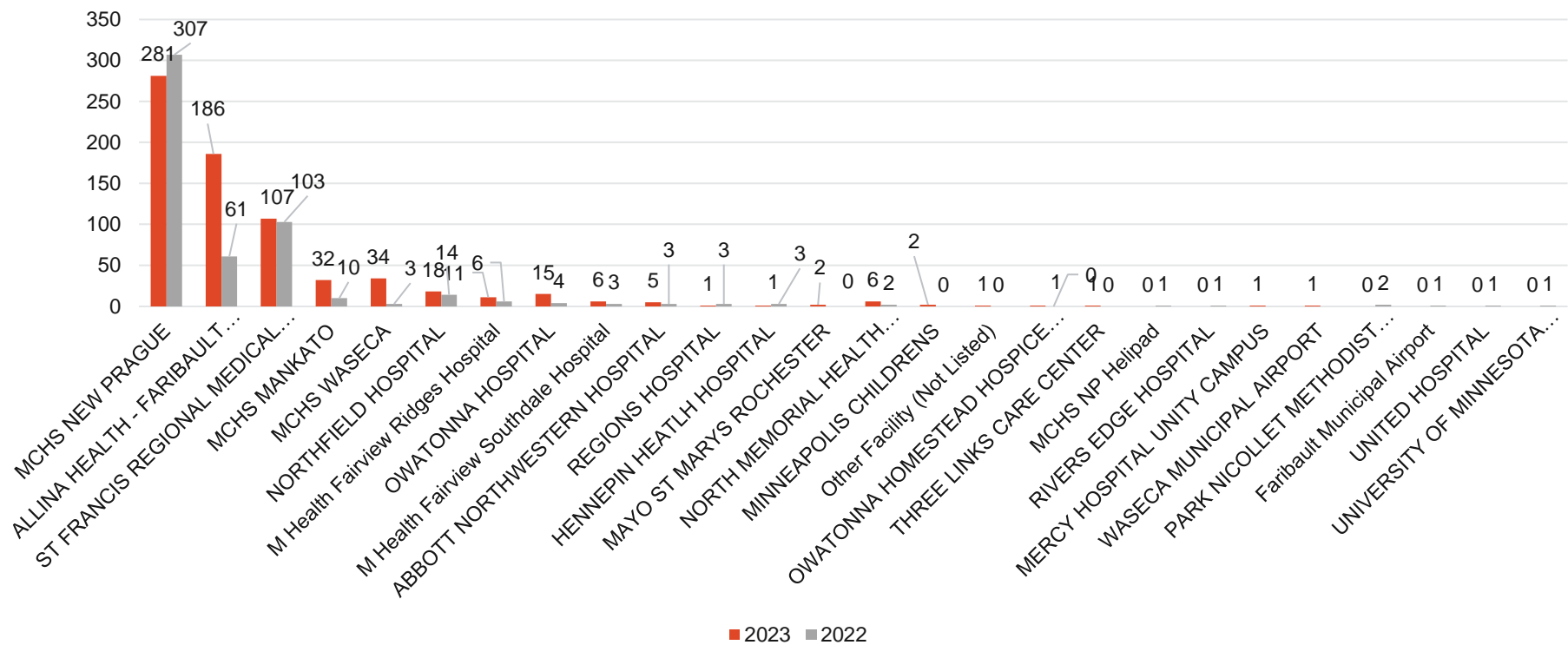


## 911 & TRANSFERS

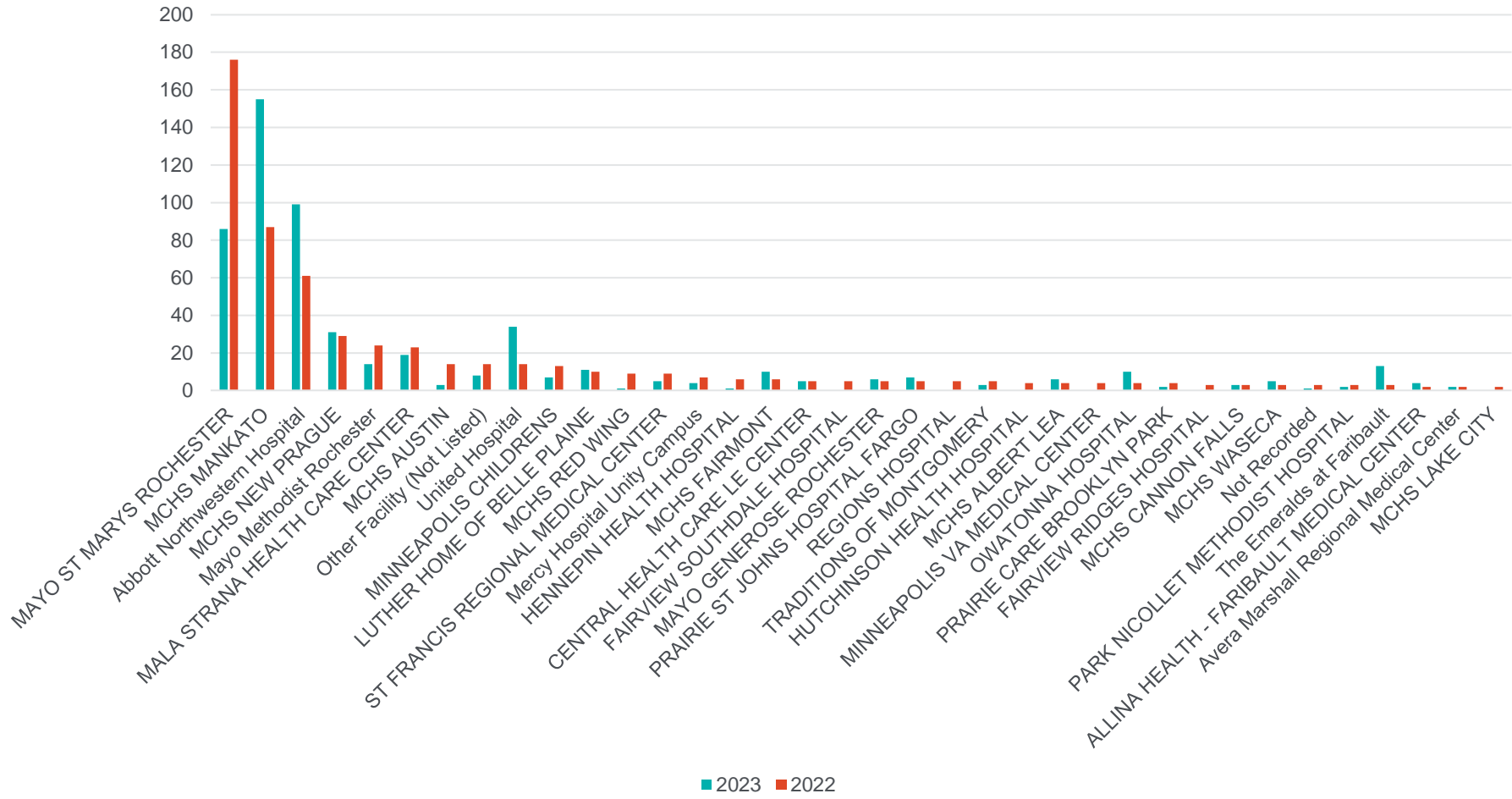
■ 911 ■ Transfers



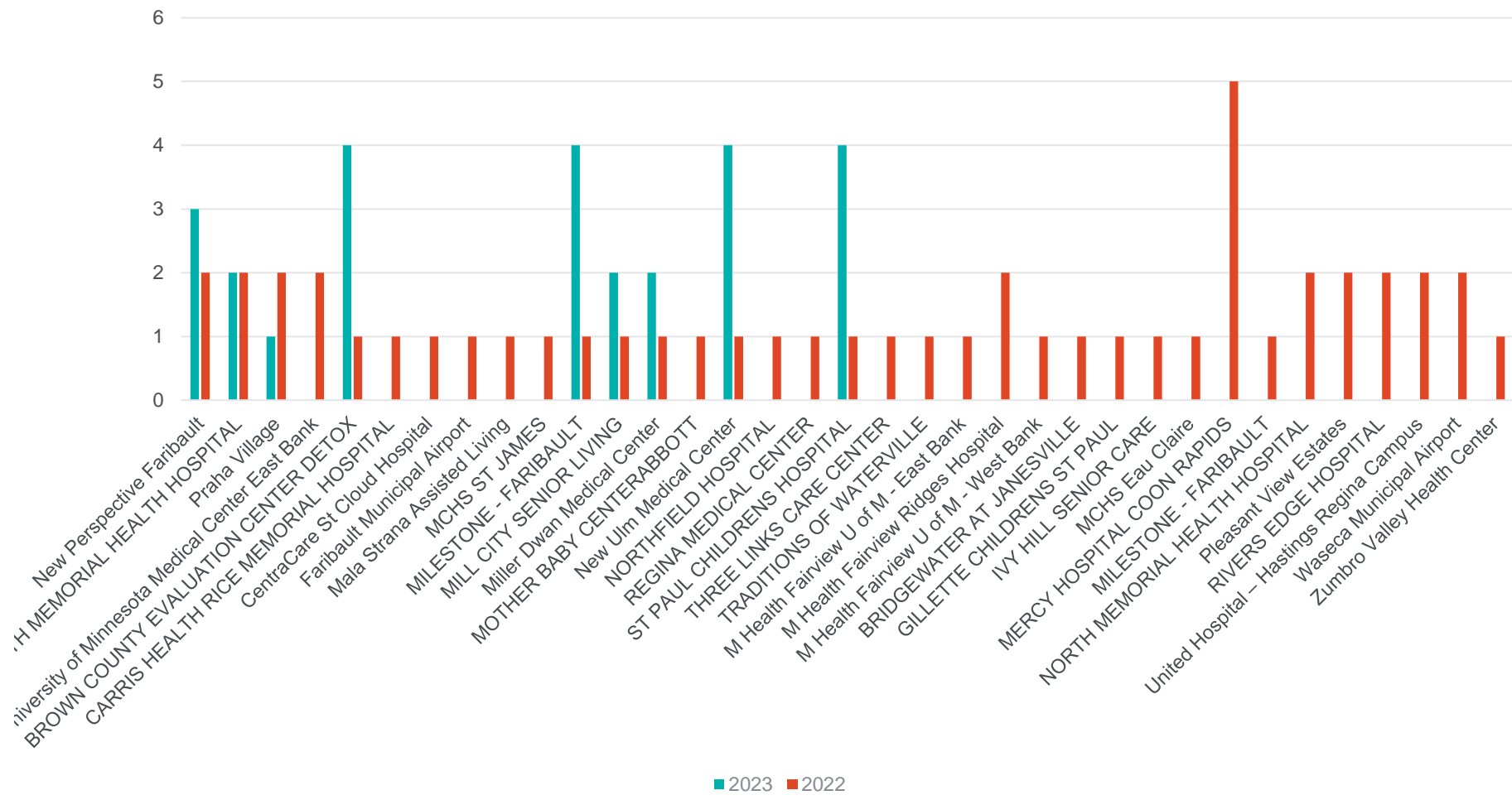
# 911 Patient Destinations



# Transfer Patient Destinations



# Transfer Patient Destinations



# New Prague September YTD Financials

**New Prague Income Statement**  
**For Nine Months Ended September 30, 2023**  
(Unaudited)  
(\$000's)

	Actual YTD 2023	Budget YTD 2023	F(U) Actual vs Budget
<b>Revenue:</b>			
Ambulance Services Revenue	\$1,386	\$1,197	15.7%
Other Revenue	1	-	0.0%
<b>Total Operating Revenue</b>	<b>\$1,387</b>	<b>\$1,197</b>	<b>15.8%</b>
<b>Direct Expense</b>			
Compensation	1,069	1,148	6.9%
Supplies	44	35	-26.1%
Purchased Services	79	78	-0.7%
Utilities and Fuel	45	48	5.7%
Maintenance and Repairs	26	27	2.4%
Rental	11	12	4.8%
Tax & Insurance	28	23	-22.6%
Other Expense	10	3	-249.1%
Depreciation	26	26	0.0%
<b>Total Direct Expense</b>	<b>\$1,337</b>	<b>\$1,399</b>	<b>4.4%</b>
<b>Indirect Expense</b>			
Indirect Expense (10%)	134	140	4.4%
<b>Total Indirect Expense</b>	<b>\$134</b>	<b>\$140</b>	<b>4.4%</b>
<b>Total Operating Expense</b>	<b>\$1,471</b>	<b>\$1,539</b>	<b>4.4%</b>
<b>Net Operating Income (Loss)</b>	<b>(\$85)</b>	<b>(\$342)</b>	<b>75.2%</b>
<b>Net Operating Margin</b>	<b>-6.1%</b>	<b>-28.5%</b>	<b>22.4%</b>
<b>Unit of Service</b>			
Key Stat / Transports	1,328	1,104	20.3%
FTE's	17.2	16.6	-3.2%

# Questions

