



SPECIAL CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, October 07, 2024 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

1. **CALL TO ORDER**
2. **APPROVAL OF REGULAR AGENDA**
3. **GENERAL BUSINESS**
 - a. Budget Memo
 - b. Levy Funds
 - c. Visioning Document
 - d. 2025-2034 CIP
 - e. Golf Club Budget
4. **MISCELLANEOUS**
 - a. Discussion of Items not on the Agenda
5. **ADJOURNMENT**

UPCOMING MEETINGS AND NOTICES:

October 8	6:00 p.m. Park Board
October 9	7:30 a.m. EDA Board
October 9	6:30 p.m. Cedar Lake Water & Sanitary Sewer District
October 14	12:00 p.m. Community Center Board
October 21	6:00 p.m. City Council
October 22	6:30 p.m. Golf Board
October 23	6:30 p.m. Planning Commission
October 28	3:30 p.m. Utilities Commission
November 4	6:00 p.m. City Council



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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: ITEMS TO DISCUSS AT BUDGET MEETING #3 (OCT 7, 2024)
DATE: OCTOBER 4, 2024

This year, I'd like to take a more systematic approach to the budget. This means that, I want to bring specific questions to each budget meeting, with the meetings building upon themselves as preliminary decisions are made that advance the budget towards December, where we will formally approve the budget. By that time, the budget should have been discussed, compensation and the CIP to the goals of the budget and visions for the future.

Taking discussion from the first couple meetings, I have prepared the agenda for this third budgeting meeting. This third meeting start the look at enterprise funds, with the Golf Fund being reviewed this meeting. It'll also be a time to again review a couple of the planning documents as well as give an update where the levy funds are at with more of the variable line items updated. As a reminder, the Preliminary Levy was set at 13%, though estimations at that time were that the levy would come in around 11.24%.

Items to Discuss

1) *Levy Funds*

I have attached a summary of the levy funds and line-item details for the General Fund levies. Since the last budget meeting, the following changes have taken place:

- The budget was adjusted for the health insurance, dental insurance, and HSA decisions approved by the Council at the September 16th meeting. After adjustments were made to account for single/family coverage to some positions by new employees and to adjust for planned retirements, this adjustment lowered the General Fund levy by \$20,630.
- Staff received word that we would be receiving a \$40,000 grant for radios. The Fire Department will be utilizing this funding. With some Public Safety Funding left, the City will utilize \$2,105 of that funding to pay the required match. This change does not affect the levy.
- Staff received word that through a new transportation program from the State, the City will be receiving \$25,000 in 2025 to be used towards street maintenance. This was added as a revenue, which lowered the General Fund levy by \$25,000.
- With an update to date accounting of what is left in the public safety funds, staff recommends using public safety funds to pay the \$7,500 for SWAT membership for 2025. This lowers the levy amount by \$7,500.

These changes result in an overall levy decrease of 53,130, which lowers the overall levy to \$5,313,585, which is 10.13% higher than 2024.

2) *Visioning Document*

The latest draft of the 2025 Visioning Document has been included for your review. There have not been any changes since the last discussion of the document.

3) *2025-2034 CIP*

The latest draft of the 2025-2034 CIP has been included for your review. This is the CIP for all departments. Previously, only the portions of the CIP that are affected by the General Fund were included.

4) *Golf Club Budget*

I have attached the draft of the 2025 Golf Club budget, recently approved by a 6-0 vote at the Golf Board meeting on 9/24. As a highlight, this draft budget includes:

- Like previous years, the draft budget is proposing a deficit for the year. Prior to depreciation being worked back in, the budget is \$171,700 in deficit. With expected depreciation added back in, this number changes to a \$28,595 deficit.
- The budget includes the proposed transfer of \$29,819, though the Golf Board is requesting more.
- The budget includes a 4% increase on the Golf Management contract.
- The CIP request for 2025 is \$321,500. In 2024, the Golf Course added an equipment certificate for \$175,000.
- The debt payment in 2025 will be \$72,613.56, including principle and interest.
- The audited fund balance for the golf club was \$478,374. Using the last couple years as a guide for how the end of the year went, and taking the current net positive of \$317,431, I expect the fund to be cash positive about \$170,000 at the end of the year. This means there will be an estimated fund balance of \$648,374.

I shared my thoughts on the Golf Management contract below and they have not changed. I would recommend a 2% increase to the Golf Management Contract for 2025.

For the CIP request, the Golf Club needs equipment to be able to maintain the course to keep customers coming back. While some equipment may be able to be stretched, I know our staff does its best to make equipment last as long as possible, only asking for equipment when it's necessary. To that end, I recommend proceeding with the \$321,500 CIP request for 2025. I would also recommend that the golf club pay for \$221,500 of the purchase with reserves, bonding for the remaining \$100,000.

a) *Golf Club Management Contract*

As we discussed back in July when discussing a schedule for the budget discussions, I have received the proposed Golf Manager contract for 2025. In the contract, the only material change is the compensation paid to the Golf Manager. For the contract provided to me, which was approved by the Golf Board in August, a 4.99% increase is included. The amount approved within the budget at the September Golf Board meeting was a 4% increase.

In 2024, the City is set to pay the Golf Manager \$100,170. The proposed contract, which was approved by the Golf Board via their budget, would pay the Golf Manager \$104,172 in 2025. This is a 4% increase. While I understand that inflation has driven up the cost of living and that the golf course continues to do much better than a few years ago, I disagree with the amount of this increase.

As I have shared with the Council, the City Finance staff does a fair amount of back-end work for the Golf Department, including double-checking and correcting reports, dealing with vendors, and correcting time-cards. Ultimately, this consumes Finance staff time that I don't believe it should

be spending so that the City's finances are in order as much as possible. These are not generally problems that Directors in other departments have on a regular basis.

Management has been informed of these discrepancies and I hope for an improvement in 2025. But because of these issues I believe need to be resolved, I am recommending to the City Council that the pay for 2025 include only a 2% increase, to \$102,173.40.

CITY OF NEW PRAGUE
2024 PROPERTY TAX LEVY, PAYABLE IN 2025
Proposed 2025 Budget

Section 3, Item b.

	Certified 2016	Certified 2017	Certified 2018	Certified 2019	Certified 2020	Certified 2021	Certified 2022	Certified 2023	Certified 2024	Budget 2025	\$ Difference	% Difference
General Fund Levy	\$2,705,477	\$2,947,000	\$3,039,000	\$3,133,985	\$3,253,533	\$3,354,390	\$3,660,878	\$3,728,128	\$3,749,628	\$4,238,585	\$488,957	13.04%
Total Tax Abatement	\$126,850	---	---	---	---	---	---	---	---	---	---	---
Debt Service Levy	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$950,000	\$950,000	\$821,283	\$861,725	\$959,696	\$97,971	11.37%
EDA Levy	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$75,000	\$75,000	\$75,000	\$0	0.00%
Equipment/Facility Levy	---	---	---	---	---	---	---	\$200,217	\$138,275	\$40,304	-\$97,971	-70.85%
Total City Tax Levy	\$3,882,327	\$3,997,000	\$4,089,000	\$4,183,985	\$4,303,533	\$4,354,390	\$4,660,878	\$4,824,628	\$4,824,628	\$5,313,585	\$488,957	10.13%
\$ Change from Previous Year	\$57,356	\$114,673	\$92,000	\$94,985	\$119,548	\$50,857	\$306,488	\$163,750	\$0	\$488,957		
% Change from Previous Year	1.50%	2.95%	2.30%	2.32%	2.86%	1.18%	7.04%	3.51%	0.00%	10.13%		
5-year Average Change in Total Levy	0.71%	1.30%	1.79%	2.48%	2.39%	2.32%	3.14%	3.38%	2.92%	4.37%		
Net Tax Capacity	\$6,236,138	\$6,421,254	\$6,676,041	\$7,267,962	\$7,869,273	\$8,474,198	\$8,925,796	\$11,022,769	\$11,371,733	\$11,848,237		
City Tax Rate	62.255%	62.246%	61.249%	57.568%	54.688%	51.384%	52.218%	43.770%	42.426%	44.847%		

* EDA Levy (Per MN. Statutes 469.107 subd. 1.)

** 2025 Net Tax Capacity and Tax Rate are estimates until finalized

General Fund - Fund 101

Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-2025	Section 3, Item b.
			Budget	2025 Proposed		
	Administration	\$498,979.78	\$461,644.00	\$508,668.00	-\$461,644.00	
	Expense	\$498,979.78	\$461,644.00	\$508,668.00	-\$461,644.00	-100%
WAGES FULL-TIME	101-4-4132-101	\$315,214.83	\$288,397.00	\$296,421.00	-\$288,397.00	-100%
WAGES OVERTIME	101-4-4132-102	\$611.57	\$500.00	\$500.00	-\$500.00	-100%
EMPLOYEE BENEFITS	101-4-4132-113	\$4,906.35	\$4,800.00	\$4,800.00	-\$4,800.00	-100%
EMPLOYER CONT. P E R A	101-4-4132-121	\$23,496.75	\$21,667.00	\$22,269.00	-\$21,667.00	-100%
EMPLOYER CONT. F I C A	101-4-4132-122	\$21,844.51	\$22,119.00	\$22,732.00	-\$22,119.00	-100%
HEALTH INSURANCE	101-4-4132-131	\$59,767.21	\$57,428.00	\$65,643.00	-\$57,428.00	-100%
DENTAL INSURANCE	101-4-4132-132	\$5,322.60	\$5,920.00	\$5,190.00	-\$5,920.00	-100%
LIFE & S-T DISABILITY INS	101-4-4132-133	\$1,057.06	\$863.00	\$870.00	-\$863.00	-100%
WORKER'S COMP PREMIUMS	101-4-4132-151	\$2,004.72	\$1,746.00	\$1,986.00	-\$1,746.00	-100%
SUPPLIES	101-4-4132-200	\$1,876.11	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4132-220	\$23.12	\$0.00	\$0.00	\$0.00	0
SAFETY EQUIP & TRAINING	101-4-4132-231	\$1,053.99	\$1,196.00	\$1,105.00	-\$1,196.00	-100%
AUDIT	101-4-4132-301	\$31,207.54	\$24,742.00	\$32,860.00	-\$24,742.00	-100%
PROFESSIONAL SERVICES	101-4-4132-310	\$1,360.00	\$5,000.00	\$25,804.00	-\$5,000.00	-100%
ADMINISTRATIVE FEES	101-4-4132-315	\$0.00	\$0.00	\$0.00	\$0.00	0
POSTAGE	101-4-4132-320	\$3,095.62	\$1,200.00	\$1,200.00	-\$1,200.00	-100%
TELEPHONE	101-4-4132-321	\$1,901.90	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
COMPUTER COMM/MAINT	101-4-4132-322	\$52.13	\$0.00	\$0.00	\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4132-330	\$139.16	\$0.00	\$0.00	\$0.00	0
ADVERTISING & PUBLICATIONS	101-4-4132-340	\$305.00	\$0.00	\$0.00	\$0.00	0
INSURANCES	101-4-4132-369	\$2,472.01	\$2,716.00	\$2,988.00	-\$2,716.00	-100%
CONTRACTED SERVICES	101-4-4132-401	\$109.00	\$100.00	\$100.00	-\$100.00	-100%
RENTALS	101-4-4132-410	\$5,575.94	\$2,500.00	\$2,500.00	-\$2,500.00	-100%
MISCELLANEOUS EXPENSE	101-4-4132-430	\$75.00	\$200.00	\$200.00	-\$200.00	-100%
CREDIT CARD EXPENSE	101-4-4132-431	\$937.18	\$550.00	\$1,000.00	-\$550.00	-100%
DUES & SUBSCRIPTIONS	101-4-4132-433	\$13,494.78	\$12,000.00	\$14,000.00	-\$12,000.00	-100%
TRAINING & SEMINARS	101-4-4132-450	\$1,075.70	\$4,000.00	\$2,500.00	-\$4,000.00	-100%
	Animal Control	\$11,700.00	\$15,750.00	\$15,700.00	-\$15,750.00	
	Expense	\$11,700.00	\$15,750.00	\$15,700.00	-\$15,750.00	-100%
CONTRACTED SERVICES	101-4-4270-401	\$11,700.00	\$15,600.00	\$15,600.00	-\$15,600.00	-100%
LICENSE FEES/REGISTRATION	101-4-4270-460	\$0.00	\$150.00	\$100.00	-\$150.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
	Aquatic Center	\$140,224.14	\$116,251.00	\$140,329.00	-\$116,251.00	
	Expense	\$140,224.14	\$116,251.00	\$140,329.00	-\$116,251.00	-100%
INSURANCES	101-4-4515-369	\$272.00	\$299.00	\$329.00	-\$299.00	-100%
CONTRIBUTION TO NPAS	101-4-4515-491	\$139,952.14	\$115,952.00	\$140,000.00	-\$115,952.00	-100%
	Assessor	\$44,400.00	\$45,700.00	\$48,000.00	-\$45,700.00	
	Expense	\$44,400.00	\$45,700.00	\$48,000.00	-\$45,700.00	-100%
ASSESSOR FEES	101-4-4155-312	\$44,400.00	\$45,700.00	\$48,000.00	-\$45,700.00	-100%
	Attorney	\$78,100.11	\$70,000.00	\$80,000.00	-\$70,000.00	
	Expense	\$78,100.11	\$70,000.00	\$80,000.00	-\$70,000.00	-100%
CRIMINAL LEGAL FEES	101-4-4161-304	\$26,318.52	\$30,000.00	\$30,000.00	-\$30,000.00	-100%
CIVIL LEGAL FEES	101-4-4161-305	\$51,781.59	\$40,000.00	\$50,000.00	-\$40,000.00	-100%
	Building Inspector	\$308,239.15	\$341,054.00	\$397,744.00	-\$341,054.00	
	Expense	\$308,239.15	\$341,054.00	\$397,744.00	-\$341,054.00	-100%
WAGES FULL-TIME	101-4-4240-101	\$206,161.60	\$220,753.00	\$240,539.00	-\$220,753.00	-100%
EMPLOYEE BENEFITS	101-4-4240-113	\$909.70	\$940.00	\$940.00	-\$940.00	-100%
EMPLOYER CONT. P E R A	101-4-4240-121	\$15,321.63	\$16,556.00	\$18,040.00	-\$16,556.00	-100%
EMPLOYER CONT. F I C A	101-4-4240-122	\$14,384.69	\$16,960.00	\$18,473.00	-\$16,960.00	-100%
HEALTH INSURANCE	101-4-4240-131	\$39,228.07	\$46,527.00	\$58,013.00	-\$46,527.00	-100%
DENTAL INSURANCE	101-4-4240-132	\$4,160.08	\$5,060.00	\$5,370.00	-\$5,060.00	-100%
LIFE & S-T DISABILITY INS	101-4-4240-133	\$673.52	\$680.00	\$717.00	-\$680.00	-100%
WORKER'S COMP PREMIUMS	101-4-4240-151	\$1,368.50	\$1,228.00	\$1,952.00	-\$1,228.00	-100%
SUPPLIES	101-4-4240-200	\$665.04	\$1,300.00	\$1,300.00	-\$1,300.00	-100%
MOTOR FUELS	101-4-4240-212	\$1,513.57	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
REPAIRS & MAINT SUPPLIES	101-4-4240-220	\$6.04	\$0.00	\$0.00	\$0.00	0
SAFETY EQUIP & TRAINING	101-4-4240-231	\$602.28	\$684.00	\$631.00	-\$684.00	-100%
PROFESSIONAL SERVICES	101-4-4240-310	\$7,493.19	\$1,300.00	\$7,500.00	-\$1,300.00	-100%
POSTAGE	101-4-4240-320	\$88.08	\$100.00	\$100.00	-\$100.00	-100%
TELEPHONE	101-4-4240-321	\$1,572.90	\$1,600.00	\$1,600.00	-\$1,600.00	-100%
COMPUTER COMM/MAINT	101-4-4240-322	\$52.13	\$0.00	\$0.00	\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4240-330	\$12.03	\$250.00	\$250.00	-\$250.00	-100%
INSURANCES	101-4-4240-369	\$1,752.38	\$1,926.00	\$2,119.00	-\$1,926.00	-100%
CONTRACTED NUISANCE ABATEMENT	101-4-4240-401	\$1,530.10	\$1,500.00	\$1,500.00	-\$1,500.00	-100%
VEHICLE MAINTENANCE	101-4-4240-408	\$675.27	\$700.00	\$700.00	-\$700.00	-100%
RENTALS	101-4-4240-410	\$822.13	\$850.00	\$850.00	-\$850.00	-100%
CREDIT CARD FEES	101-4-4240-431	\$7,965.95	\$6,000.00	\$6,000.00	-\$6,000.00	-100%
DUES & SUBSCRIPTIONS	101-4-4240-433	\$274.89	\$900.00	\$900.00	-\$900.00	-100%
TRAINING & SEMINARS	101-4-4240-450	\$979.38	\$3,200.00	\$3,200.00	-\$3,200.00	-100%
LICENSE FEES/REGISTRATION	101-4-4240-460	\$26.00	\$40.00	\$50.00	-\$40.00	-100%
CAPITAL OUTLAY	101-4-4240-500	\$0.00	\$10,000.00	\$25,000.00	-\$10,000.00	-100%

General Fund - Fund 101

Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-2025	Section 3, Item b.
			Budget	2025 Proposed		
	Comm Dev.	-\$260,792.29	-\$195,000.00	-\$205,000.00	\$195,000.00	
	Revenue	-\$260,792.29	-\$195,000.00	-\$205,000.00	\$195,000.00	-100%
BUILDING PERMITS	101-3-4100-32210	-\$248,213.29	-\$185,000.00	-\$195,000.00	\$185,000.00	-100%
PLANNING APPLICATIONS	101-3-4100-32220	-\$8,320.00	-\$6,000.00	-\$6,000.00	\$6,000.00	-100%
PLAN REVIEW	101-3-4100-32260	-\$4,259.00	-\$4,000.00	-\$4,000.00	\$4,000.00	-100%
	Council	\$67,312.87	\$76,142.00	\$70,925.00	-\$76,142.00	
	Expense	\$67,312.87	\$76,142.00	\$70,925.00	-\$76,142.00	-100%
WAGES PART-TIME	101-4-4111-103	\$23,406.25	\$21,900.00	\$21,900.00	-\$21,900.00	-100%
EMPLOYEE BENEFITS	101-4-4111-113	\$151.94	\$400.00	\$400.00	-\$400.00	-100%
EMPLOYER CONT. P E R A	101-4-4111-121	\$1,121.25	\$1,035.00	\$1,035.00	-\$1,035.00	-100%
EMPLOYER CONT. F I C A	101-4-4111-122	\$400.08	\$422.00	\$423.00	-\$422.00	-100%
WORKER'S COMP PREMIUMS	101-4-4111-151	\$70.00	\$95.00	\$91.00	-\$95.00	-100%
SUPPLIES	101-4-4111-200	\$72.46	\$400.00	\$400.00	-\$400.00	-100%
PROFESSIONAL SERVICES	101-4-4111-310	\$9,200.00	\$9,300.00	\$9,200.00	-\$9,300.00	-100%
POSTAGE	101-4-4111-320	\$44.09	\$0.00		\$0.00	0
TELEPHONE	101-4-4111-321	\$987.76	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4111-330	\$1,095.37	\$1,500.00	\$1,000.00	-\$1,500.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4111-340	\$24,911.70	\$35,000.00	\$30,000.00	-\$35,000.00	-100%
PRINTING & BINDING	101-4-4111-350	\$3,228.98	\$2,000.00	\$2,200.00	-\$2,000.00	-100%
INSURANCES	101-4-4111-369	\$1,693.00	\$1,860.00	\$2,046.00	-\$1,860.00	-100%
CONTRACTED SERVICES	101-4-4111-401	\$600.00	\$500.00	\$500.00	-\$500.00	-100%
MISCELLANEOUS EXPENSE	101-4-4111-430	\$0.00	\$150.00	\$150.00	-\$150.00	-100%
DUES & SUBSCRIPTIONS	101-4-4111-433	\$174.99	\$80.00	\$80.00	-\$80.00	-100%
TRAINING & SEMINARS	101-4-4111-450	\$155.00	\$500.00	\$500.00	-\$500.00	-100%
	Elections	\$3,433.97	\$15,900.00	\$1,365.00	-\$15,900.00	
	Expense	\$3,433.97	\$15,900.00	\$1,365.00	-\$15,900.00	-100%
WAGES PART-TIME	101-4-4141-103	\$0.00	\$12,000.00	\$0.00	-\$12,000.00	-100%
SUPPLIES	101-4-4141-200	\$2,208.00	\$500.00	\$0.00	-\$500.00	-100%
PROFESSIONAL SERVICES	101-4-4141-310	\$1,200.00	\$1,200.00	\$1,200.00	-\$1,200.00	-100%
POSTAGE	101-4-4141-320	\$11.97	\$100.00	\$15.00	-\$100.00	-100%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4141-330	\$0.00	\$600.00	\$50.00	-\$600.00	-100%
INSURANCES	101-4-4141-369	\$14.00	\$0.00	\$0.00	\$0.00	0
MISCELLANEOUS EXPENSE	101-4-4141-430	\$0.00	\$1,500.00	\$100.00	-\$1,500.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
	Emergency Mgmt	\$1,738.85	\$2,637.00	\$3,341.00	-\$2,637.00	
	Expense	\$1,738.85	\$2,637.00	\$3,341.00	-\$2,637.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4250-220	\$232.25	\$350.00		-\$350.00	-100%
INSURANCES	101-4-4250-369	\$489.00	\$537.00	\$591.00	-\$537.00	-100%
REPAIRS & MAINTENANCE	101-4-4250-404	\$1,017.60	\$1,750.00	\$2,750.00	-\$1,750.00	-100%
	Engineer	\$10,491.00	\$20,000.00	\$15,000.00	-\$20,000.00	
	Expense	\$10,491.00	\$20,000.00	\$15,000.00	-\$20,000.00	-100%
ENGINEERING FEES	101-4-4171-303	\$10,491.00	\$20,000.00	\$15,000.00	-\$20,000.00	-100%
	Fire	\$107,353.76	\$151,332.00	\$136,622.00	-\$151,332.00	
	Expense	\$230,499.48	\$252,332.00	\$308,622.00	-\$252,332.00	-100%
WAGES PART-TIME	101-4-4220-103	\$37,525.00	\$40,000.00	\$50,000.00	-\$40,000.00	-100%
EMPLOYER CONT. F I C A	101-4-4220-122	\$4,115.13	\$4,050.00	\$5,485.00	-\$4,050.00	-100%
FIRE PENSION CONTR.	101-4-4220-124	\$116,173.72	\$100,000.00	\$120,000.00	-\$100,000.00	-100%
WORKER'S COMP PREMIUMS	101-4-4220-151	\$16,953.00	\$17,000.00	\$19,687.00	-\$17,000.00	-100%
SUPPLIES	101-4-4220-200	\$10,265.70	\$12,500.00	\$12,500.00	-\$12,500.00	-100%
MOTOR FUELS	101-4-4220-212	\$3,564.68	\$3,000.00	\$3,000.00	-\$3,000.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4220-220	\$2,547.53	\$8,000.00	\$8,000.00	-\$8,000.00	-100%
PROFESSIONAL SERVICES	101-4-4220-310	\$3,185.71	\$5,000.00	\$5,000.00	-\$5,000.00	-100%
TELEPHONE	101-4-4220-321	\$1,420.99	\$1,500.00	\$1,500.00	-\$1,500.00	-100%
COMPUTER COMMUNICATIONS	101-4-4220-322	\$0.00	\$250.00	\$50.00	-\$250.00	-100%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4220-330	\$2,296.94	\$1,500.00	\$2,500.00	-\$1,500.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4220-340	\$255.00	\$400.00	\$300.00	-\$400.00	-100%
INSURANCES	101-4-4220-369	\$4,260.50	\$4,682.00	\$5,150.00	-\$4,682.00	-100%
ELECTRIC	101-4-4220-381	\$5,345.52	\$4,500.00	\$5,000.00	-\$4,500.00	-100%
WATER/SEWER	101-4-4220-382	\$3,753.07	\$2,000.00	\$3,800.00	-\$2,000.00	-100%
REFUSE	101-4-4220-384	\$253.38	\$250.00	\$250.00	-\$250.00	-100%
NATURAL GAS	101-4-4220-385	\$3,717.63	\$4,000.00	\$4,000.00	-\$4,000.00	-100%
CONTRACTED SERVICES	101-4-4220-401	\$120.00	\$500.00	\$200.00	-\$500.00	-100%
REPAIRS & MAINTENANCE	101-4-4220-404	\$4,367.70	\$8,000.00	\$8,000.00	-\$8,000.00	-100%
DUES & SUBSCRIPTIONS	101-4-4220-433	\$145.00	\$200.00	\$200.00	-\$200.00	-100%
TRAINING & SEMINARS	101-4-4220-450	\$8,480.94	\$10,000.00	\$12,000.00	-\$10,000.00	-100%
CAPITAL OUTLAY	101-4-4220-500	\$1,752.34	\$25,000.00	\$42,000.00	-\$25,000.00	-100%
	Revenue	-\$123,145.72	-\$101,000.00	-\$172,000.00	\$101,000.00	-100%
FIRE TRAINING AID	101-3-4220-33417	-\$6,766.50	-\$6,000.00	-\$12,000.00	\$6,000.00	-100%
FIRE STATE AID	101-3-4220-33423	-\$116,173.72	-\$95,000.00	-\$120,000.00	\$95,000.00	-100%
STATE/COUNTY GRANT	101-3-4220-33435	\$0.00	\$0.00	-\$40,000.00	\$0.00	0
MISCELLANEOUS INCOME	101-3-4220-36200	-\$205.50	\$0.00		\$0.00	0
	Governmental Building	\$105,814.20	\$174,138.00	\$82,091.00	-\$174,138.00	
	Expense	\$105,814.20	\$174,138.00	\$82,091.00	-\$174,138.00	-100%

General Fund - Fund 101

Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-2025	Section 3, Item b.
			Budget	2025 Proposed		
WAGES FULL-TIME	101-4-4194-101	\$9,080.74	\$7,824.00	\$8,322.00	-\$7,824.00	-100%
EMPLOYEE BENEFITS	101-4-4194-113	\$0.00	\$12.00		-\$12.00	-100%
EMPLOYER CONT. P E R A	101-4-4194-121	\$685.54	\$586.00	\$624.00	-\$586.00	-100%
EMPLOYER CONT. F I C A	101-4-4194-122	\$626.01	\$599.00	\$637.00	-\$599.00	-100%
HEALTH INSURANCE	101-4-4194-131	\$2,342.55	\$1,963.00	\$2,176.00	-\$1,963.00	-100%
DENTAL INSURANCE	101-4-4194-132	\$234.12	\$202.00	\$177.00	-\$202.00	-100%
LIFE & S-T DISABILITY INS	101-4-4194-133	\$30.93	\$7.00	\$239.00	-\$7.00	-100%
WORKER'S COMP PREMIUMS	101-4-4194-151	\$60.30	\$50.00	\$51.00	-\$50.00	-100%
SUPPLIES	101-4-4194-200	\$1,576.05	\$1,500.00	\$1,600.00	-\$1,500.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4194-220	\$2,803.83	\$3,500.00	\$4,000.00	-\$3,500.00	-100%
SAFETY EQUIP & TRAINING	101-4-4194-231	\$49.15	\$100.00	\$100.00	-\$100.00	-100%
PROFESSIONAL SERVICES	101-4-4194-310	\$5,648.36	\$1,300.00	\$1,350.00	-\$1,300.00	-100%
INSURANCES	101-4-4194-369	\$177.24	\$195.00	\$215.00	-\$195.00	-100%
ELECTRIC	101-4-4194-381	\$15,267.34	\$18,000.00	\$20,000.00	-\$18,000.00	-100%
WATER/SEWER	101-4-4194-382	\$2,458.26	\$2,200.00	\$2,500.00	-\$2,200.00	-100%
REFUSE	101-4-4194-384	\$1,052.51	\$1,100.00	\$1,100.00	-\$1,100.00	-100%
NATURAL GAS	101-4-4194-385	\$9,133.57	\$10,000.00	\$14,000.00	-\$10,000.00	-100%
CITY WIDE CLEAN-UP	101-4-4194-387	\$2,215.00	\$4,000.00	\$4,000.00	-\$4,000.00	-100%
CONTRACTED SERVICES	101-4-4194-401	\$15,439.56	\$16,000.00	\$16,000.00	-\$16,000.00	-100%
REPAIRS & MAINTENANCE	101-4-4194-404	\$4,218.09	\$5,000.00	\$5,000.00	-\$5,000.00	-100%
RENTALS	101-4-4194-410	\$104.75	\$0.00		\$0.00	0
CAPITAL OUTLAY	101-4-4194-500	\$32,610.30	\$100,000.00	\$0.00	-\$100,000.00	-100%
	Library	\$46,099.81	\$33,265.00	\$36,027.00	-\$33,265.00	
	Expense	\$46,099.81	\$33,265.00	\$36,027.00	-\$33,265.00	-100%
SUPPLIES	101-4-4550-200	\$522.43	\$700.00	\$700.00	-\$700.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4550-220	\$210.47	\$1,650.00	\$1,700.00	-\$1,650.00	-100%
PROFESSIONAL SERVICES	101-4-4550-310	\$15.25	\$0.00		\$0.00	0
INSURANCE	101-4-4550-369	\$3,290.00	\$3,615.00	\$3,977.00	-\$3,615.00	-100%
ELECTRIC	101-4-4550-381	\$9,304.75	\$10,000.00	\$11,500.00	-\$10,000.00	-100%
WATER/SEWER	101-4-4550-382	\$906.15	\$1,200.00	\$1,300.00	-\$1,200.00	-100%
REFUSE	101-4-4550-384	\$862.51	\$800.00	\$850.00	-\$800.00	-100%
NATURAL GAS	101-4-4550-385	\$4,059.36	\$4,500.00	\$5,000.00	-\$4,500.00	-100%
CONTRACTED SERVICES	101-4-4550-401	\$8,919.24	\$9,300.00	\$9,500.00	-\$9,300.00	-100%
REPAIRS & MAINTENANCE	101-4-4550-404	\$18,009.65	\$1,500.00	\$1,500.00	-\$1,500.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
	Municipal Band	\$4,473.97	\$4,484.00	\$4,575.00	-\$4,484.00	
	Expense	\$4,473.97	\$4,484.00	\$4,575.00	-\$4,484.00	-100%
WAGES PART-TIME	101-4-4516-103	\$4,473.97	\$4,484.00	\$4,575.00	-\$4,484.00	-100%
	Park Board	\$48,778.09	\$180,000.00	\$43,126.00	-\$180,000.00	
	Expense	\$55,778.09	\$180,000.00	\$78,126.00	-\$180,000.00	-100%
SUPPLIES	101-4-4521-200	\$850.00	\$0.00	\$0.00	\$0.00	0
PROFESSIONAL SERVICES	101-4-4521-310	\$6,150.00	\$0.00	\$0.00	\$0.00	0
SPECIAL PROJECTS	101-4-4521-441	\$48,778.09	\$50,000.00	\$35,000.00	-\$50,000.00	-100%
CAPITAL OUTLAY	101-4-4521-500	\$0.00	\$130,000.00	\$43,126.00	-\$130,000.00	-100%
	Revenue	-\$7,000.00	\$0.00	-\$35,000.00	\$0.00	0
LOCAL GOV'T GRANTS.AID	101-3-4521-33640	-\$7,000.00	\$0.00	-\$35,000.00	\$0.00	0
	Parks	\$1,955,015.54	\$621,815.00	\$693,980.00	-\$621,815.00	
	Expense	\$2,008,887.43	\$621,815.00	\$693,980.00	-\$621,815.00	-100%
WAGES FULL-TIME	101-4-4520-101	\$234,820.23	\$206,158.00	\$243,076.00	-\$206,158.00	-100%
WAGES OVERTIME	101-4-4520-102	\$2,283.42	\$3,500.00	\$3,500.00	-\$3,500.00	-100%
WAGES PART-TIME	101-4-4520-103	\$74,060.50	\$80,000.00	\$80,000.00	-\$80,000.00	-100%
EMPLOYEE BENEFITS	101-4-4520-113	\$1,500.64	\$1,830.00	\$2,055.00	-\$1,830.00	-100%
EMPLOYER CONT. P E R A	101-4-4520-121	\$17,805.40	\$17,324.00	\$20,093.00	-\$17,324.00	-100%
EMPLOYER CONT. F I C A	101-4-4520-122	\$22,674.59	\$21,916.00	\$25,140.00	-\$21,916.00	-100%
HEALTH INSURANCE	101-4-4520-131	\$37,736.91	\$26,289.00	\$40,838.00	-\$26,289.00	-100%
DENTAL INSURANCE	101-4-4520-132	\$3,484.49	\$3,151.00	\$3,632.00	-\$3,151.00	-100%
LIFE & S-T DISABILITY INS	101-4-4520-133	\$747.06	\$647.00	\$751.00	-\$647.00	-100%
WORKER'S COMP PREMIUMS	101-4-4520-151	\$16,115.00	\$13,855.00	\$20,311.00	-\$13,855.00	-100%
SUPPLIES	101-4-4520-200	\$2,409.36	\$3,000.00	\$3,000.00	-\$3,000.00	-100%
MOTOR FUELS	101-4-4520-212	\$9,416.78	\$14,000.00	\$14,000.00	-\$14,000.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4520-220	\$50,393.15	\$54,000.00	\$55,000.00	-\$54,000.00	-100%
SAFETY EQUIP & TRAINING	101-4-4520-231	\$1,513.93	\$1,700.00	\$1,700.00	-\$1,700.00	-100%
PROFESSIONAL SERVICES	101-4-4520-310	\$512.49	\$500.00	\$500.00	-\$500.00	-100%
POSTAGE	101-4-4520-320	\$0.00	\$30.00	\$50.00	-\$30.00	-100%
TELEPHONE	101-4-4520-321	\$1,821.92	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
COMPUTER COMM/MAINT	101-4-4520-322	\$152.33	\$180.00	\$600.00	-\$180.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4520-340	\$382.50	\$700.00	\$700.00	-\$700.00	-100%
INSURANCES	101-4-4520-369	\$11,816.90	\$12,985.00	\$14,284.00	-\$12,985.00	-100%
ELECTRIC	101-4-4520-381	\$10,394.50	\$9,000.00	\$14,700.00	-\$9,000.00	-100%
WATER/SEWER	101-4-4520-382	\$9,247.53	\$6,250.00	\$7,000.00	-\$6,250.00	-100%
REFUSE	101-4-4520-384	\$2,160.61	\$3,000.00	\$3,000.00	-\$3,000.00	-100%
NATURAL GAS	101-4-4520-385	\$3,650.27	\$4,500.00	\$6,000.00	-\$4,500.00	-100%
CONTRACTED SERVICES	101-4-4520-401	\$2,760.00	\$5,000.00	\$5,000.00	-\$5,000.00	-100%
REPAIRS & MAINTENANCE	101-4-4520-404	\$9,940.40	\$12,000.00	\$12,000.00	-\$12,000.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
VEHICLE MAINTENANCE	101-4-4520-408	\$2,418.70	\$4,000.00	\$4,000.00	-\$4,000.00	-100%
RENTALS	101-4-4520-410	\$4,980.00	\$7,000.00	\$7,400.00	-\$7,000.00	-100%
MISCELLANEOUS EXPENSE	101-4-4520-430	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
DUES & SUBSCRIPTIONS	101-4-4520-433	\$720.89	\$500.00	\$750.00	-\$500.00	-100%
REAL ESTATE TAXES	101-4-4520-440	\$3,004.29	\$2,600.00		-\$2,600.00	-100%
SPECIAL PROJECTS	101-4-4520-441	\$17,704.00	\$20,300.00	\$21,000.00	-\$20,300.00	-100%
GRANTS/SPECIAL PROJECTS	101-4-4520-442	\$50,653.28	\$0.00		\$0.00	0
TRAINING & SEMINARS	101-4-4520-450	\$2,300.00	\$700.00	\$700.00	-\$700.00	-100%
LICENSE FEES/REGISTRATION	101-4-4520-460	\$74.22	\$200.00	\$200.00	-\$200.00	-100%
CAPITAL OUTLAY	101-4-4520-500	\$1,399,231.14	\$82,000.00	\$80,000.00	-\$82,000.00	-100%
	Revenue	-\$53,871.89	\$0.00		\$0.00	0
EMERALD ASH BORER GRANT	101-3-4520-33640	-\$46,100.89	\$0.00		\$0.00	0
CONTRIBUTIONS AND DONATIONS	101-3-4520-36330	-\$1,140.00	\$0.00		\$0.00	0
SMALL TOWN GRANT-DISC GOLF(R)	101-3-4520-33641	-\$6,631.00			\$0.00	
	Planning	\$331,444.00	\$405,723.00	\$518,457.00	-\$405,723.00	-100%
	Expense	\$331,444.00	\$405,723.00	\$518,457.00	-\$405,723.00	-100%
WAGES FULL-TIME	101-4-4191-101	\$197,540.91	\$249,252.00	\$271,063.00	-\$249,252.00	-100%
EMPLOYEE BENEFITS	101-4-4191-113	\$108.53	\$160.00		-\$160.00	-100%
EMPLOYER CONT. P E R A	101-4-4191-121	\$14,801.09	\$18,694.00	\$20,330.00	-\$18,694.00	-100%
EMPLOYER CONT. F I C A	101-4-4191-122	\$14,053.63	\$19,083.00	\$20,758.00	-\$19,083.00	-100%
HEALTH INSURANCE	101-4-4191-131	\$24,834.89	\$49,076.00	\$58,106.00	-\$49,076.00	-100%
DENTAL INSURANCE	101-4-4191-132	\$2,620.32	\$5,060.00	\$4,631.00	-\$5,060.00	-100%
LIFE & S-T DISABILITY INS	101-4-4191-133	\$616.21	\$747.00	\$776.00	-\$747.00	-100%
WORKER'S COMP PREMIUMS	101-4-4191-151	\$1,320.50	\$1,382.00	\$2,188.00	-\$1,382.00	-100%
SUPPLIES	101-4-4191-200	\$838.23	\$1,500.00	\$1,500.00	-\$1,500.00	-100%
MOTOR FUELS	101-4-4191-212	\$132.09	\$250.00	\$250.00	-\$250.00	-100%
SAFETY EQUIP & TRAINING	101-4-4191-231	\$752.85	\$513.00	\$789.00	-\$513.00	-100%
ENGINEERING FEES	101-4-4191-303	\$0.00	\$1,600.00	\$1,600.00	-\$1,600.00	-100%
CIVIL LEGAL FEES	101-4-4191-305	\$0.00	\$0.00	\$20,000.00	\$0.00	0
PROFESSIONAL SERVICES	101-4-4191-310	\$60,646.60	\$42,000.00	\$81,500.00	-\$42,000.00	-100%
POSTAGE	101-4-4191-320	\$415.63	\$300.00	\$400.00	-\$300.00	-100%
TELEPHONE	101-4-4191-321	\$1,527.48	\$1,548.00	\$1,600.00	-\$1,548.00	-100%
COMPUTER COMM/MAINT	101-4-4191-322	\$52.13	\$0.00		\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4191-330	\$152.65	\$275.00	\$275.00	-\$275.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4191-340	\$3,779.75	\$4,000.00	\$4,000.00	-\$4,000.00	-100%
PRINTING & BINDING	101-4-4191-350	\$85.52	\$0.00		\$0.00	0
INSURANCES	101-4-4191-369	\$1,895.43	\$2,083.00	\$2,291.00	-\$2,083.00	-100%
VEHICLE MAINT	101-4-4191-408	\$17.14	\$100.00	\$100.00	-\$100.00	-100%
RENTALS	101-4-4191-410	\$1,428.17	\$3,900.00	\$2,000.00	-\$3,900.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
CREDIT CARD EXPENSE	101-4-4191-431	\$468.59	\$400.00	\$500.00	-\$400.00	-100%
DUES & SUBSCRIPTIONS	101-4-4191-433	\$787.49	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
TRAINING & SEMINARS	101-4-4191-450	\$1,499.42	\$1,800.00	\$1,800.00	-\$1,800.00	-100%
LICENSE FEES/REGISTRATION	101-4-4191-460	\$1,068.75	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
CAPITAL OUTLAY	101-4-4191-500	\$0.00	\$0.00	\$20,000.00	\$0.00	0
Police		\$1,783,434.35	\$2,008,588.00	\$2,112,473.00	-\$2,008,588.00	-100%
Expense		\$1,988,922.31	\$2,196,296.00	\$2,348,973.00	-\$2,196,296.00	-100%
WAGES FULL-TIME	101-4-4210-101	\$1,035,702.68	\$1,263,815.00	\$1,315,773.00	-\$1,263,815.00	-100%
WAGES OVERTIME	101-4-4210-102	\$67,928.77	\$50,000.00	\$60,000.00	-\$50,000.00	-100%
POLICE COURT TIME	101-4-4210-107	\$1,892.20	\$3,200.00	\$3,200.00	-\$3,200.00	-100%
EMPLOYEE BENEFITS	101-4-4210-113	\$16,228.49	\$15,000.00	\$15,000.00	-\$15,000.00	-100%
VACATION ACCRUAL	101-4-4210-115	\$0.00	\$0.00	\$0.00	\$0.00	0
EMPLOYER CONT. P E R A	101-4-4210-121	\$185,282.07	\$211,788.00	\$229,862.00	-\$211,788.00	-100%
EMPLOYER CONT. F I C A	101-4-4210-122	\$20,193.30	\$23,875.00	\$27,559.00	-\$23,875.00	-100%
HEALTH INSURANCE	101-4-4210-131	\$171,015.76	\$239,769.00	\$280,900.00	-\$239,769.00	-100%
DENTAL INSURANCE	101-4-4210-132	\$17,973.89	\$24,236.00	\$22,263.00	-\$24,236.00	-100%
LIFE & S-T DISABILITY INS	101-4-4210-133	\$3,144.36	\$3,637.00	\$3,865.00	-\$3,637.00	-100%
WORKER'S COMP PREMIUMS	101-4-4210-151	\$90,889.18	\$98,339.00	\$113,412.00	-\$98,339.00	-100%
SUPPLIES	101-4-4210-200	\$11,395.88	\$12,000.00	\$12,000.00	-\$12,000.00	-100%
COMPUTER SUPPORT SERVICES	101-4-4210-207	\$4,055.27	\$5,500.00	\$6,000.00	-\$5,500.00	-100%
MOTOR FUELS	101-4-4210-212	\$19,067.70	\$23,000.00	\$23,000.00	-\$23,000.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4210-220	\$845.63	\$500.00	\$700.00	-\$500.00	-100%
SAFETY EQUIP & TRAINING	101-4-4210-231	\$838.73	\$750.00	\$631.00	-\$750.00	-100%
PROFESSIONAL SERVICES	101-4-4210-310	\$13,371.83	\$2,500.00	\$2,500.00	-\$2,500.00	-100%
POSTAGE	101-4-4210-320	\$251.56	\$500.00	\$500.00	-\$500.00	-100%
TELEPHONE	101-4-4210-321	\$6,338.86	\$9,200.00	\$9,200.00	-\$9,200.00	-100%
COMPUTER COMM/MAINT	101-4-4210-322	\$6,959.00	\$8,800.00	\$8,800.00	-\$8,800.00	-100%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4210-330	\$938.06	\$700.00	\$1,300.00	-\$700.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4210-340	\$784.00	\$350.00	\$350.00	-\$350.00	-100%
PRINTING & BINDING	101-4-4210-350	\$67.00	\$500.00	\$400.00	-\$500.00	-100%
INSURANCES	101-4-4210-369	\$29,126.90	\$32,007.00	\$35,208.00	-\$32,007.00	-100%
CONTRACTED SERVICES	101-4-4210-401	\$29,809.29	\$39,000.00	\$46,500.00	-\$39,000.00	-100%
REPAIRS & MAINTENANCE	101-4-4210-404	\$152.23	\$300.00	\$300.00	-\$300.00	-100%
VEHICLE MAINT	101-4-4210-408	\$4,526.06	\$6,500.00	\$6,500.00	-\$6,500.00	-100%
RENTALS	101-4-4210-410	\$3,069.33	\$4,000.00	\$4,000.00	-\$4,000.00	-100%
LEASE EQUIPMENT	101-4-4210-415	\$20,256.00	\$34,000.00	\$34,000.00	-\$34,000.00	-100%
DUES & SUBSCRIPTIONS	101-4-4210-433	\$5,132.17	\$850.00	\$950.00	-\$850.00	-100%
TRAINING & SEMINARS	101-4-4210-450	\$10,452.75	\$14,000.00	\$14,500.00	-\$14,000.00	-100%
SEIZED PROPERTY DIST.	101-4-4210-453	\$0.00	\$1,500.00	\$1,500.00	-\$1,500.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
POLICE COMPLIANCE EXPENSES	101-4-4210-455	\$440.00	\$500.00	\$500.00	-\$500.00	-100%
LICENSE FEES/REGISTRATION	101-4-4210-460	\$762.19	\$700.00	\$600.00	-\$700.00	-100%
DONATION OTHER CIVIC ORG.	101-4-4210-490	\$0.00	\$2,980.00	\$3,200.00	-\$2,980.00	-100%
CAPITAL OUTLAY	101-4-4210-500	\$210,031.17	\$62,000.00	\$64,000.00	-\$62,000.00	-100%
	Revenue	-\$205,487.96	-\$187,708.00	-\$236,500.00	\$187,708.00	-100%
FEDERAL GRANT-COPS POLICE	101-3-4210-33161	-\$8,309.34	\$0.00	\$0.00	\$0.00	0
COVID-19 RELIEF FUNDS	101-3-4210-33410	\$0.00	\$0.00	\$0.00	\$0.00	0
POLICE TRAINING AID	101-3-4210-33416	-\$9,091.78	-\$10,300.00	-\$9,000.00	\$10,300.00	-100%
POLICE STATE AID	101-3-4210-33424	-\$106,171.87	-\$92,000.00	-\$100,000.00	\$92,000.00	-100%
POLICE LIAISON REVENUE	101-3-4210-34210	-\$40,407.65	-\$45,408.00	-\$100,000.00	\$45,408.00	-100%
POLICE REVENUE	101-3-4210-34220	-\$6,483.41	-\$20,000.00	-\$2,500.00	\$20,000.00	-100%
COURT FINES-STATE OF MN	101-3-4210-35101	-\$26,318.52	-\$20,000.00	-\$25,000.00	\$20,000.00	-100%
MISCELLANEOUS INCOME	101-3-4210-36200	-\$3,499.89	\$0.00	\$0.00	\$0.00	0
REIMBURSEMENTS	101-3-4210-36240	-\$5,205.50	\$0.00	\$0.00	\$0.00	
	Public Works	\$4,900.50	\$5,195.00	-\$25,089.00	-\$5,195.00	-100%
	Expense	\$123,723.29	\$116,637.00	\$125,507.00	-\$116,637.00	-100%
WAGES FULL-TIME	101-4-4300-101	\$77,956.42	\$82,036.00	\$88,414.00	-\$82,036.00	-100%
EMPLOYEE BENEFITS	101-4-4300-113	\$0.00	\$56.00	\$56.00	-\$56.00	-100%
EMPLOYER CONT. P E R A	101-4-4300-121	\$5,837.67	\$6,148.00	\$6,627.00	-\$6,148.00	-100%
EMPLOYER CONT. F I C A	101-4-4300-122	\$5,700.98	\$6,276.00	\$6,764.00	-\$6,276.00	-100%
HEALTH INSURANCE	101-4-4300-131	\$12,978.15	\$13,743.00	\$15,231.00	-\$13,743.00	-100%
DENTAL INSURANCE	101-4-4300-132	\$1,311.00	\$1,417.00	\$1,242.00	-\$1,417.00	-100%
LIFE & S-T DISABILITY INS	101-4-4300-133	\$235.63	\$237.00	\$249.00	-\$237.00	-100%
WORKER'S COMP PREMIUMS	101-4-4300-151	\$5,373.90	\$4,614.00	\$4,827.00	-\$4,614.00	-100%
SAFETY EQUIP & TRAINING	101-4-4300-231	\$301.14	\$400.00	\$316.00	-\$400.00	-100%
INSURANCES	101-4-4300-369	\$646.47	\$710.00	\$781.00	-\$710.00	-100%
DUES & SUBSCRIPTIONS	101-4-4300-433	\$477.50	\$500.00	\$500.00	-\$500.00	-100%
GRANTS/SPECIAL PROJECTS	101-4-4300-442	\$12,859.19	\$0.00	\$0.00	\$0.00	0
TRAINING & SEMINARS	101-4-4300-450	\$20.00	\$500.00	\$500.00	-\$500.00	-100%
	Revenue	-\$118,822.79	-\$111,442.00	-\$150,596.00	\$111,442.00	-100%
HIGHWAY STATE AID	101-3-4300-33425	-\$107,135.00	-\$106,242.00	-\$120,000.00	\$106,242.00	-100%
STATE/COUNTY ROAD MAINT	101-3-4300-33610	-\$9,877.00	-\$4,200.00	-\$4,200.00	\$4,200.00	-100%
STREET REVENUE	101-3-4300-34320	-\$1,655.33	-\$1,000.00	-\$1,000.00	\$1,000.00	-100%
MISCELLANEOUS INCOME	101-3-4300-36200	-\$155.46	\$0.00	\$0.00	\$0.00	0
TAA TRANSPORTATION ADVANCEMENT ACC	101-3-4300-33611	\$0.00	\$0.00	-\$25,396.00	\$0.00	0
	Streetlights	\$65,265.27	\$72,333.00	\$78,366.00	-\$72,333.00	-100%
	Expense	\$65,265.27	\$72,333.00	\$78,366.00	-\$72,333.00	-100%
INSURANCES	101-4-4316-369	\$303.00	\$333.00	\$366.00	-\$333.00	-100%
UTILITIES	101-4-4316-380	\$0.00	\$0.00	\$0.00	\$0.00	

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
	Streets	\$1,164,900.78	\$892,825.00	\$1,164,673.00	-\$892,825.00	-100%
	Expense	\$1,164,900.78	\$892,825.00	\$1,164,673.00	-\$892,825.00	-100%
WAGES FULL-TIME	101-4-4310-101	\$399,133.24	\$410,336.00	\$400,037.00	-\$410,336.00	-100%
WAGES OVERTIME	101-4-4310-102	\$10,779.20	\$11,000.00	\$11,000.00	-\$11,000.00	-100%
WAGES PART-TIME	101-4-4310-103	\$0.00	\$0.00	\$4,000.00	\$0.00	0
WAGES ON-CALL	101-4-4310-108	\$19,363.60	\$20,700.00	\$22,499.00	-\$20,700.00	-100%
EMPLOYEE BENEFITS	101-4-4310-113	\$2,949.31	\$2,375.00	\$2,375.00	-\$2,375.00	-100%
EMPLOYER CONT. P E R A	101-4-4310-121	\$32,276.91	\$33,236.00	\$33,115.00	-\$33,236.00	-100%
EMPLOYER CONT. F I C A	101-4-4310-122	\$29,032.78	\$34,083.00	\$33,959.00	-\$34,083.00	-100%
HEALTH INSURANCE	101-4-4310-131	\$96,333.63	\$90,517.00	\$108,649.00	-\$90,517.00	-100%
DENTAL INSURANCE	101-4-4310-132	\$9,668.44	\$9,761.00	\$8,550.00	-\$9,761.00	-100%
LIFE & S-T DISABILITY INS	101-4-4310-133	\$1,366.65	\$1,301.00	\$1,269.00	-\$1,301.00	-100%
WORKER'S COMP PREMIUMS	101-4-4310-151	\$28,468.75	\$26,891.00	\$26,300.00	-\$26,891.00	-100%
SUPPLIES	101-4-4310-200	\$1,739.93	\$1,200.00	\$1,200.00	-\$1,200.00	-100%
MOTOR FUELS	101-4-4310-212	\$42,381.10	\$40,000.00	\$40,000.00	-\$40,000.00	-100%
REPAIRS & MAINT. SUPPLIES	101-4-4310-220	\$29,608.29	\$41,000.00	\$43,000.00	-\$41,000.00	-100%
SIDEWALK MAINTENANCE	101-4-4310-224	\$381.86	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
SAFETY EQUIP & TRAINING	101-4-4310-231	\$3,461.52	\$3,000.00	\$2,051.00	-\$3,000.00	-100%
ENGINEERING FEES	101-4-4310-303	\$0.00	\$500.00	\$500.00	-\$500.00	-100%
PROFESSIONAL SERVICES	101-4-4310-310	\$6,265.40	\$4,200.00	\$2,700.00	-\$4,200.00	-100%
SNOW REMOVAL	101-4-4310-316	\$37,823.00	\$57,000.00	\$57,000.00	-\$57,000.00	-100%
POSTAGE	101-4-4310-320	\$1.23	\$20.00	\$20.00	-\$20.00	-100%
TELEPHONE	101-4-4310-321	\$3,885.32	\$4,300.00	\$4,100.00	-\$4,300.00	-100%
COMPUTER COMM/MAINT	101-4-4310-322	\$52.13	\$200.00	\$200.00	-\$200.00	-100%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4310-330	\$0.00	\$100.00	\$100.00	-\$100.00	-100%
ADVERTISING & PUBLICATIONS	101-4-4310-340	\$186.08	\$300.00	\$600.00	-\$300.00	-100%
INSURANCES	101-4-4310-369	\$13,363.98	\$14,685.00	\$16,154.00	-\$14,685.00	-100%
ELECTRIC	101-4-4310-381	\$4,418.10	\$4,750.00	\$5,500.00	-\$4,750.00	-100%
WATER/SEWER	101-4-4310-382	\$1,444.67	\$1,500.00	\$1,550.00	-\$1,500.00	-100%
REFUSE	101-4-4310-384	\$1,265.97	\$1,200.00	\$1,200.00	-\$1,200.00	-100%
NATURAL GAS	101-4-4310-385	\$8,255.95	\$10,000.00	\$10,500.00	-\$10,000.00	-100%
REPAIRS & MAINTENANCE	101-4-4310-404	\$22,586.12	\$29,000.00	\$30,000.00	-\$29,000.00	-100%
VEHICLE MAINT	101-4-4310-408	\$5,856.51	\$6,000.00	\$10,500.00	-\$6,000.00	-100%
RENTALS	101-4-4310-410	\$8,323.05	\$10,500.00	\$13,500.00	-\$10,500.00	-100%
LEASE AGREEMENTS	101-4-4310-414	\$2,000.00	\$2,000.00	\$2,000.00	-\$2,000.00	-100%
MISCELLANEOUS EXPENSE	101-4-4310-430	\$715.00	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
DUES & SUBSCRIPTIONS	101-4-4310-433	\$19.89	\$120.00	\$130.00	-\$120.00	-100%
SPECIAL PROJECTS	101-4-4310-441	\$0.00	\$3,500.00	\$0.00	-\$3,500.00	-100%
GRANTS/SPECIAL PROJECTS	101-4-4310-442	\$73.72	\$0.00	\$0.00	\$0.00	0

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
TRAINING & SEMINARS	101-4-4310-450	\$696.50	\$1,700.00	\$2,150.00	-\$1,700.00	-100%
LICENSE FEES/REGISTRATION	101-4-4310-460	\$156.00	\$850.00	\$265.00	-\$850.00	-100%
CAPITAL OUTLAY	101-4-4310-500	\$265,437.74	\$12,000.00	\$265,000.00	-\$12,000.00	-100%
MnDOT HSIP GRANT - 10TH AVE(E)	101-4-4310-443	\$75,129.21	\$0.00	\$0.00	\$0.00	0
	Tech Network	\$188,907.22	\$207,383.00	\$207,421.00	-\$207,383.00	-100%
	Expense	\$188,907.22	\$207,383.00	\$207,421.00	-\$207,383.00	-100%
COMPUTER SUPPORT SERVICES	101-4-4135-207	\$63,953.52	\$67,000.00	\$67,000.00	-\$67,000.00	-100%
COMPUTER COMM/MAINT	101-4-4135-322	\$124,604.70	\$98,000.00	\$50,000.00	-\$98,000.00	-100%
INSURANCES	101-4-4135-369	\$349.00	\$383.00	\$421.00	-\$383.00	
CAPITAL OUTLAY	101-4-4135-500	\$0.00	\$42,000.00	\$90,000.00	-\$42,000.00	-100%
	Unallocated	-\$6,298,967.92	-\$5,727,159.00	-\$6,128,794.00	\$5,727,159.00	-100%
	Expense	\$171,854.73	\$97,331.00	\$86,819.00	-\$97,331.00	-100%
PROFESSIONAL SERVICES	101-4-4920-310	\$1,539.90	\$0.00	\$0.00	\$0.00	0
INSURANCE DEDUCTIBLES	101-4-4920-365	\$28,242.30	\$10,000.00	\$10,000.00	-\$10,000.00	-100%
PROP/LIAB INSURANCE	101-4-4920-369	\$16,329.40	\$16,147.00	\$17,762.00	-\$16,147.00	-100%
MISCELLANEOUS EXPENSE	101-4-4920-430	\$1,235.03	\$1,000.00	\$1,000.00	-\$1,000.00	-100%
TOWNSHIP TAX PAYMENT	101-4-4920-615	\$3,238.10	\$3,238.00	\$3,238.00	-\$3,238.00	-100%
CONTINGENCY	101-4-4920-700	\$0.00	\$25,000.00	\$25,000.00	-\$25,000.00	-100%
OPERATING TRF - GOLF COURSE	101-4-4920-721	\$121,270.00	\$41,946.00	\$29,819.00	-\$41,946.00	-100%
	Revenue	-\$6,470,822.65	-\$5,824,490.00	-\$6,215,613.00	\$5,824,490.00	-100%
CURRENT PROPERTY TAXES	101-3-0000-31010	-\$3,746,520.51	-\$3,749,628.00	-\$4,238,585.00	\$3,749,628.00	-100%
DELINQUENT PROPERTY TAXES	101-3-0000-31020	\$2,340.21	\$0.00	\$0.00	\$0.00	0
CABLE TV FRANCHISE TAXES	101-3-0000-31030	-\$94,949.10	-\$90,000.00	-\$90,000.00	\$90,000.00	-100%
BOND PROCEEDS-EQUIP CERT	101-3-0000-36200	\$0.00	\$0.00	-\$265,000.00	\$0.00	0
INTEREST INCOME	101-3-0000-36210	-\$206,466.56	-\$125,000.00	-\$75,000.00	\$125,000.00	-100%
INTEREST INCOME- MARKET VALUE	101-3-0000-36211	-\$139,702.16	\$0.00	\$0.00	\$0.00	0
INSURANCE REIMBURSEMENTS	101-3-0000-36240	-\$44,894.61	-\$5,000.00	-\$5,000.00	\$5,000.00	-100%
MISCELLANEOUS INCOME	101-3-0000-36300	-\$20,789.49	-\$2,000.00	-\$2,000.00	\$2,000.00	-100%
CONTRIBUTIONS AND DONATIONS	101-3-0000-36330	\$0.00	-\$5,000.00	-\$500.00	\$5,000.00	-100%
REIMBURSEMENTS	101-3-0000-36440	-\$16,619.76	-\$2,500.00	-\$2,000.00	\$2,500.00	-100%
USE OF FUND BALANCE	101-3-0000-36500	\$0.00	-\$95,000.00	-\$205,308.00	\$95,000.00	-100%
TRF- PILOT FROM ELEC FUND	101-3-0000-39200	-\$40,000.00	-\$40,000.00	-\$40,000.00	\$40,000.00	-100%
TRF IN	101-3-0000-39201	-\$5,000.00	\$0.00	\$0.00	\$0.00	0
TRF FROM ARPA FUNDS	101-3-0000-39206	\$0.00	-\$237,388.00	\$0.00	\$237,388.00	-100%
TRF FROM EQUIPMENT FUND	101-3-0000-39207	-\$189,985.00	-\$148,506.00	-\$40,304.00	\$148,506.00	-100%
LIQUOR LICENSES	101-3-4100-32110	-\$47,700.00	-\$34,825.00	-\$38,400.00	\$34,825.00	-100%
BUSINESS LICENSES	101-3-4100-32180	-\$3,507.50	-\$12,500.00	-\$3,000.00	\$12,500.00	-100%
TOBACCO LICENSES	101-3-4100-32181	-\$2,800.00	-\$3,000.00	-\$2,800.00	\$3,000.00	-100%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference		Section 3, Item b.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025		
PET LICENSES	101-3-4100-32182	-\$1,650.00	-\$1,000.00	-\$1,000.00	\$1,000.00	-100%	
THC LICENSES	101-3-4100-32183	-\$1,050.00	\$0.00	-\$1,650.00	\$0.00	0	
GOLF CART/ UTV PERMITS	101-3-4100-32215	-\$4,135.00	-\$3,930.00	-\$3,830.00	\$3,930.00	-100%	
LOCAL GOVERNMENTAL AID	101-3-4100-33401	-\$985,808.00	-\$1,183,527.00	-\$1,185,369.00	\$1,183,527.00	-100%	
MARKET VALUE CREDIT	101-3-4100-33408	-\$180.61	\$0.00		\$0.00	0	
PUBLIC SAFETY AID	101-3-4100-33440	-\$359,753.00	-\$69,930.00	\$0.00	\$69,930.00	-100%	
ASSESSMENT SEARCH REVENUE	101-3-4100-34107	-\$2,275.00	-\$2,500.00	-\$2,500.00	\$2,500.00	-100%	
ADMINISTRATIVE CHARGES	101-3-4100-34108	-\$6,956.94	-\$7,000.00	-\$7,000.00	\$7,000.00	-100%	
SVC CHG/CODE ENFORCEMENT	101-3-4100-34109	-\$1,566.62	-\$1,500.00	-\$1,500.00	\$1,500.00	-100%	
TEAM LEAGUE REVENUE	101-3-4500-34331	-\$2,378.00	-\$2,842.00	-\$3,019.00	\$2,842.00	-100%	
PARK FEES-SHELTERS	101-3-5201-34783	-\$2,507.00	-\$1,914.00	-\$1,848.00			
AMERICAN RESCUE AID(R)	101-3-4100-33180	-\$545,968.00					
General Fund - Fund 101	Grand Total Exp-Rev	\$411,247.15	\$0.00	\$0.00			

2025 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

Contents

- Short-term Goals..... 3
 - 2025 3
 - 2026 11
 - 2027 14
- Medium-term Goals..... 16
 - 2028 16
 - 2029 17
 - 2030 18
- Long-term Goals..... 19
 - 2031 19
 - 2032 19
 - 2033 20
 - 2034 20
- Future, Uncommitted Goals 22
- Completed Projects..... 25
 - 2022 25
 - 2023 27
 - 2024 30

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.

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

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 2025, \$40,304 is being levied towards the Equipment Fund.

Long-Term Financial Plan			
Target Year	2025	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> <ul style="list-style-type: none"> • 6/2024 Update: The plan is to work through pieces of the long-term financial plan through late-summer/fall of 2024, culminating in a full document. The first part that will be shared will be based on the General Fund. • 9/2024 Update: The long-term financial plan continues to not be completed while other items take precedent. As the City goes through the process of selecting a Financial Advisor for the coming years, I would like to work with whoever is chosen to get this project across the finish line. 		

Sidewalk Expansion/Maintenance			
Target Year	2025	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 6th Street NW, from 4th Avenue NW west to the trail connection at the end of the industrial park. The second sidewalk/trail would be along 12th Avenue SE, from Tikalsky Street SE to 9th Street SE.</p> <ul style="list-style-type: none"> • 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. • 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. • 6/2024 Update: The City was awarded a grant to build out a sidewalk along 12th Avenue SE, from Tikalsky Street SE to 9th Street SE. With grant funds not available for the trail along 6th Street NW, staff's recommendation is to wait until street work is done on 6th Street NW and the lots are built out before constructing a trail to minimize damage to trail. • 9/2024 Update: The City has informed residents along 12th Avenue SE that will be along the sidewalk route that the project is being considered to be built in 2025. 		

City Hall Hours			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Was not completed on time
Resp. Depart.	Administration		
Details	<p>Research City Hall hours and employee schedules to determine if the current work schedules are appropriate.</p> <ul style="list-style-type: none"> • 12/2023 Update: This initiative was not completed in 2023. • 6/2024 Update: This project has not been started. • 9/2024 Update: Internally, staff has discussed a trial period for this to take place during the summer of 2025. This trial period would shift City Hall hours from 730a to 5p, which adds one hour to each day, while also closing City Hall at 1130a on Fridays. This closure time would both provide flexibility to staff as well as allow staff time to work without interruption. This is planned to be discussed with the City Council at the start of 2025. 		

Orderly Annexation Agreements			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>Staff will work to negotiate and enter into Annexation Agreements with Helena and Lanesburgh townships for continued planned expansion of New Prague.</p> <ul style="list-style-type: none"> 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. 6/2024 Update: Once the Comprehensive Plan is completed, staff will begin talking with the townships about updating the City’s orderly annexation agreements. 9/2024 Update: With the Comprehensive Plan being shared with the Townships for comment, discussions are in the preliminary phase to look at updating the annexation agreements so that everyone is on the same page. 		

Organize Revolving Loan Fund Program for Downtown Businesses			
Target Year	2025	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"> 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. 6/2024 Update: There has been interest from a few downtown businesses for some sort of assistance in improving buildings. This project continues to be on the list of possible future EDA projects to be discussed once the Comprehensive Plan is completed. 9/2024 Update: No further discussions have taken place as the EDA waits on the Comprehensive Plan. 		

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"> • 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. • 6/2024 Update: At this point, staff does not see a need for further systems to store electronic documents. That being said, staff is still adapting to the new administrative/financial software and recommends moving this to 2025 to be able to re-assess at that point. 		

Green Step Cities			
Target Year	2025	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"> • 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"> ○ 15.1: Adopt a sustainable purchasing policy ○ 25.2: Create or participate in a marketing program to connect businesses with assistance providers, including utilities, who provide energy audits and assistance. ○ 25.7: Conduct or participate in a buy local campaign for community members and local businesses. <p>Staff expects to begin work on these April 2023.</p> <ul style="list-style-type: none"> • With a new Administrative Coordinator in place, staff expects to begin work on these three items in July. • 9/2023 Update: Staff will be taking the sustainability and sustainable purchasing policies to the Planning Commission in September. • 6/2024 Update: The City requires one additional best practice to move to Step 3 with Green Step Cities. The EDA will be discussing how to coordinate with the Chamber of Commerce to complete the last best practice of 25.7. • 9/2024 Update: After meeting with the Chamber, City staff has some good ideas for how to implement this requirement. We should be able to handle campaign internally and hope that it can possibly grow into more engagement City wide. 		

Reduce Golf Course Subsidy			
Target Year	2024-2027	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	<p>In 2024, the planned subsidy to the Golf Course was \$97,016. This was down 20% from \$121,270. Due to budget revenue limitations, the subsidy was reduced to \$41,946. In 2025, the plan is to reduce the subsidy \$12,127 from planned 2024 amount to \$84,889.</p> <ul style="list-style-type: none"> • 6/2024 Update: As budget drafts are being worked on, the current recommendation is to reduce the transfer from \$41,946 to \$29,819, instead of increasing the subsidy back \$84,889. 		

Historic District			
Target Year	2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>Staff will explore establishing downtown New Prague as a historic district by the State of Minnesota.</p> <ul style="list-style-type: none"> 6/2024 Update: This potential project is waiting on completion of the Comprehensive Plan. 		

Increase Security Cameras			
Target Year	2025-2028	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"> 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. 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. 9/2023 Update: Staff continues to wait on word of the grants. 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 9/2024 Update: Staff continues to wait on word of the grants. 		

Zoning Ordinance Update			
Target Year	2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Funding
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> <ul style="list-style-type: none"> 6/2024 Update: Since the City was not successful in obtaining trail grants, there is ARPA funding that is available and must be spent/under contract by the end of 2024. Staff recommends using some of that excess ARPA funding to start the Zoning Ordinance Update a year early, thus not needing to levy for the funds in 2025. 9/2024 Update: An RFP has been released. Submittals are due 10/18. 		

Park Board Bylaw Updating			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Community Development		
Details	<p>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.</p> <ul style="list-style-type: none"> 6/2024 Update: This project has not been started. 9/2024 Update: This project has not been started. 		

Strategic Plan			
Target Year	2025	Year Added	2024
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	<p>Most organizations that are considered successful tend to have in common that the organization as a whole is moving in the same direction. From the Board of Directors (or owner) to the hourly employees, everyone is aware of the mission of the organization and the goals it hopes to accomplish over the next five to ten years. As I consider New Prague and what can be done to ensure it continues to be regional leader, I believe the next step is to have a formal Strategic Planning process. This would help Council, staff, and the community know the direction the City is headed and why certain decision are made. It'll help boards and commission when new projects are being reviewed as to whether those projects match the vision for the community that Council has set. It'll help staff when preparing the budget and the Council when reviewing the budget that the budget is advancing the goals for the community. And it will help explain the reasons behind Council decisions to the general public and allow the Council to point to "why" a certain decision was made.</p> <p>Staff does not have the expertise to lead this overall discussion. To allow staff to fully participate in the Strategic Planning process, I would recommend bringing in a third-party mediator to lead the discussion and know which questions to be asking to get the best result possible.</p>		

Full Compensation Study			
Target Year	2025	Year Added	2025
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	<p>As the City continues to evolve as an organization, it is important that the City is competitive in the labor market for attracting and retain top talent. Because of this, the City intends to complete a full compensation study of employee wages, benefits, and job descriptions every ten years. This study is planned to be updated every five years to look at wages. Performing the study in 2025, to implement in 2026, would be a full study.</p>		

2025 Infrastructure Improvement Project			
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.		

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 it's only a matter of time before it isn't available at all. Staff will explore what a different capital asset tracking program would look like.		

2026 Amateur State Baseball Tournament			
Target Year	2025	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Public Works?		
Details	Perform necessary actions in 2025 to pursue hosting the 2026 tournament		

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

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.		

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"> Cedar Lake Farm Regional Farm 		

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.		

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.		

1 st 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 st Ave SE as a county road. The condition of 1 st 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.		

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		

Additional Wastewater Operator			
Target Year	2026	Year Added	2022
Original Target Year	2025	Change in Target Year?	Not needed in 2025
Resp. Depart.	Public Works		
Details	As the wastewater plant ages, an additional operator will be needed to keep up with maintenance of the plant.		

Increase Security Cameras			
Target Year	2025-2028	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"> • 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. • 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. • 9/2023 Update: Staff continues to wait on word of the grants. • 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. • 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

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 rd Street SE			
Target Year	2026	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There is portion of 3 rd Street SE that needs to be annexed and completed before the Topka property can be developed.		

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

10 th 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.		

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	2025-2028	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"> • 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. • 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. • 9/2023 Update: Staff continues to wait on word of the grants. • 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. • 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

Extension of 1 st 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 st Street SE, and then extend the street to make the lots more buildable.		

Tri-Creek Park and Trail System			
Target Year	2027+	Year Added	2025
Original Target Year	2027+	Change in Target Year?	
Resp. Depart.	Administration/Planning/Parks		
Details	The community currently has one creek (Phillips Creek) within City limits and is in very close proximity to two others (Sand Creek and Raven Stream). These are community assets that should be preserved, protected, and utilized to allow showcase New Prague. They offer an opportunity to build out as a backbone to the New Prague Trail System. The City Council is committed to setting funding aside yearly for acquiring property and building out the Tri-Creek Park and Trail System.		

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.

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.		

Increase Security Cameras			
Target Year	2025-2028	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"> • 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. • 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. • 9/2023 Update: Staff continues to wait on word of the grants. • 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. • 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

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		

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.		

Update Compensation Study			
Target Year	2030	Year Added	2025
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	As the City continues to evolve as an organization, it is important that the City is competitive in the labor market for attracting and retain top talent. Because of this, the City intends to complete a full compensation study of employee wages, benefits, and job descriptions every ten years. This study is planned to be updated every five years to look at wages. 2030 would be performing an update of the 2025 study, to implement in 2031.		

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		

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 2031 and 2034. The list has been categorized by the year that it is intended to be completed.

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	2022
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	2022
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	2023
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	2033	Year Added	2023
Original Target Year	2033	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2033 CIP		

2034

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	2034 (Odd Years)	Year Added	2024
Original Target Year	2034	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.		

2034 Infrastructure Improvement Project			
Target Year	2034	Year Added	2024
Original Target Year	2034	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2034 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.		

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 th 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 th Avenue NW and 8 th 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 th Avenue NW and 8 th 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 st Street N, 2 nd Street, NE, and 3 rd 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

Bylaw Updating			
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	Staff, in conjunction with Fire Department, reviewed the internal working procedures used by the Fire Department to update the documents and make them more cohesive.		

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	Staff, working with Wold Architects, completed a Community Recreational Facility Study. In March 2024, John McNamara from Wold presented findings regarding the existing conditions of the City facilities and their usage. The report spelled out possible improvements the City can make to existing facilities to increase usability. The report did not include an in-depth look on indoor facilities since the City does not currently have any indoor studies. It did include anecdotal from the various organizations about what indoor facilities could be used.		

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 replaced the sidearms of City officers using one-time public safety funding.		

Online System for Licenses			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	The City implemented software that allows for permit, project, and license applications to be submitted online. This went live on May 1 st .		

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"> • 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. • 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. • 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. • 9/2023 Update: Steering committee set to meet in September. • 12/2023 Update: The formal public comment portion was wrapped up in Q4 2023. Looking forward, following additional Council/Board/Committee discussions, we’ll move into the final drafting stage. Tentative finish is in Q1 2024. • 3/2024 Update: The Comprehensive Plan wrap up has taken a step back so that it can be wrapped up at the same time as the Sanitary Sewer Feasibility Study and the City Center Small Area Plan. • 6/2024 Update: There is no update on the Comprehensive Plan. The Small Area Plan, which the approval of the Comprehensive Plan was put on hold for, is expected to be presented in mid-July. 		

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	<p>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.</p> <ul style="list-style-type: none"> • 3/2023 Update: Staff is working to put together the RFP language and plans to have it to the City Council by June 2023. • 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. • 9/2023 Update: The RFP is being advertised and has a submission deadline of September 19th. • 12/2023 Update: The Council selected Bolton & Menk to work on the Study. Bolton & Menk has been gathering information as it puts its models together. • 6/2024 Update: Bolton & Menk has been working on the study throughout 2024. Staff has seen multiple drafts and given comments based on the Comprehensive Plan update and specs that staff would like to see, such as the maximum depths for lift stations. The plan is to wrap up this project in Q3 2024. 		

Upgrade City Website			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration		
Details	<p>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.</p> <ul style="list-style-type: none"> • 6/2024 Update: Staff has been working with the City website provider to update the layout. A fresh look is expected Q3 2024. Once the look is in place, staff will be working to refresh the content of the website. 		

Emergency Operations Plan			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Police Department		
Details	<p>Staff will review and update the Emergency Operations Plan.</p> <ul style="list-style-type: none"> • 6/2024 Update: 		

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. <ul style="list-style-type: none">• 6/2024 Update: Work is progressing on the 2024 Infrastructure Improvement Project. Due to rain fall, work has been limited.		

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Building Inspections	25,000		11,000	35,000							71,000
Office Desks, Uppers and Privacy Panels	25,000										25,000
Vehicle Replacement			11,000	35,000							46,000
Capital Projects	4,904,605										4,904,605
CIP 2025	1,389,265										1,389,265
CIP 2025 - Assessments	1,595,340										1,595,340
CIP 2025 - Grants	173,000										173,000
CIP 2025 - Municipal State Aid	1,747,000										1,747,000
Fire	-	26,250	27,563	578,941	30,387						663,141
City Fire Pumper				550,000							550,000
Portable Radios	-	26,250	27,563	28,941	30,387						113,141
Fire - Rural	25,000	26,250	27,563	578,941	30,387						688,141
City Fire Pumper - \$0 Cost				550,000							550,000
Portable Radios - \$0 Cost	25,000	26,250	27,563	28,941	30,387						138,141
Government Building	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Government Building Improvements	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Park Board	78,126			90,000							168,126
12th Ave. SE Sidewalk Extension	43,126										43,126
Central Plaza Shade Structure	35,000										35,000
Sledding Hill Picnic Shelter				90,000							90,000
Parks	80,000	108,890	21,145	91,000	6,000	245,318	35,000	25,950	383,922	5,000	1,002,225
Stump Grinder (1/3 of cost) - 2024										5,000	5,000
1 Ton Truck - 2018				44,200							44,200
1/2 Ton Truck - 2013		34,000									34,000
1/2 Ton Truck - 2014		31,000									31,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Section 3, Item d.
1/2 Ton Truck - 2015		32,000									32,000
16ft Lawn Mower - 2019						146,518					146,518
310 Top Dresser - 2017								15,950			15,950
60" Zero Turn Lawn Mower - 2016	32,000										32,000
72" Zero Turn Lawn Mower				30,000							30,000
Ball Diamond Drag - 2015		5,890									5,890
Brush Chipper (30% of cost) - 2013				10,800							10,800
Building Improvements	6,000	6,000	6,000	6,000	6,000						30,000
Fairway Roller - 2017			15,145								15,145
Heavy Duty Utility Tractor - 2021									358,700		358,700
Mini Front End Loader						98,800					98,800
Rotary Aerator 83" - 2018									25,222		25,222
Sprayer	7,000										7,000
Utility Vehicle - 2014	35,000										35,000
Utility Vehicle - 2021							35,000				35,000
Vehicle Replacement - 2022 - Public Works Director 20%								10,000			10,000
Planning	20,000										20,000
Vehicle Replacement	20,000										20,000
Police	100,850	105,904	144,220	150,401	113,000	116,000	116,000	116,000	116,000	116,000	1,194,375
Portable Radios			37,200	37,200							74,400
Squad Car Camera	11,849	12,323	12,816	13,329	12,500	12,500	13,000	13,000	13,000	13,000	127,317
Squad Car Install and Equipment	18,000	20,000	18,000	22,000	23,000	24,500	24,000	24,000	24,000	24,000	221,500
Squad Car Replacement	44,000	45,500	47,000	47,500	47,500	49,000	49,000	49,000	49,000	49,000	476,500
Taser/Bodycam	27,001	28,081	29,204	30,372	30,000	30,000	30,000	30,000	30,000	30,000	294,658
Streets	265,000	229,534	510,000	17,930	322,063		7,500	31,500	340,260	238,800	1,962,587
Stump Grinder (1/3 of cost) - 2024										5,000	5,000
1 Ton Truck w/ Plow - 2016		62,000									62,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Section 3, Item d.
1/2 Ton Crew Cab Truck - 2014		60,000									60,000
1/2 Ton Crew Cab Truck - 2023										65,000	65,000
12' Snow Plow - 2017								11,500			11,500
12 Ton Trailer - 2014					8,355						8,355
2 Ton Dump Truck W/ Plow - 2016		82,000									82,000
2 Ton Dump Truck W/ Plow & Sander - 2023									70,000		70,000
20 Ton Trailer - 2009				10,730							10,730
5 Ton Asphalt Roller - 2014					43,303						43,303
5 Ton Dump Truck w/Plows and Sanding Equipment - 2010	265,000										265,000
5 Ton Dump Truck w/Plows and Sanding Equipment - 2014					265,405						265,405
72" Grapple Bucket - 2019					5,000						5,000
Brush Chipper (20% of cost) - 2013				7,200							7,200
Cold Planer - 2016		25,534									25,534
Mini Excavator Backhoe (1/3 of Cost) - 2015	-										-
Pay Loader - 2012			180,000								180,000
Pay Loader - 2019										168,800	168,800
Skid Loader - 2017			35,000								35,000
Street Sweeper - 2017			295,000								295,000
Tractor - 2018									270,260		270,260
Utility Vehicle 50% - 2021							7,500				7,500
Vehicle Replacement - 2022 - Public Works Director 40%								20,000			20,000
Grand Total	5,498,581	596,828	841,491	1,642,213	601,837	461,318	258,500	273,450	940,182	459,800	11,574,201

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Electric	6,972,000	7,247,000	6,738,000	799,400	626,000	589,000	606,000	684,000	642,590	661,677	25,565,667
#5 Generator Replacement	300,000	300,000									600,000
Brush Chipper (15% of cost)				5,400							5,400
Bucket Truck	65,000	275,000									340,000
Directional Drill				150,000							150,000
Dump Truck Replacement				65,000							65,000
Future Distribution CIP	450,000	463,000	477,000	491,000	506,000	522,000	537,000	553,000	569,590	586,677	5,155,267
Future Generation	6,000,000	6,000,000	6,000,000								18,000,000
Mini Excavator Backhoe	45,000										45,000
Miscellaneous Equipment	27,000	29,000	31,000	33,000	35,000	37,000	39,000	41,000	43,000	45,000	360,000
Pavement Replacement- Warehouse Alley	55,000										55,000
SCADA/ Switch Gear	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Service Truck Replacement			50,000		55,000			60,000			165,000
Tractor Backhoe				25,000							25,000
Trencher/Plow			150,000								150,000
West Substation Upgrade - Controls/Gear		150,000									150,000
Grand Total	6,972,000	7,247,000	6,738,000	799,400	626,000	589,000	606,000	684,000	642,590	661,677	25,565,667

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Water	850,000	510,000	498,000	566,000	561,050	541,200	565,500	591,000	602,789	630,917	5,916,456
Filter #1 Chemical Feed System	40,000										40,000
Future CIP	750,000	400,000	400,000	441,000	463,050	486,200	510,500	536,000	562,789	590,917	5,140,456
Mini Excavator Backhoe (1/3 of Cost)	10,000										10,000
Misc. Equipment	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	150,000
SCADA	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000			115,000
Service Truck		55,000									55,000
Tractor Backhoe				25,000							25,000
Well #1 Replacement			43,000								43,000
Well #2 Replacement					43,000						43,000
Well #3, #4, #6 Pump Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Well #5 Replacement				45,000							45,000
Grand Total	850,000	510,000	498,000	566,000	561,050	541,200	565,500	591,000	602,789	630,917	5,916,456

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Golf	321,500	298,500	149,000	81,600	-	330,000	84,000	6,500	277,000	5,000	1,553,100
Brush Chipper (35% of cost)				12,600							12,600
Clubhouse Chairs	2,500	2,500									5,000
Dump Truck		15,000									15,000
Fairway / Deep Tine Aerifier			65,000								65,000
Fairway Mower #1	70,000										70,000
Fairway Mower #2						80,000					80,000
Fertilizer Spreader #1								6,500			6,500
Golf Carts						250,000					250,000
Greens / Tee Aerifier				50,000							50,000
Greens Mower #1		44,000									44,000
Greens Mower #2		44,000									44,000
Greens Roller #1		18,000									18,000
Greens Roller #2				19,000							19,000
Leaf Blower #1			15,000								15,000
Leaf Blower #2			15,000								15,000
Mower #3									48,000		48,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Mower #4									48,000		48,000
Reel Sharpener		85,000									85,000
Rough Mower #1	105,000										105,000
Rough Mower #2									105,000		105,000
Skid Loader									36,000		36,000
Sprayer	75,000										75,000
Stump Grinder (1/3 of cost)										5,000	5,000
Tractor							40,000				40,000
Utility Mower #1		52,000									52,000
Utility Mower #2			54,000								54,000
Utility Vehicle	35,000								40,000		75,000
Work Cart #1							22,000				22,000
Work Cart #2							22,000				22,000
Work Cart #3		19,000									19,000
Work Cart #4		19,000									19,000
Work Cart #5	18,000										18,000
Grand Total	321,500	298,500	149,000	81,600	-	330,000	84,000	6,500	277,000	5,000	1,553,100

Sum of Amount	Years								
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	Grand Total
Storm Water	494,000	605,032	65,000	300,000	325,000	325,000	7,500	5,000	2,126,532
2025 CIP	486,000								486,000
2026 CIP		601,001							601,001
2027 CIP			65,000						65,000
2028 CIP				300,000					300,000
2029 CIP					325,000				325,000
2030 CIP						325,000			325,000
Front Mounted Jack Hammer for Skid Loader		4,031							4,031
Mini Excavator Backhoe (1/3 of Cost)	8,000								8,000
Utility Vehicle 50%							7,500		7,500
Vehicle Replacement - Public Works Director 10%								5,000	5,000
Grand Total	494,000	605,032	65,000	300,000	325,000	325,000	7,500	5,000	2,126,532

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Wastewater	1,132,358	712,552	1,118,363	739,297	2,217,356	1,405,550	1,483,884	435,362	1,165,994	634,786	11,045,502
1/2 Ton Pickup			40,000								40,000
Air Compressor Replacement				100,000							100,000
Air Heater Skid Replacement									500,000		500,000
All Polymer Injection Systems Replacement									75,000		75,000
Bypass Lift Station Control Cabinet	80,000										80,000
Chalupsky Lift Station					100,000						100,000
Chemical Feed Pumps Replacement										300,000	300,000
Chemical Tank & PVC Replacement		100,000									100,000
Clarifier Scraper System Replacement		70,000									70,000
Confined Space Entry Equipment for Lift Stations/Hatches	14,000	11,000									25,000
Forklift Replacement								33,000			33,000
Future CIP	536,500	48,000	52,000	300,001	325,000	325,000	350,000				1,936,501
HVAC Controls Upgrade					400,000						400,000
Lift Station Rehab & Pump Replacement Program	29,941	30,839	31,764	32,717	33,698	34,709	35,751	36,823	37,928	39,066	343,236
Membrane Cartridge Replacement	180,000	180,000	180,000	200,000	200,000	200,000	200,000	200,000	200,000		1,740,000
Mini Excavator Backhoe (1/3 of Cost)	11,000										11,000
Pipe Gallery Lift Station Controls Replacement	30,000										30,000
Plant Blowers			25,000	25,000	15,000						65,000
Pond Lift Station & Piping		50,000	750,000								800,000
Pump and Instrument Panel Replacement	35,917	37,713	39,599	41,579	43,658	45,841	48,133	50,539	53,066	55,720	451,765
Rebuild Sludge Tank Blower		35,000									35,000
Rehab (2) Barscreens & Replace (2) Compactors							300,000				300,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Rehab Pretreatment UPS				20,000							20,000
Replace Effluent Refrigerated Sampler	10,000										10,000
Roof Repair 1/3									240,000	240,000	480,000
Rotary Press Control / PLC Upgrade							50,000				50,000
SCADA Hardware Software/PLC Upgrade	150,000	150,000				300,000					600,000
Sludge Blanket Monitoring/Programming	50,000										50,000
Truck with Vactor					750,000						750,000
UV System Replacement					350,000						350,000
Valves & Actuators in BAF Replacement						500,000					500,000
Valves & Actuators in Biosolids Replacement								100,000			100,000
Vehicle Replacement	5,000										5,000
Vehicle Replacement - Public Works Director 30%								15,000			15,000
VFD's and Controls for BAF Blowers									60,000		60,000
Water Softener Upgrade				20,000							20,000
Grand Total	1,132,358	712,552	1,118,363	739,297	2,217,356	1,405,550	1,483,884	435,362	1,165,994	634,786	11,045,502

Section 3, Item d.

Sum of Amount	Years	
Funding Sources	2025	Grand Total
Capital Projects	4,904,605	4,904,605
CIP 2025	1,389,265	1,389,265
CIP 2025 - Assessments	1,595,340	1,595,340
CIP 2025 - Grants	173,000	173,000
CIP 2025 - Municipal State Aid	1,747,000	1,747,000
Storm Water	486,000	486,000
2025 CIP	486,000	486,000
Wastewater	536,500	536,500
Future CIP	536,500	536,500
Water	696,895	696,895
Future CIP	696,895	696,895
Grand Total	6,624,000	6,624,000

NEW PRAGUE GOLF CLUB 2023 AUDITED FINANCIAL STATEMENT 2024 ADOPTED BUDGET 2025 PROPOSED BUDGET

Section 3, Item e.

Josh's Entries	City Entries	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	Actual 8/31/2024	PROJECTED	2023-2024 \$ Difference	2023-2024 % Difference
	Kurt's Entries							2025		
	Jeff's Entries							BUDGET		
Golf Operations										
REVENUES										
603-3-0000-33426	PERA AID	\$ 359	\$296	\$0		\$ -			\$ -	0.00%
603-3-0000-39101	SALE OF FIXED ASSETS	\$0							\$ -	
603-3-0000-39500	BOND PREMIUM AMORT.	\$ 578	\$ 577	\$ 7,441		\$ -			\$ -	0.00%
603-3-4511-34710	EMPLOYEE GOLF PUNCH CARD	\$ -	\$ -	\$ -	\$ 2,334				\$ -	
603-3-4511-36210	INTEREST INCOME	\$ 40	\$ 73	\$ 2,297	\$ 5,502	\$ -	\$ 4,843	\$ 5,000	\$ 5,000	0.00%
603-3-4511-36221	ATM INCOME	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-3-4511-36230	CONTRIBUTIONS AND DONATIONS				\$ 1,283			\$ 1,300		
603-3-4511-36240	REIMBURSEMENTS	\$ 2,842	\$ 2,511	\$ 1,811	\$ 879	\$ 500	\$ 630	\$ 500	\$ -	0.00%
603-3-4511-38040	MEMBERSHIP DUES	\$ 207,644	\$ 255,975	\$ 236,782	\$ 299,038	\$ 306,000	\$ 293,039	\$ 315,000	\$ 9,000	2.94%
603-3-4511-38041	ADDITIONAL FEES	\$ 6,200	\$ 8,195	\$ 7,425	\$ 8,270	\$ 8,500	\$ 8,660	\$ 8,500	\$ -	0.00%
603-3-4511-38042	RENTALS	\$ 915	\$ 587	\$ 356	\$ 100	\$ 500	\$ -	\$ 500	\$ -	0.00%
603-3-4511-38043	LESSONS	\$ 1,421	\$ 2,948	\$ 2,269	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
603-3-4511-38045	MISCELLANEOUS INCOME	\$ 964	\$ 1,306	\$ 1,722	\$ 1,379	\$ -	\$ 1,718	\$ 1,500	\$ 1,500	#DIV/0!
603-3-4511-38046	GOLF MERCHANDISE	\$ 24,693	\$ 33,942	\$ 56,148	\$ 40,062	\$ 50,000	\$ 22,844	\$ 50,000	\$ -	0.00%
603-3-4511-38047	CLOTHING	\$ 16,471	\$ 22,588	\$ 14,266	\$ 25,971	\$ 20,000	\$ 16,542	\$ 25,000	\$ 5,000	25.00%
603-3-4511-38048	GREEN FEES	\$ 323,419	\$ 330,513	\$ 330,284	\$ 350,403	\$ 304,459	\$ 211,406	\$ 342,404	\$ 37,945	12.46%
603-3-4511-38049	DAILY CART FEES	\$ 140,232	\$ 168,539	\$ 186,309	\$ 207,563	\$ 214,727	\$ 144,886	\$ 223,198	\$ 8,471	3.94%
603-3-4511-38050	PRIVATE CART FEES	\$ 17,313	\$ 22,452	\$ 22,158	\$ 14,445	\$ 17,850	\$ 26,116	\$ 27,000	\$ 9,150	51.26%
603-3-4511-38051	DRIVING RANGE	\$ 17,290	\$ 17,465	\$ 20,309	\$ 24,376	\$ 25,000	\$ 20,122	\$ 26,000	\$ 1,000	4.00%
603-3-4511-38052	CLOTHING SPECIAL ORDER	\$ 2,878	\$ 8,538	\$ 10,559	\$ 9,489	\$ 8,000	\$ 2,529	\$ 9,200	\$ 1,200	15.00%
603-3-4511-38053	PRIVATE CART REPAIRS	\$ 2,405	\$ 3,356	\$ 2,640	\$ 7,274	\$ 4,000	\$ 3,634	\$ 5,500	\$ 1,500	37.50%
TOTAL REVENUES		\$ 765,664	\$ 879,861	\$ 902,776	\$ 998,368	\$ 962,036	\$ 756,969	\$ 1,043,102	\$ 81,066	8.43%
Golf Operations										
EMPLOYEE WAGES & BENEFITS										
603-4-4511-101	WAGES FULL-TIME	\$ 15,171	\$ 15,943	\$ 18,973	\$ 18,065	\$ 50,920	\$ 13,129	\$ 21,744	\$ (29,176)	(57.30%)
603-4-4511-102	WAGES OVERTIME	\$ 20	\$ -	\$ 275	\$ 507	\$ 250	\$ 845	\$ 250	\$ -	0.00%
603-4-4511-103	WAGES PART-TIME	\$ 38,784	\$ 47,750	\$ 48,118	\$ 58,384	\$ 50,000	\$ 46,168	\$ 55,000	\$ 5,000	10.00%
603-4-4511-113	EMPLOYEE BENEFITS				\$ 9			\$ 117		
603-4-4511-114A	UNEMPLOYMENT-PART-TIME	\$ 44	\$ -	\$ 582		\$ 117	\$ 60	\$ 150	\$ 33	28.21%
603-4-4511-121	P E R A	\$ 1,632	\$ 2,087	\$ 4,813	\$ 2,936	\$ 2,613	\$ 1,254	\$ 2,675	\$ 62	2.37%
603-4-4511-122	F I C A	\$ 4,055	\$ 4,738	\$ 4,845	\$ 5,789	\$ 9,953	\$ 4,522	\$ 5,517	\$ (4,436)	(44.57%)
603-4-4511-131	HEALTH INSURANCE	\$ 3,636	\$ 3,484	\$ 3,493	\$ 3,766	\$ 3,572	\$ 2,886	\$ 3,953	\$ 381	10.67%
603-4-4511-132	DENTAL INSURANCE	\$ 258	\$ 230	\$ 230	\$ 342	\$ 362	\$ 283	\$ 319	\$ (43)	(12.00%)
603-4-4511-133	LIFE & LT DISABILITY INS.	\$ 29	\$ 27	\$ 20	\$ 60	\$ 62	\$ 43	\$ 63	\$ 1	1.61%
603-4-4511-151	WORKER'S COMP PREMIUMS	\$ 471	\$ 536	\$ 883	\$ 765	\$ 651	\$ 643	\$ 859	\$ 208	31.95%
TOTAL EMPLOYEE WAGES & BENEFITS		\$ 64,100	\$ 74,795	\$ 82,233	\$ 90,622	\$ 118,500	\$ 69,832	\$ 90,647	\$ (27,853)	(23.51%)
OPERATING EXPENSES										
603-4-4511-207	COMPUTER SUPPORT SERVICES	\$ 13,720	\$ 11,318	\$ 10,611	\$ 11,384	\$ 11,250	\$ 9,033	\$ 13,550	\$ 2,300	20.44%
603-4-4511-210	SUPPLIES - GENERAL	\$ 7,260	\$ 5,674	\$ 5,244	\$ 4,739	\$ 5,500	\$ 4,852	\$ 5,500	\$ -	0.00%
603-4-4511-211	SUPPLIES - CLEANING	\$ 1,083	\$ 274	\$ 334	\$ 243	\$ 500	\$ 2,777	\$ 1,000	\$ 500	100.00%
603-4-4511-212	MOTOR FUELS			\$ 52	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-4-4511-260	COGS - GOLF MERCHANDISE	\$ 20,561	\$ 25,474	\$ 25,169	\$ 24,349	\$ 25,000	\$ 15,322	\$ 30,000	\$ 5,000	20.00%
603-4-4511-261	COGS - CLOTHING	\$ 12,790	\$ 16,052	\$ 10,541	\$ 18,713	\$ 15,000	\$ 11,059	\$ 17,500	\$ 2,500	16.67%
603-4-4511-262	COGS - CLOTHING SPECIAL ORDER	\$ 2,910	\$ 7,792	\$ 9,237	\$ 9,299	\$ 8,000	\$ 5,113	\$ 8,000	\$ -	0.00%
603-4-4511-264	SUPPLIES - OFFICE	\$ 1,522	\$ 1,854	\$ 2,409	\$ 2,327	\$ 2,400	\$ 754	\$ 2,000	\$ (400)	(16.67%)

NEW PRAGUE GOLF CLUB 2023 AUDITED FINANCIAL STATEMENT 2024 ADOPTED BUDGET 2025 PROPOSED BUDGET

Section 3, Item e.

Josh's Entries	City Entries	2020	2021	2022	2023	2024	Actual	PROJECTED	2023-2024	2023-2024		
	Kurt's Entries							2025			\$ Difference	% Difference
	Jeff's Entries							BUDGET				
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	8/31/2024	BUDGET				
603-4-4511-265	DRIVING RANGE	\$ 2,924	\$ 4,062	\$ 1,756	\$ 7,387	\$ 5,000	\$ 3,313	\$ 7,000	\$ 2,000	40.00%		
603-4-4511-301	AUDIT	\$ 4,755	\$ 5,164	\$ 4,983	\$ 5,170	\$ 5,250	\$ 3,386	\$ 7,102	\$ 1,852	35.28%		
603-4-4511-305	CIVIL LEGAL FEES	\$ -	\$ 697	\$ 106	\$ 89	\$ 750	\$ -	\$ 500	\$ (250)	(33.33%)		
603-4-4511-310	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 122	\$ -	\$ -	\$ -	\$ -			
603-4-4511-318	HANDICAP SERVICES	\$ 4,125	\$ 4,932	\$ 5,350	\$ 5,970	\$ 6,000	\$ 720	\$ 6,000	\$ -	0.00%		
603-4-4511-310	PROF. FEES-CONSULTING	\$ 1,756	\$ 1,701	\$ -	\$ 114	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
603-4-4511-321	TELEPHONE	\$ 6,295	\$ 6,346	\$ 7,539	\$ 6,861	\$ 7,600	\$ 4,613	\$ 7,600	\$ -	0.00%		
603-4-4511-322	COMPUTER COMM/MAINT	\$ 2,221	\$ 2,334	\$ 4,020	\$ 3,607	\$ 4,000	\$ 3,534	\$ 4,000	\$ -	0.00%		
603-4-4511-323	POSTAGE	\$ 704	\$ 721	\$ 840	\$ 931	\$ 900	\$ 353	\$ 950	\$ 50	5.56%		
603-4-4511-340	ADVERTISING & PUBLICATIONS	\$ 901	\$ 1,446	\$ 1,635	\$ 564	\$ 1,500	\$ 493	\$ 1,000	\$ (500)	(33.33%)		
603-4-4511-341	PROMOTIONS	\$ 3,406	\$ 2,876	\$ 2,201	\$ 4,150	\$ 4,500	\$ 3,750	\$ 3,800	\$ (700)	(15.56%)		
603-4-4511-369	PROPERTY/LIABILITY/AUTO INS	\$ 15,509	\$ 12,040	\$ 11,834	\$ 14,443	\$ 12,662	\$ 13,676	\$ 13,928	\$ 1,266	10.00%		
603-4-4511-381	UTILITIES - ELECTRICITY	\$ 20,475	\$ 25,428	\$ 21,359	\$ 22,290	\$ 21,000	\$ 11,954	\$ 23,000	\$ 2,000	9.52%		
603-4-4511-382	UTILITIES - WATER & SEWER	\$ 4,415	\$ 4,976	\$ 4,567	\$ 5,217	\$ 5,000	\$ 3,860	\$ 5,500	\$ 500	10.00%		
603-4-4511-383	UTILITIES - STORM SEWER	\$ 6,247	\$ 5,882	\$ 5,882	\$ 5,989	\$ 6,000	\$ 3,499	\$ 6,000	\$ -	0.00%		
603-4-4511-384	UTILITIES - GARBAGE	\$ 3,261	\$ 3,676	\$ 4,571	\$ 4,209	\$ 4,000	\$ 3,120	\$ 4,500	\$ 500	12.50%		
603-4-4511-385	UTILITIES - NATURAL GAS	\$ 4,633	\$ 5,169	\$ 8,613	\$ 7,885	\$ 9,500	\$ 4,450	\$ 9,500	\$ -	0.00%		
603-4-4511-401	CONTRACTED SERVICES	\$ 73,419	\$ 85,096	\$ 90,096	\$ 94,609	\$ 100,170	\$ 67,390	\$ 104,172	\$ 4,002	4.00%		
603-4-4511-404	REPAIRS & MAINTENANCE	\$ 5,286	\$ 20,132	\$ 12,459	\$ 13,969	\$ 13,000	\$ 7,843	\$ 13,000	\$ -	0.00%		
603-4-4511-411	EQUIPMENT RENTAL	\$ 5,027	\$ 6,281	\$ 7,189	\$ 5,965	\$ 5,200	\$ 2,777	\$ 5,200	\$ -	0.00%		
603-4-4511-412	TOURNAMENT FLEET RENTALS	\$ 22,140	\$ 7,477	\$ 10,651	\$ 10,630	\$ 6,000	\$ 2,450	\$ 3,000	\$ (3,000)	(50.00%)		
603-4-4511-417	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
603-4-4511-418	PORTABLE TOILETS	\$ 539	\$ 1,869	\$ 985	\$ 2,221	\$ 1,800	\$ 515	\$ 2,000	\$ 200	11.11%		
603-4-4511-420	DEPRECIATION	\$ 118,236	\$ 110,071	\$ 94,797	\$ 85,892	\$ 84,000	\$ 72,070	\$ 143,105	\$ 59,105	70.36%		
603-4-4511-430	MISCELLANEOUS EXPENSE	\$ 244	\$ 707	\$ 97	\$ 5	\$ 250	\$ 8,795	\$ -	\$ (250)	(100.00%)		
603-4-4511-431	CASH (OVER) SHORT	\$ (175)	\$ (544)	\$ 4,377	\$ 6,284	\$ -	\$ 4,050	\$ -	\$ -	#DIV/0!		
603-4-4511-432	PRIOR PERIOD ADJUSTMENTS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
603-4-4511-433	DUES & SUBSCRIPTIONS	\$ 1,482	\$ 803	\$ 938	\$ 1,247	\$ 1,000	\$ 1,318	\$ 1,200	\$ 200	20.00%		
603-4-4511-437	CREDIT CARD FEES	\$ 18,841	\$ 23,722	\$ 29,724	\$ 32,574	\$ 29,000	\$ 22,673	\$ 29,000	\$ -	0.00%		
603-4-4511-438	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ (250)	(100.00%)		
603-4-4511-439	LOSS ON SALE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
603-4-4511-450	TRAINING & SEMINARS	\$ -		\$ 268	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
603-4-4511-460	LICENSE FEES/REGISTRATION	\$ 169	\$ 100	\$ 119	\$ 175	\$ 1,000	\$ 931	\$ 1,000	\$ -	0.00%		
603-4-4511-500	CAPITAL OUTLAY	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	#DIV/0!		
603-4-4511-611	INTEREST EXPENSE	\$ 11,603	\$ 11,944	\$ 9,843	\$ 30,986	\$ 10,399	\$ 16,524	\$ 13,614	\$ 3,215	30.91%		
603-4-4511-620	BOND ISSUANCE FEES	\$ 5,047	\$ -	\$ 5,164	\$ 3,160	\$ 6,000	\$ 1,973	\$ 5,000	\$ (1,000)	(16.67%)		
TOTAL OPERATING EXPENSES		\$ 404,108	\$ 423,546	\$ 415,561	\$ 453,768	\$ 419,381	\$ 318,939	\$ 578,221	\$ 158,839	37.87%		
TOTAL WAGES, BENEFITS AND OPERATING EXPENSES		468,208	498,341	497,794	544,391	537,881	388,772	668,867	\$ 130,986	27.98%		
REVENUE OVER/(UNDER) EXPENSES		\$ 297,456	\$ 381,520	\$ 404,981	\$ 453,978	\$ 424,155	\$ 368,198	\$ 374,235	\$ (49,920)	(11.77%)		
Food & Beverage												
REVENUES												
603-3-4512-38044	FACILITY FEES	\$ 595	\$ 4,138	\$ 6,879	\$ 6,268	\$ 6,000	\$ 1,773	\$ 6,000	\$ -	0.00%		
603-3-4512-38045	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,676	\$ 11,918	\$ 11,000	\$ 3,570	\$ 11,000	\$ -	0.00%		
603-3-4512-38140	FOOD SALES	\$ 64,309	\$ 108,539	\$ 145,849	\$ 159,725	\$ 150,000	\$ 91,500	\$ 160,000	\$ 10,000	6.67%		
603-3-4512-38141	BEVERAGE NON-ALCOHOL	\$ 19,940	\$ 25,297	\$ 25,940	\$ 29,807	\$ 28,000	\$ 18,810	\$ 30,000	\$ 2,000	7.14%		
603-3-4512-38142	BEVERAGE ALCOHOL	\$ 125,166	\$ 181,805	\$ 176,540	\$ 200,917	\$ 185,000	\$ 129,176	\$ 195,000	\$ 10,000	5.41%		
603-3-4512-38143	SUNDRIES	\$ 5,028	\$ 6,469	\$ 6,303	\$ 9,735	\$ 9,000	\$ 7,289	\$ 9,000	\$ -	0.00%		

NEW PRAGUE GOLF CLUB 2023 AUDITED FINANCIAL STATEMENT 2024 ADOPTED BUDGET 2025 PROPOSED BUDGET

Section 3, Item e.

City Entries		2020	2021	2022	2023	2024	Actual	PROJECTED		
Josh's Entries	Kurt's Entries	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	8/31/2024	2025	2023-2024	2023-2024
Jeff's Entries								BUDGET	\$ Difference	% Difference
TOTAL REVENUES		\$ 216,571	\$ 332,437	\$ 372,186	\$ 418,371	\$ 389,000	\$ 252,119	\$ 411,000	\$ 22,000	5.66%
EMPLOYEE WAGES & BENEFITS										
603-4-4512-102	WAGES OVER-TIME	\$ 3	\$ 763	\$ 1,570	\$ 734	\$ -	\$ 222	\$ 500	\$ 500	
603-4-4512-103	WAGES PART-TIME	\$ 56,893	\$ 81,133	\$ 94,831	\$ 102,957	\$ 101,270	\$ 71,961	\$ 102,000	\$ 730	0.72%
603-4-4512-104	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,596	\$ 11,468	\$ 11,000	\$ 2,414	\$ 11,000	\$ -	0.00%
603-4-4512-113	EMPLOYEE BENEFITS			\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-4-4512-114	UNEMPLOYMENT BENEFITS			\$ -	\$ 312	\$ -	\$ 128	\$ -	\$ -	#DIV/0!
603-4-4512-121	P E R A	\$ 1,834	\$ 3,070	\$ 3,888	\$ 4,495	\$ 9,206	\$ 2,175	\$ 4,500	\$ (4,706)	(51.12%)
603-4-4512-122	F I C A	\$ 4,564	\$ 6,616	\$ 8,093	\$ 8,907	\$ 9,431	\$ 5,770	\$ 7,000	\$ (2,431)	(25.78%)
603-4-4512-151	WORKERS COMPENSATION	\$ 372	\$ 436	\$ 864	\$ 787	\$ 917	\$ 655	\$ 866	\$ (51)	(5.56%)
TOTAL EMPLOYEE WAGES & BENEFITS		\$ 65,199	\$ 98,207	\$ 119,842	\$ 129,661	\$ 131,824	\$ 83,326	\$ 125,866	\$ (5,958)	(4.52%)
OPERATING EXPENSES										
603-4-4512-210	SUPPLIES - GENERAL	\$ 10,063	\$ 15,178	\$ 20,252	\$ 20,331	\$ 18,000	\$ 11,501	\$ 18,000	\$ -	0.00%
603-4-4512-217	TOWELS/LINENS	\$ 3,763	\$ 8,430	\$ 7,337	\$ 4,930	\$ 7,500	\$ 2,363	\$ 4,800	\$ (2,700)	(36.00%)
603-4-4512-251	COGS - ALCOHOL	\$ 42,471	\$ 60,355	\$ 58,960	\$ 60,323	\$ 60,000	\$ 13,955	\$ 60,000	\$ -	0.00%
603-4-4512-254	COGS - BEV NON-ALCOHOL	\$ 16,086	\$ 20,045	\$ 17,809	\$ 16,120	\$ 22,000	\$ 3,556	\$ 17,000	\$ (5,000)	(22.73%)
603-4-4512-259	COGS - FOOD	\$ 37,380	\$ 64,205	\$ 77,731	\$ 81,584	\$ 80,000	\$ 31,467	\$ 81,760	\$ 1,760	2.20%
603-4-4512-262	COGS - SUNDRIES	\$ 2,910	\$ 8,062	\$ 9,540	\$ 9,995	\$ 7,470	\$ 5,877	\$ 7,650	\$ 180	2.41%
603-4-4512-263	EXPIRED GOODS	\$ 135	\$ 508	\$ 435	\$ 999	\$ 500	\$ -	\$ 500	\$ -	0.00%
603-4-4512-340	ADVERTISING & PUBLICATIONS			\$ -	\$ -			\$ -	\$ -	#DIV/0!
603-4-4512-365	INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ -	#DIV/0!
603-4-4512-404	REPAIRS & MAINTENANCE	\$ 7,369	\$ 1,291	\$ 658	\$ 4,505	\$ 4,000	\$ 2,179	\$ 4,000	\$ -	0.00%
603-4-4512-415	EQUIPMENT RENTAL	\$ 3,367	\$ 3,083	\$ 2,451	\$ 2,747	\$ 2,500	\$ 2,594	\$ 2,600	\$ 100	4.00%
603-4-4512-417	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-4-4512-430	MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ 39	\$ 6,335	\$ 2,000	\$ 7,117	\$ 2,000	\$ -	0.00%
603-4-4512-460	LICENSE FEES/REGISTRATION	\$ 3,695	\$ 2,246	\$ 4,221	\$ 4,260	\$ 4,500	\$ 3,320	\$ 4,500	\$ -	0.00%
603-4-4512-500	CAPITAL OUTLAY	\$ 6,953	\$ -	\$ 3,661	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ (5,000)	(50.00%)
TOTAL OPERATING EXPENSES		\$ 134,192	\$ 183,403	\$ 203,094	\$ 212,129	\$ 218,470	\$ 83,932	\$ 207,810	\$ (10,660)	(4.88%)
TOTAL WAGES, BENEFITS AND OPERATING EXPENSES		\$ 199,391	\$ 281,610	\$ 322,936	\$ 341,790	\$ 350,294	\$ 167,258	\$ 333,676	\$ (16,618)	(4.74%)
REVENUE OVER/(UNDER) EXPENSES		\$ 17,180	\$ 50,827	\$ 49,250	\$ 76,581	\$ 38,706	\$ 84,862	\$ 77,324	\$ 38,618	99.77%
Maintenance										
EMPLOYEE WAGES & BENEFITS										
603-4-4513-101	WAGES FULL-TIME	\$ 136,146	\$ 152,399	\$ 169,276	\$ 172,464	\$ 182,506	\$ 118,351	\$ 191,045	\$ 8,539	4.68%
603-4-4513-102	WAGES OVERTIME	\$ 1,837	\$ 2,295	\$ 1,514	\$ 1,769	\$ 1,000	\$ 2,070	\$ 1,000	\$ -	0.00%
603-4-4513-103	WAGES PART-TIME	\$ 63,985	\$ 66,419	\$ 68,900	\$ 96,860	\$ 80,000	\$ 71,568	\$ 105,000	\$ 25,000	31.25%
603-4-4513-113	EMPLOYEE BENEFITS	\$ 544	\$ 550	\$ 590	\$ 760	\$ 760	\$ 700	\$ 760	\$ -	0.00%
603-4-4513-114	UNEMPLOYMENT-FULL-TIME	\$ 3,467	\$ -	\$ 1,945	\$ -	\$ 2,546	\$ -	\$ -	\$ (2,546)	(100.00%)
603-4-4513-115	VACATION ACCRUAL	\$ 1,987	\$ 2,461	\$ 550	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-4-4513-121	P E R A	\$ 10,230	\$ 13,942	\$ 15,243	\$ 15,355	\$ 14,324	\$ 9,131	\$ 14,283	\$ (41)	(0.29%)
603-4-4513-122	F I C A	\$ 14,799	\$ 17,098	\$ 17,521	\$ 20,248	\$ 20,276	\$ 14,601	\$ 20,211	\$ (65)	(0.32%)
603-4-4513-129	GERF Change	\$ (7,893)	\$ (1,589)	\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!
603-4-4513-131	HEALTH INSURANCE	\$ 11,722	\$ 12,747	\$ 13,446	\$ 12,594	\$ 13,312	\$ 18,534	\$ 29,959	\$ 16,647	125.05%
603-4-4513-132	DENTAL INSURANCE	\$ 432	\$ 472	\$ 472	\$ 2,385	\$ 1,796	\$ 1,795	\$ 1,731	\$ (65)	(3.62%)
603-4-4513-133	LIFE & LT DISABILITY	\$ 235	\$ 268	\$ 186	\$ 542	\$ 525	\$ 374	\$ 536	\$ 11	2.10%
603-4-4513-135	OPEB EXPENSE	\$ (577)	\$ 475	\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!

NEW PRAGUE GOLF CLUB 2023 AUDITED FINANCIAL STATEMENT 2024 ADOPTED BUDGET 2025 PROPOSED BUDGET

Section 3, Item e.

Josh's Entries	City Entries	2020	2021	2022	2023	2024	Actual 8/31/2024	PROJECTED	2023-2024 \$ Difference	2023-2024 % Difference
	Kurt's Entries							2025		
	Jeff's Entries							BUDGET		
603-4-4513-151	WORKER'S COMPENSATION	\$ 2,302	\$ 2,187	\$ 3,769	\$ 3,209	\$ 2,663	\$ 2,792	\$ 3,822	\$ 1,159	43.52%
TOTAL EMPLOYEE WAGES & BENEFITS		\$ 239,216	\$ 269,724	\$ 293,410	\$ 326,186	\$ 319,708	\$ 239,916	\$ 368,347	\$ 48,639	15.21%
OPERATING EXPENSES										
603-4-4513-210	SUPPLIES - GENERAL	\$ 2,153	\$ 2,579	\$ 8,363	\$ 6,942	\$ 6,000	\$ 6,795	\$ 8,000	\$ 2,000	33.33%
603-4-4513-212	MOTOR FUELS	\$ 13,190	\$ 15,750	\$ 26,783	\$ 25,267	\$ 25,000	\$ 13,943	\$ 25,000	\$ -	0.00%
603-4-4513-216	FERTILIZER & CHEMICALS	\$ 34,213	\$ 25,347	\$ 29,500	\$ 29,959	\$ 40,000	\$ (15,621)	\$ 45,000	\$ 5,000	12.50%
603-4-4513-221	R & M - MACHINERY PARTS	\$ 22,577	\$ 31,096	\$ 27,463	\$ 25,524	\$ 30,000	\$ 17,696	\$ 30,000	\$ -	0.00%
603-4-4513-222	R & M - IRRIGATION	\$ 10,383	\$ 6,182	\$ 5,651	\$ 13,826	\$ 15,000	\$ 4,023	\$ 15,000	\$ -	0.00%
603-4-4513-231	SAFETY EQUIP & TRAINING	\$ 751	\$ 780	\$ 1,267	\$ 640	\$ 800	\$ 1,337	\$ 631	\$ (169)	(21.13%)
603-4-4513-247	R & M - COURSE GEN IMPROV	\$ 13,331	\$ 9,657	\$ 3,340	\$ 11,651	\$ 15,000	\$ 8,811	\$ 15,000	\$ -	0.00%
603-4-4513-441	SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ 10,738	\$ -	\$ -	\$ 15,000	\$ 15,000	#DIV/0!
603-4-4513-330	TRAVEL, CONF, MILEAGE	\$ 327	\$ -	\$ 413	\$ 115	\$ 500	\$ -	\$ 500	\$ -	0.00%
603-4-4513-365	INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
603-4-4513-381	ELECTRIC	\$ 990	\$ 1,366	\$ 1,222	\$ 1,883	\$ 1,400	\$ 274	\$ 1,600	\$ 200	14.29%
603-4-4513-382	UTILITIES-WATER & SEWER	\$ 40,956	\$ 56,849	\$ 62,717	\$ 81,931	\$ 62,000	\$ 2,817	\$ 62,000	\$ -	0.00%
603-4-4513-404	REPAIRS & MAINTENANCE	\$ 472	\$ 1,200	\$ 1,724	\$ 805	\$ 1,750	\$ 2,861	\$ 2,000	\$ 250	14.29%
603-4-4513-405	R & M - PRIVATE CART REPAIRS	\$ 1,086	\$ 2,598	\$ 2,319	\$ 5,397	\$ 3,500	\$ 4,288	\$ 5,000	\$ 1,500	42.86%
603-4-4513-417	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
603-4-4513-430	MISCELLANEOUS EXPENSE	\$ 17	\$ 228	\$ 390	\$ 5	\$ -	\$ 2,478	\$ 1,000	\$ 1,000	#DIV/0!
603-4-4513-500	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	#DIV/0!
TOTAL OPERATING EXPENSES		\$ 140,446	\$ 153,632	\$ 171,153	\$ 214,682	\$ 200,950	\$ 51,702	\$ 225,731	\$ 24,781	12.33%
TOTAL WAGES, BENEFITS AND OPERATING EXPENSES		379,662	423,356	464,563	540,868	520,658	291,618	594,078	\$ 73,420	14.10%
FUND TOTAL REVENUES		\$ 982,235	\$ 1,212,298	\$ 1,274,962	\$ 1,416,739	\$ 1,351,036	\$ 1,009,089	\$ 1,454,102	\$ 103,066	7.63%
FUND TOTAL EXPENSES		\$ 1,047,261	\$ 1,203,307	\$ 1,285,294	\$ 1,427,049	\$ 1,408,833	\$ 847,647	\$ 1,596,621	\$ 187,788	13.33%
REVENUE OVER/(UNDER) EXPENSES		\$ (65,026)	\$ 8,991	\$ (10,332)	\$ (10,310)	\$ (57,797)	\$ 161,442	\$ (142,519)	\$ (84,722)	146.59%
Transfer In		\$ 121,270	\$ 121,270	\$ 121,270	\$ 121,270	\$ 41,946	\$ 20,973	\$ 29,819		
Debt Payments		\$ (149,976)	\$ (149,976)	\$ (91,910)	\$ (126,187)	\$ (64,000)	\$ (64,000)	\$ (59,000)		
REVENUE OVER/(UNDER) EXPENSES W/TRF IN & DEBT PYMTS		\$ (93,732)	\$ (19,715)	\$ 19,028	\$ (15,227)	\$ (79,851)	\$ 118,415	\$ (171,700)		
Add Back Depreciation		\$ 118,236	\$ 110,071	\$ 94,797	\$ 85,892	\$ 84,000	\$ 72,070	\$ 143,105		
REVENUE OVER/(UNDER) EXPENSES ADDING BACK DEPRECIAT		\$ 24,504	\$ 90,356	\$ 113,825	\$ 70,665	\$ 4,149	\$ 190,485	\$ (28,595)		
Bond payments - Interest and principal due in 2025 - 2029										
(Shortfall) - need to cover cash flow								(28,595)		

GOLF DEPARTMENT GO BOND PAYMENT SCHEDULE

GO Bonds	2024	2025	2026	2027	2028
CIP 2014					
Project Cost - \$50,000					
Principal	\$ 5,000.00				
Interest	\$ 62.50				
CIP 2015					
Project Cost - \$85,000					
Principal	\$ 10,000.00	\$ 10,000.00			
Interest	\$ 375.00	\$ 125.00			
CIP 2016					
Project Cost - \$74,000					
Principal	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
Interest	\$ 461.25	\$ 276.75	\$ 92.25		
CIP 2020A Refunding					
Project Cost - \$150,000					
Principal					
Interest					
CIP 2022					
Project Cost - \$210,000					
Principal	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00
Interest	\$ 9,500.00	\$ 7,500.00	\$ 5,500.00	\$ 3,375.00	\$ 1,125.00
CIP 2024					
Project Cost - \$175,000					
Principal			\$ 30,000.00	\$ 35,000.00	\$ 35,000.00
Interest		\$ 5,711.81	\$ 8,750.00	\$ 7,250.00	\$ 5,500.00
TOTAL					
Principal	\$ 64,000.00	\$ 59,000.00	\$ 79,000.00	\$ 80,000.00	\$ 80,000.00
Interest	\$ 10,398.75	\$ 13,613.56	\$ 14,342.25	\$ 10,625.00	\$ 6,625.00
TOTAL PAYMENTS	\$ 74,398.75	\$ 72,613.56	\$ 93,342.25	\$ 90,625.00	\$ 86,625.00

**GOLF COURSE CONSULTANT AGREEMENT BETWEEN
CITY OF NEW PRAGUE AND GOLF PROFESSIONAL ENTERPRISES, LLC**

THIS AGREEMENT is entered into this 1st day of January, **2025**, by and between the CITY OF NEW PRAGUE, a Minnesota municipal corporation, (“the City”) and GOLF PROFESSIONAL ENTERPRISES, LLC, a professional golf management limited liability corporation (“Contractor”).

RECITALS

WHEREAS, the City wishes to retain the services of the Contractor to render professional golf management services for the operation of the New Prague Golf Club; and

WHEREAS, Contractor has indicated that it is qualified and willing to accept and perform the golf course management responsibilities pursuant to the terms of this Agreement; and

WHEREAS, the City intends to enter into a management agreement with the Contractor in connection with the operation of the New Prague Golf Club for the **2025** golf season with contract renewal for the **2026** golf season based on performance review.

NOW, THEREFORE, for good and valuable mutual consideration, and with the intent of being legally bound, the City and Contractor agree as follows:

1. TERM

The term of this Agreement shall be for a period of 12 months, commencing on January 1, **2025** and terminating December 31, **2025**, unless terminated at a sooner date as provided for in this Agreement. The Agreement may be terminated on 30 days written notice without cause or on 24 hours written notice with cause by either party, and payment of compensation hereinafter provided, shall be prorated to the last day this Agreement remains in force. For purposes of this Agreement, cause shall be defined as either (1) a material failure to comply with the provisions of this Agreement; (2) negligent or willful misconduct; (3) dissolution, substantial contraction, or bankruptcy of the non-terminating party; (4) execution of long term management agreement with Contractor or other management company.

2. SCOPE OF SERVICES

Contractor agrees to provide professional golf course management services for the operation of the New Prague Golf Club as more fully described in Exhibit A hereto.

3. COMPENSATION

The City shall pay compensation for services to Contractor without deduction for social security, federal or state taxes. Contractor shall be compensated at the rate of \$105,168.00 or 12 equal payments of \$8,764.00 per month beginning on January 1, 2025 and continuing monthly through December 2025. The City shall furnish Contractor with a copy of required IRS 1099 form(s) setting forth Contractor’s annual compensation no later than the end of January of the year following any year during which services are rendered. Contractor shall provide the City with an invoice for fees for each month in which services are rendered. The City agrees to pay such invoice within ten (10) days of receipt of an invoice from Contractor, subject to the City’s normal approval process involving the New Prague Golf Board, the New Prague City Council and the City Administrator.

4. EXPENDITURES/EXPENSES

Any expenditures deemed necessary for the operations of the New Prague Golf Club for the upcoming golf season by the Contractor in performance of this Agreement must be authorized by the City pursuant to the City’s normal approval process involving the New Prague Golf Board, the New Prague City Council and the City Administrator. All such expenditures shall be subject to City purchasing policies and any federal, state or local laws, rules and regulations. Expenses incurred by Contractor for City business activities are eligible for reimbursement pursuant to City policy. Any vendor service charges, finance charges, interest charges, etc. that are incurred by or caused by the Contractor on purchases or payments to vendors made by the Contractor on the City’s behalf, are the responsibility of the Contractor and shall be deducted from the Contractor’s monthly compensation once identified by the Finance Department. If the additional vendor charges are caused by or are the direct responsibility of the City’s Finance Department due to their delay in processing the vendor payments, there will be no deduction to the Contractor’s monthly compensation

5. SERVICE PROVIDER(S); ASSIGNMENT

Services by the Contractor will be performed by the following persons: Kurt Ruehling. All persons providing services through the Contractor shall be subject to routine background checks by the City prior to providing any services pursuant to this Agreement or handling any funds of the City.

Upon approval by the City, the Contractor may substitute other persons to perform the services. If substitution is permitted by the City, the Contractor shall furnish information to the City to allow proper review of the qualifications of the substituted person. No assignment of this Agreement shall be permitted without the written amendment signed by the City and the Contractor.

6. RELATIONSHIP OF PARTIES

The relationship of the parties to this Agreement shall be that of principal and agent, and all duties to be performed by the Contractor under this Agreement shall be for and on behalf of the City, in the City’s name, and for the City’s benefit. In taking any action under this Agreement, the

Contractor shall be acting only as an agent for the City, and nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of principal and agent. The Contractor shall not have the power to bind or obligate the City except as expressly set forth in this Agreement, except that the Contractor is authorized to act with such authority and power as may be necessary to carry out the spirit and intent of this Agreement.

7. AMENDMENTS

No amendments may be made to this Agreement except in writing and executed in the same manner as this Agreement.

8. INDEPENDENT CONTRACTOR

The parties agree that Contractor and its employees are not employees of the City. The Contractor and its employees will act as an independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the City, its departments or agencies. All services provided by the Contractor, Contractor's officers, agents, and employees pursuant to this Agreement shall be provided by such persons as an employee of the Contractor or as an independent contractor and not as an employee of the City for any purpose.

9. INDEMNIFICATION

Contractor agrees to defend, indemnify and hold harmless, the City, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the Contractor, its contractors or subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or any party that directly or indirectly benefits from the activities specified in this Agreement, or anyone for whose acts or omissions they may be liable in the performance of the activities specified in this Agreement and against all loss by reason of the failure of the Contractor to perform fully, in any respect, all obligations under this Agreement.

Nothing in this Agreement shall be deemed to be a waiver by the City or its elected officials of any limitations on or immunities from liability set forth in Minnesota Statutes, Chapter 466 or to which the City or its elected officials, officers, employees, agents and representatives are otherwise entitled.

10. DATA PRACTICES/WORK PRODUCT

Contractor agrees to comply with the Minnesota Government Data Practices Act (the “Act”) and all other applicable state and federal laws relating to data privacy or confidentiality. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement, or services provided thereunder. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. All data created, collected, received stored, used, maintained or disseminated by Contractor in performing its obligations is subject to the requirements of the Act, and Contractor must comply with the requirements of the Act as if Contractor was a government entity. Contractor agrees to hold the City, Mayor, City Council Members, and employees harmless from any claims resulting from Contractor’s failure to disclose data maintained by Contractor and authorized for release by the City, and from Contractor’s unlawful disclosure or use of data protected under state and federal laws.

Any information, data, reports, records, contracts, work products or other materials given to or prepared or assembled by Contractor under this Agreement shall be kept confidential and Contractor shall not make any of this material available to any individual or organization without prior approval of the City.

At the termination of this Agreement, all information, data, reports, records, contracts, work products or other materials relating to the Contractor’s assignment and duties under this Agreement shall remain the property of the City of New Prague.

All Contractor personnel records associated with personnel assigned under the terms and conditions of this Agreement shall be and remain the exclusive property of the Contractor provided, however, that the Contractor shall grant the City, City Administrator and/or City Attorney the right to review such files upon at least five days’ notice of their intent to review such files.

11. AUDITS

Contractor agrees that the City or the State Auditor, including any duly authorized representatives of the City or State Auditor, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that involve relevant transactions relating to this Agreement at any time during normal business hours and as often as they may reasonably deem necessary.

12. APPLICABLE LAW

The laws of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in and under those courts located within the County of Le Sueur, State of Minnesota.

13. NOTICES

Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To Contractor:

Golf Professional Enterprises, LLC
C/O Kurt Ruehling
423 Flag Boulevard NE
New Prague, MN 56071

To the City:

City of New Prague
C/O City Administrator
118 Central Avenue North
New Prague, MN 56071

14. INSURANCE

A. Contractor warrants and represents that it is a limited liability company with employees and therefore is subject to liability for workers' compensation benefits under Chapter 176 of the Minnesota Statutes. As a result, Contractor shall purchase and maintain appropriate workers' compensation insurance as required under Minnesota law. Moreover, as an independent contractor for the City, neither Contractor nor any of its employees have any entitlement or claim to workers' compensation benefits from the City.

B. Contractor shall purchase and maintain general and professional liability insurance to protect against claims for damages because of injury to persons or damage/destruction of any tangible property including loss of use resulting therefrom and from any claims arising out of the performance of this Agreement by the Contractor. The base limits for the general liability and automobile insurance policies shall be at least \$1,500,000 combined single limit.

C. Contractor shall provide the City with evidence of the foregoing insurance and policies in the form of a certificate from the insurer naming all policies no later than ten (10) days after the execution of this Agreement. The City shall be an additional named insured on both the general liability and automobile insurance policies. All insurance policies shall also contain a provision that they may not be cancelled or non-renewed unless prior written notice thereof is given to the City not less than sixty (60) business days (ten (10) days for non-payment of premium) prior to such cancellation or non-renewal date.

15. PERFORMANCE BOND

The City reserves the right to require, in its sole discretion, that Contractor post a bond, certificate of deposit, or other similar instrument approved by the City in an amount as the City reasonably deems to be adequate compensation for damages resulting from Contractor's nonperformance of its obligations under this Agreement. The City agrees to provide the Contractor with thirty (30) days advance notice of its intent to require such bond, certificate of deposit, or other similar instrument.

16. CONFLICT OF INTEREST

Contractor certifies that to the best of its knowledge no City officer or employee has any pecuniary interest in the business of Contractor or in this Agreement. No person associated with Contractor has any interest that would conflict in any manner or degree with Contractor’s performance of this Agreement.

17. COMPLIANCE WITH LAWS AND REGULATIONS

In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations, including all non-discrimination laws, pertaining to the provisions of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement notwithstanding other termination provisions contained herein.

18. COMPLETE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes any oral or written agreements between the parties. This Agreement may only be modified by written agreement signed by both parties.

19. SEVERABILITY

In any provision or provisions of this Agreement are held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Golf Professional Enterprises, LLC

City of New Prague

By: _____
Kurt Ruehling, Owner

By: _____
Mayor

By _____
City Administrator

EXHIBIT A

SCOPE OF SERVICES

Contractor shall provide the following services in connection with the management of the New Prague Golf Club:

- Identify the club's needs and goals.
- Work with the New Prague Golf Board and New Prague City Council in the development and implementation of a management plan for the short and long range operations of the golf course.
- Develop and recommend to the New Prague Golf Board and the New Prague City Council the appropriate services and programs to be offered at the golf course in order for the golf operations to be profitable.
- Market, advertise and promote the golf course to increase membership, attract tournaments and events. Communicate business details and plans to Golf Board and to City Administration monthly.
- Maintain customer service and satisfaction to ensure retention of members and events.
- Review monthly status reports with the City Administrator including membership counts, events booked, pricing adjustments, golf course readiness, tee time capacity, marketing efforts completed and underway, banquet facility operation and food and beverage services, financial results and net operating income, customer complaints and follow-up, and other information as requested by the City Administrator.
- Attend, or be represented at, all New Prague Golf Board meetings and provide agenda and administrative support, prepare reports and compile information necessary for the decision-making process.
- Recommend fees and other charges for services to the New Prague Golf Board and New Prague City Council which ensures that such services are provided in accordance with sound business principles.
- Oversee and manage the use of the golf course facilities during the off season, including but not limited to rental of banquet facilities, operation of food and beverage services, plan menus and maintains inventory as needed, provide for the overall care and maintenance of the facilities.

- Contractor shall possess a certified food manager license to be in compliance with Minnesota Department of Health and Le Sueur County regulations and requirements at any time food preparation occurs at the golf course.
- Contractor and any employees of Contractor shall each possess an alcohol server certification and any additional appropriate training and shall train and require all servers at the golf course to be in compliance with such certification at any time alcohol is provided at the golf course.
- Manage the golf shop and maintain appropriate inventory levels. Retail operations in the golf shop are for the financial benefit of the New Prague Golf Club.
- Oversee, manage and direct all golf club personnel and activity deemed necessary for the financial success of the golf course operations, subject to the consent and authority of the City Administrator and the City's policies, including but not limited to the City's personnel policies, and all federal, state and local laws, rules and regulations.
- Oversee all golf course operations through regular contact and interaction with City staff, assign to the golf course and other employees, as appropriate, participate in event planning as necessary, conducts follow-up on all events and addresses customer complaints as required. Any complaints and their resolution shall be reported to the City Administrator on a weekly basis. Any complaints received by the City shall be reported to the Contractor on a weekly basis.
- Undertakes or effectively recommends a full compliment of personnel (Golf Shop, Bar, Food and Beverage Operations, Golf and Maintenance Operations), including interviewing applicants, hiring, transfer, training, assigning and prioritizing work, scheduling staff, coaching and performance evaluation in accordance with the New Prague Personnel Policies. Provide annual performance evaluations and feedback to City Administrator for full-time staff.
- Provide a system for and oversee the maintenance of all departmental records, prepare departmental reports, assist with enforcement of all City policies and ordinances.
- Prepares the annual operating capital, and improvement budgets for the department and submits to the City Administrator in accordance with the City adopted budget practices. Administers the final City Council approved budget.
- Establishes priorities and standards for various projects and departmental work; assigns personnel; reviews project assignments; responds to emergencies and unanticipated needs with appropriate action plan; advises the Board and City Administrator of work planned, work completed, emergencies and problems encountered.
- Manages the daily tee-sheet to maximize daily and event play.

- Manages food and beverage services, plans menus and maintains inventory; serves as food safety manager.
- Operate machines (computer, cash registers, fax, phone, charge card machine, building equipment/machines/systems) and other equipment.
- Prepare and submit daily reports following each day. Prepare daily cash deposit and deliver to the bank in a timely manner.
- Prepare and submit month end reports on the 1st **business** day of the following month.
- Prepare maintenance schedules for the operation and maintenance of all capital equipment and systems operated within the golf clubhouse and identify the responsible personnel to conduct the appropriate maintenance on a daily, weekly, monthly, etc. basis.